Direct Aid Program Application (English)
Form Preview

Introduction

The Direct Aid Program (DAP) is a flexible, small grants scheme funded by the Australian Government and managed by the Australian Embassy in Thailand. Through DAP, we fund projects that provide direct benefits to those most in need in the local Thai community, including vulnerable or disadvantaged groups.

DAP funding is available to not-for-profit individuals, community groups, non-government organisations (NGOs) and other entities engaged in development activities in Thailand.

DAP projects should be aimed primarily at achieving practical and tangible outcomes, such as promoting gender equality, women's empowerment and women's safety; mitigating the impacts of climate change and protecting the environment; supporting people with disabilities; improving community health; and supporting schools and education.

We welcome projects from across Thailand, and particularly encourage applications from rural communities. We are also interested in projects which deliver long-term impacts, such as through capacity building of organisations, training workshops, or developing systems management tools or databases to help community organisations function more effectively.

Amount of funding

The majority of successfully funded DAP projects fall between the range of AUD4,000 to AUD24,000 (THB100,000 to THB500,000). In exceptional circumstances we can fund projects up to AUD35,000 (THB800,000). However, we prefer to be able to support a wide range of projects across Thailand, therefore projects under AUD24,000 (THB500,000) are considered favourably.

For further information on the Australian Government Direct Aid Program, please see https://www.dfat.gov.au/people-to-people/direct-aid-program/direct-aid-program

How can we apply?

Applications will close at 8pm (ICT) **on Friday 4 October 2024**.

All DAP applications must be submitted through our online grants management system Smarty Grants.

The Direct Aid Program in Thailand focuses on:

- capacity building in the areas of governance, decentralisation and human rights (e.g. holding workshops to advise people of their rights within the domestic legal system);
- promoting gender equality, women's empowerment and women's safety (e.g. supporting a program to combat domestic violence);
- improving community health (e.g. delivering a mobile health clinic to a remote area; mental health care training for social workers; delivering a training program for telephone first responder staff);
- protecting the environment and supporting inclusive, green growth, including strengthening institutions and promoting rural development (e.g. supporting the use of renewable energy at a school by turning organic waste into an energy source);
- supporting schools or education (e.g. English phonics training for primary school teachers; delivery of water safety and drowning prevention program);
- supporting people with a disability to access the same opportunities as others (e.g. vocational training for people with disabilities and their families; constructing wheelchair access ramps in a rural school); and

- improving small-scale infrastructure (e.g. constructing check-dams to increase potable water supply in remote villages).

To be eligible, projects must:

1. qualify as Official Development Assistance (ODA) and not be commercial in nature (See criteria at "is it ODA?' factsheet [here](#));
2. have tangible humanitarian or development outcomes, and/or make a practical contribution to building the capacity of recipients in a relevant sector;
3. produce results that will last beyond the end of the project, with any recurrent costs being met through other non-DAP funding;
4. involve a demonstrated commitment by the local community;
5. be technically feasible and able to be implemented within the agreed timeframe;
6. have limited staffing and/or administration costs;
7. have the capacity to meet accountability requirements, including progress reports and acquittal of funds;
8. implement appropriate child protection, fraud control, anti-corruption, environmental protection and workplace health and safety measures;
9. not directly or indirectly support terrorist groups or sanctioned entities (As identified [here](#) and [here](#)); and
10. appropriately acknowledge Australia's contribution.

Proposals must include details about project scope, beneficiaries, activity descriptions, cost estimates, outputs, a realistic timeframe and clear results. Please ensure you complete all questions relevant to your proposal.

Applicants must state if they have sought support from other possible funding sources for the proposed activity, or if the proposed activity is being implemented in conjunction with activities funded through other sources.

Projects are usually required to finish by end-June 2025. This deadline can be extended if there is a good reason, and the DAP Committee gives approval.

DAP will usually not fund:

- running costs and administrative expenses (e.g. staff salaries, office rental and utility costs, spare parts, office supplies, routine maintenance and repairs);
- salaries or fees for consultants and advisors, where they are a large part of total costs;
- any project using asbestos in its construction;
- micro-finance projects or micro-credit schemes;
- academic research;
- sponsorship of major sporting tournaments or cultural displays that do not have a clear development benefit;
- commercial ventures (unless it can be demonstrated that any profits flow to the community as a whole or will be reinvested in the community project);
- Australian or overseas study tours

Selection process:

The Embassy's DAP Committee selects projects annually based on the online applications. When assessing applications, the DAP Committee will consider whether:

- the project is eligible to receive DAP funding
- the project is in a priority sector
- there is local participation in the initiative and a clear need for support;
- the applicant can successfully carry out the project, including meeting expenditure and reporting deadlines;

- the applicant is aware of any risks and has strategies to address them.

As part of the application process, applicants are required to submit details of two referees. A referee should be a credible individual from outside your organisation who is familiar with the applying organisation and can vouch for you and your work. Referees may be contacted to discuss the applications.

The DAP Committee will advise all applicants in writing as to whether their project has been successful or unsuccessful as soon as possible after the completion of the selection round.

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

- sign a contract specifying the terms and conditions of the grant;
- follow all due diligence requirements of the Australian Embassy, Thailand;
- keep full financial records of all expenditure, including receipts;
- submit final project completion report using the Smarty Grants website; and
- strictly adhere to Department of Foreign Affairs and Trade's Child Protection Policies while implementing the project.

Partner obligations

- Recipients of DAP funding must ensure that the work conducted in relation to the project is undertaken in a safe manner and complies with all applicable local laws, standards and policies that relate to health and safety.
- DFAT does not tolerate the exploitation, abuse or harassment of children or adults. For projects likely to involve contact with vulnerable people, the applicant must comply with DFAT's Child Protection Policy and/or Preventing Sexual Exploitation Abuse and Harassment (PSEAH) Policy. DAP recipients are expected to apply an appropriate policy commensurate with the level of risk associated with the activity and their organisation. Recipients will be asked to demonstrate that they have a Child Protection and/or PSEAH policy or other documented policies and procedures, including, reporting and investigation procedures to manage these risks.
- DFAT is fully committed to full implementation of UN Security Council Resolutions relating to sanctions, including United Nations Security Council (UNSC) Resolutions 1373 (2001) and 1267 (1999), 1989 (2011) and 2253 (2015) and related resolutions against the financing of terrorism. Consistent with applicable Australian laws, the Australian Embassy, Thailand seeks to take reasonable precautions, and to exercise due diligence, to ensure that none of its funds are provided, directly or indirectly, to individuals or entities designated by the UN Security Council, its committees or the Australian Government for targeted financial sanctions, or otherwise used to provide support to individuals or entities associated with terrorism.

Further Information

Tel: (02) 344 378 (English) or (02) 344-6362 (Thai - #######)

Email: dap.bangkok@dfat.gov.au

Important notes

BEFORE YOU BEGIN

Welcome to the online application service to the Direct Aid Program (DAP) of the Australian Embassy in Bangkok provided by SmartyGrants. This form allows you to resume the application at the stage that left the last time you opened it. To do this, you just have to keep - "Save Progress" - as you fill out the form. Make sure that it does frequently. If you need help completing the form, please see page of Smartygrants, or see also FAQ.

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For queries about the guidelines, deadlines, or questions in the form, please contact us via email dap.bangkok@dfat.gov.au or 02 344 6378 during business hours and quote your submission number.

This application form should be read in conjunction with information on the Direct Aid Program available at -https://www.dfat.gov.au/people-to-people/direct-aid-program/pages/direct-aid-program

NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

On every screen (page of the form) you will find a Form Navigation contents box, this links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

SAVING YOUR DRAFT APPLICATION

If you wish to leave a partially completed application, press 'save and close' and log out. When you log back in and click on the 'My Submissions' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download PDF' button located at the bottom of the last page of the application form.

SUBMITTING YOUR APPLICATION

You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top or bottom of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then you should presume that your submission has NOT been submitted.

Hint: also check the email hasn't landed in your spam or junk email folder.

ATTACHMENTS AND SUPPORT DOCUMENTS

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

Applicant Details

* indicates a required field

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Applicant Organisation and Contact Details

Organisation Name *

Organisation Name

Type of Organisation *

Postal Address *

Address

Suburb/Town   State/Province   Postcode   Country

Primary Contact *

Title   First Name   Last Name

Position *

Work Phone Number *

Mobile Phone Number *

Email *

Must be an email address

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 of Applicant	Currency Type	Amount Funded	DAP Round (eg 2016-17)
			Must be a number.	

If No, provide details of two referees from outside your organisation

Referee One

Name *

Title

First Name

Last Name

Position *

Organisation

Mobile number *

Email *

Must be an email address

Referee Two

Name *

Title

First Name

Last Name

Position *

Organisation

Mobile number *

Email *

Must be an email address

Project Proposal

* indicates a required field

Project Summary

Name of Project *

Word count:
Must be no more than 20 words.

Project description *

Word count:
Must be no more than 150 words

Start Date *

Must be a date

End Date *

Must be a date

Projects must usually finish by end of June 2025. If your project will finish after this date, please explain the reason. *

Project Location

Project Country *

Location of Project *

Province and Amphoe (District)

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

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

If your organisation does not have a child protection policy, please fill out and attach the standard child protection policy available at the Embassy DAP website -

https://thailand.embassy.gov.au/files/bkok/Child%20Protection%20Policy%20Form_Eng.pdf

Attach here *   Attach a file:

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

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 *   ○ THB - THAI BAHT

Total Amount Requested from DAP (Thai Baht, THB) *

How much are you requesting from DAP? This can be less than the total project cost.

Total Project Cost *

What is the total budgeted cost of your project? This includes both DAP money and other sources of funds.

Applicant's contribution *

How much is your organisation contributing to the project (not including DAP funds)? This can include staffing salaries, administrative costs and in-kind services.

If you are requesting more than 500,000 baht, please explain the reason and any additional sources of funding. *

Budget

Please provide a detailed budget. You can use the table below or attach a file.

NOTE: Ensure all costs quoted in the budget are in Thai Baht

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

Attach quotes   Attach a file:

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<div style="border: 1px solid #ccc;"></div>

If you have a file budget summary, please upload here.

Attach a file:

Recurrent Costs

DAP funding cannot be used for recurrent costs.

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

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)

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.

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? *

Word count:
Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

Risk identification and management

What problems do you think may 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.

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