

# Direct Aid Program Application - English

## Form Preview

### Introduction

#### What is the Direct Aid Program?

The **Direct Aid Program (DAP)** is a small-grants scheme funded by Australia's aid budget. It aims to support non-profit organisations working in local communities on activities that achieve sustainable and inclusive development.

#### Who can apply?

DAP funds are available on a not-for-profit basis to **registered** community groups, NGOs and other entities engaged in development activities in **Mauritius** (including Rodrigues), **Comoros** and **Madagascar**. We welcome projects with a regional dimension. Regional projects including Seychelles (currently not eligible for overseas development assistance) may be considered if there are other funding sources for Seychelles.

What activities are eligible for DAP support?

DAP activities are aimed at achieving practical and tangible outcomes of high development impact. Projects that might act as a catalyst for additional development of the community or a model for similar developments elsewhere will be welcomed. Proposals that have a disability focus are encouraged.

The maximum amount for each grant is AUD60,000 (or the USD equivalent) and projects should be completed within one year from the date of entering into the grant agreement.

*NOTE: Based on strong justifications, a project proposal may be exceptionally considered to be spread over a maximum of two years. Prior approval of the Australian High Commission/Embassy must be sought for any extension of timeframe and other variations on components.*

#### Priority areas for 2024-25 are:

- Climate, renewable energy, environmental protection and/or promoting biodiversity
- Governance, education and/or economic empowerment
- Gender equality, social inclusion and the protection of minority and/or human rights
- Disaster and/or livelihoods resilience (including food, water and health security)

Applicants may apply for funding for development projects in other thematic areas.

The following activities are **NOT** eligible for funding under the DAP:

1. Australian or overseas study tours;
2. international travel (except in exceptional cases where it is a small component of overall budget);
3. grants programs run by other governments or organisations;
4. micro-credit schemes and or projects that involve the return of money or loans for cash;
5. permanent staff salaries or related fees;
6. commercial ventures;
7. purchase or rental of major assets including property or land;
8. purchase of vehicles (medical/emergency or farming vehicles may be considered in exceptional cases);
9. routine, recurring and/or running costs of the applying organisation including staff salaries; office rental and utility costs; spare parts; office supplies; routine maintenance

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- and repairs (including of equipment such as photocopiers, computers, stoves, fridges etc.), and office or equipment insurance;
- 10 administrative costs not directly related to project implementation;
- 11 commemorative events, sporting tournaments or cultural displays, that do not have clear developmental outcomes; and
- 12 direct support to governments.

**NOTE:** Projects which include ineligible components can be considered only if the proposal clearly states how these components will be funded by other sources.

### How do I apply?

This application form should be completed online via the SmartyGrants platform at: <https://dap.smartygrants.com.au/PortLouisFY2024-2025-EN>.

### Your application should

- comply with guidelines above
- clearly articulate the positive change and impact that would occur following project implementation
- include an itemised and fully costed project budget
- include two referees – these can not be from the applicant organisation or from an organisation which stands to gain from the proposed project
- show with the help of a timeline or work plan that the project will be completed within one year.

Proposals should demonstrate a commitment on the part of beneficiaries to implement the activities and maintain them beyond the conclusion of the project.

**Applications for this round must be received no later than 23:59 hours MUT (GMT +4) on Monday 14 October 2024.**

All queries should be directed to the DAP Program Officer via email to [DAP.PortLouis@dfat.gov.au](mailto:DAP.PortLouis@dfat.gov.au).

### Selection process

DAP projects are selected through a competitive process and in assessing applicants, the High Commission will consider the experience and track record of the applicant organisation, as well as the nature of the project. The High Commission reserves the right to request budget adjustments where necessary.

Preference is given to projects that:

- show tangible and practical development outcomes and have involved beneficiaries/ local communities in identifying, designing and managing the project
- are innovative and creative
- comply with local laws and have the demonstrated support of local authorities, including traditional leaders, district councils/assemblies and local governments
- pay special attention to youth, disability and gender issues; and other disadvantaged groups
- are sustainable.

DAP projects are selected through a competitive process and in assessing applicants, the High Commission will consider the experience and track record of the applicant organisation, as well as the nature of the project. The High Commission reserves the right to request budget adjustments where necessary.

All successful DAP projects must be publicly identified as sponsored by the Australian Government. Where possible, a permanent signage should be created. Badging may include

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physical signage at project sites or imprints on sponsored hardware and print materials and should include the Australian aid identifier or its most suitable versions available [at this link](#).

DAP recipients must facilitate visits from High Commission Staff to inspect the project and must submit all the acquittals with receipts **within four (4) weeks of the completion of the project** via the SmartyGrants platform.

### Instructions to Applicants

This application form is to be completed by the applicant online via the SmartyGrants platform and read in conjunction with information on the Direct Aid Program available [at this link](#).

All applications for funding should align to the DAP Guidelines herein and be accompanied by a fully costed project budget.

All queries should be directed to the DAP Program Officer via email to [DAP.PortLouis@dfat.gov.au](mailto:DAP.PortLouis@dfat.gov.au).

#### Important Notes:

1. ***Fraud will be dealt with seriously.*** Applicants must not, and must ensure employees, agents, representatives, partners, subcontractors and volunteers, do not engage in any fraudulent activity. Applicants are responsible for preventing and detecting fraudulent activity. Should applicants become aware of any fraudulent activity involving any activities funded in whole or in part by DAP funds, this must be reported to the High Commission immediately.
  - For information on DFAT fraud control policy, please [click on this link](#).
2. DAP building and construction related projects should meet or exceed Australian or World Health Organisation (WHO) standards wherever reasonably practicable to do so. Departure from Australian WHS standards on the basis that meeting such standards is not “reasonably practicable” should only be accepted where it is defensible to do so, supported by a clear, persuasive, and documented explanation.
  - In such cases, the project should meet the highest standard that is reasonably practicable, with hazard mitigation measures supported by a hazard identification and risk assessment report identifying the residual risks of injury and illness to any workers or third parties, and proposed mitigation strategy. DAP does not allow the use of asbestos as a building material.
3. If the project involves working with children, the organisation must have a current child protection policy or code of conduct (or create one and the High Commission can help you with this if the project is retained) to be eligible.
  - For information on DFAT child protection policy, please [click on this link](#).
4. 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 are responsible for undertaking the due diligence checks necessary to ensure the persons or entities connected with your proposed activity are not subject to targeted financial sanctions.
  - Please refer to DFAT’s Consolidated List of all persons and entities who are subject to targeted financial sanctions under Australian sanctions law [at this link](#).
  - Please refer to the United Nations Security Council sanctions [at this link](#).

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5. 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.
6. Only successful applicants will be notified of the outcome of the selection exercise.

## Applicant Details

\* indicates a required field

### Applicant Organisation and Contact Details

**Organisation Name \***

Organisation Name

**Type of Organisation \***

**Postal Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### Primary Contact

**Name \***

Title

First Name

Last Name

### Secondary Contact

**Name \***

Title

First Name

Last Name

**Position \***

**Position \***

**Work Phone Number \***

Must be an international phone number

**Work Phone Number \***

Must be an international phone number

**Mobile Phone Number**

Must be an international phone number

**Mobile Phone Number \***

Must be an international phone number

**Email \***

Must be an email address.

**Email \***

Must be an email address.

### Previous DAP Projects

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**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
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			Must be a number.	

Please provide details of two referees\*\* for your project.

\*\* Ideally from diplomatic posts/international organisations or other independent institutions i.e not part of the applicant's staff or board members.

### Referee One

**Name \***

Title

First Name

Last Name

### Referee Two

**Name \***

Title

First Name

Last Name

**Position \***

**Position \***

**Primary Phone Number**

**Primary Phone Number**

Must be an international phone number

**Primary Email \***

**Office Email \***

## 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 \***

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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? \***

- |  |   |
|--|---|
| <input type="checkbox"/> Child and Maternal Health                   | <input type="checkbox"/> Education (general)                          |
| <input type="checkbox"/> Community Health or Sanitation              | <input type="checkbox"/> Education (Infrastructure)                   |
| <input type="checkbox"/> Conferences, Training, or Capacity Building | <input type="checkbox"/> Gender equality                              |
| <input type="checkbox"/> COVID-19 Response                           | <input type="checkbox"/> Governance, human rights and civil liberties |
| <input type="checkbox"/> Cultural or sporting activities             | <input type="checkbox"/> Poverty alleviation                          |
| <input type="checkbox"/> Disability Inclusion                        | <input type="checkbox"/> Protection of the environment                |
| <input type="checkbox"/> Disaster or humanitarian relief             | <input type="checkbox"/> 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 Yes, attach a copy of the policy, procedure or guidelines \***

Attach a file:

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**You will need to provide a child protection policy within a short deadline once your project is finalised.**

## 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. If it is not practicable to obtain quotes prior to submitting the application, you will need to provide quotes within a short deadline if you project is shortlisted.

**Currency Type \***

**Total Project Cost \***

What is the total budgeted cost 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 of your project?

## Budget

Please provide a detailed budget.

NOTE: Ensure all costs quoted in the budget are in the same currency type as the **Total Project Cost**

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

**Attach quotes for purchase of any products**

Attach a file:

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### Recurrent Costs

DAP funding cannot be used for recurrent costs.

**Will the project have recurrent costs?** \* ☐ Yes ☐ No

**Explain how you will meet recurrent costs without reliance on DAP** \*

### 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)

**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 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 outcomes you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

**How will you measure and evaluate if these outcomes have been achieved?** \*

Word count:



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How will the positive impact of this project be sustained after the project's completion (200 words recommended)

### Risk identification and management

**What problems will be encountered in delivering this project? \***

- ☐ Child related risks  
☐ Environmental risks

- ☐ Political 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