



Application Guidelines Direct Aid Program (DAP) 2019-2020

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 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: dap.honiara@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 _____

e) Who will this project benefit?

f) Is this project accessible to people with disability? (e.g. access ramp)

g) What is the **timeline** for completion (how many months will it take)?

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.)?

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)

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

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 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: _____