

Vanuatu-Australia Community Partnerships Grants Application Form

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Introduction

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Overview

The Vanuatu-Australia Community Grants program is a new, small grants program administered by the Australian High Commission in Port Vila, Vanuatu. It builds on the legacy of the Direct Aid Program, which the High Commission delivered over the past decade, and is designed to support community-led projects that improve quality of life. We strongly encourage applications for projects that would benefit disadvantaged groups including women, youths, those with disabilities, and those from isolated communities.

Applicants may apply for projects that take up to one year to complete. The Australian High Commission does not fund projects above VUV4,700,000.

Who can Apply?

Communities, individuals, local registered NGOs, academic institutions or other organisations engaged in development activities in Vanuatu. Projects should preferably originate from communities. It is important that communities demonstrate their support of the project, and should ideally be involved in its design, development and implementation. Funding is not available to any projects where there is government involvement, including provincial governments.

How much can I apply for?

The Australian High Commission funds projects up to VUV4,700,000.

What activities are eligible for support?

Applications should primarily aim to achieve practical and tangible outcomes of high development impact.

We will favourably consider projects that:

- are located in disadvantaged rural areas
- support communities to become self-reliant
- have a significant local contribution, for example labour, materials, freight or additional financial contributions made by the community

This year, we welcome applications under two key streams:

- The **Community Infrastructure** stream will primarily support small-scale community projects that seek to achieve practical and tangible outcomes of high development impact for communities. We welcome applications in the Water, Sanitation and Hygiene (WASH) sector (including innovative solutions such as solar water panels and composting toilet designs), along with high impact community infrastructure such as school or community playgrounds, market houses, cooperatives, solar lighting (including in schools and market houses), climate change mitigation infrastructure and sports facilities. We also welcome applications for items such as cement, for retrofitting existing community buildings to make them more accessible. We will prioritise projects which support disadvantaged and vulnerable groups, including people with disabilities, women and children.
- The **Decentralisation Fund** stream facilitates the procurement of high-quality equipment appropriate for community use for preparing for and responding to natural disasters. This could include community-owned gardening, land clearing, basic building

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and repair, food storage, food preservation and storage related items. Applicants would need to demonstrate how the tools will benefit the community, and how the assets will be maintained. We also fund sporting equipment and uniforms.

We will generally NOT fund the following:

- commercial ventures (except if profit generated flows to the community rather than an individual or family)
- trucks and other vehicles
- boats and outboard motor engines
- spare parts or maintenance and repairs
- wages for project workers
- travel (domestic or international)
- office rental costs, telephones or any routine or recurring running costs
- school/course fees
- government offices (including provincial governments)
- promotional events

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 progress report within six months of receiving your funding
- submit a final report at the project's completion
- allow and facilitate a visit by Australian High Commission representatives to the project site.

Indicate which Stream you are applying under: * ☐ Community Infrastructure ☐ Decentralisation Action Fund ☐ Other

Applicant Details

* indicates a required field

Applicant Organisation and Contact Details

Organisation Name *

Organisation Name

Type of Organisation *

- | | |
|--|--|
| <input type="radio"/> Academic Institution | <input type="radio"/> Local NGO |
| <input type="radio"/> Individual | <input type="radio"/> Member of Parliament |
| <input type="radio"/> Community Group | <input type="radio"/> Other: |

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Postal Address *

Address

Suburb/Town State/Province Postcode Country

Primary Contact *

Title

First Name

Last Name

Position *

Work Phone Number *

Mobile Phone Number

Email *

Previous Projects

Have you previously received funding from Australia? * ☐ Yes ☐ No

If yes, what was the funding for and how much was it?

Project Name	Name and Contact	Currency Type	Amount Funded	Dates
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If No, provide details of two referees for your project

Referee One

Name *

Title

First Name

Last Name

Referee Two

Name *

Title

First Name

Last Name

Position *

Position *

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Primary Phone Number

Office Phone Number

Primary Email *

Office Email *

Project Coordination Team

The Project Coordination Team will be responsible for submitting this application and implementing the project if successful.

You need 4 people to fill the below positions.

Project Coordinator

Name *

Title

First Name

Last Name

Phone Number *

Email *

Must be an email address.

Relevant Qualifications / Experience *

Assistant Project Coordinator

Name *

Title

First Name

Last Name

Phone Number *

Email *

Must be an email address.

Relevant Qualifications / Experience *

Community Women's Representative

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Name *

Title

First Name

Last Name

Phone Number *

Email *

Must be an email address.

Relevant Qualifications / Experience *

Community Representative / Chief / Elder

Name *

Title

First Name

Last Name

Phone Number *

Email *

Must be an email address.

Relevant Qualifications / Experience *

Have any of the Project Coordination Team ever been convicted of a crime or are subject to a fraud investigation? *

☐ Yes

☐ No

Provide details *

Do any of the Project Coordination Team have experience with delivering funded projects from Australia or other donors? *

☐ Yes

☐ No

Provide details *

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Project Proposal

* indicates a required field

Project Summary

Name of Project *

Project description *

Start Date *

End Date *

Project Location

Project Country *

Province *

Constituency *

Project Objectives

Select one or more of the Objectives below.

Which of the following are objectives of this project? *

☐ Climate Change Adaptation

☐ Cultural or sporting activities

☐ Disaster Recovery

☐ Empowerment of women and girls: cultural, economic or social

☐ Water, Sanitation and Hygiene

Project Details

* indicates a required field

Why does the community need this project? *

Word count:

Must be no more than 200 words.

Describe the specific issue or need you want to address.

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What are the planned activities? *

Word count:

Must be no more than 200 words.

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

How will this project be accessible to people with disabilities? *

Word count:

Must be no more than 200 words.

How will this project benefit women in your community? *

Word count:

Must be no more than 200 words.

What are the expected outcomes of the project? *

Word count:

Must be no more than 200 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others.

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

Word count:

Must be no more than 200 words.

Describe three changes you will see if the expected outcomes of the project occur.

Risk identification and management

What problems may 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.

Working with Children Agreement

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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.

Vanuatu-Australia Community Partnerships 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:

If no, download DFAT's Child Protection Policy (available [here](#)) and upload a signed copy below.

Attach signed Child Protection Policy * Attach a file:

Land Ownership Agreement

Who owns the land where your project will be? * ☐ Our organisation ☐ Someone else

If it's not you, do you have agreement from the landowner for this project? * ☐ Yes ☐ No

Download a Land Ownership agreement document [here](#) and upload a signed copy below.

Attach signed Land Ownership agreement *

Attach a file:

Health Infrastructure

Does your project involve a health clinic? * ☐ Yes ☐ No

If yes, upload a Letter of Support from the Ministry of Health showing support for this project.

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Attach Letter of Support

*

Attach a file:

Funding and Budget

* indicates a required field

Payment of invoices for building materials and transport to project site

The Australian High Commission does not give cash grants to communities. If your project is successful, the Australian High Commission will pay the invoices of genuine suppliers of hardware building materials and transport options for your project. The Australian High Commission reserves the right to decide which invoices we approve for payment, in line with our procurement processes and guidelines around accountability and transparency.

*

- ☐ I understand that if my project is successful, the Australian High Commission will pay for reasonable building materials.
- ☐ I understand that if my project is successful, the Australian High Commission will pay for reasonable transport costs.
- ☐ I understand that the Australian High Commission reserves the right to determine which transport suppliers' invoices will be supported for my project.

Budget

Outline the total amount of funds you are requesting and breakdown of what the money will be spent on here. Limit per project is VUV4,700,000.

Possible project items include:

- Building materials
- Transport or freight
- Building tools
- Training**
- Labour, salary, wages**
- Consumables, such as fertiliser or petrol**
- Insurance**

** Must be community contributions

Payment of invoices for procurement of equipment

The Australian High Commission does not give cash grants to communities. If your project is successful, the Australian High Commission will pay the invoices of genuine suppliers of high-quality equipment appropriate for community use for preparing for and responding to natural disasters. Applicants would need to demonstrate how the tools will benefit the community, and how the assets will be maintained.

*

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- ☐ I understand that if my project is successful, the Australian High Commission will pay for reasonable invoices for high-quality equipment
- ☐ I understand that the Australian High Commission reserves the right to determine which suppliers' invoices will be supported for my project.
- ☐ I understand that if my project is successful, the Australian High Commission will pay for reasonable transport costs for this equipment.

Budget

Outline the total amount of funds you are requesting and breakdown of what the money will be spent on here. Limit per project is VUV4,700,000.

Possible project items include:

- Tools for gardening, land clearing, basic building and repair
- Food storage, food preservation or storage related items.
- Training**
- Labour, salary, wages**
- Consumables, such as petrol**
- Insurance**

** Must be community contributions

Payment of invoices for procurement of items

The Australian High Commission does not give cash grants to communities. If your project is successful, the Australian High Commission will pay the invoices of genuine suppliers of high-quality items appropriate for community use. Applicants would need to demonstrate how these will benefit the community, and how the assets will be maintained.

*

- ☐ I understand that if my project is successful, the Australian High Commission will pay for reasonable invoices for high-quality items
- ☐ I understand that the Australian High Commission reserves the right to determine which suppliers' invoices will be supported for my project.
- ☐ I understand that if my project is successful, the Australian High Commission will pay for reasonable transport costs for relevant items.

Budget

Outline the total amount of funds you are requesting and breakdown of what the money will be spent on here. Limit per project is VUV4,700,000.

Possible project items include:

- Sporting equipment or uniforms
- Training**
- Labour, salary, wages**
- Consumables, such as petrol**
- Insurance**

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** Must be community contributions

Currency Type *

☐ VUV - VANUATU VATU

Total Project Cost *

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?

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	Applicant Contribution	Community Contribution	MP Contribution	Australia Contribution
EG: water pipe	EG: VUV200 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.

Financial Support from MP

Has your MP agreed to fund part of this project? *

☐ Yes

☐ No

If yes, upload a copy of written agreement from the MP, which clearly states the amount they will fund for this project.

Attach written agreement from MP *

Attach a file:

Building Sketch / Design

Attach building sketch / design *

Attach a file:

Building Materials

The Australian High Commission requires two different quotes from genuine hardware suppliers to demonstrate value for money.

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Attach first quote from hardware supplier *

Attach a file:

Attach second quote from hardware supplier *

Attach a file:

Equipment

The Australian High Commission requires two different quotes from genuine suppliers to demonstrate value for money.

Attach first quote from supplier *

Attach a file:

Attach second quote from supplier *

Attach a file:

Items

The Australian High Commission requires two different quotes from genuine suppliers to demonstrate value for money.

Attach first quote from supplier *

Attach a file:

Attach second quote from supplier *

Attach a file:

Transport to Project Site

The Australian High Commission requires two quotes from genuine transport providers to demonstrate value for money.

Attach first quote from transport supplier *

Attach a file:

Attach second quote from transport supplier *

Attach a file:

Recurrent Costs

Funding cannot be used for recurrent costs.

Will the project have recurrent costs? * ☐ Yes

☐ No

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Explain how you will recover recurrent costs.

*

Funding Agreement

* indicates a required field

Conditions of funding

As a condition of this Vanuatu - Australia Community Grants Program, 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

Acknowledging the support of the Australian Government for funded projects is a requirement of this Funding Agreement.

Detail how you will acknowledge Australian Government support in the implementation of this project. Provide project specific examples demonstrating as many mediums as relevant, including social media, web content, media releases, speeches, events, articles, signage, publications or any innovative approaches taken to recognise Australian Government support.

The High Commission will provide the appropriate logos for your use, pending our agreement.

Acknowledgement of support *