

Australian Embassy - Direct Aid Program Application Form Instructions

A. PROJECT DETAILS

This section should describe the problem or issues which the proposal expects to address/solve and how the need for the proposal was determined.

Brief description – provide a summary of the project and what you hope will be achieved.

Project detail – this is your chance to tell us why the project is important and how you will implement it. What do you expect to achieve? How will your project meet the DAP goals that we've identified? How could it lead to improved wellbeing and livelihood of the target beneficiaries? You should refer to or include:

- the duration of the project and who will be responsible for its implementation,
- how many people are expected to benefit from the proposed project, both directly and indirectly
- a brief description of the current socio/economic/human rights situation related to the geographic region and beneficiaries of the project will be welcomed, and
- a brief description of all the potential risks that might jeopardise effective project implementation, and your strategy to mitigate those risks.

B. PROJECT DESCRIPTION

Select the boxes that best identify what your project will focus on.

C. PROJECT ELIGIBILITY

This provides a quick guide to applicants to test positive eligibility of their project. All questions should be answered in the affirmative if the project is to proceed.

D. CHILD PROTECTION

All DFAT funded individuals or organisations are expected to act in accordance with the Department of Foreign Affairs and Trade's Child Protection Policy. It is important for applicants to advise us at the application stage whether the project will involve working with children or contact with children. These are defined as:

Working with children – being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid works.

Contact with children – working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.

E. PROJECT RESOURCES

Ensure you comment on the project's sustainability, as this will be a key assessment criteria when looking at a number of projects in a highly competitive process.

F. BUDGET

Include a simple breakdown of your expected project expenses to implement the project. These could include equipment purchases, professional/consulting fees, rental costs, travel, materials and supplies and other costs. Additional explanatory text justifying project expenses might be included as well.

G. REFEREES

Please provide at least two referees who can be contacted by us to confirm your project's or organisation's eligibility and track record. Separate referee reports or letters are not required.