



Guidelines blo Application Community Aid Program (DAP) 2019-2020

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 sawe benefitim disadvantaged groups olsem women, youths, olketa wea garem disabilities and olketa from isolated communities.

Applicants sawe apply for projects wea bae sawe tekem one year for completim. Applicants mas sawe that no everi projects na bae DAP sawe sapotim becos DAP funds hem garem smol budget nomoa. No everi application na bae mifala aceptim even if olketa sawe mitim or kasem project guidelines ya. Bae yumi folom nomoa funding budget available. **DAP Committee hem likem projects wea hem no ovam SBD200,000.**

DAP bae NO sapotim : 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, stationary/photocopiers, house blo teachers or goods for selem lo trade store.

DAP NO providem selen or 'cash grants' lo communities. DAP bae no sawe assistim tu eni sanitation project for man seleva or family seleva .Olketa sanitation project for clinics, schools and community centres nao bae DAP sawe sapotim. Applicants wea project blo yu hem approve bae mifala letem yu sawe, 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 or national gavman ministry.
- 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.

Completed application forms mas forwardim go lo;
DAP Officer,

Australian High Commission | PO Box 589, Honiara

Phone: 21561 | Fax: 23691 | Email: dap.honiara@dfat.gov.au

Summary blo Project Application

Name blo
Applicant(s): _____

Name blo
Project: _____

Province: _____ Constituency: _____

Ward: _____ Community: _____

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

Total project Amount yu apply for: _____

Person for
contactim: _____

Phone: _____

Postal Address: _____

Email address: _____

Yu recevim eni DAP funds bifo? _____

(No eni limit lo hao many times yu recevim funding

If yu recevim eni funding bifo, plis providim details blo project ya.

1) Project

a) Wat na name blo project ya? Plis mek sua name ya hem describim wat na project ya bae duim(e.g. Sikaiana water supply project)

b) Description blo project (wat na yu trae for biuldim or creatim?)

c) Why na community nidim disfala project?

d) Wat na bae community contributiim go lo disfala project? (e.g. labour, community fundraising, skills)

e) Who na bae benefit lo disfala project?

f) Pipol wetem disability sawe accesim project ya tu? (e.g. access ramp)

g) Wat na **timeline** for completim project ya?(how many months na bae hem tekem)?

h) Wat na samfala risks wae bae stopem yu from mekem disfala project hem successful (e.g. weather, land disputes etc.)?

i) Hao na bae yu plan for managem olketa risks ya?

j) Sapos project hem complete, who na bae responsibol for eni cost lo future and maintenance? How na bae olketa duim (e.g. user fees, fundraising etc.)?

2) Responsibilities blo Community

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

Position	Name	Phone Contact
Project Coordinator (Mandatory)		
Constituency Development Officer/Project Officer		
Community Elder / Representative		

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

b) Eni pipol responsibol for completim project ya convicted lo eni crime or subject lo eni fraud investigation bifo? If yes, plis explainim.

3) Budget

a) Plis providim budget blo project (this is mandatory)

Possible project items	Donor Contributions	Community Contributions	MP Contributions (CDF)
Training			
Labour, salary, wages	Mas from Community, CDF or eni other Contribution		
Materials (e.g. timber, gravel, sand, roofing iron etc.)			
Tools	Mas from Community, CDF or eni other Contribution		MP's Contribution
Consumables (e.g. fuel, fertilizer, chemicals)	Mas from Community, CDF or eni other Contribution		
Transport and/or freight			MP's Contribution
Insurance	Mas from Community, CDF or eni other Contribution		
Other: plis specify			
TOTALS			

b) Yu apply or receivim eni funding from samfala other donors for disfala project ya?
Sapos yes, please providim details.

2) 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
- wanfala drawing/sketch, design blo project ya(if project ya hem includim construction)
- Tufala pro-forma invoices (from tufala different companies)wetem budget includim items yu askem fundim for hem ya
- sapot leta from provincial or national gavman authority e.g. Ministry blo Education, Ministry blo Health & Medical Services
- 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 lo Annex 2.
- Wanfala village/community minute of meeting confirmim community sapot/involvement for disfala project and referencim election blo Project Committee (Coordinator, Administrator, etc)

Application ya hem submitted by:

Name:-

Position:-.....

Signature:-

Date:-.....

Annex 1: Government Endorsement

*** Provincial/National Gavman representative na bae completim ***

Givim reasons why na yu think disfala project hem realistic for disfala community:

Givim reasons and references why na you think disfala project hem in line wetem provincial or national development plan:

Wat assistance na Provincial/National Gavman bae sawe givim lo disfala applicant?

Endorsed by:

Name:-

Title:-

Signature:-

Date:-

*** Plis stampim wetem official Provincial/National Gavman Seal ***

If no eni Official Gavman Seal then providim wanfala sapot letter from relevant authority **wetem original letterhead paper** then ansam olketa questions wea ontop ya.

Annex 2: Land Ownership Certificate Template (if needed)

Mifala mekem Agreement ya lo _____ (date) between
_____(hereinafter “Client”) and
_____(hereinafter “Land
Owner”).

1. Purpose blo disfala agreement ya hem for completim building lo
_____ community _____ Province.
2. Name blo project
hem _____
3. Disfala land hem available for _____ (purpose for
usim land ya).
4. Land owner bae duim everi possible thing for saptim project ya for constructed lo
_____ inside customary land for project ya.
5. Client and land owner bae work together for benefit blo project ya.

(For Client)

(For Land Owner)

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____