2026-27 Community Grants Application Form

Form Preview

Introduction

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The Vuvale 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 practical, sustainable and inclusive community-led projects across Fiji.

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
- 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.

What we look for:

A clear need, community support, inclusion, practical results, sustainability, manageable risks and value for money.

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. You can apply for up to AUD 60,000 (approximately FJD 90,000) for the full project. Projects should normally be completed within six months of receiving funding.

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.

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

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

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

○ Yes ○ No

Outline any perceived or existing conflicts of interests *

Word count:

Organisation Details

* indicates a required field

You must apply on behalf of an eligible non-profit organisation. Individuals and private companies cannot apply

Organisation Name *

Organisation Name

Type of Organisation *

○ Community Group
○ Sporting Organisation
○ Education Institution
○ Local NGO
○ Philanthropic Organisation
○ Overseas / Foreign NGO
○ Religious or Faith Based Organisation
○ Non-profit cooperative
○ University / Research Body / Academic Institutions
○ Other:

Postal Address *

Address

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

Divison *

○ Central ○ Western ○ Northern ○ Eastern

Primary Contact Details

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 *

Email Address *

Must be an email address.
This is the address we will use to correspond with you about this grant.

Previous Grant Funding

Has your organisation previously received a grant from the Australian Government or another donor? *

○ Yes ○ No

If yes, answer the questions below.

Click 'Add More' or the '+' sign to add another row

Who provided the funding? *

What was it used for *

What did the project achieve? *

Were these funded projects completed? *

Referee Details

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

Answer this question if your organisation has not previously received an Australian Government community grant. Provide two referees.

Include their name, organisation, phone number and email address. The referee should know about your organisation's experience delivering a similar project.

Referee 1 *

Referee 2 *

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First Name | Last Name

First Name | Last Name

Position *

Position *

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 category

Select the category that best describes your project *

- ☐ Agriculture
- ☐ Education
- ☐ Disaster Preparedness
- ☐ Community Infrastructure

☐ Gender equality
☐ Health
☐ Environment
☐ Training/Capacity Building
☐ Water, Sanitation and Hygiene (WASH)
☐ Other:

Community Consultation and Ownership

How did you involve the community in planning this project? Tell us who you spoke with, what they said and how their views shaped the project

Please include:

- who you consulted, including community leaders and local government;
- how the community supports the project;
- how feedback changed the project; and
- how women, young people, persons with disabilities and other vulnerable groups were involved

*

Word count:
Must be no more than 250 characters.

Project Plan

What will you do to deliver the project? List the main activities, when each will happen and who will be responsible

Project plan and timeline

Click 'Add more' or '+' to add more activities to the table above

Activity	Brief Description of Activity	Estimated Start Date	Project lead
	What will you do to deliver the project?	Must be a date.	Full name of person responsible

Monitoring and Sustainability

How will you check whether the project has worked? For example, what will you count, record or ask community members about? *

Word count:
Describe three changes you will see if the expected outcomes of the project occur (200 words recommended)

How will the community continue the project or maintain its benefits after the grant ends? Who will be responsible? *

Word count:
Must be no more than 250 words.

Project Activities and 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 and Inclusion

Project Beneficiaries *

☐ People with Disabilities
☐ Women and Girls
☐ Youth
☐ Older persons
☐ Vulnerable households
☐ Whole community
☐ Other:

Is the main beneficiary is a school, health center or other organisation? *

○ Yes ○ No

How will you make sure everyone can take part in and benefit from the project, including women, young people, older people and persons with disabilities? *

Word count:
Must be no more than 250 words.

Beneficiary Contact Details

Name *
First Name Last Name

Phone Number *

Email *
Must be an email address.

Risk and Safeguards

* indicates a required field

Project Risk Management

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

Click "Add More" to insert additional lines.

Risk Type	Explain why these risks are selected	Mitigation Strategy
What problems or risks could affect this project?		Explain the main risks you selected and what you will do to reduce or manage them

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

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.

Budget

* indicates a required field

Project Funding Summary

Total Amount Requested (FJD) *

What is the total financial support you are requesting in this application?

Applicant's contribution (FJD) *

Money or resources provided by your organisation

Community Contribution (FJD) *

Cash or in-kind contribution, such as goods, materials, labor or transport

Total Project Income

This number/amount is calculated.

Detailed Budget

Enter 0 where not applicable.

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

Totals

Applicant Contribution	Community Contribution	DFAT Contribution	Total Budgeted Cost

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

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 Budgeted Cost less Total Project Income]

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

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

This number/amount is calculated.

Uploads

Project Budget
Attach a file:

Quotations
Attach a file:

Where applicable, provide a minimum of two quotations

Submission Acknowledgement and Certification

* indicates a required field

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

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)”.
☐ 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.

Supporting Documents

Upload only the documents that apply to your project

1. Infrastructure Projects

Qualifications of person(s) ,contractor(s) or organisaton(s) undertaking the work
Attach a file:

Detailed project plans, drawings or technical specifications
Attach a file:

2. Water, Sanitation and Hygiene (WASH) Projects

An approved Water and Sewerage Maintenance Plan
Attach a file:

3. School Projects

A letter of support from the Ministry of Education
Attach a file:

4. Evacuation Centre Projects

A letter from the Divisional Commissioner confirming that the relevant Sub-National Committee[s] endorsed the evacuation center plan and that it follows the Guidelines for Fiji Evacuation Centres: Construction and Retrofitting.
Attach a file:

5. All Projects, Where Relevant

Evidence of consultation with relevant government ministries
Attach a file:

Evidence of consultation with local authorities
Attach a file:

Evidence of consultation with community stakeholders
Attach a file:

Applicant Declaration

*

☐ I confirm that I am applying on behalf of an eligible non-profit organisation and that the information in this application is true and correct.
☐ I confirm that the project and proposed costs are eligible, grant funds will be used only for approved purposes, and required approvals have been obtained.
☐ If successful, the organisation will sign a grant agreement, keep financial records and receipts, submit reports and complete an acquittal within two months of project completion, and return any unspent funds.
☐ I have disclosed any actual, perceived or potential conflict of interest and understand that the project may be monitored, including through site visits by Australian High Commission representatives, and that grant information may be publicly reported.

Name *

Title | First Name | Last Name

Position *

Organisation

Organisation Name

Date Signed *

Must be a date.