



AUSTRALIAN HIGH COMMISSION'S DIRECT AID PROGRAM (DAP)

GUIDELINES

WHAT IS DAP?

The Australian High Commission's Direct Aid Program (DAP) supports small-scale sustainable development projects that promote economic and social development in Vanuatu, particularly in rural and peri-urban areas.

WHO CAN APPLY?

Community groups, NGOs, academic institutions, research bodies, libraries, museums, or other organisations engaged in development activities on a not-for-profit basis are eligible to apply for funding under DAP.

Projects should preferably originate from communities. It is important communities support the project and establish a committee to oversee the design, implementation and ongoing operation of the project.

WHAT IS A COMMUNITY?

A community is a cooperative, association or group of people that have the same specific focus or interest and aim to work together to achieve their goal for a wider benefit and a sustainable future.

WHAT IS SUSTAINABILITY?

Projects should be well maintained to continue operating in a healthy manner according to the original design so that it can extend or expand its operation to create other opportunities or developments in future.

For example: a market house project can be sustainable when it is well managed to generate income and investing some of the money towards future maintenance and financing other projects in the community in future.

WHAT DO WE MEAN BY COMMUNITY CONTRIBUTION?

It is what the community (cooperative, group or association) can give to the project in cash or transport or labour or freight or materials or meals for the workers.

WHICH PROJECTS ARE ELIGIBLE?

To be eligible for funding, projects must:

- have a clear development or humanitarian objective;
- have a defined group of beneficiaries;
- empower women, youth or people with disabilities by involving them in the design and implementation of the project; and
- be able to be completed before 30 June 2018.

NOTE: Applications for funding should not exceed VUV1.5 million.

Preference will be given to projects which:

- are located in disadvantaged rural or peri-urban areas;
- encourage communities to become self-reliant;
- have a significant community contribution, for example labour, materials, freight, land transport, feed the workers or additional financial contributions made by the community;
- address one of the following priority areas:
 - projects that support community economic empowerment;
 - projects that empower women and girls; and
 - projects that support people living with disabilities.

The following projects are **not** eligible for DAP funding:

- micro-credit schemes;
- commercial ventures (except if profit generated flows to the community rather than an individual or family);
- lawn mowers, trucks and other vehicles;
- boats and outboard motor engines;
- spare parts or maintenance and repairs;
- salaries;
- international travel;
- office rental costs, telephones or any routine or recurring running costs;
- property;
- vehicles;
- school/tertiary fees;
- church buildings;
- government offices;
- catering;
- promotional events; and
- sport uniforms.

BUILDING AND CONSTRUCTION PROJECTS

The Australian High Commission will consider building-related projects on a case-by-case basis. Building-related projects must provide a building plan and list of building materials which is certified by a qualified engineer. The building must be constructed by a qualified carpenter. The qualified carpenter must provide copies of his certificate (s) and references from former employers.

All care must be taken to ensure the welfare and safety of any individual involved in the construction, implementation or use of the project.

WHAT ARE THE KEY DATES?

Applications will open on 11 September and will close on 30 December 2017.

WHAT ARE THE REPORTING REQUIREMENTS?

It is a condition of funding that recipients provide the Australian High Commission with a progress report mid-way through the project. Once the project has been completed, recipients must provide a full report and acquittal documentation.



AUSTRALIAN HIGH COMMISSION'S DIRECT AID PROGRAM (DAP)

APPLICATION FORM

Date of Application: _____

Project type:	
Name of community/organisation/group:	
Island:	
Requested amount:	
Estimated start date:	
Estimated completion date:	

Thank you for your interest in the Australian High Commission's Direct Aid Program (DAP). To help us assess your application, please fill in this form with as much detail as possible and check you have **completed everything on the checklist**. Please attach additional pages if you need more space.

Completed forms should be sent to the Australian High Commission, P.O. Box 111, Port Vila. If you require assistance in filling out the form or more information, please contact Helen Sese, Executive Support and Public Affairs Officer (Tel: 22777, Email: helen.sese@dfat.gov.au).

CHECKLIST

Before submitting an application, please ensure you have completed or attached the relevant documentation applicable to your projects as per the list (please tick):

Yes No complete every section of this form, sign and date it.

Yes No Include letters of support from:

- your chief or community/organisation leader;
- your relevant Area Secretary or Area Council representative (e.g. for youth-related projects the youth representative, for disability projects the disability representative, for women's leadership project the women's representative;
- your Provincial Projects Officer;
- for disability projects, you must also include a letter of support from the Disability Desk at the Ministry of Justice and Community Services; and
- for sport projects, you must also include a letter of support from the relevant national sporting organisation (e.g. for football projects the Vanuatu Football Federation, for netball projects the Vanuatu Netball Association etc.);
- for communities or groups that are supported by TVET that a letter must be attached from TVET confirming the contribution which TVET will provide to the project.

Yes No Attach a detailed budget.

Yes No Attach quotes from at least two suppliers, where possible, for all goods and services for which you are applying for funding.

Yes No For building-related projects, attach a building plan and materials list that have been certified by a qualified engineer, a copy of certificate(s) for the carpenter supervising the project with references from his former employers and a copy of the engineer's report. Land owner to give consent or written approval for the building to be constructed on his/her land

Yes No If the application includes a monetary contribution from the applicant, please provide evidence of funds e.g. a bank statement.

Yes No Include a statement/business plan for your project; the community's intended tasks/strategy to complete the project; expand on how to measure success; outline the risks and how to mitigate them; and outline the way forward for the project.

1) Briefly describe your proposed project. What do you hope the project will achieve?

2) How will the project benefit the community?

3) How many people live in the community(ies) concerned? How many people will benefit directly from this project?

4) Please specify your funding needs. Please attach a detailed budget and quotes from at least two suppliers, where possible, for all goods for which you are applying for funding.

5) Please outline the plan for the project, including key dates and milestones.

6) Are there any risks or constraints that may affect the project? Please explain.

7) Please state the contribution you and/or your community/cooperative/association/organisation/group will make to the project, such as materials, freight, transport, cash, feed the labourers or labour.

8) Will women play a role in the design, management or implementation of the project? If so, please list who and the role they will play.

9) Are you requesting assistance from any other sources? If so, please provide details.

10) How will ongoing costs associated with the project be met? For example, if a piece of equipment breaks are there skills on hand to fix it? Will money be put aside to pay for repair and maintenance?

11) Will the project have any impacts on the environment? If so, please explain.

12) Have you or the community/cooperative/association/organisation/group concerned received funding from the Australian Government before? If so, please provide details.

13) Do you have any other comments?

CONTACT DETAILS

APPLICANT

Name:	
Position:	
Telephone number:	
Alternate telephone number:	
Email address:	
Signature:	
Date:	

PROJECT COMMITTEE

Name of chief or community/organisation/ cooperative/association/group leader:	
Telephone number:	
Signature:	
Date:	

Name of women's representative:	
Telephone number:	
Signature:	
Date:	

Name of youth representative:	
Telephone number:	

Signature:	
Date:	

Name of disability representative:	
Telephone number:	
Signature:	
Date:	

PROVINCIAL GOVERNMENT PLANNER ENDORSEMENT ON APPLICANT

Name of Provincial Planner:	
Telephone number:	
What do you know about the applicant?	
Is it alright for the AHC to consider this application?	
Signature:	
Date:	