The Direct Aid Program (DAP) is a small grants program administered by the Australian High Commission. 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 a maximum SBD200,000 for projects that take up to one year. 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 SBD200,000.

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, stationary/photocopiers, 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 by mail and asked to come to the Australian High Commission to pick up a cheque made out to the supplier of the materials. Applications can take up to six months to process.

DAP cannot assist in individual family’s Sanitation however can Assist in Clinics, Schools and Community Centre Sanitations.

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.
- Two quotations for all the materials involved in the projects.
- A map detailing where your proposed project is located.
- Any projects which involve building must include a building diagram or plan.
- A return postal address (a PO Box number is favourable) on your application form and a telephone contact number.

The community must provide an acquittal report and receipts to the Australian High Commission no later than two months after the project is completed. High Commission officer will try, whenever practicable, to visit approved and completed DAP projects.

Completed application forms should be forwarded to:
The DAP Officer
Australian High Commission | PO Box 589, Honiara
Phone: 21561 | Fax: 23691 | Email: christina.nonga@dfat.gov.au
Project Application Summary

Name of Applicant(s): __________________________________________________________

Project Name: _______________________________________________________________

Province:___________________________ Constituency:____________________________

Ward:_______________________________ Community:____________________________

Where is your community is located (provide distance from provincial capital or map)
____________________________________________________________________________
____________________________________________________________________________

Total Amount of Funds the Project is applying for:_______________________________

Contact Person:_______________________________________________________________

Phone:_______________________________________________________________________

Postal Address:_______________________________________________________________

____________________________________________________________________________
____________________________________________________________________________

Email address:________________________________________________________________

Have you received DAP funds before?____________________________________________

If you answered yes, please provide details_______________________________________

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
1) Project

a) What is the name of this project? Please make sure the name describes what the project will do (e.g. Sikaiana water supply project)

b) Project description (what are you trying to build or create?)

c) Project rationale (why does the community need this project?)

d) Describe the community contribution (e.g. labour, community fundraising)
e) Does this project benefit women, youth or people with disabilities? (projects that benefit disadvantaged members of the community will be looked on favourably)

f) How will you ensure this project is accessible to people with disabilities? (e.g. access ramp)

---

g) What is the timeline for completion, showing what will happen and when?

<table>
<thead>
<tr>
<th>Activity and who will take part/contribute</th>
<th>When activity will start (date or length of time)</th>
<th>When activity will finish</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong> Milling of local timber by community</td>
<td>One week after project approval or 1 September 2018</td>
<td>One month after project approval or 1 October 2018</td>
</tr>
</tbody>
</table>

1)  

2)  

3)  

4)  

5)  


h) What risks might stop you from making this project a success (e.g. weather; land disputes etc.)?

_________________________________________________________________________________________________________________________________________________________

i) How do you plan to manage these risks?

_________________________________________________________________________________________________________________________________________________________

j) Once the project is complete, who will take responsibility for future costs and maintenance? How will they do it (e.g. user fees, fundraising etc.)?

_________________________________________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________________________________________

k) How many people will benefit from the project?

<table>
<thead>
<tr>
<th>Number</th>
<th>Men</th>
<th>Women</th>
<th>Boys</th>
<th>Girls</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2) Community responsibilities

a) Please state who will be responsible for coordinating the project, who will be responsible for finance management and any other roles.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Coordinator (Mandatory)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Treasurer/Finance Manager (Mandatory)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Elder / Representative</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

i. What relevant qualifications and experience do these people have?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

b) Have any of the people responsible for completing the project been convicted of a crime or subject to a fraud investigation? If yes, please explain
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
3) Budget

a) Please provide a **project budget** (this is mandatory)

<table>
<thead>
<tr>
<th>Possible project items</th>
<th>Donor Contributions</th>
<th>Community Contributions</th>
<th>Other Partners’ Contributions (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labour, salary, wages</td>
<td></td>
<td>Must be community or other donor contribution</td>
<td></td>
</tr>
<tr>
<td>Materials e.g. timber, gravel, sand, roofing iron etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tools</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumables e.g. fuel, fertilizer, chemicals</td>
<td></td>
<td>Must be community or other donor contribution</td>
<td></td>
</tr>
<tr>
<td>Transport and/or freight</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td>Must be community or other donor contribution</td>
<td></td>
</tr>
<tr>
<td>Other: please specify</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b) Have you applied for or received any funding from other donors for this project? If yes, please give details.
2) **Final Checklist**

Before submitting the application, please make sure you have:

- Completed all sections of the form correctly and truthfully
- Enclosed a budget
- Enclosed a project timeline
- Enclosed a drawing/sketch of the project design (if the project includes infrastructure construction)
- Enclosed two pro-forma invoices (from two different companies) for the budget items you are asking the Australian government to fund

- 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 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 at Annex 2.

- Enclosed village/community minute of meeting confirming community support/involvement for the project and referencing election of Project Committee (Coordinator, Administrator, etc)

- Signed below

**Application submitted by:**

Name:- ..........................  Position:-..........................

Signature:- ..........................  Date:-..........................
Annex 1: Government Endorsement

** To be completed by Provincial/National Government representative **

Give reasons why you think this project is realistic for this community:

Give reasons and cite reference why you think this project is in line with the provincial or national development plan:

What assistance can the Provincial/National Government give to the applicant?

Endorsed by:

Name:-

Title:-

Signature:-

Date:-

** Please stamp with official Provincial/National Government Seal **

If no Official Government Seal then provide a support letter from relevant authority on original letterhead paper answering the questions raised above.
Annex 2:  Land Ownership Certificate Template (if needed)

This Agreement is made on __________, __________, __________ (date) between the
_______________________________ (hereinafter “The Client”) and
_______________________________ (hereinafter “The Land Owner”).

1. The purpose of this agreement is for the completion of the building at
_____________________________ community in _________ Province.

2. The project name is
______________________________

3. The land is available only for __________________________
   (purpose of land use).

4. The land owner will do everything possible to support the project to be constructed at
_____________________________ within the customary land for the project.

5. The client and the land owner will work in cooperation together for the benefit of the
project.

   (For the Client)                  (For the Land Owner)

   Name: __________________________ Name: __________________________

   Title: __________________________ Title: __________________________

   Signature: ______________________ Signature: ______________________