

PNG Direct Aid Program Application form

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Introduction

Overview

What is the Direct Aid Program?

The Direct Aid Program (DAP) is a flexible small grants program funded by the Australian Government and managed through the Australian High Commission in Port Moresby. The program aims to support projects with a strong development focus that complement Australia's broader aid program which contributes to sustainable economic growth and poverty reduction.

Who can apply?

DAP is available on a not-for-profit basis to individuals, community groups, NGOs and other entities engaged in development activities in countries that are eligible for official development assistance (ODA).

What activities are eligible for DAP support?

DAP activities should aim to achieve practical and tangible outcomes. DAP is able to fund activities that have a direct, practical and immediate impact. We will favourably consider projects:

- that improve the livelihood of communities;
- that are inclusive, sustainable and have lasting development impacts;
- promoting women's empowerment, indigenous groups and vulnerable minority groups;
- supporting disability inclusion;
- that focus on climate change and environmental protection;
- that have the support of a trustworthy referee;
- where the community makes a contribution to, or is involved in, the implementation of the project; and
- where other donors also support the project.

We will generally NOT fund the following:

- large scale infrastructure projects (e.g. buildings, halls);
- cash grants or micro-credit schemes or projects that involve the return of money;
- commercial ventures;
- purchase of major assets (e.g. vehicles, boats);
- Australian or overseas study tours;
- International or domestic travel;
- Sponsorship of major sporting tournaments or cultural displays that do not have a clear developmental benefit;
- staff salaries or participant allowances;
- routine, recurring running costs and administrative expenses, including office rental and utility costs, spare parts, routine maintenance; or
- requests from individuals and individual families, such as for scholarships, school fees or personal financial assistance.

Projects should be self-contained, with finite time lines. Activities in which the recipient community themselves makes a significant contribution in terms of labour, materials or cash are particularly well-received. Projects that might act as a catalyst for additional

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development of the community or a model for similar developments elsewhere will also be welcomed. There is no minimum amount that a single DAP project can receive but the maximum is AUD60,000 over the life of the project. Activities may run up to a maximum of two years.

Proposals must be clearly defined with specific outputs. Proposals will be approved or rejected on the basis of:

- the costs and the development benefits of the proposal
- achievable and sustainable outcomes
- soundness of the project's objectives and design
- the practicability of the proposed implementation arrangements, and
- whether the project conforms with the objectives of the Direct Aid Program

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 information on the Direct Aid Program available at - <https://png.embassy.gov.au/pmsb/cooperation.html>

Notes:

1. DAP building and construction related projects should meet or exceed Australian 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.
2. If the project involves working with children, the organisation must have a current child protection policy or code of conduct to be eligible. For information on child protection policy, see <https://www.dfat.gov.au/international-relations/themes/child-protection/Pages/child-protection>
3. 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).
4. 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.

Applicant Details

* indicates a required field

Applicant Organisation and Contact Details

Organisation Name *

Organisation Name

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Type of Organisation *

Postal Address *

Address

Suburb/Town State/Province Postcode Country

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

Previous DAP Projects

Have you received DAP funding previously? *

☐ Yes

☐ No

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.	

Provide details of two referees for your project

Referee One

Name *

Title

First Name

Last Name

Referee Two

Name *

Title

First Name

Last Name

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Position *

Position *

Primary Phone Number

Must be an international phone number

Office Phone Number

Must be an international phone number

Primary Email *

Must be an email address

Office Email *

Must be an email address

Attach a letter/s from your referee *

Attach a file:

Attach a letter/s from your referee *

Attach a file:

Project Proposal

* 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 *

Village *

District *

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Province *

Project Objectives

Select one or more of the Objectives below.

Which of the following are objectives of this project? *

- | | |
|--|--|
| <input type="checkbox"/> Climate change mitigation/adaptation or the protection of the environment | <input type="checkbox"/> Inclusion and empowerment of Indigenous groups |
| <input type="checkbox"/> Community health | <input type="checkbox"/> Inclusion and empowerment of other vulnerable minority groups |
| <input type="checkbox"/> Cultural or sporting activities with a strong development focus | <input type="checkbox"/> Inclusion and empowerment of people living with disabilities |
| <input type="checkbox"/> Disaster or humanitarian relief | <input type="checkbox"/> Poverty alleviation |
| <input type="checkbox"/> Education | <input type="checkbox"/> Rural development |
| <input type="checkbox"/> Gender equality | <input type="checkbox"/> Sanitation |

Other: *

Project Details

Why does this work need to be done? *

Word count:

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

Outline the steps you will take to deliver the project *

Word count:

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

What do you expect the project to achieve? *

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? *

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Word count:

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

Beneficiaries

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.

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:

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 *

☐ AUD - AUSTRALIAN DOLLAR

☐ PGK - PAPUA NEW GUINEA KINA

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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.

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: \$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.	Must be a number Must be a number.	Must be a number Must be a number.

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.

*

Risk Details

* indicates a required field

Risk identification and management

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

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

Word count:

Must be no more than 200 words.

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

Word count:

Must be no more than 200 words.

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