

Direct Aid Program 2017-18: Cook Islands Application Form and Guidelines

What is the Direct Aid Program?

The Australian Government's Direct Aid Program (DAP) is a flexible small grants program funded from Australia's aid budget and managed through the department's overseas posts. The program focuses on supporting small-scale development projects and activities that involve the recipients in the identification, design and management of the projects. Preference will be given to projects that are aimed at achieving practical and tangible outcomes for those most in need in the local community. Successful projects are required to appropriately acknowledge the Australian Government.

Applications are welcomed for individual projects of up to NZ\$10,000.

**Applications must reach the Australian High Commission, Wellington by close of
business MONDAY 18 SEPTEMBER 2017 (New Zealand time)
Unfortunately, late applications cannot be considered**

Who may apply for a Direct Aid Program grant?

Applications may be made by a Cook Islands Non-Governmental Organisation or by a ministry of the Cook Islands Government. All grants must be implemented solely in the Cook Islands.

What projects will be funded?

Innovative and well prepared applications are encouraged with preference given to those projects which:

- are easily achievable and will have impact
- have a focus on participation based activities
- build the capability of organisations or individuals
- help build or enhance communities
- include one of the following target groups: children aged 6–18; women and girls; people with a disability; people in remote or rural communities.

How do you apply for a Direct Aid Program grant?

Complete all sections of this application form and **submit it to the Australian High Commission Wellington**. Wherever you need to, attach additional information, such as project approval from relevant schools, quotes for equipment, construction plans and additional budget detail.

Assessment of applications

A selection committee from the Australian High Commission in Wellington will select applications based on merit and the selection criteria.

Feedback on applications will be available upon request for successful and unsuccessful applications. Due to the volume of applications received, detailed feedback may not be possible in all cases.

Please note: for project applications which involve schools, written approval from the schools in concern must be submitted with grant application. For project applications which include the purchase of equipment, quotes for the equipment must be provided with grant application.

How will applicants know if they are successful?

All applications received will be acknowledged by email and will be contacted by early December to advise if their application has been successful or unsuccessful. All communication regarding this will be directed to the contact person listed on the application.

What will not be funded?

The following **will not** be considered for funding:

- travel or competition fees, or international conference attendance
- grants programs
- prizes
- commercial activities
- micro-credit schemes
- office administration costs and wages
- purchases of equipment for private clubs or businesses
- festivals or large celebrations

Project implementation

Successful applicants must sign a Letter of Agreement with the Australian High Commission that binds them to a specific project description and objectives. Any changes that must to be made during project implementation **must** be discussed and agreed to by the Australian High Commission contact person before activity takes place.

CHECKLIST

Before submitting your application to the contact person listed below, check that:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | you have completed all sections clearly |
| <input type="checkbox"/> | your contact details are complete and correct |
| <input type="checkbox"/> | you have attached any relevant supporting documents |

**SEND YOUR COMPLETED APPLICATION TO
THE AUSTRALIAN HIGH COMMISSION**

Contact person: Mrs Kanjina Morar, Administration Officer

Country: New Zealand

Phone number: +64 4 498 7136

Email: kanjina.morar@dfat.gov.au



DIRECT AID PROGRAM
Grant Application

A. Your Organisation

(1) Amount applied for: NZ\$

(2) Organisation name(s)

Also note the name of any Partner Organisation(s):

(3) Contact Details for Project

For the person responsible for conducting the project and acquitting the grant funds:

Title:
(Ms/Mr/Dr)

Name: _____ Position: _____

Phone: _____ Email: _____

Address:

Signature

(4) Application approval by senior representative of the organisation

Name: _____ Position: _____

Phone: _____ Email: _____

Signature

B. Your Project

(6) Project Title

(7) Brief Project Description

(What is the project going to do? Max 100 words)

(8) Project Need

Outline the need/issue(s) the project is designed to address. Give the background/context of the need.
For example: the challenge of non-communicable diseases or access to education in remote islands etc.

(9) Key Objectives

What are the 3-4 main things the project will achieve? Be realistic about what can be achieved.

(10) Measuring Success

How will you know that you have achieved the **key objectives** identified above? For each objective think about **what information** you must have to know if the project is achieving that objective, and **how** you will get that information (for example: participant questionnaire, interviews).

What is the objective?	What information will show if this objective been achieved?	Where/how will you get this information?
<i>For example: Improve student participation</i>	<i>Identify numbers participating before the project starts Identify numbers participating at end of project period Number of organised activity sessions</i>	<i>Survey of schools – ask school principals and teachers Interview Project coordinators Interview project participants</i>

(11) Action Plan/Activities

List main activities/outputs to be delivered (e.g. training, workshops, reports, seminars, publications etc.), an estimated date for each one and who will be responsible for it. The number of activities you do may depend on the size and duration of your project.

Activity	Date/s	Responsibility (who will do this?)

(12) Target Audience

How many people and what type of people will this project reach? For example: 125 students, women only, youth aged 11-14, people with disabilities etc.

(13) Sustainability

How are you going to get the project activities to continue after the initial project period? For example, consider: activities, strategies, funding, resources, who will manage the program etc.

(14) Acknowledgement

If successful, how would the project acknowledge Australia's contribution? For example: stickers, branding, refer to Australian support in publicity about the project.

(15) Risks

Describe the main risks and constraints (things that could go wrong) in the project. Outline how you will avoid these and how you will manage them if they happen.

Risk	How you will avoid it happening or deal with it if it happens?
<i>Example – cannot get number of schools participating that was aimed for</i>	<i>Promote project before it starts and benefits to target group Highlight teacher and participant benefits Identify more schools than might be needed (have reserve sites)</i>

C. Project Budget

(15) Funds Requested	
Total amount being requested (NZ\$):	
Preferred start date of project (indicate month, and any deadline):	
If you receive other funding for this project, indicate who you receive funds from and the amount you receive:	
(16) Budget Breakdown (NZ\$)	
<p>NOTE: Please attach a separate budget sheet if the space below is not adequate</p> <p>Using the table below as a guide, please include a full budget breakdown for the project; including expenditure by individual areas such as travel, accommodation, equipment, rent, freight, delivery charges etc.</p> <ul style="list-style-type: none"> List items separately, where relevant, cost per unit, number of people involved and quantities should be shown. Copies of any quotes must be attached 	

Item	(please detail individual items)	Total (in NZ\$)
1	Fees	
2	Office costs	
3	Equipment	
4	Travel & subsistence	
5	Delivery costs	
6	Events	
7	Monitoring & Evaluation activities	
8	Publications/materials	
9	Other (please specify)	
Total project cost:		
Total requested:		NZ\$