



**Australian
Aid** 

Application Guide



Introduction

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
- encourage communities to become self-reliant
- have a significant local contribution, for example labour, materials, freight or additional financial contributions made by the community

Introdaksen

Bakgraon

Vanuatu-Ostreliya Komuniti Grant Proqram hemi wan niufala smol grant proqram we Ostrelien Hae Komisen long Port Vila, Vanuatu hemi stap ofarem. Proqram ia hemi folem ol Direct Aid Proqram we Hae Komisen i bin stap offarem long ol pas yia, mo oli desanenem blong sapotem ol projek we ol komuniti oli lidim, mo ol projek we oli mekem kwaliti blong laef i kam moa gud. Mifala i enkarejem ol projek we bae i oli benefitim ol grup olsem ol woman, ol yut, olgeta wetem disabiliti, mo olgeta we oli stap long ol komuniti we i stap longwe.

Olgeta we oli wantem aplae, bai oli save aplae blong ol projek we bai hemi tekem wan yia blong oli komplitim. Ostrelien Hae Komisen hemi no givim mani blong ol projek we oli bitim VUV4,700,000.

Hu i save aplae?

Ol komuniti, ol pipol, ol lokal NGO we oli bin registarem olgeta, ol skul mo ol trening senta, o ol narafala okanaesesen we oli stap mekem ol developmen wok long Vanuatu. Ol projek ia oli mas kamaot long ol komuniti. Hemi impoten se ol komuniti oli soem sapot blong olgeta from projek ia, mo oli shud stap long desaen, developmen mo implementation blong projek ia. Mani ia hemi no blong sapotem ol projek we gavman o provinsol gavman i stap long hem.

Hamas mani bae mi save aplae from?

Ostrelia Hae Komisen hemi save fundem ol projek kasem VUV 4,700,000.

Wanem ol aktiviti we oli stret blong prokram ia i sapotem?

Ol aplikesen oli shud fokus blong ajivim ol praktikol mo fisikol aotkam we oli gat hae developmen impact.

Bai mifala I glad blo lukluk long ol projek we oli:

- stap long ol rural area we i longwe tumas
- blong enkarejem olgeta blong oli kam moa strong mo oli no dipen long eniwan
- gat wan bigfala lokol kontribusen, olsem ol pipol blong mekem wok, ol material, freight o eni kontribusen blong mani we komuniti i save givim



- ol bisins projek (Sipos binis ya i mekem mani we i save givhan long komuniti bambae mifala i save givim mani blo sapotem wok ia, be i no ol bisnis we i givhan lo wan man, woman o wan famli nomo)
- ol trak mo ol narafala transport
- ol bot mo ol spea pat blong ol outbod moto enjin
- spea pat o mentenens mo ripea
- ol salari blong ol mentenens mo ol ripea wokman
- travel (domestik mo intenasonal)
- rent blong ofis, telefon mo eni narafala cost we I stap hapen oltaem
- skul/cos fi
- ol kavman ofis (mo ol provinsol gavman)
- ol promostonol event we I promotem

Not all questions apply to all funding streams.
*** Indicates a required field.**

Stream details

Indicate which stream you are applying under: *

☐ Community Infrastructure ☐ Decentralisation Fund ☐ Other _____

Applicant details

Applicant organisation and contact details

Organisation Name *

Type of organisation *

☐ Academic Institution
 ☐ Local NGO

☐ Individual
 ☐ Member of Parliament

☐ Community Group
 ☐ Other: _____

Postal address *

Address line 1 _____
Address line 2 _____
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	Amount funded	Dates

If No, provide details of two referees for your project

Referee One	Referee Two
Name * _____	Name * _____
Position * _____	Position * _____
Primary phone number _____	Primary phone number _____
Primary email * _____	Primary email * _____

Plis not

**Everi kwesten oli no aplae lo funding eria weh yu jusum.
* Hemi soem ples we yu mas fulumap.**

Infomesen blong eria

Jusum wij eria nao yu wantem aplae from: *

☐ Komuniti infrastrukturja ☐ Decentralisesen Fund ☐ Wan narafala eria _____

Infomesen blong man o woman we i fulumap fom ia

Okanaesesen blong man o woman we i fulumap fom ia mo ol kontak detail blong hem

Nem blong okanaesesen * _____

Taep blong okanaesesen *

- ☐ Skul o trening senta o univesiti
- ☐ Lokal NGO
- ☐ Mi wan nomo
- ☐ Memba blo Parliament
- ☐ Komuniti grup
- ☐ Narafala grup

Postol adres *

Adres laen 1 _____
 Adres laen 2 _____
 Eria/Taon _____ Stet/Provins _____ Postkod _____ Kauntri _____

Fes kontak *

Taetol _____ Fes nem _____ Las nem _____
 Posisen * _____
 Fon namba blong wok * _____ Mobael fon namba _____
 Emel * _____

Ol projek blong bifo

Yu bin risivim sam mani from Ostrelia finis? *

☐ Yes ☐ No

Sipos yes, mani ia yu bin usum blong wanem mo hemi hamas?

Nem blong projek	Nem mo kontak	Taep blong mani	Amount blong mani	Ol deit

Sapos no, givim infomesen blong 2 referee o ol man we i save helplem yu blong sapotem mo tokbaot projek ia

Namba Wan Referee Nem * _____ Posisen * _____ Fon namba _____ Emel * _____	Namba Tu Referee Nem * _____ Posisen * _____ Fon namba _____ Emel * _____
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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 * _____
 Phone number * _____
 Email * _____
 Relevant qualifications / Experience * _____

Assistant Project Coordinator

Name * _____
 Phone number * _____
 Email * _____
 Relevant qualifications / Experience * _____

Community Women's Representative

Name * _____
 Phone number * _____
 Email * _____
 Relevant qualifications / Experience * _____

Community Representative / Chief / Elder

Name * _____
 Phone number * _____
 Email * _____
 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 * _____

Not applicable if your response to the question was "No"

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

☐ Yes ☐ No

Provide details * _____

Not applicable if your response to the question was "No"

Kodinesen Tim blong Projek

Projek Kodinesen Tim ia bai hemi risponsibol blong sabmitim aplikesen ia mo mekem ol wok long projek ia sipos apliksen hemi go gud o saksesful. Yu nidim 4 pipol blong oli fulumap ol posisen andanit ia.

Kodineta blong Projek

Nem * _____
 Fon namba * _____
 Emel * _____
 Ol kwalifikesen mo eksperiens blong hem * _____

Asisten Kodineta blong Projek

Nem * _____
 Fon namba * _____
 Emel * _____
 Ol kwalifikesen mo eksperiens blong hem * _____

Representatif blong ol Woman long Komuniti

Nem * _____
 Fon namba * _____
 Emel * _____
 Ol kwalifikesen mo eksperiens blong hem * _____

Representatif blong Komuniti / Jif / Elda

Nem * _____
 Fon namba * _____
 Emel * _____
 Ol kwalifikesen mo eksperiens blong hem * _____

I gat eni memba blong Kodinesen Tim blong Projek ia we oli bin go long prisin from wan kraem o oli stap lukaot sam samting we oli mekem we i brekem loa? *

☐ Yes ☐ No

Givim sam moa infomesen * _____

Kwesten ia hemi no aplae sipos ansa blong yu hemi "No"

I gat eni memba blong Projek Kodinesen Tim we oli gat eksperiens blong mekem ol projek we Ostrelia i fundem o ol narafala dona? *

☐ Yes ☐ No

Givim sam moa infomesen * _____

Kwesten ia hemi no aplae sipos ansa blong yu hemi "No"



Must be no more than 200 words.

Namba blong ol wod bai hemi mas kasem 200 nomo.



Download a land ownership agreement document and upload a signed copy.

Daonlodem wan agrimen blong onasip blong graon mo uplodem wan kopi we yu saenem andanit ia.



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

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.

Ostrelian Hae Komisen hemi no givim cash mani i go long ol komuniti. Sapos projek blong yu hemi saksesful, Ostrelian Hae Komisen bae hemi pem ol in vois blong ol gudfala hae-kwaliti ekwipmen long ol stret saplaea blong komuniti i save usum blong pripea from mo rispon long ol natural disasta. Ol pipol we oli aplae, oli mas soem hao nao bai ol tul ia oli benefitim komuniti, mo hao bae oli mentenem ol aset ia.



- ☐ 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 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:

- sporting equipment or uniforms
- training**
- labour, salary, wages**
- consumables, such as petrol**
- insurance**

** Must be community contributions

- ☐ Mi kasem save se, sipos aplikesen blong mi hemi saksas, bae Ostrelie Hae Komisen hemi pem ol stret invois blong hae-kwaliti ekwipmen.
- ☐ Mi kasem save se, Ostrelie Hae Komisen hemi gat raet blong jusum wij wan saplaea invois blong projek blong mi.
- ☐ Mi kasem save se, sipos aplikesen hemi saksas, bae Ostrelie Hae Komisen hemi pem stret cos blong transpot long ekwipmen.

Badjet

Givim total amount blong mani we yu stap rikwestem mo breakdaon blong wanem bai yu spendem long hem, long ples ia. Limit blong wan projek hemi VUV4,700,000.

Oi projek item ia hemi maet includem:

- ol tul blong karen, klinim graon, bild mo ripea
- storem kakae, lukaotem gud kakae o ol narafala tul blong storej
- trening **
- leba, salari,ol wejij**
- ol samting we save yusum wan taem nomo olsem petrol**
- insurens**

** Komuniti i mas kontribute long ol samting ia

Peimen blong ol invois blong karem ol samting ia

Ostrelian Hae Komisen hemi no givim cash mani i go long ol komuniti. Sipos mifala akseptem aplikasen blong yu, Ostrelian Hae Komisen bae hemi pem ol invois blong ol gudfala hae-kwaliti samting long ol stret suplaea blong komuniti i save usum. Ol pipol we oli aplae, oli mas soem hao nao bae ol samting ia bae oli benefitim komuniti, mo hao bae oli mentenenem ol aset ia.

- ☐ Mi kasem save se, sipos aplikesen blong mi hemi saksas, bae Ostrelie Hae Komisen hemi pem ol stret invois blong hae-kwaliti item.
- ☐ Mi kasem save se, Ostrelie Hae Komisen hemi gat raet blong jusum wij wan saplaea invois blong projek blong mi.
- ☐ Mi kasem save se, sipos aplikesen blong mi hemi saksas, bae Ostrelie Hae Komisen hemi pem stret cos blong transpot long ekwipmen.

Badjet

Outlinem total amount blong mani we yu stap rikwestem mo brekdaon blong wanem bae yu spendem long hem, long ples ia. Limit blong wan projek hemi VUV4,700,000.

Oi projek item ia hemi maet includem:

- ol ekwipmen blong spot o uniform
- trening**
- leba, salari,ol wej**
- ol samting we save yusum wan taem nomo olsem petrol** insurens**
- insurens**

** Komuniti i mas kontribute long ol samting ia



Funding agreement

Conditions of funding

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

Acknowledgement

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 *

Agrimen blong funding

Ol kondisen blo funding

Olsem wan kondisen blong Vanuatu - Australia Community Grants Prokram fanding, okanaesesen blong yu bae hemi mas mekem sua se bae i nogat eni sapot o risos, includum trening, bai i go long eni criminal, iligal o ol grup blong teroris.

Folem semak fasin, oganaesesen blong yu bae i mas mekem evri neseseeri step blong mekem sua se funding we mifala i givim bae hemi no daerekli o indaerekli kontribute i go long ol iligal or teroris pipol o grup.

Okanaesen blong yu hemi daerekli o indaerekli kontribute i go long ol iligal or teroris pipol o grup? *

☐ Yes ☐ No

Aknolejem sapot

Wan rikwaemen blong Funding Agrimen ia hemi blong mas aknolejem o talem tankyu i go lo sapot blong Ostrelia Gavman.

Talemaot hao nao bai yu aknolejem o talem tankyu i go long Ostrelia Gavman from sapot blong olgeta, taem yu stap mekem ol wok blong projek ia. Provaedem ol specific eksampol blong projek blong yu mo talem ol difren wei, olsem sosol media, websaet, media rilis, ol spij, ol event, ol saenej, publikesen o eni inovatif aproj blong recognaesem sapot blong Ostrelia Gavman.

Hae Komisen bae hemi provaedem ol stret logo blong yu yusum, taem yumi gat wan agrimen.

Aknolejem sapot *





Vanuatu - Australia
Tugeta yumi stanap

**Australian
Aid** 

