**Direct Aid Program Application**

**PART 1 - ABOUT THE ORGANISATION**

1. **Name of the organisation and FCRA number**
2. **Provide background information about the organisation**

(not more than 100 words - attach brochure or web address if available)

1. **Contact Details of your organisation?**

|  |  |
| --- | --- |
| **Location of Organisation**  (Required) | **Postal Address**  (if different from location) |
| Street Name / Number  Village/Town/City  District  Post Code  Telephone  Mobile  Fax  Email | Street Name / Number  Village/Town/City  District  Post Code  Telephone  Mobile  Fax  Email |

1. **Contacts of Organisation**

|  |  |
| --- | --- |
| **Head of Organisation**  (Required) | **Main or Operational Contact for this Project**  (if different from Head) |
| Name  Designation  Office Location  Telephone  Mobile  Fax  Email | Name  Designation  Office Location  Telephone  Mobile  Fax  Email |

**7. List the number of staff (full time / part time / volunteers)**

**8. List all the projects your organisation has been funded for and have implemented in the last 3 years.**

Using this table, please provide full contact details of each funding organisation/donor. We may contact one or more of these donors to seek a reference for your organisation. Organisations that do not provide contact details for donors listed will be disqualified from the assessment process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year/Date** | **Project & Brief Description** | **Name of organisation providing funding & contact person - include person's name, designation, address, telephone contact, email** | **Amount funded** | **Completed or ongoing?** |
|  |  |  |  |  |
| eg:  2010/2011 | eg:  Establish 20 SHGs in local Village | eg:  Two Feet Mission  Mr Sandeep Kumar  Director  Building 5, N block  Pune  Ph: 055 5555 5555  Mobile: 88 8888 8888  Email: [s.kumar@twofeetmission.com](mailto:s.kumar@twofeetmission.com) | eg:  Rs 5,00,000 | eg:  Ongoing with completion date Dec 2012  Or  completed  April 2009 |

**PART 2 - PROJECT PROPOSAL**

1. **Name of the Project**
2. **Contact details of the Project site:**

|  |  |
| --- | --- |
| **Location of Project site**  (Required) | **Postal Address**  (if different from location) |
| Street Name / Number  Village/Town/City  District  Post Code  Telephone  Mobile  Fax  Email | Street Name / Number  Village/Town/City  District  Post Code  Telephone  Mobile  Fax  Email |

1. **Summary of the Project**
   1. Clearly explain the objectives of the project (150 words)
   2. Provide a clear description of the project (150 words)
   3. Is there community support for this project?
2. **Details of the target group**
   1. How many people will benefit from the project?
   2. Who are the beneficiaries and how will they be selected?
   3. If necessary, what travel and accommodation arrangements are in place to support beneficiaries to engage with the project?
3. **Project duration** *(should not be more than 12 months).*

Please provide a detailed timeline which outlines how you will implement the project

1. **Near Term benefits**
   1. What will be the short to medium term impact of the program on beneficiaries?
   2. What will be the impact of the project on women and/or girls?
   3. If applicable, what will be the impact of the project on people with disabilities?
   4. How will you measure and monitor the short to medium term impact on beneficiaries?
2. **Sustainability** 
   1. What will be the long term impact of the program on beneficiaries?
   2. How will you measure and monitor the long term impact on beneficiaries?
   3. How will the program continue after the funding period is over?
   4. How will you meet future and/or ongoing costs of sustaining the project?
3. **Implementation and Monitoring procedures**
   1. Who will implement the project?
   2. What prior experience does your organisation have to enable you to successfully implement this project? If you are not directly implementing the project, what prior experience does the person implementing the project have?
   3. How will the project be monitored throughout the implementation period?
4. **Please provide a detailed budget using the table below as a guide:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Items** | **Cost per individual item** | **Number of items** | **Total cost** | **NGO contribution** | **Contribution from other**  **Donor** | **DAP contribution** |
| Item 1 |  |  |  |  |  |  |
| Item 2 |  |  |  |  |  |  |
| Eg  Water piping | Rs 20 per metre | 50 metres | Rs 1000 | Rs 200 | Rs 100 | Rs 700 |
|  |  |  |  |  |  |  |
|  |  |  | **Total cost:** | **Total NGO contribution:** | **Total Donor contribution:** | **Total DAP amount requested:** |
|  |  |  | **Rs 1000** | **Rs 200** | **Rs 100** | **Rs 700** |

**9. Other Partners**

Please provide details for other partners/donors you are seeking to work with to deliver this project.

**10. How will this project be identified as sponsored by the Australian Government?**

Note - The community within the project area should be kept informed that the funding was provided by the Australian Government. Where appropriate some form of permanent reminder should be created. You can include a small amount in the budget to cover these costs.

**11. 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

**PART 3 – DOCUMENTATION REQUIRED**

**Mandatory Documentation**

a) Copy of registration of NGO

b) Copy of FCRA (for Indian Applications)

c) Financial Audited statement for the last 2 financial years

*The application will not be processed if this required documentation is not included*

**Extra Documentation**

Background information of the project, including supporting documentation, a small number of photos (max 8 photos) eg: site of herb garden, proposed building site, classroom to be renovated or sample product / craft, would be useful.

**Where do I send my application?**

**Proposals must be submitted in hard copy to the relevant High Commission or Consulate.**

*Note – Proposals sent by email, received after 10 July 2015 or sent to the incorrect office, will not be considered.*

Hardcopy applications for projects in Andhra Pradesh, Andaman and Nicobar Islands, Karnataka, Kerala, Puducherry and Tamil Nadu should be directed to the Australian Consulate in Chennai:

Chairperson, Direct Aid Program

Australian Consulate

9th Floor, Express Chambers  
Express Avenue Estate  
Whites Road  
Royapettah  
Chennai 600014

Hardcopy applications for projects in Goa, Gujarat and Maharashtra should be directed to the Australian Consulate in Mumbai:

Chairperson, Direct Aid Program

Australian Consulate

Level 10, A Wing  
Crescenzo Building  
Opp MCA Cricket Club  
G Block, Plot C 38-39  
Bandra Kurla Complex  
Mumbai 400 051

All other hardcopy applications and inquiries should be directed to the Australian High Commission in New Delhi:

Chairperson, Direct Aid Program

Australian High Commission

1/50 - G, Shantipath   
Chanakyapuri, New Delhi - 21   
P.O. Box 5210   
New Delhi 110021

**Correspondence**

All subsequent correspondence relating to DAP matters, including as to the status of projects, should be directed by email.

Inquiries relating to projects in Andhra Pradesh, Andaman and Nicobar Islands, Karnataka, Kerala, Puducherry and Tamil Nadu should be directed to the Australian Consulate in Chennai: [ChennaiAustralianConsulate@dfat.gov.au](mailto:ChennaiAustralianConsulate@dfat.gov.au)

Inquiries relating to projects in Goa, Gujarat and Maharashtra should be directed to the Australian Consulate in Mumbai: [MumbaiDAP@dfat.gov.au](mailto:MumbaiDAP@dfat.gov.au)

Inquiries for projects in all other states of India or in Bhutan should be directed to the Australian High Commission in New Delhi: [NewDelhiDAP@dfat.gov.au](mailto:NewDelhiDAP@dfat.gov.au)