



## AUSTRALIAN EMBASSY VIENTIANE DIRECT AID PROGRAM 2014-2015

The Direct Aid Program (DAP) is a small-scale grants program administered by the Australian Embassy in Vientiane. The purpose is to support projects that address basic humanitarian hardship and reduce poverty.

When preparing an application for DAP funding, please consider the following:

### **WHAT DAP CAN FUND:**

- Projects that directly support sustainable development linked to health, education, gender and women's empowerment, human rights and poverty with a focus on nutrition and support for vulnerable groups;
- Small-scale sustainable development projects where the community who benefit from the project are involved in the project design, development and implementation;
- Projects that will be completed in a short timeframe, with an immediate result, although may have a longer term goal;
- Projects in the areas of community health, schools/education, small-scale infrastructure, rural development or the environment;
- Some consideration will be given to disaster relief operations and, in limited cases, projects related to preservation of culture and sporting projects with clear humanitarian links;
- Projects focused on capacity building, including governance and human rights are also eligible.

### **WHAT DAP WILL NOT FUND:**

- Per diems, travel costs, stationery, equipment such as camera's or DVD players, videos, cars, room hire, consultants and fees for trainers, routine maintenance and repairs, general administrative or other recurring costs, micro-credit schemes.
- It is a requirement of the Australian Government that any construction projects funded through DAP should meet or exceed Australian standards and ensure that **all materials are ASBESTOS free**.

### **THINGS TO CONSIDER:**

- Applications **MUST** provide detailed information in the project proposal, evidence of ability to carry out the project, an itemised budget and referees;
- Show how the community benefiting from the project will contribute to the project through the provision of partial funding, labour, land or materials;
- Show how the ongoing and maintenance costs for a project will be met by the applicant;
- On completion, project administrators are required to submit a final report, including itemised acquittal of expenditure and **ORIGINAL** receipts in the financial year the funds were granted;
- The Australian Embassy would like to visit projects once completed;
- DAP provides funding from AUD 5,000 to 30,000. However, larger projects may be considered by the DAP Committee.
- Applications are considered throughout the financial year by the Australian Embassy;
- Application forms are available in Lao and English from the Australian Embassy and <http://www.laos.embassy.gov.au>;
- Applications should be addressed to the DAP Coordinator, Australian Embassy Vientiane.

- The project proposal should be recognised by local authorities or local communities.
- Projects involving water, should include the results of water testing.
- Projects involving construction, should include building plans and be asbestos free.

### **Project Details**

1. Project title

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2. Project location (province, district and village if applicable)

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3. How long will it take to complete the project? Project should be completed and acquitted within 12 months of grant award. Please provide an indication of project milestones (eg. design, delivery of supplies, commencement of construction, final completion etc.).

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4. Briefly describe the project's main objectives.

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5. Who are the project's beneficiaries and how will they participate in its implementation?

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**Project Budget Details**

6. What is the total cost of the project?

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Please provide a detailed, itemised budget outlining the cost of all inputs and indicating the contributions made by supporters (this can be provided on an attached sheet of paper)

7. Total funding requested from the Direct Aid Program (DAP).

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*Please note that a final report, including receipts for expenses, are required to acquit DAP funds. Failure to provide this information in a timely manner may affect future project applications or result in a request for the funding to be returned to the Australian Government.*

**Project Support Details**

8. Name and contact details (address, phone, facsimile, e-mail) of implementing agency.

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9. Has the implementing agency previously participated in DAP project or any other Australian Embassy funded development activities? Please provide examples and details of any other development activities successfully completed with other funding organisations. The Australian Embassy may request bank account details and other evidence of financial standing to establish the bona fides of implementing agencies.

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10. Please provide name and contact details of two referees.

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