

**Direct Aid Program Guidelines 2021**

**What is the Direct Aid Program?**

The Direct Aid Program (DAP) is a flexible, small grants program funded by the Australian Government, available to non-government organizations and community groups engaged in development projects.

**Objective**

To support projects with a strong development focus that complement Australia’s broader aid program, which contributes to sustainable economic growth and improved living conditions.

**Who can apply?**

DAP is available on a not-for-profit basis to community groups, Non-Government Organisations (NGOs) and other entities engaged in small scale development projects, such as religious groups and schools.

**What projects are eligible for DAP support?**

DAP is able to fund projects that have a direct, practical and immediate impact.

**Favourable consideration** will be provided to projects:

* in the areas of community and/or rural development, education, gender equality, health and disability, sport, youth, human rights, the environment, economic empowerment, agriculture and ad hoc humanitarian relief;
* where applicants and/or communities make a contribution in labour materials, transport or cash;
* pursue innovative approaches, projects and partners;
* that are achievable and have sustainable outcomes; and/or
* that provide educational or occupational/skills training and have a clear plan for measuring the success of training.

Projects that would generally **not be funded** include:

* micro credit schemes or projects that involve the return of money;
* commercial ventures;
* purchase or rental of property or land;
* routine, recurring running costs and administrative expenses including office rental and utility costs, spare parts, routine maintenance purchase of major assets eg vehicles, boats, computers, air conditioning units etc;
* staff salaries;
* Australian or overseas study tours;
* international travel;
* sponsorship of major sporting tournaments or cultural displays that do not have a clear developmental benefit;
* freight of goods, except where the applicant demonstrates that it is not possible to source the same items locally; and
* small scale infrastructure.

Projects should be small-scale, contained and with finite time lines. Projects in which the applicant or community themselves makes a significant contribution in terms of labour, materials or cash are particularly well received.

Eligible projects would normally be implemented over a relatively short period, generally up to one (1) year.

Funding limit of grants is **USD10,000.00**. Higher levels of funding may be considered in exceptional circumstances. In these instances, the scope and objectives of the project, as well as the requesting organisation’s demonstrated history to manage projects and acquit funds, will be considered in making this assessment.

DAP projects should be designed to benefit the whole community and must always respect human rights and gender equity as well as being environmentally sound.

# Assessment

Proposals will be assessed by the DAP Committee on the basis of:

* conformity with the objectives and guidelines of the DAP
* the costs and developmental benefits of the application
* the practicability of the proposed implementation arrangements, and
* achievable and sustainable outcomes
* soundness of the project’s objectives and design

# Project Implementation

All projects should be completed ideally within a year of receiving funds. Funded projects must proceed expeditiously. Where the commencement of a project is delayed by more than three months, the Australian Embassy may, at its discretion, require the return of the entire amount of the DAP grant.

**Interim progress report:** For projects lasting longer than 6 months**,** an interim progress report is due to the Australian Embassy, six months after the funding contract is signed. The purpose of the report is to provide the Australian Embassy an update of the implementation and progress of the project.

**Project Completion:** Within 30 days of the completion of the project, a Financial/Final Acquittal should be submitted to the Australian Embassy. **For projects completed within six months** after the funding contract is signed, a Final Acquittal Report alone will suffice.

# Acquittal Procedure

Acquittal Reports must:

* acquit all DAP funds provided
* demonstrate the project’s progress and benefits
* conform with the format provided
* comply with deadlines in the DAP contract
* return any unspent funds to the Australian Embassy
* provide copies of **all** receipts

In **exceptional** circumstances, the Australian Embassy may approve prior written requests to reallocate unspent funds to a related project if said project is within the timeframe of the signed contract.

# Media

Publicity for approved projects must be cleared with the Australian Embassy, Koror. Where possible, any media release is to be cleared with the Australian Embassy before releasing to local media. Suitable recognition should be given to the Government of Australia for any publicity activity. All projects should reference the Australian Aid identifier (logo) which can be found here: <https://www.dfat.gov.au/about-us/corporate/Pages/logos-and-style-guides>

# Application Procedure

1. Read these DAP Guidelines to ensure that your application meets funding eligibility.
2. Complete the application form online, refer below for further details.
3. Include an itemized budget and pro forma invoices for goods and services.
4. For proposals of a technical nature, attach an appraisal from a technically qualified authority.
5. **All** questions must be answered or the proposal will not be considered for funding.

Any questions, please contact the Australian Embassy in Koror by phone 488 4628 or by email, [koror.embassy@dfat.gov.au](mailto:koror.embassy@dfat.gov.au).

# Instructions - On line application

All applications must be accompanied by a fully costed project budget.

Notes:

1. If the project involves working with children, the organisation must have a current child protection policy or code of conduct to be eligible. See Attachment A for an example Child Protection Code of Conduct.
2. 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.
3. 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.