



## AUSTRALIAN HIGH COMMISSION PORT LOUIS

# DIRECT AID PROGRAM

### 1. What is the Direct Aid Program (DAP)?

DAP is a small grants scheme designed to assist community organisations working in fields such as poverty alleviation, education, sanitation, health, human rights, rural development and conservation.

**Project eligibility:** Projects must have a tangible and direct development outcome. Priority will be given to proposals that help alleviate poverty in a sustainable way; contribute to skills development; promote women's social and economic empowerment; address significant community health issues; and/or support the needs of children, youth, disabled persons and other disadvantaged groups.

Activities must be able to be fully implemented and acquitted over one or two financial years (Note: the Australian financial year runs 1 July – 30 June).

Organisations eligible for funding include non-government organisations (NGOs), not-for-profit organisations (NPOs) and local government agencies.

**DAP funds are project based and ARE NOT used for items such as:** salaries, purchase of property (including vehicles, land, or a building), rent, electricity charges, transport, office running costs, other administrative and organisational costs such as general promotion or monitoring and evaluation, micro-credit schemes, commercial ventures or cash donations. Funds are also generally not used for building or construction purposes.

**Funding limit:** You can apply for funding of any amount up to **A\$60,000** per project. Funding for activities over A\$30,000 may be provided in more than one tranche.

### 2. How do we apply for funding?

1. Complete the Proposal Application (below).
2. Attach requested information including any invoices / quotes for the items outlined in your proposal. (DAP normally operates by funding specific quotations. If this does not apply to your project please ensure that your proposal has a complete budget.)
3. Mail or email your proposal to: Direct Aid Program Coordinator, Australian High Commission, 2<sup>nd</sup> Floor, Rogers House, President John Kennedy Street; Email: [ahc.portlouis@dfat.gov.au](mailto:ahc.portlouis@dfat.gov.au) (Note: email submission is preferred)

### 3. What happens after a proposal has been submitted?

Applications for DAP funding are screened by the DAP Coordinator. Short-listed projects are then considered by the DAP Committee, which meets two times a year (usually in August/September and January/February). Projects approved by the Committee are then forwarded to the High Commissioner for final approval.

If we have to ask you for further information, this can significantly delay your proposal, so it is important that you read the guidelines carefully, complete your proposal and attach invoices.

We receive more applications than we are able to fund, so please understand if we are unable to support your application. We are unable to respond with feedback in writing to all proposals that are not considered suitable for funding.

# DAP PROPOSAL APPLICATION

## (1) CONTACT INFORMATION

|  |     |
|--|-----|
| <b>Date</b>                                      | / / |
| <b>Name of organisation</b>                      |     |
| <b>Physical address</b>                          |     |
| <b>Location</b><br>Hours drive from Capital city |     |
| <b>Postal address</b>                            |     |
| <b>Name of contact and position</b>              |     |
| <b>Telephone number</b>                          |     |
| <b>Mobile number</b>                             |     |
| <b>Fax number</b>                                |     |
| <b>Email</b>                                     |     |

## (2) ORGANISATION

|   |  |
|---|--|
| <b>When was your organisation established?</b><br>a) If your organisation is a NGO please attach proof of registration.<br><br>b) If your organisation is not a registered NGO please include details of your organisation's involvement in the field of community development. |  |
| <b>What are the objectives and main activities of your organisation ?</b><br>Who do you aim to assist?  |  |

|   |  |
|---|--|
| <b>Number of staff (full-time/ part-time/ volunteers)</b>   |  |
| <b>What are some of your key achievements to date?</b>  |  |
| <b>Please attach written reference(s) from other organisations or community leaders.</b><br>Does your organisation have a patron? | 1.<br>2.   |
| <b>Please provide your organisation's banking details.</b>  | Account name:<br>Bank name:<br>Branch name:<br>Branch code:<br>Account number: |
| <b>Has your organisation received funds from Australia before?</b>  | YES / NO<br>Date of last funding:    /    /                                    |

### (3) PROJECT ACTIVITY

**Important - Please make sure that the project activity has a measurable development outcome within one or two Australian financial years 1 July-30 June.**

|  |  |
|--|--|
| <b>Name of project and location</b>  |  |
| <b>Project activity</b><br>Provide a summary of the project activity- what will the project achieve (project aim) and how will the project be carried out (implemented?) |  |

|   |  |
|---|--|
| <p><b>Beneficiaries</b></p> <p>Who will be assisted by this project?</p> <p>What is the long-term benefit of the project for the beneficiaries?</p>   |  |
| <p><b>Role of your organisation and the community</b></p> <p>What will your organisation contribute to the project, including funds, labour, other resources and management?</p> <p>Explain, if applicable, what the local community would contribute to the project.</p> |  |
| <p><b>Time frame</b></p> <p>Include a time frame for the project, including the approximate start-date and end-date (this should not be more than 12 months)</p>  |  |
| <p><b>Monitoring</b></p> <p>Explain how the success of the project will be monitored and how the outcome of the project be shown when the funding is spent?</p>   |  |
| <p><b>Promotion of Australian support</b></p> <p>Explain how your organisation will promote Australian support for the project, including through the media.</p>  |  |

#### **(4) BUDGET & PROPER USE OF FUNDS**

**Important – Your budget must not include ongoing salary costs, property purchases, rent, electricity fees, administrative overheads or office running costs, micro-credit schemes, or cash donations.**

##### **Budget plan**

a) Please specify the grant amount requested from DAP

b) Please attach a detailed, itemised income and expenditure costing for your project activity.

##### **Sustainability**

Explain how the project will be sustainable beyond the financial aid from Australia.

##### **Quotations**

Please list quotations from suppliers of materials and attach quotations.

Ensure that banking details of the supplier are also included.

1.

2.

3.

##### **Recurrent costs**

Are there likely to be any recurrent costs associated with this project? If so, how do you plan to meet these costs?

##### **Other sources of finance**

Please specify your current sources of funding, including funding from other donors.

##### **Financial statements**

Please attach information on your organisation's financial statements.