



AUSTRALIAN EMBASSY VIENTIANE DIRECT AID PROGRAM 2018-2019

The Direct Aid Program (DAP) is a small-scale grants program administered by the Australian Embassy in Vientiane. The purpose is to support projects that address basic humanitarian hardship and reduce poverty.

When preparing an application for DAP funding, please consider the following:

WHAT DAP CAN FUND:

- Projects that promote inclusive, sustainable socio-economic development, and that complement the priority areas of Australia's aid program in education, health, human resource development, trade and private sector development;
- Focus on youth development, women's leadership and economic empowerment;
- Involve environmental innovative solutions;
- Enhance educational and cultural exchanges and people-to-people's links; and
- Support vulnerable groups including the disabled, elderly and ethnic groups.

DAP CANNOT FUND:

- Any project without tangible humanitarian or development outcomes
- Micro-credit schemes or projects that involve the return of money, loans for cash
- A grants program run by other governments or organisations (on-granting)
- Commemorative events, including any activities associated with the commemoration of a DAP project
- Sponsorship of major sporting tournaments or cultural displays that do not have a clear developmental benefit
- Commercial ventures
- International travel
- Routine running costs or administrative expenses, such as:
Office rental or utility costs, complete salaries of core staff, Spare parts, office supplies, routine maintenance and repairs (including equipment such as photocopiers, computers, etc.)
- Purchase of major assets such as property or vehicles; and
- Activities that present a high child protection risk (eg orphanages or residential care services for minors or other vulnerable groups) are unlikely to be approved. Any such activities would require full risk assessments

THINGS TO CONSIDER:

- Applications **MUST** provide detailed information in the project proposal, evidence of ability to carry out the project, an itemised budget and referees;
- Show how the community benefiting from the project will contribute to the project eg. through the provision of partial funding, labour, land or materials;

- Show how the ongoing and maintenance costs for a project will be met by the applicant;
- On completion, project administrators are required to submit a final report, including itemised acquittal of expenditure and ORIGINAL receipts in the financial year the funds were granted;
- The Australian Embassy would like to visit projects once completed;
- DAP provides funding up to a maximum of AUD60,000.
- Applications are considered throughout the financial year by the Australian Embassy;
- Projects involving water, should include the results of water testing
- Projects involving construction, should include building plans.
- Applications should be addressed to the DAP Coordinator, Australian Embassy Vientiane.

Project Details

1. Project title

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2. Project Location (province, district and village if applicable)

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3. How long will it take to complete the project? Project should be completed and acquitted within 12 months of grant award. Please provide an indication of project milestones (eg. design, delivery of supplies, commencement of construction, final completion etc.).

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4. Briefly describe the project’s main objectives.

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5. Who are the project’s beneficiaries and how will they participate in its implementation?

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Project Budget Details

5. What is the total cost of the project?

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Please provide a detailed, itemised budget summary outlining the cost of all inputs and indicating the proponent's contribution (this can be provided on an attached sheet of paper)

6. Total funding requested from the Direct Aid Program (DAP).

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Please note that detailed receipts for expenses and a final report on project outcomes are required to acquit DAP funds.

Project Proponent Details

7. Name and contact details (address, phone, facsimile, e-mail) of implementing agency.

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8. Has the implementing agency previously participated in DAP project or any other Australian Embassy funded development activities? Please provide examples and details of any other development activities successfully completed with other funding organisations. The Australian Embassy may request bank account details and other evidence of financial standing to establish the bona fides of implementing agencies.

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9. Please provide name and contact details of two referees.

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10. How did you hear about the Direct Aid Program (newspapers – list the name of the newspaper, Australian Embassy Facebook page or website, radio, other – provide details)?

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