



Australian Government

AUSTRALIA AFRICA COMMUNITY GRANTS SCHEME

GUIDELINES

A. AACGS General Guidelines

Introduction

The Australia-Africa Community Grants Scheme (AACGS) is a flexible grants program administered directly by Australian Diplomatic Missions in Africa. Funding under AACGS is available for selected activities in all African countries. Details of current Australian Diplomatic Mission accreditations are attached to these Guidelines.

Applications should be addressed to the relevant Diplomatic Mission. Applications from countries accredited to Lisbon (Cape Verde, Guinea Bissau, Sao tome and Principe) and Paris (Algeria, Mauritania, Morocco) should initially be addressed to the Australian Diplomatic Mission in Nairobi.

AACGS is intended to support community-based activities being implemented by non-government organisations that promote sustainable economic and social development. The key objective of the AACGS is to provide organisations in a broad range of African countries with access to funding for effective community level development activities.

1. Criteria

The competition for funding under AACGS is high, and consideration will only be given to project proposals that meet the following **specified criteria**:

- (i) Proposals must come from reputable non-government or community-based organisations which meet the registration requirements of the country in which they operate and which undertake development work on a not-for-profit basis
- (j) Target communities must be involved in the design, management and implementation of the activities;
- (ii) Organisations must be able to demonstrate they have the capacity to effectively implement the proposed project and that they have a strategy for ensuring sustainable outcomes; and
- (iii) Proposals must have a clear poverty reduction focus and incorporate gender equality, disability inclusiveness and environmental awareness, as appropriate.

The **sectoral focus** of the Scheme includes (but is not restricted to):

- (i) Community health initiatives, including HIV/AIDS, water and sanitation;
 - (ii) Education and training;
 - (iii) Economic and social initiatives;
 - (iv) Environmental awareness and natural resource conservation;
 - (v) Agriculture and food security;
 - (vi) Promotion of women's rights and equal access to goods and services; and
 - (vii) Promotion of skills development and employment for youth
- (d) Preference will be given to sectors that contribute most directly to the achievement of MDGs in Africa. The 8 MDGs are:
- (i) Eradicate extreme poverty and hunger
 - (ii) Achieve universal primary education
 - (iii) Promote gender equality and empower women
 - (iv) Reduce child mortality
 - (v) Improve maternal health
 - (vi) Combat HIV/AIDS, malaria, and other diseases
 - (vii) Ensure environmental sustainability
 - (viii) Develop a global partnership for development.

Preference will also be given to activities that will directly address inequality by meeting the needs of those most vulnerable in the community (be they women, men, youth, people who are elderly, the unemployed, or people with disability).

The AACGS is keen to work with organisations that are addressing the needs of vulnerable and marginalised groups, especially women and children. This includes women's advocacy networks and organisations involved in supporting projects that deal inter alia with the special needs of women and children in post conflict situations.

Consistent with Australia's disability inclusive development strategy, *Development for All*, the Scheme also seeks to work with Disabled People's Organisations to help manage disability initiatives.

(<http://aid.dfat.gov.au/pages/home.aspx>).

The Scheme will proactively seek to identify national level environmental advocacy and other environmental groups in selected African countries to establish their suitability and interest in participating in the Scheme.

- (e) The **value of projects** supported under the Scheme will normally be in the range of AUD 30,000 – AUD 75,000. Projects costed at less than \$30,000 may be eligible for funding under the Direct Action Program (DAP) administered by

each of the Diplomatic Missions listed in Attachment 1. The DAP program has its own Guidelines.

- (f) Funds may be paid in local currency, Australian dollars or US dollars depending on the Australian Government payment policy for the country where the project is to be implemented.
- (g) The maximum duration of any individual activity will usually be one year from the time of first payment. Multi-year funding may be considered in special cases and where organisations have received support in the past.
- (h) In normal circumstances AACGS funding **will not be available** for the following:
 - (i) items of a recurrent cost nature such as office rental, salaries (including allowances), transportation costs or vehicle running expenses, office supplies, maintenance, spare parts and electricity bills;
 - (ii) bursaries for formal studies in-country or in Australia;
 - (iii) international travel for attendance at conferences or seminars;
 - (iv) purchase of vehicles;
 - (v) purchase of capital equipment, unless the equipment is an integral part of a broader development project, or component of the AACGS activity being funded;
 - (vi) construction of buildings;
 - (vii) proposals from profit making organisations or individuals;
 - (viii) evangelical and missionary activities.

2. Activity Selection

- (a) Assessment and selection of projects under AACGS is at the discretion of the relevant Australian Diplomatic Mission. Funding requests are accepted throughout the year but selection and screening of applications only take place periodically during the year and it is advisable to check with the relevant Australian Diplomatic Mission representative responsible for your country for more specific information regarding the timing of project selection rounds.
- (b) All applications for funding should follow the **Proposal Guidelines** and use the **Proposal Template**¹ attached to these Guidelines and be submitted to the relevant Australian Diplomatic Mission as follows:

¹ The Proposal Guidelines are Part B of this Annex and the Proposal Templates are in parts C and D.

Contact Details:

South Africa and accredited countries, Malawi and Zambia

Selection Committee
Australia Africa Community Grants Scheme
Australian High Commission
Private Bag X150
0007 Arcadia
Republic of South Africa
Tel: (+ 27 12) 423 6173
Fax: (+ 27 12) 342 4201
E-mail: anne.creux@dfat.gov.au

Kenya and accredited countries

Selection Committee
Australia Africa Community Grants Scheme
Australian High Commission
Riverside Road
Nairobi, Kenya
Tel: (+ 254) 20 4277 100
Fax: (+ 254) 20 4277 144
Email: aacgs.nairobi@dfat.gov.au

Mauritius and accredited countries

Selection Committee
Australia-Africa Community Grants Scheme
Australian High Commission
P.O. Box 541
Port Louis, Mauritius
Tel: (+230) 202 0167
Fax: (+230) 208 8878
Email: yasmina.hosanoo@dfat.gov.au

Ghana and accredited countries

Selection Committee
Australia-Africa Community Grants Scheme
Australian High Commission
Private Mail Bag 60
KIA-Accra,
Ghana
Tel: (+233-21) 701 2961 - 3
Fax: (+233-21) 776 803
Email: robert.asomadu-kyereme@dfat.gov.au

Nigeria and accredited countries

Selection Committee
Australia Africa Community Grants Scheme
Australian High Commission
PMB 5152
Wuse PO, Wuse
Abuja, Nigeria
Tel: (+234) 4 413 5226
Fax: (+234) 9 413 52278
Email: Sandy.Costagliola@dfat.gov.au

Egypt and accredited countries

Selection Committee
Australia Africa Community Grants Scheme
Australian Embassy
World Trade Centre, 11th Floor
Corniche EL Nil
Boulac (11111)
Cairo, Egypt
Tel: +202 2575 0444
Fax: +202 2575 1638
Email: cairo.austremb@dfat.gov.au

- (c) Prior to a final decision being made, the relevant Australian Diplomatic Mission may visit activities short-listed for support under AACGS and check the bona fides of organisations.
- (d) All Organisations whose activities have been recommended for support will have to undergo a mandatory Due Diligence Assessment prior to signature of the Funding Agreement. Details of the Due Diligence Process and the documentation required may be found at Attachment G.

3. Implementation & Monitoring

- (a) Finances
 - (i) Payment of grants will be subject to a signature of a Funding Agreement between the Department of Foreign Affairs and Trade (DFAT) and the implementing organisation, setting out the terms and conditions of the grant.
 - (ii) Any funds not expended at the completion of a project must be promptly repaid to the relevant Australian Diplomatic Mission as applicable.
 - (iii) Any interest earned on project funds is to be used solely for the project or repaid to the relevant Australian Diplomatic Mission.
 - (iv) All banking transactions between the relevant Australian Diplomatic Mission and grant recipients will be made through Electronic Funds Transfer (EFT) and it is recommended that recipients use this method when making payments from grant funds to suppliers and service providers, if possible, in order to reduce the possibility of cheque fraud.

- (v) Applicants registered as VAT or GST exempt should prepare their budgets on that basis and indicate clearly that they have done so.

(b) Reporting Requirements

- (i) Implementing organisations will be required to provide six-monthly narrative and financial reports to the relevant Australian Diplomatic Mission on project implementation, identifying both positive and negative outcomes.
- (ii) A final report, including an acquittal of the grant is to be provided to the relevant Australian Diplomatic Mission within 60 days of project completion.
- (iii) The format for the six monthly and completion reports is attached to these Guidelines.²
- (iv) The relevant Australian Diplomatic Mission will monitor the progress of all activities and it is anticipated that the relevant Australian Diplomatic Mission will undertake project visits at least once in the life of the activity.

4. Compliance with Laws and Policies

- (a) Organisations receiving Australian Government funding must comply with all relevant and applicable laws, regulations and policies in both Australia and the partner country, including those relating to:
 - (i.) Organisations and individuals associated with terrorism
 - (ii.) The provision of services and the procurement of goods and services
 - (iii.) The exploitation of children
 - (iv.) Use of funds for bipartisan political activity.
- b. The Funding Agreement that organisations are required to sign in order to receive funding will include clauses relating to the above.

Australian diplomatic mission accreditations:

POST	COUNTRIES OF ACCREDITATION
Abuja	Nigeria, Benin, Cameroon, Republic of Congo, Gabon, The Gambia, Niger
Accra	Ghana, Burkina Faso, Cote d'Ivoire, Guinea, Liberia, Mali, Senegal, Sierra Leone, Togo
Cairo	Egypt, Libya, Sudan, Tunisia
Harare	Zimbabwe
Nairobi	Kenya, Burundi, Djibouti, Eritrea, Ethiopia, Rwanda, Somalia, South Sudan, Tanzania, Uganda
Port Louis	Mauritius, Comoros, Madagascar, Seychelles

² Reporting templates are in parts E and F of this Annex.

Pretoria	South Africa, Botswana, DRC, Lesotho, Namibia, Swaziland, Angola, Mozambique, Malawi, Zambia
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B. AACGS Proposal Guidelines

These guidelines are intended to assist Civil Society Organisations prepare their applications for project funding under the Australia-Africa Community Grants Scheme.

Applications or project proposals will be in two parts:

1. **Project Proposal Summary** that should not exceed 2 pages. **A pro forma is attached.**
1. **Project Proposal** that should not exceed 10 pages (it may be less) excluding attachments. **A Table of Contents is attached.**

It will be important to address all of the issues shown in the Table of Contents. If information is not available or considered not relevant this should be explained.

There will be 2 essential attachments to the Project Proposal:

Attachment A: Implementation Schedule

Attachment B: Budget Schedule

An organisation may wish to provide additional material (eg brochures or reports) but such material should be clearly marked as **Supplementary Attachments**. It is not a requirement to include additional material.

These guidelines help to explain what information is needed for the **Project Proposal** under each heading. Key terms are explained with examples where necessary.

1. INTRODUCTION

- 1.1 **Project Origins:** Provide background information on the project. This should include information on any past or current donor support.
- 1.2 **Preparation:** Outline the approach taken to design and develop activities included in this project. Specify the roles of the beneficiary community and local institutions in the preparation of these activities. Indicate if there has been any local government involvement.

2. RATIONALE

- 2.1 **Community Setting:** Specify the intended beneficiaries of the project and identify other groups or communities not specifically targeted by the project, which may be affected (both positively and negatively) by the project. Provide evidence of support for the project by the beneficiary community and other local groups that may be affected. Indicate whether any local government approvals or permits have been given. This should be apparent

through their involvement in the identification and design of the project. Any issues that may affect project design and implementation which remain unsolved with the community or with local government should also be detailed including how it is planned to resolve any outstanding issues.

- 2.2 **Development Problem:** Describe the development problem being addressed by the project.
- 2.3 **Constraints:** Identify and analyse constraints to implementing the proposed project activities and indicate how it is planned to deal with each of these constraints during project implementation.
- 2.4 **Lessons Learned from Similar Activities:** Outline any lessons learnt from similar activities undertaken in the past and how these have been taken into account in developing this proposed project.
- 2.5 **Assumptions and risks:** Summarise any key planning assumptions and project risks and explain how these may affect the overall viability of the project and how they will be managed during project implementation.
Assumptions are positive statements about the conditions that need to be met if the project is to stay on track. Risks are negative statements about what might go wrong. The purpose of both is the same: to assess and address external impacts on the project.
- 2.6 **Situation Expected at the end of the Project:** Describe what will change by the end of the project and what improvements are expected.

3. PROJECT DESCRIPTION

- 3.1 **Objectives:** Concisely define the developmental objectives of the project. This is a clear statement of intended purpose(s) or aim(s) of the project that can plausibly be achieved in the timeframe of the project.
It is important to express objectives as an intended effect of a project not as an action or the completion of an action. For example, if a project is to train subsistence farmers in better crop production and storage techniques the objective should not be 'to train farmers' or 'farmers trained' but rather 'reduced levels of malnutrition in participating villages within 2 cropping seasons'.
*This can also be approached by viewing the objectives as **outcomes**. Outcomes are the achievement of the objectives (reduced levels of malnutrition). The terms 'objectives' and 'outcomes' are very closely related in that the objective is the effect that is desired and the outcome is the effect that actually occurs. In defining the objectives it is important to be realistic. There is no point defining an objective which is so ambitious that there is little hope of the project ever being able to demonstrate achieving it.*
It is also important to define objectives that are measurable. It is important to choose effects that it is possible to collect information about in a timely and accurate enough manner.
Objectives must be attributable. It is no use defining an objective (ie an effect) that cannot clearly be shown to be a consequence of the project. In the above example, it would be unwise to extend the objective to 'reduced child mortality in participating villages ...' because there are many factors beyond nutrition which can affect child mortality (eg disease, access to medical care, armed conflict etc).

*Finally, in setting the objectives it is important to aim for modest success not spectacular failure. It is easy to inflate the claims of what a project may achieve and to make it sound as impressive as possible when seeking funding. It is far better to define objectives in terms of the **most immediate** desired effects of delivering the project outputs.*

- 3.2 **Location and Duration:** Describe the physical location of the project and state the duration of the project.
- 3.3 **Project Components:** Describe the components proposed for the project. *A project component consists of a sub-set of inputs, work program tasks and outputs that form a natural whole and may be considered a separate part of the overall project. It may not be useful for less complex projects to disaggregate the work to be undertaken into separate components.*

- 3.4 **Expected Outputs:** Describe, both qualitatively and quantitatively, the expected outputs for the project. Discuss how these will accomplish the project objectives.

Outputs are the tangible products, capital goods and services delivered by a project to the immediate beneficiaries by undertaking a series of tasks as part of the planned work of the project. Outputs are what the project will produce. They are not 'ends' in themselves, rather they are 'means' to help produce the outcomes that the project is seeking to achieve. In the example above the outputs are the trained farmers. A number of inputs will be needed to achieve this output ie to train the farmers.

- 3.5 **Major Inputs:** Set out the major inputs needed to achieve the outputs identified above and indicate how the community will participate in each input. An Implementation Schedule should be developed as an annex to the proposal showing project inputs by month. This is **Attachment A** to the Project Proposal.

Inputs are the resources required to undertake the work program and produce the outputs. For example, personnel, equipment and materials.

- 3.6 **Budget:** All project inputs should be detailed in the budget, which shows items by cost category. The budget should reflect the phasing/components of the project. The main Project Proposal has a summary with details provided in **Attachment B**. For each expenditure item, show the proportion expected to be funded by the Australia Government grant and the proportion from other sources.

4. PROJECT MANAGEMENT

- 4.1 **Organisational Structure:** Describe the organisational structure for the project and detail the lines of responsibility for staff members. Describe any training requirements for project staff and how it is planned to arrange this training.
- 4.2 **Local Participation:** Indicate how the beneficiaries will be involved in project management.

- 4.3 **Monitoring and evaluation:** Describe arrangements to monitor firstly the quality and efficiency of the delivery of outputs and secondly to evaluate the achievement of the outcomes expected as a direct result of the project. It will be important to demonstrate how the project has achieved its objective(s). Describe how such information will be collected in a timely and accurate manner and by whom.
- Both quantitative and qualitative indicators will be needed to capture information on output delivery and on project outcomes. Indicators provide the specific qualitative and quantitative evidence collected to inform the assessment of project results.
- Output indicators simply demonstrate that an output (or input or task) has been delivered. Outcome indicators have the more difficult tasks of demonstrating whether or not the desired effects described by the program objectives have been achieved. These could equally be termed **objective-level indicators** because outcomes are just another way to say 'actual achievements in relation to objectives'.*
- In relation to the example given above, an example of an output indicator would be 'numbers of farmers trained'. Outcome indicators in the example above would need to address levels of nutrition in the specified villages. By adopting the approaches explained in 3.1 above it will be easier to develop realistic outcome indicators.*
- Good M&E for civil society programs will deliberately seek information from different people and different sources. Reporting on outcomes can't be equated with simple indicators. These are important but more is needed. Deliberate steps must be taken to ensure that those with less power are able to engage in monitoring and evaluation assessment processes.*
- Ideally, apart from collecting data against outcome indicators the monitoring and evaluation arrangements should allow for the collection of 'Stories' from beneficiaries that involve dissemination of information about 'what happened' as a result of the project. What were the most significant changes that took place and how were the lives of the beneficiaries changed as a result of the project? Beneficiaries should have a voice in reflecting on the achievements (or otherwise) and learning resulting from the project.*
- Explain how such arrangements may be accommodated in the project monitoring and evaluation arrangements.
- Explain how information on cross-cutting issues such as gender, the environment and disability will be collected.
- Monitoring and evaluation costs should be included in the project budget as necessary.

5. OTHER ISSUES

Address the following issues, including any constraints and how these will be addressed:

- 5.1 **Technical:** The appropriateness and cost-effectiveness of any technical arrangements proposed.
- 5.2 **Social and Cultural:** Assess the social and cultural constraints to successful implementation and hand-over of project activities to the local community.

- 5.3 **Gender:** Assess the project benefits to women and men. Explain what measures will be taken to ensure gender equality throughout project implementation.
- 5.4 **Disability:** Assess how persons with a disability may be affected by the project and describe steps that will be taken to ensure that people with a disability have full access to potential project benefits, including in project planning, implementation and monitoring and evaluation.
- 5.5 **Environmental:** The environmental implications of the project must be discussed with details of how any adverse impacts on the environment will be addressed.
- 5.6 **Sustainability:** An assessment of ongoing financial costs required for the continuation of project benefits beyond DFAT's involvement should be made. Explain measures proposed to ensure project sustainability. If the project is to be handed over to the local community, an indication of the source of funds for these costs is required.

6. AUSTRALIAN IDENTITY

- 6.1 Proposals must indicate how Australian support for the project will be demonstrated, including any opportunities for publicity such project launches, opening ceremonies, presentations etc.

Information regarding DFAT's Australian identity requirements in its projects can be found at DFAT's website (www.dfat.gov.au). Key features include:

- Appropriate recognition of Australian Government support is not optional.
- Project signage needs to suit local conditions and reflect the partnerships through which the project is delivered. It should include the DFAT logo; project name and a statement of acknowledgement such as :
 - *"An Australian Government Aid Program"*
 - *"Supported by the Australian Government Aid Program (where the project is partly funded)"*

7. OTHER INFORMATION REQUIRED

- 7.1 When submitting a proposal to the relevant Australian Diplomatic Mission, background information regarding the organisation's bona fides must be provided, particularly:
 - proof that the NGO is legally registered in the country in which it operates;
 - information as to the funding history of the organisation, eg what projects have been funded by which donors; and
 - the provision of contact details for three professional referees for the organisation.
- 7.2 If the NGO plans to purchase goods and services from third parties with a value of more than USD 1,000, or the equivalent in local currency, DFAT requires references and proof of the bona fides of these organisations to demonstrate that they comply with DFAT policy. If the service providers are

to be selected once the project has commenced, this information should be provided to DFAT at the relevant time.

8. AUSTRALIAN LAW DEALING WITH LISTED TERRORIST ORGANISATIONS

- 8.1 The Australian government has enacted legislation consistent with a number of international counter-terrorism treaties designed to combat terrorism, including by starving individuals and organisations associated with terrorism of funds and resources.

There are two separate legislative mechanisms directly prohibiting activities in relation to individuals and organisations associated with terrorism. They are:

- Part 5.3 of the Criminal Code Act 1995; and
- Part 4 of the Charter of United Nations Act 1945

8.2. Access to Listing of Terrorist Organisations

In order to comply with the Australian law, organisations and/or individuals receiving AACGS grant funding should initially access Australian government terrorist organization listings at the following Internet addresses (and then periodically access updates):

www.dfat.gov.au/icat/freezing_terrorist_assets.html

www.nationalsecurity.gov.au

C. AACGS Project Proposal Summary – Template

(Should not exceed 2 pages. Attached will be a Project Proposal not to exceed 10 pages for which a Table of Contents is provided)

PLEASE ATTACH THIS TO THE MAIN PROPOSAL

Australia-Africa Community Grants Scheme

PROJECT PROPOSAL SUMMARY

Activity title:

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Country/Region/Location:

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ORGANISATIONAL DETAILS:

Name of organisation:

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Postal Address:

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Physical Address:

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Telephone No:Fax

No:.....

Email Address:

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.....

Principal contact person:

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.....

GRANT DETAILS

Grant amount requested from DFAT:

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Project start date:

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Project completion date.....

Expected number of beneficiaries: Direct:Men: Women: Boys: Girls:

Indirect:..Men: Women: Boys: Girls:.

BRIEF PROJECT OUTLINE

Rationale:

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Objectives:

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Main inputs:

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Main outputs:

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AUSTRALIAN IDENTITY

How will Australian support for the project be demonstrated, including any opportunities for publicity such as project launches, opening ceremonies, presentations etc

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Has your organisation received Australian Government support under DAP, ARSAS or under AACGS?

YES / NO

If so:

When:

Has a report been submitted ?

YES / NO

Date report submitted or when due:

D. AACGS Project Proposal – Table of contents

(Should not exceed 10 pages and will be attached to the Project Proposal Summary for which a Template is provided)

1. INTRODUCTION

1.1 Project Origins

1.2 Preparation

2. RATIONALE

2.1 Community Setting

2.2 Development Problem

2.3 Constraints

2.4 Lessons Learned from Similar Activities

2.5 Assumptions and risks

2.6 Situation Expected at the end of the Project

3. PROJECT DESCRIPTION

3.1 Objectives

3.2 Location and Duration: Project Components

3.3 Expected Outputs

3.4 Major Inputs (More detail in Attachment A: Implementation Schedule)

3.5 Budget (More detail in Attachment B: Budget Schedule)

4. PROJECT MANAGEMENT

4.1 Organisational Structure

4.2 Local Participation

4.3 Monitoring and evaluation

5. OTHER ISSUES

5.1 Technical

5.2 Social and Cultural

5.3 Gender

5.4 Disability

5.5 Environmental

5.6 Sustainability

6. AUSTRALIAN IDENTITY

7. OTHER INFORMATION REQUIRED

7.1 Background information regarding the organisation's bona fides

7.2 Purchase of goods and services from third parties

E. AACGS Progress Report – Template

Should not exceed 3 pages excluding attachments.

1.0 GENERAL PROJECT INFORMATION

<i>Project Name</i>	
Name Of Implementing Organisation	
Amount AACGS Funds Approved	
Date Project Commenced	
Reporting Period	
Date of Expected Project Completion	
Name Of Contact Person	
<i>Contact Details (Include Phone, Fax and Email Address)</i>	

2.0 PROJECT ACHIEVEMENTS TO DATE

2.1 Project outcomes. *To what extent have any of the project outcomes as described in the original project proposal, been achieved to date? Please discuss progress by referring to the indicators in the original project proposal.*

Outcomes	Indicators	Achievements
1		
2		
3		

2.2 Significant Project Outputs. *Show progress against Project Outputs as stated in the original project proposal. Please describe the actual output fully or partially achieved to date. Please disaggregate by gender if possible.*

Planned Project Output	Actual Outputs Achieved	Comment
1.		
2.		
3.		

2.3 Significant issues. Please list any significant issues (positive or negative) that the project encountered and that have impacted on progress.

Significant Issues	Effect on Project	Action Taken
1.		
2.		
3.		

Gender

Beneficiaries	Direct	Indirect
Men		
Women		
Boys		
Girls		

2.4 Australian Identity. Please outline measures taken to date to promote Australian identity. Was there any recognition of the contribution of Australian funding of this project? Please describe. (Attach any press clippings relating to the project and/or provide details of other media coverage (e.g. time, date, station, program, if featured on radio or television))

2.5 Please provide any other comments on project progress.

3.0 FINANCIAL ACQUITTAL

3.1 Report against budget. Please attach a detailed acquittal of project components completed to date which reports on expenditure against the original approved budget.

4.0 DECLARATION

The following declaration must be made by an appropriately authorised officer of the Community-based Organisation.

I declare:

- (i) This report is complete and accurate.
- (ii) The acquittal attached is a correct record of income and expenditure for this project at the end of the current reporting period.
- (iii) Interest earned on Australian Government funds has been calculated accurately and applied to the project.
- (iv) The expenditure detailed in the acquittal has been extracted from the CSO's financial accounting records.
- (v) A detailed record of income and expenditure at an individual item level is available.
- (vi) The funds allocated to the project were used in accordance with the AACGS Agreement and the Project Proposal.

Full Name:

Signature:

F. AACGS Completion Report – Template

Should not exceed 5 pages excluding attachments

1.0 GENERAL PROJECT INFORMATION

Project Name	
Name Of Implementing Organisation	
Amount AACGS Funds Approved	
Date Project Commenced	
Date Project Completed	
Name Of Contact Person	
<i>Contact Details (Include Phone, Fax and Email Address)</i>	

2.0 PROJECT ACHIEVEMENTS AND ANALYSIS

2.1 Project outcomes. *To what extent have the project outcomes as described in the original project proposal, been achieved? Please discuss by referring to the indicators in the original project proposal.*

Outcomes	Indicators	Achievements
1		
2		
3		

2.2 Other project outcomes. *Discuss other positive changes. This should include any ‘Stories’ collected from project beneficiaries about how the project affected them. If necessary summarise the stories here with more detail in an attachment.*

2.3 Significant Project Outputs. *List the Project Outputs as stated in the original project proposal. Please describe the actual outputs achieved. Please disaggregate by gender this information about the target population and intended beneficiaries if possible.*

Planned Project Output	Actual Outputs Achieved	Comment
4.		
5.		
6.		

2.4 Significant issues. Please list any significant issues (positive or negative) that the project encountered and that impacted on meeting its objectives.

Significant Issues	Effect on Project	Action Taken
1.		
2.		
3.		

2.5 Lessons Learned. Are there any lessons for the future can be learned from the project? This may include technical or social lessons, and lessons relating to cross-cutting issues such as environment and/or gender.

2.6 Australian Identity. Please outline measures taken to promote Australian identity. Was there any recognition of the contribution of Australian funding of this project? Please describe. (Attach any press clippings relating to the project and/or provide details of other media coverage (eg time, date, station, program, if featured on radio or television)

3.0 PROJECT CROSS-CUTTING ISSUES

3.1 Environment. How did the project affect the environment?

3.2 Gender. How has the project impacted (positively and negatively) on women and men? Was there equal participation or benefit achieved from and in the project? What was the outcome for women?

Gender Disaggregation

Beneficiaries	Direct	Indirect
Men		
Women		
Boys		
Girls		

3.3 Disability. How did the project address the needs of people with a disability? Was access equitable? What were the constraints, what actions were taken and what are the lessons from the interventions?

3.4 Sustainability. Please comment on how the project is sustaining itself now that the Australian funds have been expended? Please identify any recurrent costs (ongoing costs) required to sustain the project and detail where these funds are coming from.

4.0 FINANCIAL ACQUITTAL

5.1 Report against budget. Please attach a detailed acquittal of the project which reports on project expenditure against the original approved budget.

5.2 Project assets. Please list any equipment purchased and detail how they will be used now the project has finished.

5.0 DECLARATION

The following declaration must be made by an appropriately authorised officer of the Community-based Organisation.

I declare:

- (i) This report is complete and accurate.
- (ii) The acquittal attached is a correct record of income and expenditure for this project.
- (iii) Interest earned on Australian Government funds has been calculated accurately and applied to the project or refunded to the relevant Australian Diplomatic Mission;
- (iv) The expenditure detailed in the acquittal has been extracted from the CSO's financial accounting records.
- (v) A detailed record of income and expenditure at an individual item level is available.
- (vi) The funds allocated to the project were used in accordance with the AACGS Agreement and the Project Proposal.

Full Name:

Signature:

Attachment G. - Due Diligence Baseline Assessment Information Guide

Summary of information DFAT generally requires from implementing partners to conduct an assessment

Assessment Criteria	Assessment of an Entity
<p>Criterion 1</p> <p>DFAT is required to verify implementing partner identity</p>	<ul style="list-style-type: none"> • Original recent bank statement (showing name and address of the entity) • If the entity operates in Australia registration such as Australian Business Number (ABN), Australian Companies Number (CAN) issued from the Australian Securities & Investments Commission (ASIC), Australian Charities and not-for-profits Commission registration details • If the entity is based or registered overseas, details of equivalent foreign registration (where it exists) • Relevant publicly available documents where they exist (e.g. annual reports, published financial statements)
<p>Criterion 2</p> <p>DFAT is required to verify the past performance of the entities</p>	<ul style="list-style-type: none"> • Any recent and relevant performance information that you would like the DFAT assessing officer to consider (e.g. external or independent evaluations and reviews) • Professional Referees • List of recent activities or projects
<p>Criterion 7 & 8</p> <p>DFAT is required to verify implementing partner practices, processing and systems used to mitigate and manage the risk of fraud and corruption.</p>	<ul style="list-style-type: none"> • Signed Due Diligence Fraud & Anti-Corruption Acknowledgement form by Chief Executive Officer (CEO), or Deputy CEO or equivalent level of office holder • If applicable, details of current or recent (last two years) fraud or corruption related investigations by external parties on organisation or related entities • Details of Invoice & payment Systems including: <ul style="list-style-type: none"> ○ Who has authority to issue payments? ○ How are invoices received? ○ How are goods or services provided checked to ensure that they were delivered at agreed standards prior to

	<ul style="list-style-type: none"> ○ payments? ○ Who authorises invoice payment? ○ How are payments made? (Cheques, transfers, money orders etc.) ● Details of Record keeping arrangements (Who does the book keeping and accounting function)? ● Details of how above documents are retained and stored (Where and how documents are stored and secured? For How Long?) ● Audit arrangements: is the entity subject to audit and how often? Confirm time, place and type (financial, performance, internal external etc.) provide details of last audit and who conducted it. ● Relevant entity policy documents: Code of Conduct, Fraud Control Policy, Anti-Corruption/Bribery Policy, Conflict of Interest and Procurement Policy.
<p>Criterion 11.</p> <p>DFAT is required to verify that entities have integrity systems in place.</p>	<ul style="list-style-type: none"> ● Details of processes and practices the entity employs to check the integrity of staff and contractors prior to engagement. <ul style="list-style-type: none"> ○ How does the entity check the CV integrity of prospective employees? ○ How does the entity seek and consider referee reports relating to prospective employees? ○ Does the entity use criminal history checks to screen prospective employees? If so under what circumstances? ● Details of processes and practices the entity employs to ensure the integrity of staff and contractors post engagement: <ul style="list-style-type: none"> ○ How does the entity manage and investigate complaints regarding behaviour including breaches of the Code of Conduct? ○ How does the entity receive complaints? ○ Who investigates complaints?

	<ul style="list-style-type: none"> ○ Where are complaints recorded? ○ Who makes final decisions in response to complaints made? ○ How are decisions recorded and reported? ● Relevant entity policy documents: Human Resource Policy Code of Conduct, complaints handling Policy and Whistle-Blower Policy.
<p>Criterion 14.</p> <p>New implementing partners have appropriate child protection processes and systems in place.</p>	<ul style="list-style-type: none"> ● Details of child protection policies and practices that the entity currently undertakes: <ul style="list-style-type: none"> ○ Child Protection Policy ○ Child Protection Risk management policy, system or practice ○ Child Protection Manual ○ List of Child Protection Training conducted for staff ○ Where conducted, details of policy compliance checks conducted by the DFAT Child Protection Unit.

The relevant Australian Diplomatic Mission will return all original documents that are provided