

# GUIDELINES ON THE AUSTRALIAN DIRECT AID PROGRAM (DAP) HARARE

The Australian Embassy in Zimbabwe administers a small grants fund annually, known as the Direct Aid Program (DAP).

## WHAT IS THE DIRECT AID PROGRAM?

The Direct Aid Program (DAP) is a flexible small grants program funded by the Australian Government and managed through the Department of Foreign Affairs & Trade (DFAT) overseas diplomatic missions. The program aims to support projects with a strong development and human rights focus that complement Australia's broader aid priorities, and which contribute to sustainable economic growth and poverty reduction. DAP projects should promote a distinctive and positive image of Australia.

## WHO CAN APPLY?

The DAP is available on a not-for-profit basis to international and local NGOs, civil society organisations and other community-based organisations engaging in development and human rights activities in the Embassy's countries of accreditation: the Democratic Republic of the Congo, Malawi, the Republic of the Congo, Zambia, and Zimbabwe.

## WHAT ACTIVITIES ARE ELIGIBLE FOR DAP SUPPORT?

DAP activities should achieve direct, practical, tangible, and immediate high-impact development outcomes for beneficiary communities. Priority thematic areas for the 2023-24 DAP year include:

- gender equality, empowerment of women and social inclusion,
- poverty alleviation and rural development,
- environmental protection and climate change,
- human rights and governance,
- healthcare,
- education, and
- water, sanitation and hygiene (WASH)

This list is not exhaustive, and applicants may apply for funding for development projects in other thematic areas.

Applications that address multiple thematic areas in a single project, will support vulnerable and marginalised communities, clearly articulate the change that would occur during project implementation to achieve stated development outcomes, provide robust public diplomacy opportunities (including links with Australia) shall be favourably considered.

Projects should be self-contained with finite timelines. Activities in which the recipient community themselves makes a significant contribution in terms of labour, materials or cash are particularly well-received. Projects that might act as a catalyst for additional development of the community or a model for similar developments elsewhere will also be welcomed.

There is no minimum amount that a single DAP project can receive but the **maximum is AUD60,000** (approximately USD 40,000 - amount changes according to the exchange rate) over the life of the project.

Activities may run up to a maximum of two years.

All applications must be accompanied by a fully costed project budget. **A detailed budget is required and must be supported by two quotations for any budget line between USD700 and USD7,000 and three quotations for amounts above USD7000.**

**Two referees** (other than from the applying organisation or from an organisation/person that stands to gain from the proposed project) are required.

Additional documents may be attached if necessary, however applicants are encouraged to be concise. Pictures are often helpful. The Embassy will seek further information if required.

Proposals must be clearly defined with specific outputs. Proposals will be approved or rejected based on:

- the costs and the development benefits of the proposal
- achievable and sustainable outcomes
- soundness of the project's objectives and design
- the practicability of the proposed implementation arrangements, and
- whether the project conforms with the objectives of the Direct Aid Program
- applicant's consideration and approach to risk management e.g., Child Protection, Financial Management, Fraud Risks, Terrorism Risks and Environmental Protection Risks

Funding under the DAP is limited and only a small proportion of applications received each year is funded.

#### **EXPENSES AND COSTS INELIGIBLE FOR DAP FUNDING**

We cannot fund the following expenses and costs through the DAP:

- operating and administrative costs (staff salaries, allowances, office rent, utilities, etc.)
- workshops and associated expenses (e.g., venue hire, food/drinks, audio/video, and office equipment) – however this can be negotiated depending on the percentage of the full grant the workshops and associated expense will take up
- cash grants or micro-credit schemes or projects that involve the return of money
- commercial ventures or private for-profit business activities
- purchase of major assets, e.g., vehicles or land
- Australian or overseas study tours
- international travel
- sponsorship of major sporting tournaments or cultural displays that do not have a clear developmental benefit
- consulting fees
- construction projects that use asbestos or other materials that are hazardous to human health e.g., asbestos roofing.

Applications that request funding for these expenses and costs will be automatically removed from consideration.

#### **HOW TO APPLY**

The DAP application form must be completed by the applicant online when an official application round has been opened. **Please note that the form is only accessible when there is an open application round.**

An announcement on the next DAP application round opening will be made via the Embassy's website and the Embassy's other social media handles. Please note that application rounds are usually open for a period of two weeks before the round closes. **For financial year 2023-24, the application round is open from 1 August 2023 to 15 August 2023.** Late applications will not be accepted. Please ensure you click the submission button in the application portal to ensure that we receive your application.

Should you experience technical difficulties in accessing the online application form during the application round, please email [Dap.Harare@dfat.gov.au](mailto:Dap.Harare@dfat.gov.au) for assistance.

#### **AFTER SUBMISSION OF YOUR APPLICATION**

Applications for DAP funding are screened by the DAP Coordinator. Short-listed projects are then considered by the DAP Committee. Projects approved by the Committee are recommended to the Ambassador for final approval. The assessment process will begin after the closure of each round and can take up to two months depending on the number of applications received.

All applicants will be contacted regarding the outcome of their application, however due to the high number of applications we receive, we are unable to respond to enquiries related to why an application was unsuccessful.

#### **REPORTING REQUIREMENTS**

Successful applicants will be required to report on implementation and provide financial acquittal in accordance with the individual DAP funding agreements.