

Port Moresby Community Grants Application Form

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Introduction

* indicates a required field

The Community Grants Program is a flexible small grants program funded by the Australian Government through the Department of Foreign Affairs and Trade (DFAT).

The program supports locally led activities that improve development outcomes for communities in eligible countries. Community Grants are designed to assist organisations and community groups to deliver practical, sustainable and impactful activities that respond to local needs and priorities. This may include activities such as training, service delivery, community development initiatives and small-scale infrastructure projects.

The program aims to support activities that:

- improve the wellbeing and development outcomes of local communities
- respond to locally identified needs and priorities
- promote sustainable and inclusive development
- build community capacity and resilience
- deliver practical and measurable benefits for beneficiaries.

Community Grants Program funding is generally available to:

- locally registered non-government organisations (NGOs)
- community-based organisations
- academic and educational institutions
- sporting organisations
- religious organisations
- individuals acting on behalf of a community or group for a development-related purpose.

Community Grants funding is generally not available to:

- United Nations agencies or other multilateral organisations
- partner governments or government agencies
- Australian non-government organisations
- private businesses
- communities located in Australia.

Priority areas may include:

- education
- health
- economic development and livelihoods
- agriculture and rural development
- gender equality
- disability equity and social inclusion

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- climate resilience and disaster risk reduction
- environmental protection
- community empowerment and capacity building
- water, sanitation and hygiene initiatives.

Community Grants Program funding cannot be used for activities where the primary purpose is:

- supporting commercial ventures or generating profit
- funding ongoing operational costs such as salaries, utilities, rent or routine administration expenses
- purchasing vehicles or other major operational assets
- funding international travel
- sponsoring major sporting tournaments or events without a clear development outcome
- supporting partner government activities
- promoting Australian commercial or political interests.

Funding and Accountability

Successful applicants will be required to enter into a grant agreement with DFAT and comply with all reporting, safeguarding and accountability requirements.

Recipients may be required to:

- maintain accurate financial records
- provide progress and completion reports
- participate in monitoring activities or site visits
- demonstrate compliance with child protection, safeguarding and other DFAT policy requirements.

Submission of an application does not guarantee funding. Applications will be assessed against the published eligibility requirements and assessment criteria, and funding decisions will be made by DFAT following assessment of applications.

Conflict of Interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a [conflict of interest](#), or perceived conflict of interest, if the Department of Foreign Affairs and Trade staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government official or an external member of an assessment committee
- has a relationship with, or interest in, an organisation that is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program.

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You are asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent or perceived conflict of interest, you must inform the DFAT Community Grants team in writing immediately.

Applicants must declare any actual, potential or perceived conflicts of interest associated with this application.

To the best of your knowledge, are there any perceived or existing conflicts of interest relating to your application? *

☐ No

☐ Yes

Outline any perceived or existing conflicts of interests *

Word count:

Organisation Details

* indicates a required field

Organisation Name *

Organisation Name

Type of Organisation *

Physical Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Website

Must be a URL.

Primary Contact Details

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Contact Name *

Title

First Name

Last Name

This is the person we will correspond with about this grant.

Position *

e.g., Manager, Director or Fundraising Coordinator.

Primary Phone Number *

Work Phone Number *

Email Address *

Must be an email address.

This is the address we will use to correspond with you about this grant.

Joint Consortia

Will this activity be undertaken with project or consortium partners? *

☐ Yes

☐ No

We recognise that some organisations may want to join as a group to deliver a grant activity.

In these circumstances, you must appoint a 'lead organisation' that can submit the application and enter into a grant agreement with DFAT. The application must identify all other members of the proposed group and include a letter of support from each of the partners.

Each letter of support should include:

- details of the partner organisation and a nominated contact
- description of the partner organisation's role and how it will work with the lead organisation to complete the activity
- the relevant expertise of the partner organisation
- the resources they will contribute.

You must have a formal arrangement in place with all parties prior to execution of the agreement.

Describe your consortia arrangement *

Upload letters of support from each partner *

Attach a file:

A minimum of 1 file must be attached.

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Previous Funding

Have you or any Joint (consortia) members previously received funding from the Australian Government for the activity you have proposed in this grant application? *

☐ Yes

☐ No

Past Projects

Please provide details of recent projects your organisation has received funding for and implemented.

Project Title	Contact Person	Start Date	End Date	Total Funding Amount (AUD)
		Must be a date.	Must be a date.	Must be a number.

Describe your organisation's experience delivering activities similar to the one proposed *

Word count:

Must be no more than 300 words.

Referee Details

Applicants **must** attach letters of support from two referees.

Organisations **must** ensure that their nominated referees do not have an actual or potential conflict of interest when acting as a referee. In particular, organisations **must** ensure that referees:

1. are not employees of the organisation, or the holder of a current executive office (or similar position) within the organisation, or have a business association with the organisation or a subsidiary organisation of the organisation;
2. nor their immediate family members, have no direct financial interest in this activity;
3. are not current or Former DFAT Employees;
4. are available to be contacted in the 3 week period after the closing time; and
5. are able to provide comments in English.

DFAT reserves the right to check with nominated referees and with other persons as DFAT chooses the accuracy of the information provided by the organisation and the quality of past work performed by the organisation.

Referee 1 *

First Name

Last Name

Referee 2 *

First Name

Last Name

Position *

Position *

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Primary Phone Number *

Must be a valid phone number.

Primary Phone Number *

Must be a valid phone number.

Primary Email *

Must be an email address.

Primary Email *

Must be an email address.

Referee Report *

Attach a file:

Referee Report *

Attach a file:

Project Details

* indicates a required field

Summary

Project Title *

Must be no more than 250 characters.

Brief Description *

Word count:

Must be no more than 250 words.

Provide a short description of your project - what are you out to do?

Start Date *

Must be a date.

End Date *

Must be a date.

Project Country *

Project State *

Objectives

Which of the following are objectives of this project? *

☐ Agriculture ☐ Economic Empowerment ☐ Infrastructure - Gender Equality or Disability

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- | | | |
|---|--|--|
| ☐ Climate Change Mitigation | ☐ Education | ☐ Infrastructure - Health or Sanitation |
| ☐ Climate Resilience | ☐ Education (General) | ☐ Poverty alleviation |
| ☐ Community development | ☐ Education (Infrastructure) | ☐ Protection of the environment |
| ☐ Community Health | ☐ Gender equality | ☐ Rural development |
| ☐ Community Health or Sanitation | ☐ Governance, human rights & civil liberties | ☐ Rural Development or Agriculture |
| ☐ Conferences, Training or Capacity Building | ☐ Health | ☐ Small scale infrastructure |
| ☐ COVID-19 Response | ☐ Health and Disability | ☐ Sporting activities |
| ☐ Cultural or sporting activities | ☐ Human rights | ☐ The environment |
| ☐ Disability | ☐ Infrastructure - Cultural or Community Sporting | ☐ Water and Sanitation |
| ☐ Disability Inclusion | ☐ Infrastructure - Disaster or Humanitarian | ☐ Youth Empowerment |
| ☐ Disaster or Humanitarian Relief | ☐ Infrastructure - Education | |

Why does this work need to be done? *

Word count:

Must be no more than 300 words.

Describe the specific issue or need you want to address (200 words recommended)

How was this need identified? *

Word count:

Must be no more than 300 words.

Project Plan

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Project plan and timeline

Provide an outline of a project plan with indicative timelines for your proposed activity

Activity	Brief Description of Activity	Estimated Completion Date
		Must be a date.

Project Outcomes

Outcomes are the changes you expect to occur for the beneficiaries of your initiative. In general, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally **immediate** or short-term outcomes)
- Actions, behaviour, change in policy (these are generally **intermediate** or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally **long-term** outcomes)

Immediate outcomes occur directly following an activity (within 1 month); intermediate outcomes are those that fall between the immediate and long-term (between 1 month and 2 years); and long-term outcomes are those we expect to see years later (more than 2 years after the activity).

We also want to learn more about the beneficiary groups you think your initiative will affect (**Primary** and **Indirect**), who you will work through to reach those groups or achieve your outcomes (**Intermediaries**), and how you propose to assess whether your anticipated outcomes have been achieved - what you will measure and how (**Indicators**).

List your initiative's anticipated outcomes and attached information in the following table. Leave blank any fields that do not apply to your initiative.

Click "Add More" to insert additional lines. Click "Maximise" to view a larger version of this table.

Anticipated Outcomes	Indicator	Verification Method

Beneficiaries

Estimated number of direct beneficiaries *

Must be a number.

How were they involved in the project design? *

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Risk and Safeguards

* indicates a required field

Working with Children

DFAT has a zero tolerance approach to child exploitation, abuse and harm. Successful applicants will need to demonstrate their commitment to protecting children through their activity, including with support from DFAT. Applicants are asked to familiarise themselves with the [Child Protection Policy](#).

Direct Aid Program considers a child to be a person under the age of 18 years.

Please refer to the definitions below to assist with clarity.

- **No contact with children (No standards to apply):** Activities with no anticipated interaction with children

For example: Office-based roles, one-off delivery of corporate goods, service or a trade or remote, desk-based policy advice or writing

- **Incidental or Minimal contact with children (Essential Standards to apply):** Activities where interaction with children is limited, indirect or incidental

For example: The focus of the activity is solely engaged with adults but is in a setting where children may be present, for example institutional settings such as health centres, attendance at public diplomacy events or delivery of goods/services, where children may be present under the supervision of parents/carers.

- **Direct, sustained, or significant contact with children (Comprehensive standards):** where children are anticipated to be regularly in attendance or a beneficiary of activity.

Will this project involve contact with children? * ☐ Yes ☐ No

Child Protection Policy

Attach a copy of your Child Protection Policy if you have one.

If not, download [DFAT's Child Protection Policy](#) and upload a signed copy.

Level of contact * ☐ Incidental or minimal contact with children
☐ Direct, sustained or significant contact with children

Child Protection Policy *

Attach a file:

Protection from Sexual Exploitation, Abuse and Harassment (PSEAH)

Does your organisation have measures in place to prevent sexual exploitation, abuse and harassment? * ☐ Yes ☐ No

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Describe the measures your organisation has in place to prevent and respond to sexual exploitation, abuse and harassment *

Word count:
Must be no more than 300 words.

PSEAH or Code of Conduct Document

Attach a file:

Attach a copy of your PSEAH Policy or Code of Conduct if you have one.

Environment and Social Safeguards

Does the project have the potential to create environmental or social risks or impacts? *

☐ Yes ☐ No ☐ Unsure

Describe any environmental or social risks or impacts associated with the project. *

Word count:
Must be no more than 300 words.

Project Risk Management

Outline the risks of this project proposal and planned mitigation strategies.

Click "Add More" to insert additional lines.

Risk Type	Likelihood	Consequence	Mitigation Strategy

Budget

** indicates a required field*

Project Funding Summary

Total Amount Requested *

Must be a number.

Applicant's contribution *

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Must be a number.

Consortium Contribution *

Must be a number.

Other Donor Contribution *

Must be a number.

Total Project Income

This number/amount is calculated.

Detailed Budget

Enter 0 where not applicable.

Budget Item	Applicant Contribution	Joint Consortium Contribution	Contribution from other donors	DFAT Contribution	Total Cost
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	Must be a number.	Must be a number.	Must be a number.	Must be a number.	This number/amount is calculated.

Totals

Applicant Contribution

This number/amount is calculated.

Joint Consortium Contribution

This number/amount is calculated.

Other Donor Contribution

This number/amount is calculated.

DFAT Contribution

This number/amount is calculated.

Total Budget

This number/amount is calculated.

Balanced Budget Check

- Positive numbers in validation - not all income has been accounted for in your budget. Increase or add amounts in the budget table.
- Negative numbers - your budget is higher than income. Decrease or remove amounts in the budget table.

[Total Budget less Total Budgeted Income]

This number/amount is calculated.

[Total DFAT Contribution] less [Total Amount Requested from DFAT]

This number/amount is calculated.

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This number/amount is calculated and must be equal to zero (0).

Submission Acknowledgement and Certification

* indicates a required field

Applicants **must** agree to each of the following items to complete the Organisation's Certification.

*

- ☐ I am duly authorised by the Organisation to make this declaration. I make this declaration on behalf of the Organisation and on behalf of myself.
- ☐ I have read the information provided in the Community Grants Guidelines.
- ☐ The statements in this proposal are true to the best of my knowledge
- ☐ I acknowledge that if the Organisation is found to have made false or misleading material claims or statements in this proposal or in this certification, DFAT will reject at any time any proposal lodged by or on behalf of the Organisation.
- ☐ I acknowledge that this proposal will be assessed on its merits, and compared to other proposals, and that it may not be funded, or it may not be funded at the amount requested.
- ☐ I warrant that the Organisation will use its best endeavours to ensure that all personnel involved in the Activity are of good fame and character.
- ☐ I warrant that the Organisation will use its best endeavours to ensure: that individuals or organisations involved in implementing the Activity are in no way linked, directly or indirectly, to organisations and individuals associated with terrorism; and that the Grant is not used in any way to provide direct or indirect support or resources to organisations and individuals associated with terrorism.
- ☐ I warrant that the Organisation is not: listed on a World Bank List or a list maintained by any other donor of development funding;
- ☐ I warrant that the Organisation is not subject to any proceedings or informal processes which could lead to listing on a World Bank List or a list maintained by any other donor of development funding;
- ☐ I warrant that the Organisation is not the subject of an investigation by the World Bank or any other donor of development funding.
- ☐ I warrant that the Organisation will have regard to the Australian Government guidance "Safeguarding your organisation against terrorism financing (homeaffairs.gov.au)".

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- ☐ I warrant that neither the Organisation nor any of its employees, agents or contractors have been convicted of an offence of, or relating to fraud or corruption, including bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction.
- ☐ I undertake that the Organisation will not permit any of its employees, agents or contractors, to work with children if they pose an unacceptable risk to children’s safety or well-being. Refer to www.dfat.gov.au/childprotection.
- ☐ I warrant that none of the personnel who are involved in the Activity have been convicted of a criminal offence relating to child abuse, nor are they subject to any proceedings which could lead to such a conviction.
- ☐ I warrant that the Organisation has not received grant funding for this Activity from another source other than that declared in this proposal.
- ☐ I warrant that this proposal has not been prepared with the assistance of any current DFAT employees or Former DFAT Employees or with improperly obtained information.

Authorised Representative

Name *	Title	First Name	Last Name

Position *	
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Date Signed *	
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Must be a date.