Direct Aid Program 2018 - 19: Niue
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 overseas aid budget and managed by Australia's diplomatic missions. The program focuses on supporting small-scale development projects and activities that involve the recipients in the identification, design and management of their own projects. We give preference to DAP projects which achieve practical and tangible outcomes for those most in need in the local community. We require successful projects to acknowledge the funding support received by the Australian Government.

We are now welcoming applications from Niue for the 2018-19 DAP round.

Applications must reach the Australian High Commission, Wellington by
FRIDAY 7 SEPTEMBER 2018 (New Zealand time)
Note: Late applications may not be considered

Who can apply for a DAP grant?

We welcome applications from any non-government organisation, association or community group in Niue (proposals from government ministries or government-related entities are not eligible for DAP funding).

What projects will you fund?

We will consider and encourage any well-prepared application, but give particular preference to projects which:

- address one or more of our DAP target areas (health, education, building resilience in the community, supporting women, girls, and those with a disability)
- have easily achievable outcomes
- support good governance
- focus on participation-based activities
- build the capability of local organisations or individuals
- are valued up to a maximum of NZ$10,000

What projects will you not fund?

We **do not** fund the following under the DAP:

- travel or competition fees, or international conference attendance
- prizes
- commercial activities
- micro-credit schemes
- office administration costs and wages
- purchases of equipment for private clubs, individuals or businesses
- festivals or large celebrations
- purchase or rental of property or land
- applications from government ministries or entities
- projects or proposals valued at more than NZ$10,000.

How do I apply?

Please complete all the sections of this application form and **submit it by the due date (7 September) to the Australian High Commission Wellington** (dap.wltn@dfat.gov.au).

If you need to, please attach any other relevant information relating to your application, such as construction plans, letters for support, or any other additional budget detail.

If your project application involves a school or school students, you will need to seek written approval from the school in question and submit this with your grant application. If your application includes purchasing equipment, you will need to provide quotes for the equipment with your application.

Assessment of applications

Once the application period has closed, a committee from the Australian High Commission Wellington will consider all applications received and select the successful ones, based on their merit and the extent to which they address one or more of the selection criteria outlined above.

We will endeavour to provide feedback on successful and unsuccessful applications if you request it, but due to the volume of applications received, detailed feedback may not be possible in all cases.

When will I know if my application has been successful?

We will send you an acknowledgement email when we initially receive your application. We will then contact you again by end-October 2018 to advise whether your application was successful or unsuccessful.

We will direct all communication to the contact person you list in your application, so please ensure this person has regular access to the email account or telephone number listed.

Project implementation

If you are successful, you will be required to sign a Letter of Agreement with the Australian High Commission, which binds you to a specific project description and objectives. Any changes you need to make during project implementation **must** be discussed and agreed to by the Australian High Commission before the amended activity can take place.

CHECKLIST

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

	you have completed all sections clearly
	your contact details are complete and correct
	you have attached any relevant supporting documents

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

Contact person: Ms Aimee Sanders

Country: New Zealand

Phone number: +64 4 498 7119

Email: dap.wltn@dfat.gov.au

DIRECT AID PROGRAM
Grant Application

A. *Your Organisation*

(1) Organisation name(s):

_____

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

(2) Contact person for the application:

This is the person responsible for overseeing the project and acquitting the grant funds:

Title: Ms / Mr / Mrs / Dr / other: _____

Name: _____   Position: _____

Phone: _____   Email: _____

Address:

Signature

_____

(3) Application approval by senior representative of your organisation:

Name: _____   Position: _____

Phone: _____   Email: _____

Signature

_____

B. Your Project

(4) Project Name:

(5) Brief Project Description:
(What is the project going to do? Max 100 words)

(6) Project Need:
What needs or issue(s) is the project designed to address? Please give an overview of the background / context, e.g. the impact of non-communicable diseases; access to education in remote communities etc.

(7) Key Objectives

What are the 3-4 main things the project will achieve? Please be realistic.

(8) Measuring Success

How will you know that you have achieved the **key objectives** identified above? For each objective think about **what information** you will need to show 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?
For example: *Improve student access to, or participation in, an activity*	*Identify numbers participating before the project starts* *Identify numbers participating at end of project period* *Number of organised activity sessions*	*Survey of schools – ask school principals and teachers* *Interview project coordinators* *Interview project participants*

(9) Action Plan/Activities

List the main activities/outputs your project will deliver (e.g. training, workshops, reports, seminars, publications etc.), include an estimated date for each output and who will be responsible for delivering it. [Note: depending on the size and duration of your project, you may only have one activity or output.]

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

(10) Target Audience

How many people will this project reach? What are your target groups? For example: 125 students; women only; youth aged 11-14; people with disabilities etc.

(11) Sustainability

How will you ensure the project outcomes will continue after the initial project period? Please consider follow-up activities, strategies, funding, resources, who will manage the program etc.

(12) Acknowledgement

If successful, how would the project acknowledge Australia's funding contribution? For example: stickers (which we would supply) or other branding; referring to Australian support in publicity about the project etc.

(13) Risks

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

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

C. *Project Budget*

(14) Funds and intended timeline

Total amount of DAP funding you are applying for (NZ$):	
Preferred start and end date of project (indicate the month, and any deadline for completion):	
If you are seeking or receiving funding from another source for this project, please indicate from which source and the amount:	

(15) Budget Breakdown (NZ$)

NOTE: Please attach a separate budget sheet if the space below is not adequate

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.

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