



AUSTRALIAN HIGH COMMISSION DHAKA

Direct Aid Program 2018-19: Bangladesh Guidelines

Goal

The goal of the Direct Aid Program in Bangladesh is to address humanitarian hardship and to advance development activities.

Who can apply?

Community groups, NGOs, academic institutions, research bodies, libraries, museums, sports groups or other organizations engaged in development activities in Bangladesh are eligible to apply for the Program.

Project Eligibility Criteria

- The projects should involve small-scale development activities that are participatory in nature and involve beneficiaries in their identification, design and management.
- Projects should primarily focus on –

Good Governance – which includes activities aimed at improving economic and financial management, capacity building, strengthening law and justice, increasing public sector effectiveness and developing civil society.

Human Rights – defined broadly to include activities that enhance the rights of people and minimise the effects of discrimination. Projects could include support to areas such as poverty alleviation, community health, capacity building, schools/education, small-scale infrastructure, rural development, youth, gender equality, the environment including climate change, and ad hoc humanitarian relief.

- Projects should give special attention to the needs of women, children or other disadvantaged groups.
- Projects should address gender issues in their implementation.
- Projects that support people with a disability to improve the quality of their lives through accessing the same opportunities for participation, contribution, decision-making, and social and economic well-being as others are strongly encouraged.
- Projects are expected to be self-sustainable and oriented towards self-help. Submissions should demonstrate a commitment on the part of the local authorities and/or people who will be the beneficiaries to implement the activities and sustain them.
- The project must have clearly defined objectives.
- The proposal should contain measurable performance indicators.

- The proposal should be participatory in nature and involve beneficiaries in their identification, design and management.
- Recipients of DAP funds are expected to make a reasonable contribution of their own to the activity in either cash and/or kind. The type and level of contribution must be indicated in the project proposal.
- Appropriate institutional support arrangements must be described, e.g. the level of recurrent costs generated and the evidence of capacity to sustain these costs in the longer term.
- Projects should have a maximum duration of one year.
- Projects involving family planning and reproductive health services and advice may be suitable for funding if the activities comply with national Family Planning Guiding Principles.
- The Australian Government takes child protection issues very seriously. Recipients whose projects involving children will have to sign a Child Protection Code of Conduct.
- Recipient must take all necessary steps to ensure that funding provided by the Australian High Commission does not support, either directly or indirectly, terrorists or terrorist groups.

Funding Arrangements

- A Grant Agreement will be negotiated between the Australian High Commission and the recipient before funding.
- Funding is normally provided in advance and must be fully acquitted at the end of a project. It may be provided in instalments, if the nature of a project so warrants. In these cases, second and later instalments will be provided only on receipt of satisfactory progress reports. On receipt of the Australian High Commission's cheque, the cheque will be banked immediately and a letter sent to the High Commission confirming this action.
- Recipients of DAP funds must commence the project immediately after signing the agreement. If the recipient chooses to seek NGO Affairs Bureau clearance, this must be taken into account within the overall timeframe of the project.
- Funding can only be used for the activities outlined in the agreement. Any excess funds through savings or other means, including interest earned on funds awaiting use, must be used for activities in line with those outlined in the proposal or refunded to the Australian High Commission.
- If, for whatever reason, the project cannot proceed as planned within the agreed timeframe, the remaining unexpended funds must be refunded to the Australian High Commission or, with prior approval of the Australian High Commission, redirected to other related activities. However, the recipient must fulfil the reporting requirements for the used funds.
- Any changes to the approved application must be notified to the Australian High Commission immediately.

- What activities/items will not be funded?

The following activities and inputs will not be funded -

- conferences in-country, Australia or overseas study tours;
- academic training in Australia;
- international travel as part of the project;
- grants programs run by other governments or organisations;
- micro-credit schemes or any other project that involves return of money;
- salaries of permanent staff of implementing organisation;
- routine, recurring and/or running costs including office rental and utility costs, routine maintenance and repairs (including equipment such as photocopiers, computers, stoves and fridges) and the purchase of major assets such as property or vehicles; or
- for-profit ventures.

Monitoring, Evaluation & Reporting Requirements

- The organisation receiving funds is responsible for project monitoring. However, the Australian High Commission reserves the right to visit and review projects to evaluate their progress and success. Visits to the project will be conducted by personnel from the Australian High Commission or by independent financial auditors arranged by the Australian High Commission. If the project does not show satisfactory progress, the Australian High Commission will discuss its concerns with the implementing agency and if these concerns are not addressed to its satisfaction, the Australian High Commission reserves the right to discontinue the project and recall project funds.
- A progress report in the format specified by the Australian High Commission must be submitted every four months until the grant has been fully expended. The progress report must also include a financial statement, original vouchers and receipts, and copies of any reports of a public nature on the progress of the overall program.
- Within thirty days of the completion of the Australian contribution, a final acquittal report must be provided to the Australian High Commission comprising:
 1. A financial statement providing a full acquittal of grant funds certified by an NGO Affairs Bureau registered audit firm at no cost to the Australian High Commission.
 2. An evaluation of the performance of the program outlining achievements against activity objectives at no cost to the Australian High Commission.
 3. A statement signed by a senior official of the organization stating that the grant funds have been applied for the agreed purposes.
 4. A completed financial check-list.
 5. A completed budget template provided by the Australian High Commission.
 6. Where grants are provided for the purchase of specific assets, copies of invoices are acceptable for acquittal purposes. Ownership of assets purchased with grant funds shall become the property of the organization unless otherwise stated.

7. Unspent project funds should be returned to the Australian High Commission.

Application Procedures

- Organisations should submit their proposals based on the requirements listed in DAP Bangladesh application guidelines as described above.
- Applications are acceptable only in the DAP Application Form provided on the Australian High Commission Website.
- Proposals that are compatible with all aspects of DAP guidelines should be submitted using the prescribed application form to the Australian High Commission.
- Please ensure that the provided checklist and budget template is also completed and submitted along with the application form.
- Please provide a valid contact number and email address. Selection outcomes will be announced via email.
- Any attempt to exercise influence or make unsolicited approaches during the screening and selection period will result in the application being cancelled immediately.
- Outcome of the projects will be announce on mid-August.

Documents to be submitted to the Australian High Commission

- DAP Application Form
- Budget Template
- Application Checklist
- Copy of NGO Affairs Bureau Certificate or other approved ministry/department Registration Certificate

The DAP application along with other relevant documents should be submitted to the Australian High Commission by email or hardcopy no later than 4 PM, on Wednesday, 13 June 2018.

Hardcopies should be submitted to the following address:

Australian High Commission
184 Gulshan Avenue, Dhaka 1212
Gate No. 2

OR

Softcopies emailed to:

DAP.Dhaka@dfat.gov.au

For further information, please contact:

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