



## AUSTRALIAN EMBASSY IN SERBIA, NORTH MACEDONIA & MONTENEGRO

### DIRECT AID PROGRAM (DAP) GUIDELINES for FY 2022-23

The Australian Embassy in Belgrade invites all eligible entities in Serbia, North Macedonia and Montenegro to apply for funding through the Direct Aid Program (DAP) for financial year 2022-23.

#### What is the Direct Aid Program?

The Direct Aid Program is a flexible small grants program funded by the Australian Government and managed by the Australian Embassy in Belgrade. The program aims to support projects with a strong development focus that complement Australia's broader aid program, contribute to sustainable economic growth and lead to poverty reduction. DAP supports projects that provide direct benefits to those most in need in the local community, including vulnerable or disadvantaged groups, women, children and youth and people with disabilities. DAP projects should help to promote a positive image of Australia's cooperation with our countries of accreditation.

#### Who can apply?

DAP is available to non-profit and civil society organisation, community groups and other entities engaged in development activities in Serbia, North Macedonia and Montenegro.

#### What activities are eligible for DAP support?

DAP activities should primarily be aimed at achieving practical and tangible outcomes of a high development impact. ***Projects should be implemented within a relatively short period of time.***

#### In 2022-23, priority will be given to projects that:

- Promote human rights, freedom of media and freedom of expression, and good governance.
- Promote gender equality and empowerment of women and girls.
- Foster inclusiveness for people with disabilities.
- Support anti-tobacco campaign in primary and secondary schools.

#### What are the requirements?

- Application forms must be submitted through the online grants management system, Smartygrants.
- Have definite timelines including a work plan.
- Have clearly defined with specific achievable and sustainable outcomes that will help vulnerable target groups.
- Projects should address gender issues in their implementation.

- Project funding should be expended by 15 June 2023.
- Project acquittal documents should be sent by 30 June 2023.

**Applications must:**

- Include a clear and fully itemised and fully costed project budget in AUD outlining the development benefits of the proposal.
- Demonstrate the applicant's capacity to effectively implement the proposed project.
- Demonstrate the applicant's capability and capacity to manage any identified project's related risks. This should specifically include a risk management strategy for implementing the project amid COVID-19, including mitigation measures that will be taken to ensure the project is COVID-19 safe.
- Demonstrate that the project conforms with the objectives of the Direct Aid Program.
- Demonstrate that the project is technically feasible.
- If the project involves working with children, the organisation will be requested to adopt child protection policy. The Embassy will be able to assist in this process.
- Recipients of DAP funding must ensure that no support or resources are provided to any entity subject to sanctions (by the United Nations Security Council or the Australian Government).
- Recipients of DAP funding must ensure that the work conducted in relation to this project is undertaken in a safe manner and complies with all applicable local laws, standards and policies that relate to health and safety.
- A short progress report should be provided after the first three months from the commencement of the project. This should give a brief overview of progress achieved against identified milestones, including photographs, news releases or social media posts (if any). Any significant problems encountered should be described along with any action taken to overcome these problems.
- Progress reports must be uploaded onto Smartygrants using the acquittal form. Any receipts and expenditure should be forwarded with the progress report.

**We will generally NOT fund the following:**

- Cash grants or micro-credit schemes or projects that involve the return of money.
- Commercial ventures.
- Purchase of vehicles.
- Australian or overseas study tours.
- International travel.
- Sponsorship of major sporting tournaments or cultural displays that do not have a clear developmental benefit.

- Staff salaries.
- Routine, recurring running costs and administrative expenses including office rental and utility costs, spare parts, routine maintenance.

### **Expectations for accountability, transparency and reporting**

We require a high degree of transparency and accountability in all projects. Applications must demonstrate that the risk of wastage, administration costs and other costs not delivering direct benefit to the target community will be minimised.

### **Should your project be successful, you will be required to:**

- Sign a contract specifying the terms and conditions of the grant.
- Keep full financial records of all expenditure, including receipts.
- Submit a short progress report after the first three months from the commencement of the project. This should give a brief overview of progress achieved against identified milestones, including photographs, news releases or social media posts (if any). Any significant problems encountered should be described along with any action taken to overcome these problems.
- Submit a final report at the project's completion. Progress reports must be uploaded onto Smartygrants using the acquittal form. Any receipts and expenditure should be forwarded with the progress report.
- Allow and facilitate a visit by Australian embassy representatives to the project site.

### **How to apply?**

The DAP application form is to be completed by the applicant online. Applications for the 2022-23 Direct Aid Program can be done on <https://dap.smartygrants.com.au/BelgradeDAP2022-23> . **This round will open on 31 October and close on 13 November 2022 at 24h.**

All applications must be accompanied by a fully costed project budget. Additional documents may be attached if necessary. Pictures are often helpful. The Embassy will seek further information if required.

### **Application process**

- Funding under the Direct Aid Program is limited therefore we are looking for high quality, well targeted project proposals. After the submission deadline, the DAP committee will assess the applications against the following criteria:
- The costs and the development benefits of the project.
- Whether it has achievable and sustainable outcomes.
- The soundness of the project's objectives and design.
- The practicability of the proposed implementation arrangements.
- Whether the project conforms to the objectives of the Direct Aid Program.

It usually takes around four weeks from the submission deadline for all applicants to be notified of the success of their application. Only successful applicants will be contacted.

For further information, please email: [\*\*grants.belgrade@dfat.gov.au\*\*](mailto:grants.belgrade@dfat.gov.au)