Direct Aid Program 2016-17: Advice for Applicants

The Australian Government's Direct Aid Program (DAP) supports projects that focus on:

- alleviating poverty
- enhancing community health and education
- developing small-scale infrastructure
- supporting rural development
- raising the standard of living, especially of disadvantaged groups, including by improving their access to opportunities for economic activity, decision-making, and social and cultural participation and inclusion.

This page outlines useful information for applicants for the DAP funding disbursed by the Australian Embassy in Cairo.

Guidelines on the Australian Government's global DAP program can be found at the following link: http://dfat.gov.au/aid/topics/development-issues/direct-aid-program/Pages/direct-aid-program.aspx

Who manages DAP in Egypt, Sudan and Eritrea?

In Egypt, DAP is managed by the Australian Embassy in Cairo. The Australian Embassy in Cairo ('the Embassy') also administers DAP funding for projects taking place in Sudan and Eritrea.

We will assess proposals for small development projects from community groups, non-government organisations or government bodies engaged in the activities listed above, on a not-for-profit basis.

DAP can provide funding up to the **amount of AUD $60,000, and for projects with a life of 12 months**. We may consider projects with a life of 24 months, in exceptional cases.

In Egypt, the Embassy will only consider applications from organisations that have **current registration to operate in Egypt**.

An Expression of Interest form can be found on the Embassy's website and submitted electronically to DAPcairo@dfat.gov.au until Sunday 7 August 2016. **Successful applicants will then be invited to submit a full application form.**

We will look for projects that:

- Are participatory in nature, and have involved the beneficiaries in the identification, design and management of the project
- Address the needs of vulnerable or disadvantaged groups, including women, children and the disabled
- Address poverty alleviation, community health, environment and education, human rights, rural development or gender equality. We may also consider disaster relief operations
- Have a lasting developmental outcome, either by creating infrastructure or building sustainable human or organisational capacity
- Can be completed within one year, or a maximum of two years.

We will not support projects such as:

- Those for the purchase of vehicles
- Those for any activities that cannot demonstrate a direct developmental outcome, as listed above
- Micro-finance projects or micro-credit schemes that involve a return of money
- Those involving payment for items of a recurrent nature, such as staff salaries, office rental and utility costs, spare parts, supplies, routine maintenance or repairs.

Australia has obligations under a series of United Nations Security Council resolutions to prevent terrorist financing, and to freeze terrorist assets. The Embassy will not support any project unless it is satisfied the project will not, directly or indirectly, provide support to terrorism.

Writing your Expression of Interest

The Embassy will make its decision on funding based on the proposals it receives. You must argue, briefly but with as much detail as possible, the merits of the project you wish to obtain DAP funding for.

Successful Expressions of Interest will be invited to submit a full application which should contain the following:

- o A brief outline of the **applicant's current activities and goals** – who are you, and what do you do?
- o A brief outline of the **applicant's current sources of funding** – where do you currently get support from?
- o **At least two (2) referees** who can vouch for the bona fides of the applicant. These should be organisations that the Embassy can contact in order to obtain information on your project. <u>Applications that do not include referees will not be considered</u>.
- o A list of **other sources of funding that the applicant is seeking to support this project**
- o A brief **outline of the project** – what it seeks to achieve, and how it will achieve this.
- o Details of **who this project will benefit**. It should be as specific as possible. - it will not do to claim the project will benefit 'everyone'.
- o An explanation of **how this project will assist these beneficiaries**, and how it will do so **in a sustainable way**. How does this project ensure that benefits will keep flowing, even after DAP funding has ended?
- o A **detailed budget for the project** – outlining precise costs for under specific items, and if possible a timeline to show when in the life of the project these items are to be paid for.
- o An outline of **how your project will measure its success** – how will you know if you have achieved your goals?
- o How your project will **acknowledge the support of the Australian Government**.

The selection process is highly competitive, and proposals will be judged on the basis of the information provided. The Embassy aims to support a range of projects across the countries of accreditation, to ensure that our support is spread out across communities and objectives.

Your obligations

If you are successful, you will be required to:

- Sign a funding agreement document acknowledging your receipt of the funds, and your commitment to ensure that DAP funding is used exclusively for the purposes of your project, as approved for funding by the Australian Embassy.

Should your project change <u>after</u> you signed this agreement, you will need to notify the Embassy of any changes you have made, and how the DAP funding is to be re-allocated within your project.

The Embassy reserves the right to request the return of its unspent funds if it is not convinced the funds are being spent in accordance with the goals of the original funding agreement.

The Embassy also reserves the right to request the return of unspent funds, or recall its funding agreement, if it becomes aware of fraud, or if circumstances arise that make it impossible for us to review the implementation of your project.

During your project, you will also need to:

- Provide written documentation that DAP funds were spent according to your proposal. You will need to do this six months after receiving DAP funding, as well as at the end of your project's implementation, so the Embassy can monitor its progress.
- Allow visits by Australian Embassy officers to review the development, delivery and impact of the project, the appropriate expenditure of DAP funds, and the acknowledgement of Australian Government support for your project.

At the conclusion of your project, you will need to:

- Provide written documentation acquitting the expenditure of the DAP funds, including financial information. The Embassy will check these documents, and undertake site visits to review the implementation of your project

Indicative timeline

3 July – 7 August 2016	**Expressions of Interest open.** Over one month, applicants are to submit an Expression of Interest for DAP funds
August 2016	Embassy assesses Expressions of Interest. Assessment may involve visits to proposed project sites and consultation with applicants. Successful applicants are invited to submit a full application.
September 2016	Applicants are notified of whether they have been successful. Letters of Agreement are sent out to successful applicants. These are to be signed and returned to the Embassy as quickly as possible for the disbursement of funds.
March 2017	Applicants submit written documentation of expenditure, and first **six-month update on project implementation**, including financial documentation. Embassy staff may undertake visits to review project progress.
September 2017	Applicants submit written documentation of expenditure, and **final report on project implementation**, including financial documentation. **These must be submitted within two months of completing the project.** Embassy staff (including the Australian Ambassador) may undertake visit to review progress and congratulate applicants on successful implementation.