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**Direct Aid Program (DAP)
Application Guidelines 2022-2023**

The **Direct Aid Program (DAP)** is a small grants program administered by the Australian High Commission in Solomon Islands. It is designed to help community groups improve their living standards.

Projects should be of a self-help nature and include community contributions. We strongly encourage applications for projects that benefit disadvantaged groups such as women, youths, those with disabilities and those from isolated communities.

Applicants may apply for projects that take up to one year to complete. Applicants should be aware that not all projects can be supported as there are limited DAP funds available and the number of requests, even for projects that fall within these guidelines, far exceed the level of funding available. **The DAP Committee prefers projects under SBD300,000** but will consider high-quality projects above this threshold.

DAP cannot assist with the following: administrative costs, fundraising events, vehicles (including cars/trucks, boats, motorbikes), outboard motors, consumables (including petrol, fertilizer, chemicals), religious activities, church buildings, overseas trips, micro-credit schemes, personal commercial ventures, sporting/musical equipment, cultural activities, generators, lawn mowers, chainsaws, tools, stationery, teachers housing or goods to sell in a trade store.

The DAP scheme does not involve giving cash grants to communities.

The applicants of all approved projects will be notified and asked to come to the Australian High Commission for handing over of the project.

Applicants must provide the following information:

- a completed application form including a detailed project description, timeline and budget
- an endorsement letter from the relevant provincial or national government ministry
- at least two quotations for all the materials involved in the projects
- a map detailing where your proposed project is located
- any projects which involve a building must include a building diagram or plan
- a return postal address (a PO Box number is preferable) on your application form and a telephone contact number.

The community must provide a completion report to the Australian High Commission no later than two months after the project is completed. The High Commission will, as practicable, visit approved and completed DAP projects.

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Notes:

1. DAP building and construction related projects should meet or exceed Australian standards wherever reasonably practicable to do so. Departure from Australian WHS standards on the basis that meeting such standards is not “reasonably practicable” should only be accepted where it is defensible to do so, supported by a clear, persuasive and documented explanation. In such cases, the project should meet the highest standard that is reasonably practicable, with hazard mitigation measures supported by a hazard identification and risk assessment report identifying the residual risks of injury and illness to any workers or third parties, and proposed mitigation strategy.
2. If the project involves working with children, the organisation must have a current child protection policy or code of conduct to be eligible. For information on child protection policy, see <https://www.dfat.gov.au/international-relations/themes/child-protection/Pages/childprotection>
3. Projects must play an active role in addressing the risk of sexual exploitation, abuse and harassment. For further information see [Preventing Sexual Exploitation, Abuse and Harassment | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
4. Recipients of DAP funding must ensure that no support or resources are provided to any entity subject to sanctions (by the United Nations Security Council or the Australian Government).
5. Recipients of DAP funding must ensure that the work conducted in relation to this project is undertaken in a safe manner and complies with all applicable local laws, standards and policies that relate to health and safety.

Project Application Summary

Applicant details

Organisation Name : _____

Type of Organisation: _____

Postal address: _____

Primary Contact/ Name of applicant(s): _____

Position: _____

Work phone number: _____

Mobile Phone number: _____

Email address: _____

Have you received DAP funds before? YES / NO (please circle)

If you answered yes, please provide details including any detail of projects previously done by this organization through DAP:

- Project name
- Name and contact
- Currency Type
- Amount Funded
- Dates

If no, provide 2 referees for your project:

- Name
- Position
- Primary Phone Number
- Primary Email

Project Proposal

Project Summary

Project name (eg Marau Water Tank Project):

Project Description (150 words):

Proposed Start Date: _____

Proposed End Date: _____

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Project Location

Country: Solomon Islands

Where is your community located (provide distance from provincial capital or attach a copy of a map to your application)?

Province: _____

Constituency: _____

Ward: _____

Community: _____

Project Objectives

Project objectives

Select one or more of the objectives below:

- | | |
|--|---|
| <input type="checkbox"/> Community Health or Sanitation | <input type="checkbox"/> Education (Infrastructure) |
| <input type="checkbox"/> Conferences, Training, or Capacity Building | <input type="checkbox"/> Gender equality |
| <input type="checkbox"/> Cultural or sporting activities | <input type="checkbox"/> Poverty alleviation |
| <input type="checkbox"/> Disaster or humanitarian relief | <input type="checkbox"/> Protection of the environment |
| <input type="checkbox"/> Education (general) | <input type="checkbox"/> Rural Development or Agriculture |

Working with Children

DAP considers a child to be a person under the age of 18 years. Will your project involve working with children or contact with children?

YES / NO (please circle)

Do you have a Child protection Policy, procedure or guidelines?

YES / NO (please circle) (If Yes, attach a copy)

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Project Details

Why does the community need this project? Describe the specific issue or need you want to address. (200 words recommended)

What will your community contribute for this project? (e.g. labour, community fundraising, skills)

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What are the planned activities? Briefly list (bullet points) the specific activities that will take place and where they will take place. (200 words recommended).

What are the expected outcomes of the project? Describe three things you want the project to achieve in terms of benefits for participants and/or others. (200 words recommended).

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How will you know if these outcomes have been achieved? Describe three changes you will see if the expected outcomes of the project occur. (150 words recommended).

What is the timeline for completion? (200 words recommended).

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Once the project is complete, who will take responsibility for future costs and maintenance? How will they do it? (eg user fees, fundraising) (200 words recommended).

Risk Identification and Management

The global COVID-19 pandemic is still presenting challenges and constraints and may impact on your capacity to deliver the desired outcomes of your project. What are the challenges COVID-19 will present for your project and how will you overcome them? (200 words maximum)

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Describe how your project will be implemented taking into account COVID-19 and any risk mitigation measures. (200 words maximum)

What problems will be encountered in delivering this project?

- | | |
|--|--|
| <input type="checkbox"/> Child related risks | <input type="checkbox"/> Environmental risks |
| <input type="checkbox"/> Political risks | <input type="checkbox"/> Social Risks |
| <input type="checkbox"/> Other | |

Provide more information for the particular risks within the category you selected above. (200 words maximum).

How do you plan to manage these risks? (200 words maximum)

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Beneficiaries

Who will benefit from the project? Describe the estimated number, gender, age and location/region of those participating in the project. (150 words maximum).

Is this project accessible to people with disabilities? (e.g. will there be an access ramp)
(no more than 150 words)

Community Responsibilities

Please state who will be responsible for coordinating the project, who will be responsible for finance management and any other roles, also include any qualifications and experiences these people have (Please mention any previous projects)

Position	Name	Phone Contact	Relevant Qualification/experience
Project Coordinator (Mandatory)			
Project Treasurer/Finance Manager (Mandatory)			
Community Elder / Representative			

Have any of the people responsible for completing the project been convicted of a crime or subject to a fraud investigation? YES / NO (please circle)

If yes, please explain:

Has anyone involved in the project previously applied for funding or received funding from other donors for other projects? YES / NO (please circle)

If so, when and from whom?

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Funding

Please outline the total amount of funds you are requesting and the breakdown of what the money will be spent on here. This includes materials, transportation of goods, building services. Please note it is not sufficient to simply refer to quotes, a detailed budget must be outlined here. Please attach two quotes for the purchase of any products.

Currency Type: SBD – Solomon Islands Dollars

Total project cost (What is the total budgeted cost (dollars) of your project?):

Total Amount requested from the Direct Aid Program (DAP) (what is the total amount being requested for this project?):

Applicant's contribution (How much are you contributing to the project?):

Budget

Please provide a **detailed project budget**. Ensure all costs quoted in the budget are in the same currency type as the Total Project Cost.

Possible Project Items include:

- Training **
- Labour, Salary, wages**
- Tools**
- Consumables e.g. fuel, fertilizer, chemicals**
- Insurance**
- Materials e.g. timber, gravel, sand, roofing iron etc
- Transport and/or freight
- Other (please specify)

**Must be community/applicant, CDF or other contribution

	Item	Cost per item	Number of Items	Total cost	Applicant contribution	Contribution from other donors / CDF	DAP contribution
EXAMPLE	EG: water pipe	EG:\$20 per meter	EG: 50 meters	\$1000	\$0	\$300	\$700
				Total:	Total:	Total:	Total:

Total cost	Applicant contribution	Contribution from other donors/CDFS	DAP contribution

Have you attached invoices and budget for this project to this application? Yes

Have you applied for or received any funding from other donors for this project?
YES / NO (please circle)

If yes, please give details.

Recurrent Costs

DAP funding cannot be used for recurrent costs.

Will the project have recurrent costs?
YES / NO (please circle)

If Yes, please explain how you will recover the recurrent costs.

List of attachments to application:

- Standard/approved drawing/sketch or plan of the project design (if the project includes construction) from relevant ministries (e.g. classroom building plan from the Ministry of Education, ablution block and clinic building from the Ministry of Health)
- Relevant letter of support from the relevant Provincial or national government authority (Ministry of Education, Ministry of Health and Medical Services)
- Endorsement from the Health Ministry Senior Executive management for all clinic building projects
- At least one letter of support from others association with your community
- Letter of support from your project partner(s) (if there are any)
- Land ownership certificate (if applicable)
- Village/community minute of meeting confirming community support/involvement for the project and referencing election of Project Committee (Coordinator, Administrator, etc)
- Community distribution list for projects like water tanks, sanitation, boreholes etc

Funding Agreement

Conditions of funding

As a condition of this DAP funding, your organisation must ensure that no support or resources, including training, is provided to any criminal, illegal or terrorist entity. Accordingly, your organisation must take all necessary steps to ensure that funding provided by us does not, directly or indirectly, contribute to any criminal, illegal or terrorist individuals or entities.

Does your Organisation directly or indirectly, contribute to any criminal, illegal or terrorist individuals or entities?

YES / NO (please circle)

Final Checklist

- Completed all sections of the form correctly and truthfully
 - Enclosed a detailed budget
 - Enclosed a project timeline
 - Enclosed standard/approved drawing/sketch or plan of the project design (if the project includes construction) from relevant ministries. Eg, classroom building plan from the Ministry of Education, ablution block and clinic building from the Ministry of Health
 - Enclosed at least two pro-forma invoices (from two different companies) for the budget items you are asking the Australian government to fund. Note that the vendors selected must have bank accounts and businesses registered in order to process payments. Vendors/ Suppliers without bank accounts will not be accepted
 - Enclosed a relevant letter of support from the relevant provincial or national government authority e.g. Ministry of Education, Ministry of Health & Medical Services
 - Enclosed endorsement from the Health Ministry Senior Executive Management for all clinic building projects.
 - Enclosed at least one letter of support from others associated with your community, e.g. chiefs, church and/or youth leaders
 - Enclosed a letter of support from your project partner(s) (if there are any)
 - Enclosed a land ownership certificate (if applicable), using template
 - Enclosed village/community minute of meeting confirming community support/ involvement for the project and referencing election of Project Committee (Coordinator, Administrator, etc)
 - Enclosed a community distribution list for projects like water tanks, sanitation, boreholes
- Etc

Application submitted by:

Name:-
Position:-
Signature:-
Date:-