Introduction

Overview

What is the Direct Aid Program (DAP)?

The Direct Aid Program is a flexible, small grants program run directly by the Australian High Commission, Accra. The program aims to support projects that contribute to inclusive, sustainable development and poverty reduction. DAP grants are between AU$20,000-A$50,000. Successful projects will align with the core Australian values of equality, empowerment, and inclusion, and promote a distinctive and positive image of Australia.

What sectors are eligible for DAP funding?

The primary objective of the DAP is to achieve tangible development outcomes in vulnerable communities.

In 2023-24, the Direct Aid Program will prioritise projects which promote:

- Good governance, transparency, and accountability
- Gender equality and women's economic empowerment
- Countering violent extremism
- Human rights promotion and inclusion

All projects must show due consideration to gender and disability inclusion in their design and implementation by ensuring women and people with disabilities are consulted and included in the development of proposals and the final design and implementation of projects.

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Who can apply?

DAP is available to not-for-profit individuals, community groups, NGOs and other entities engaged in development activities in countries that are eligible for official development assistance (ODA). In 2023-24, applications are open to Ghana, Burkina Faso, Cote d'Ivoire, Guinea, Liberia, Mali, Sierra Leone, Senegal, and Togo. Funding is allocated on a competitive basis.

Applications may be submitted by individuals or businesses on behalf of an NGO or other implementing organisation as part of a partnership. In this case, the applying organisation must take responsibility for the management and acquittal of DAP funds. The implementing organisation must be involved in preparing the application and be contactable to verify funds are being applied for on their behalf.

What are the requirements?

Applicants **must:**

- Seek a grant between AU$20,000 and AU$50,000.
- Complete an application form through the Smartygrants on-line grants management system.
- Include a clear, fully itemised and fully costed project budget (excluding cost items of a recurring nature such as staff salaries and consumables).
- Outline how the project will be completed within a 12-month period.

- Clearly demonstrate the project's contribution to development outcomes for target groups.

Preference is given to projects that:

- Show tangible and practical development outcomes;
- Include at least equal representation of women in leadership positions, including during the identification, design and implementation phases of the project;
- Are innovative and creative, particularly those using new technologies;
- Comply with local laws and have the demonstrated support of local authorities, including traditional leaders, district assemblies and local governments;
- Pay special attention to disability and gender issues and/or other disadvantaged groups; and
- Are sustainable; proposals need to demonstrate a commitment on the part of beneficiaries to implement the activities and maintain them beyond the conclusion of the project.

The following activities and items are generally **not eligible** for funding under the DAP:

- Australian or overseas study tours.
- Micro-credit schemes and commercial ventures.
- Routine, recurring and/or running costs of the applying organisation including staff salaries; office rental and utility costs; spare parts; office supplies; routine maintenance and repairs; purchase of major assets such as property or vehicles (including motorbikes); and payment of consultants, where this would constitute a major cost component of the project.
- Projects, including commemorative events, sporting tournaments or cultural displays, that do not have a clear developmental outcome.
- Catering (i.e. food and drinks) and media coverage for promotional/launch events associated with DAP projects. Projects which include ineligible components can be considered only if the proposal clearly states how these ineligible components will be funded by sources other than DAP.

In assessing applications, the High Commission will consider the experience and track record of the applicant organisation, as well as the potential development impact of the project. The High Commission will scrutinise budget proposals in detail and reserves the right to request budget adjustments where necessary.

Do I need to recognise the Australian Government's support?

Yes. All successful DAP projects must be publicly identified as sponsored by the Australian Government. Where possible, a permanent marker should be created and may include physical signage at project sites or imprints on sponsored hardware that include the Australian Aid identifier. Costs associated with branding project may make up a small part of the project's budget. The Australian High Committee can provide further guidance on appropriate recognition and high-resolution copies of the Australian Aid identifier to successful applicants.

Instructions

This form is to be completed by the applicant online. All applications must be accompanied by a fully costed project budget. This application form should be read in conjunction with the Direct Aid Program information on our website http://www.ghana.embassy.gov.au.

Note:

- If the project involves working with children, the organisation must **meet the minimum standards** under the [DFAT Child Protection Policy](#) to be eligible. If a project has limited or indirect contact with children, they will also be subject to the policy.
- Recipients of DAP funding must ensure that **no support or resources** are provided to any entity involved in terrorist activities or subject to sanctions by the United Nations Security Council or the Australian Government.
- Building or construction projects must comply with **appropriate environmental, construction and work health and safety standards**. They should meet or exceed Australian or World Health Organisation safety standards where possible. DAP does not allow the use of asbestos as a building material.
- Any changes to the project after funding has been granted **must be approved** by the Australian High Commission, Accra.

Applicant Details

* indicates a required field

Applicant Organisation and Contact Details

Organisation Name *

Organisation Name

Type of Organisation *

Postal Address *

Address

Suburb/Town   State/Province   Postcode   Country

Exact Location

Indicate important landmarks near location

Primary Contact *

Title   First Name   Last Name

Position *

Work Phone Number *

Must be an international phone number

Mobile Phone Number

Must be an international phone number

Email *

Must be an email address

Website

Must be a URL.

Past project experience (List previous projects including names of donors, the amount, and year of funding)

Project Name	Name of donor and contact person	Amount involved	Duration of Activity

Previous DAP Projects

Have you received DAP funding previously? *   ○ Yes   ○ No

If yes, list any projects previously done by this organisation through the Direct Aid Program

Project Name	Name and Contact	Currency Type	Amount Funded	Dates

Please list at least two referees from other organisation, or community leaders.

Referee One

Name *

Title	First Name	Last Name

Position *

Primary Phone Number

Must be an international phone number

Primary Email *

Must be an email address

Referee Two

Name *

Title	First Name	Last Name

Position *

Office Phone Number

Must be an international phone number

Office Email *

Must be an email address

Project Proposal

Accra Direct Aid Program Application (English)
Form Preview

* indicates a required field

Project Summary

Name of Project *

Must be no more than 20 words

Project description *

Must be no more than 150 words

Start Date *

Must be a date

End Date *

Must be a date

Project Location

Project Country *

Location of Project *

Project Objectives

Select one or more of the Objectives below.

Which of the following are objectives of this project? *

☐ Community Health or Sanitation
☐ Conferences, Training, or Capacity Building
☐ Cultural or sporting activities
☐ Disaster or humanitarian relief
☐ Education (general)

☐ Education (Infrastructure)
☐ Gender equality
☐ Poverty alleviation
☐ Protection of the environment
☐ Rural Development or Agriculture

Working with Children

Contact with children is defined as 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.

Direct Aid Program considers a child to be a person under the age of 18 years.

Will this project involve working with children or contact with children? * ○ Yes ○ No

Sample of Child Protection Code of Conduct

Do you have a child protection policy, procedure or guidelines? * ○ Yes ○ No

If Yes, attach a copy of the policy, procedure or guidelines *

Attach a file:

Risk identification and management

What problems will be encountered in delivering this project? *
☐ Child related risks   ☐ Political risks
☐ Environmental risks   ☐ Social Risks

How will you work to overcome them? *

Word count:
Must be no more than 200 words.
Must be no more than 200 words

The global COVID-19 pandemic is presenting many challengers and constraints and may impact on your capacity to deliver the desired outcomes of your project.

What are the challenges COVID-19 will present for your project and how will you overcome them? *

Word count:

Describe how your project will be implemented taking into account COVID-19 and any risk mitigation measures. *

Word count:

Other Project Credentials

Accra Direct Aid Program Application (English)
Form Preview

* indicates a required field

What will your organisation contribute to the project, including labour, other resources and management? Explain, if applicable, what the local community would contribute to the project. *

Has the local community/stakeholders been consulted about this project? Please provide details of and attach a proof of community consultations if you can. *

Attach proof of consultation if available

Attach a file:

What measures will you take to promote Australian profile or identity in your project? *

How does this project involve the participation of women? *

Does the project involve the participation of marginalised groups? For example, people with disability? *

Details of Implementing Agency

If different from applicant organisation. Please see DAP guidelines for further explanation.

Is there a different Implementing Agency for your project? *

○ Yes   ○ No

Accra Direct Aid Program Application (English)
Form Preview

Organisation Name *

Organisation Type *

e.g. governmental, local/international non-governmental,
community based organisation etc

Organisation's goals and purpose *

Physical Address

Address

Suburb/ State/ Postcode Country
Town Province

Must be a valid postcode.

Postal Address (if different from physical address)

Address

Suburb/ State/ Postcode Country
Town Province

Must be a valid postcode.

Exact location *

Indicate important landmarks near location

Contact Person Name *

Title   First Name   Last Name

Position *

Phone Number

Email *

Must be an email address.

Website *

Must be a URL.

Funding

* indicates a required field

Please outline the total amount of funds you are requesting and breakdown of what the money will be spent on here. This includes materials, transportation of goods, building services

Please note it is not sufficient to simply refer to quotes; a detailed budget must be outlined here. Please attach two quotes for the purchase of any products.

Currency Type *

Total Project Cost *

What is the total budgeted cost (dollars) of your project?

Total Amount Requested *

What is the total amount being requested for this project?

Applicant's contribution *

What is the total budgeted cost (dollars) of your project?

Budget

Please provide a detailed budget in Australian dollars (AUD).

Please note that at the end of the project, a detailed acquittal will be required in which the implementing organisation MUST demonstrate:

a) that all project objectives have been achieved. This may be demonstrated through photos, reports or a visit by either High Commission staff or a third party monitoring agency

b) that all funds have been spent as per the original budget, with verifiable receipts and other valid documentation as proof of expenditure.

Failure to properly acquit the project will result in the organisation being ineligible for any future DAP funding. The High Commission may also seek to recover any unacquitted funds.

Applicants are advised to use Microsoft Excel to model their budgets (1 page limit) along the template (attachment B). Please specify the exchange rate used.

NOTE: the exchange rate can fluctuate over time. Please take this into consideration when drafting your budget and note that the exchange rate at the time of application may differ significantly to that at the time of funding.

Item	Cost per item	Number of Items	Total cost	NGO contribution	Contribution from other donors	DAP Contribution
EG: $20 per metre	EG: $20 per metre	EG: 50 metres	Must be a number.	Must be a number.	Must be a number.	Must be a number.

Use this Template for Budget: https://dap.smartygrants.com.au/s/site/dfat/Sample_budget.xlsx

Attach budget here *   Attach a file:

[   ]

Enter your budget into an excel sheet and attach

Recurrent Costs

DAP funding cannot be used for recurrent costs.

Will the project have   ○ Yes   ○ No
recurrent costs? *

Explain how you will
recover recurrent costs.
*

Project Details

* indicates a required field

Why does this work
need to be done? *

Word count:
Describe the specific issue or need you want to address (200 words recommended)

What are the planned
activities? *

Word count:
Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

What are the expected
outcomes of the project?
*

Word count:
Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

How will you know if
these outcomes have
been achieved? *

Accra Direct Aid Program Application (English)
Form Preview

Word count:
Must be no more than 150 words.
Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

Beneficaries

Who will benefit from the project? *

Word count:
Describe the estimated number, gender, age and location/region of these participating in the project. Must be no more than 150 words.

Funding Agreement

* indicates a required field

Conditions of funding

As a condition of this DAP funding, your organisation must ensure that no support or resources, including training, is provided to any criminal, illegal or terrorist entity.

Accordingly, your organisation must take all necessary steps to ensure that funding provided by us does not, directly or indirectly, contribute to any criminal, illegal or terrorist individuals or entities.

Does your Organisation directly or indirectly, contribute to any criminal, illegal or terrorist individuals or entities? *   ○ Yes   ○ No