**PROJECT APPLICATION NUMBER: ……………..**

**PROJECT DETAILS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of project: |  | | | |
| Brief description: DIRECT AID PROGRAMPROJECT ASSESSMENT FORM | | | | | |
| Amount sought in AUD: | |  | | |
| Recipient country: | |  | | |
| Location (e.g. town/province): | |  | | |
| Name of applicant  (individual or organisation): | |  | | |
| Address for correspondence: | | |  |

## PROJECT ELIGIBILITY (this provides a quick guide to test positive eligibility; all questions should be answered in the affirmative)

Does the project: **Yes No**

1. have a developmental focus?

2. meet the Post’s international relations and public diplomacy objectives?

3. assist poor or other disadvantaged people directly?

4. preclude support, directly or indirectly, to terrorists or terrorist groups?

5. allow for completion within the Post’s specified timeframes?

6. avoid recurrent costs?

7. involve a demonstrated commitment by the local community, and/or applicant?

8. prove technically feasible?

9. minimise the risk of possible mis-use of funds or the Australian Government being brought into disrepute?

10. provide for Australia’s contribution to be appropriately acknowledged?

NB: Where the Committee has a project that, based on the above questions, is not eligible for funding, but which the Committee nevertheless feels *should* be funded, the project should be referred to the Canberra DAP Committee for decision.

Has a risk management assessment been made and a strategy put in place to mitigate risk?

(Posts should outline the details in the comment box below)

Will the project involve contact with children?

*If YES, are any or all of the following available?*

Risk Management Strategy that included assessment of risks to children

Code of Conduct

Child Protection Policy

Evidence that Child-safe recruitment practices include background checks

**PROJECT DESCRIPTION Yes No**

A. Does the project have clearly defined developmental objectives?

B. Does the project focus on:

B.1. poverty alleviation?

B.2. community-level health, education and sanitation?

B.3. enhancing sustainability through restoration and protection of the environment and facilitating sustainable growth?

B.4. basic human rights?

B.5. rural development?

B.6. gender equality?

B.7 conferences or training?

B.8 cultural or sporting activities?

B.9. disaster relief?

B.10. other – please note

B.11. Development Assistance Committee Sector Codes   
(see DAC Sector code list available in DAP Documentation in the DAP database)

Will this project have a lasting result (except where disaster relief is concerned)?

(i.e. will something lasting be achieved or will conditions/circumstances remain exactly

the same as before?)

Does Australia have bilateral aid commitments within the country?

NB: Posts may wish to provide funding to countries where Australia has no formal bilateral aid

commitment but which are ODA eligible. Where this is the case, however, we would not wish

to raise unduly expectations that a complete development cooperation program may develop.

Has the applicant been funded before?

Have references been sought?

(references should be sought for all first-time applicants in line with sound risk management)

Would it be worth contacting other organisations to discuss joint funding?

Could this project give rise to, or be linked into a public diplomacy activity?

|  |
| --- |
|  |

What type of organisation is the recipient organisation? (e.g Academic Institution/ C'wealth Development Agency /International Research Centre/

MDB (Multilateral Dev. Bank)/ NGO – Aust/ NGO - O/Seas/Other/Other International Agency/Other Multilateral/Private Contractor/Public Contractor/Recipient Government/

Regional Organisation/Trade Union/United Nations Organisation/Unknown)

## PROJECT RESOURCES

Will the applicant be contributing resources to the project?

|  |
| --- |
| Explain: |

### Is there a definitive timeframe for the project?

|  |
| --- |
| Explain: |

Where the project involves conferences and training, are the results likely to be put to use

after completion of the project?

|  |
| --- |
| Explain: |

Has the applicant secured a source of funding for any recurrent costs, if applicable?

|  |
| --- |
| Explain: |
| Comments: (Include here: referee reports, risk management of the project, discussion with other organisations re joint funding, public diplomacy possibilities, special features that give this proposal priority over other activities and any issues which were the subject of substantive discussion during the Committee’s consideration of the project.) |

**DAP COMMITTEE RECOMMENDATION**

For a project to be eligible, as **a minimum requirement**:

(a) the group or person applying for funding **must not be listed** on the DFAT Consolidated List of terrorists and terrorist groups (<http://www.dfat.gov.au/icat/regulation8_consolidated.xls>);

(b) where there is no match with the DFAT Consolidated List but Post has identified a general terrorist financing risk for their local DAP, the Committee **must provide details** in the Comments section of the steps to be taken to manage adequately the risk (see Counter Terrorism section of the DAP Guidelines)  
(c) the following threshold questions **must** be answered in the affirmative:

* Project Eligibility  
  Questions 1 to 11
* Project Description  
  Question A plus one of Questions B.1. to B.10

Any doubts about a project’s eligibility should be referred to the Canberra DAP Committee for decision.

**DAP Committee Recommendation**

|  |  |  |
| --- | --- | --- |
| The DAP Committee recommends the following: That the project be approved That the project be rejected  Other (explain): | | |
| Signature ........................................ ............................................ .........................................\ | | |
| Name: |  |  |
| Date: |  |  |

**HEAD OF MISSION APPROVAL**

As Head of Mission, I hereby certify that I have read the Guidelines for the management of Direct Aid Program (DAP) Funds, have examined the DAP Committee’s recommendation and the record of their discussion and am satisfied that consideration of the project was conducted in accordance with the DAP Guidelines.

I DO NOT APPROVE THIS PROJECT

I APPROVE THIS PROJECT TO THE AMOUNT OF:

..............................................

HOM / Acting HOM

|  |  |
| --- | --- |
| Name: |  |
| Date: |  |