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

Direct Aid Program (DAP) hem small grants program wea Australian High Commission na hem administerem. Hem for helpem community groups improvim living standards blo olketa.

Projects mas garem self-help nature and includim community contributions. Mifala strongly encouragim applications for projects wea bae save benefitim disadvantaged groups olsem women, youths, olketa wea garem disability and olketa from isolated communities.

Applicants save apply for projects wea bae save tekem one year for completim.

Applicants mas save that no everi projects na bae DAP sabe saptim becos DAP funds hem garem smol budget nomoa. No everi application na bae mifala aceptim even if olketa save mitim or kasem project guidelines ya. Bae yumi folom nomoa funding budget available. **DAP Committee hem likem projects wea hem no ovam SBD300,000.**

DAP bae NO saptim: administrative costs, fundraising events, vehicles (including cars/trucks, boats, motorbikes), outboard motors, consumables (includim 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/photocopiers, house blo teachers or goods for selem lo trade store.

DAP NO providem seleni or 'cash grants' lo communities.

Applicants wea project blo yu hem approve bae mifala letem yu save, then wanfala briefing na bae mifala organaesim.

Applicants mas providim olketa information ya:

- Complete application form wetem wanfala detailed project description, timeline and budget
- endorsement leta from provincial and/or national gavman ministry (template)
- Tufala quotations for everi materials wea involve lo project ya
- map detailim wea na proposed project ya hem stap
- diagram blo building ya or plan for eni project wea involvim construction
- email, contact and wanfala contact person stap lo Honiara.

Community mas providim acquittal report and receipts go lo Australian High Commission two months after project ya hem complete. Wanfala Australian High Commission officer bae trae for visitim eni approved and completed DAP projects.

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 \(dfat.gov.au\)](https://www.dfat.gov.au/international-relations/themes/sexual-exploitation-and-abuse-and-harassment/Pages/sexual-exploitation-and-abuse-and-harassment)
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

Name blong Organisation

: _____

Type of Organisation: _____

Postal address: _____

Person for contactim: _____

Position: _____

Work phone number: _____

Mobile Phone number: _____

Email address: _____

Yu receivim eni DAP funds bifo? YES / NO (please circle)

If yu receivim eni DAP funds bifo, plis providim details blo project ya:

- 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

Name Blong Project (Mek sua name ya hem describim wat na project ya bae duim, eg Marau Water Tank Project):

Description blo project: (wat na yu trae for buildim or creatim?) (150 words):

Proposed Start Date: _____

Proposed End Date: _____

Project Location

Country: Solomon Islands

Wea na community hem stap (Providim distance from provincial capital or map)?

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 na community nidim disfala project? (200 words recommended)

Wat na bae community contributiim go long disfala 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).

Wat na timeline for completim project ya? (200 words recommended).

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Sapos project hem complete, who na bae responsibol for eni costs lo future and maintenance? How na bae olketa duim (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 COVVID-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).

Hao na bae yu plan for managem olketa risks ya? (200 words maximum)

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Beneficiaries

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

Pipol wetem disability save accessim project ya tu? (e.g. will there be an access ramp)
(no more than 150 words)

Community Responsibilities

Plis talem who na bae responsibol for coordinatim project ya, who na bae responsibol for managim finance and samfala other roles ya?

Wat na qualification and experience olketa pipol ya garem? (Plis talem samfala projects yu managim bifo)

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

Eni pipol responsibol for completim project ya convicted lo eni crime or subject lo eni fraud investigation bifo? YES / NO (please circle)

If yes, plis explainim:

Eni wan involve lo project ya been apply or receivim any funding for project long DAP or other donor? YES / NO (please circle)

If yes, plis raitim taim and from which donor?

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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

Yu apply or receivim eni funding from samfala other donors for disfala project ya?
YES / NO (please circle)

Sapos yes, please providim 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 design blo project ya mas tekem (if project ya hem induim construction) from olketa gavman ministries (e.g. plan blong classroom building mas tekem from Ministry blo Education, ablution block an clinic building mask tekem from Ministry blo Health)
- Sapot leta from provincial or national gavman authority (Ministry blo Education, Ministry blong Health and Medical Services)
- Everi building project for clinic mas tekem endorsement from Senior Executive Management from Ministry blo Health
- Wanfala sapot leta from others wea associate wetem community blong yu
- Sapot leta from project partner(s) blo yu (if yu garem eni wan)
- Wanfala land ownership certificate (if hem applicable)
- Wanfala village / community minute of meeting confirmim community sapot/involvement for disfala project and referencim election blong Project Committee (Coordinator, Administrator, etc)
- Community distribution list for projects osem 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

Bifoa yu submitim application ya, plis mek sua yu duim and givim kam olketa ya:

- complitim gud everi sections lo form ya correctly and truthfully
- wanfala budget
- timeline blo project
- standard /approved drawing/sketch, design blo project ya mas tekem (if project ya hem includim construction) from oketa govman ministries. Eg, plan blo classroom building mas tekem from Ministry blo Education, ablution block en clinic building mas tekem from Ministry blo Health.
- tufala pro-forma invoices (from tufala different companies) wetem budget includim items yu askem fundim for hem ya. Vendors you selectim mas garem account lo bank en business ya mas registered bifo payment save process. Mifala no acceptim Vendors/Suppliers wea no garem bank account.
- sapot leta from provincial or national gavman authority e.g. Ministry blo Education, Ministry blo Health and Medical Services
- everi building project for clinic mas tekem endorsement from Senior Executive Management from Ministry blo Health.
- wanfala sapot leta from others wea associate wetem community blo yu, e.g. chiefs, church and/or youth leaders
- sapot leta from project partner(s) blo yu (if yu garem eni wan)
- wanfala land ownership certificate (if hem applicable), usim template
- wanfala village/community minute of meeting confirmim community sapot/ involvement for disfala project and referencim election blo Project Committee (Coordinator, Administrator, etc)
- community distribution list for projects osem water tanks, sanitation, boreholes etc.

Application submitted by:

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