AUSTRALIAN NGO COOPERATION PROGRAM (ANCP) MANUAL
March 2018
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1. OVERVIEW OF THE ANCP

The Australian NGO Cooperation Program (ANCP) is an annual grants program that supports Australian NGO community development programs which directly and tangibly alleviate poverty and promote sustainable economic growth in developing countries. The program operates in over 50 countries worldwide and supports development in a range of sectors. The ANCP is the Australian aid program’s largest and longest running funding support mechanism for Australian development non-government organisations (NGOs).

Through the ANCP, the Department of Foreign Affairs and Trade (DFAT) partners with Australian NGOs to implement their own development and poverty alleviation programs overseas. NGOs are responsible for the design, delivery, monitoring and evaluation of activities, submission of reports and acquittals and for fully accounting for funds provided by DFAT.

To receive funding through the ANCP, NGOs must be accredited by DFAT. Accredited NGOs are required to undergo a rigorous independent assessment of their organisational structure, systems and philosophies. The accreditation process aims to provide DFAT and the Australian public with confidence that the Australian Government is funding professional, well managed, community based organisations that are capable of delivering quality development outcomes.

The ANCP has been supported by the Australian Government in some form since 1974. It can be reviewed at any time at the discretion of the Government or DFAT.

The purpose of this document is to provide information to accredited NGOs on the Australian NGO Cooperation Program.

Part 1 of the Manual provides an overview of the ANCP. Part 2 of the Manual provides further detail on the obligations of ANCP accredited NGOs and gives guidance about the processes required by the ANCP. Links to policy and reference documents can be found at the end of the Manual.
2. THE OBJECTIVES OF THE ANCP

The ANCP Goal articulated in the Program Logic connects the Program to the purpose of the broader aid program which is to promote Australia’s national interests by contributing to sustainable economic growth and poverty reduction.

The goal statement for the ANCP is: Through support to accredited Australian NGOs, improve the living standards and well-being of individuals and communities in developing countries.

2.1 ANCP Outcomes

There are three inter-related outcomes that ensure NGOs are positioned to deliver on the overarching goal:

Outcome 1: Effective and value for money programming.

Outcome 2: A diversity of ANGOs draw on funding and expertise from a range of sources.

Outcome 3: Effective engagement with in-country partners.

The ANCP Program Logic on the DFAT website provides further information.

The ANCP contributes to these outcomes by providing a unique funding model that leverages the development work of Australian NGOs overseas.

The ANCP supports development in a range of sectors, including:

- Child Protection: including increasing awareness of the rights of children and youth, strengthening child protection services and organisational capacity building
- Climate Change: climate change governance, adaptation, capacity-building, education, training, awareness raising and mitigation, including renewable energy technology
- Communicable Diseases (HIV/AIDS/Malaria): including provision of healthcare, education, life skills and psychosocial support
- Disability: including activities and awareness-raising to support the participation and inclusion of people with disabilities and marginalised groups in socio-economic development activities and increasing access to service providers
- Disaster Risk Reduction: including building resilience, preparedness, response capacities and environmental protection strategies
- Early Childhood Development: including improving access to, and development of, early childhood education programs
- Economic Development: including the reduction in poverty through access to saving and loan groups, diversification of livelihoods, seed funding and establishment of micro-businesses
- Education: including literacy, primary and non-formal education
• Environment: including management of the environment and natural resources on a sustainable basis – including cities, soils, water, fisheries, habitat and forests;
• Eye Health: including the integration of eye health into government systems and treating avoidable blindness and vision impairment
• Food Security: including improvement of food availability, post-harvest storage, small-scale agri-business and introducing new farming techniques
• Gender: including women’s roles in decision making and leadership, ending violence against women and girls, women’s economic empowerment and advancing equal access to gender-responsive health and education services
• Governance: including promoting civil society – especially where constraints of this nature are clearly limiting people’s ability to meet their basic needs
• Health: including cost-effective interventions to support better health for individuals and stronger health systems
• Human Rights: including supporting disadvantaged groups, minorities and marginalised groups, particularly vulnerable women and children
• Livelihoods: income generation activities including skills training and promoting sustainable livelihoods
• Maternal & Child Health: including improving child nutrition and feeding practices and improving access to antenatal services for pregnant women
• Microfinance: including small business development, increasing access to financial services and increasing children’s financial literacy
• Rural Development/Agriculture: including the establishment of farming co-operatives, expanding value chains and improving market linkages
• Sexual Reproductive Health/Family Planning: including provision of cervical cancer screening services, increasing access to contraceptives and building capacity of reproductive health educators
• Vocational Training: including the provision of training and development of opportunities for employment
• Water, Sanitation & Hygiene: including increasing access to safe water and sanitation and promoting good hygiene practices.

In addition the ANCP supports:

• Capacity building: strengthening the organisational, planning, management and accountability capacities of local NGOs and civil society;
• Innovation: trialling innovative development approaches and activities including pilot projects.
3. ANCP MANAGEMENT AND OPERATIONS

3.1 Governance Arrangements

- First Assistant Secretary (FAS)
  Humanitarian, NGOs & Partnerships Division

- Assistant Secretary
  NGOs & Volunteers Branch (NVB)

- Committee for Development Cooperation (CDC)

- Director
  NGO Programs & Performance Section (NPQ)

- DFAT Posts overseas and Thematic Areas

Advice flows from each level to the next, indicating hierarchical relationships and areas of influence.
ANCP Program Management Roles and Responsibilities

The ANCP is directly managed by the NGO Programs, Performance and Quality Section in NGOs and Volunteers Branch. DFAT Posts, Country Programs and Thematic Areas assist with the implementation of the centrally managed ANCP by setting overarching aid program policy, and providing advice on NGO projects to ensure the best possible development and public diplomacy outcomes.

The four key roles for Posts, Country Programs and Thematic Areas in the ANCP include: nominating ANCP focal points; reviewing new, high risk and significantly amended ADPlans; undertaking monitoring visits to ANCP projects, and engaging with NGOs.

<table>
<thead>
<tr>
<th>Posts, Country Programs and Thematic Areas</th>
<th>NGO Programs, Performance and Quality Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominate an ANCP focal point</td>
<td>Provide briefings and training for ANCP focal points</td>
</tr>
<tr>
<td>Review new, amended or high risk project ADPlans each July</td>
<td>Liaison with NGOs on DFAT feedback to ADPlans. Provide ADPlan data / information internally</td>
</tr>
<tr>
<td>Undertake monitoring of ANCP funded projects</td>
<td>Provide funding, tools and support for monitoring activities.</td>
</tr>
<tr>
<td>Engage with NGO implementing partners in-country through roundtables and individual meetings</td>
<td>Provide funding, tools and support for engagement activities.</td>
</tr>
<tr>
<td>Consider ANCP projects for public diplomacy activities</td>
<td>Provide ADPlan and Performance Report data / information internally</td>
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Committee for Development Cooperation

The Committee for Development Cooperation (CDC), established in 1975, is a joint Department of Foreign Affairs and Trade/NGO advisory and consultative body made up of members from the Australian NGO community and DFAT.

The role of the CDC is to:

- review NGO accreditation reports commissioned by DFAT; the Chair of the CDC makes recommendations to the department delegate on accreditation of NGOs;
- provide advice on accreditation criteria and Australian NGO Cooperation Program (ANCP) policy; and
- act as an advisory and consultative body to the department for professional development of the Australian NGO community on issues of concern to that community.

CDC meetings are held a minimum of three times a year and are chaired by the Department.

3.2 Accreditation

Accreditation of Australian NGOs is DFAT’s front-end risk management and robust due diligence process to ensure DFAT is working with the most effective partners. The accreditation process requires NGOs to undergo a thorough and independent assessment of their:

- identity and structure;
• development philosophies and management practices;
• approaches to partnership and development collaboration;
• linkages with the Australian community; and
• financial systems and risk management.

Accreditation allows DFAT to assess Australian NGOs’ capacity to meet the terms and conditions of a Grant Agreement with DFAT. Accreditation is also a capacity building tool that enables NGOs to reflect on and improve their own performance. NGOs should ensure that the standard required to attain accreditation is maintained throughout the period of accreditation.

There are two levels of accreditation under the ANCP: base and full. The amount of ANCP funding for each level differs according to the level of accreditation. A copy of the Accreditation Manual along with additional information on the accreditation process is available on the DFAT website.

For assistance with accreditation, please contact the accreditation team at accreditation@dfat.gov.au or call (02) 6178 5888.

3.3 Recognised Development Expenditure (RDE)

Recognised Development Expenditure (RDE) is the annual eligible expenditure of a Non-Government Organisation (NGO), using contributions from the Australian community. Eligible expenditure is for the NGO’s own development assistance, emergency relief or rehabilitation activities overseas and development education in Australia. Eligible contributions include donations of cash, gifts-in-kind and volunteer services. Up to half of the RDE can be from eligible gifts-in-kind and/or eligible volunteer services.

A three-yearly average of RDE is used to:

• determine eligibility for accreditation to the ANCP; and
• calculate the annual grant amount for each Full level accredited NGO for the ANCP in line with the Funding Policy.

Accredited NGOs are required to make an RDE Submission by 31 March each year. Further information is available in the RDE Explanatory Notes which can be found on the DFAT website.

RDE Spot Checks Purpose and Scope

RDE Spot Checks are conducted each year with accredited NGOs to identify errors and/or anomalies of NGOs’ RDE submissions.

DFAT engages an independent financial assessor to conduct RDE Spot Checks on DFAT’s behalf.

The process is a more detailed analysis of NGOs financial records, however Spot Checks are not an audit and do not assess the financial viability or effectiveness of an NGO. RDE Spot Checks ensure that ANCP grant funding is fairly allocated and improve RDE guidance, forms and processes.

Significant errors identified may result in adjustments to RDE amounts and IPF calculations.
RDE Spot Check Procedures

RDE Spot Checks will be undertaken around May/June each year (exact dates will be confirmed with the NGO). Up to seven NGOs, accredited at Base and Full level, will be selected by DFAT to participate in the process. DFAT will notify the selected NGOs. After notification, communication regarding the RDE Spot Check will be between the independent financial assessor and the selected NGO. Once notified, the selected NGO will be briefed by the independent financial assessor on the Spot Check procedures.

Selected NGOs will receive a minimum of 10 days’ notice and will need to nominate an authorised representative(s) to assist with the RDE Spot Check. The authorised representative(s) must be available during the RDE Spot Check.

As a matter of priority, a date for the one day site visit will be scheduled.

RDE Spot Checks comprise of two components; a desk review and a one day site visit.

The independent financial assessor will request relevant documentation for review and analysis; and

The one day site visit is conducted on-site at the selected NGOs’ offices in consultation with relevant staff. The on-site review is usually completed in one business day.

Desk Review

The independent financial assessor will then obtain RDE worksheet, supporting Annual Financial Statements (AFS) and schedules. The assessor may request additional documentation from the NGO.

The desk review will assist in identifying and particular areas or issues to be focused on during the on-site visit. The valuation of volunteer services and gifts will be verified, along with the RDE worksheet against the NGOs records. A review of the principles for eligible and ineligible expenditure consistent with the Australian Council for International Development (ACFID) guidelines will be conducted.

One-Day Site Visit

Working with the authorised representative(s), the independent financial assessor will work through issues and anomalies identified as part of the Desk Review.

The objective of the on-site visit is to:

- confirm the information contained in the RDE submission back to original supporting documentation, including the general ledger;
- consider the nature allocation of costs between international programs, program support and administration cost centres. The reviewer may look at any overhead allocation methodologies and processes;
- review the consistency of the RDE figure across the three-year period and investigate any differences. Any significant differences may result in further investigation into prior years submissions, and
- confirm and quantify any RDE differences identified and calculate an adjusted RDE.

An exit interview to debrief on the RDE Spot Check will be held.
The independent financial assessor will draft a RDE Spot Check Report, detailing the findings of the RDE Spot Check. Within five days of completion of the site visit, the NGO will receive the draft RDE Spot Check Report. NGOs have 10 days to provide comment. DFAT will receive the final RDE Spot Check Report within 15 days of completion of the one day site visit.

3.4 Funding Aims
Effectiveness
Working with NGOs engaged in international development leverages networks, knowledge and community support to extend the reach and effectiveness of Australian aid. ANCP links performance to funding through accreditation and Partner Performance Assessment processes that ensure DFAT funds high performing NGOs.

Fairness
ANCP funding aims to achieve fairness to Australian NGOs, both in the process used to determine funding and the final distribution of funding.

3.5 Funding Principles
Consistency
Accredited NGOs will have access to ANCP funding from year-to-year as long as their accreditation status is maintained.

- A consistent approach to allocating funding supports good development practice, assists long term planning and allows NGOs to build sustainable partnerships.

Transparency
- ANCP funding will be communicated clearly, easily understood and open to scrutiny. Transparency contributes to fairer processes and outcomes for NGOs. It enhances trust and accountability.

Organisational capacity and community support
Funding will link to core foundations of ANCP’s design including organisational capacity through accreditation level, and community support through Recognised Development Expenditure (RDE).

- Funding based on organisational capacity and level of community support increases effectiveness, mutual accountability, sustainability and assists Australia’s public diplomacy.

Flexibility
The ANCP allows NGOs to determine the direction of their development programs and respects organisation autonomy.

- Flexible funding allows NGOs to focus on their core competencies and complements other sources of funding. This facilitates innovation and increases the reach of Australia’s aid program.

3.6 Funding Policy
1. Funding is allocated to accredited ANCP NGOs on an annual basis.
2. Each ANCP accredited NGO will receive a minimum annual grant amount consistent with their accreditation tier:
   a. Base accredited NGOs - $150,000; or
   b. Full accredited NGOs - $300,000 plus a proportion of the total remaining funding based on their respective RDE\(^1\).

3. RDE is averaged over three years and calculated by totalling an NGO’s eligible expenditure as outlined in the RDE explanatory notes.

4. Funding to NGOs is subject to budget availability.

5. Funding is subject to NGOs:
   a. maintaining accreditation status;
   b. meeting the RDE threshold for their accreditation tier ($50,000 for Base NGOs and $100,000 for Full NGOs);
   c. meeting the terms and conditions of their grant agreement with DFAT; and
   d. receiving satisfactory ratings under DFAT’s Partner Performance Assessment (PPA) process (where applicable).

6. Funding to NGOs reflects the changes to overall budget appropriation for the ANCP, the impact of NGOs moving across accreditation tiers and new NGOs entering the ANCP. Full NGOs’ grants will increase or decrease proportionate to these annual changes. To maintain a level of consistency, the annual change to each existing Full NGO’s grant will be limited to a maximum 25% increase and 20% decrease.\(^2\)

7. New NGOs entering the Full tier will receive the minimum annual funding grant of $300,000 in their first financial year in the ANCP. The NGO will have access to their total eligible grant amount from their second financial year in the ANCP.

8. NGOs upgrading from the Base tier to the Full tier will have access to their total eligible grant amount from their first financial year in the Full tier.

9. The total eligible grant amount for new and upgrading NGOs entering the Full tier will be calculated based on existing Full NGOs not exceeding the maximum annual grant decrease, in line with point 6.

10. No NGO will be allocated more than 22.5% of the total available ANCP funding.

11. The NGO must match one dollar for every five dollars that DFAT provides under the ANCP (20% match). The NGO contribution to ANCP projects consists of funds raised from the Australian community. Counterpart NGO and other donor contributions cannot be counted as matching funds. The match is applied to the entire NGO’s ANCP grant, not individual ANCP projects.

12. Funding is provided to each NGO in two payments:

\(^1\) This will not be applied to the Australian Red Cross during the term of partnership arrangements with the Humanitarian, NGOs and Partnership Division.

\(^2\) This will be applied from 2019-20 onwards at the conclusion of the transition period for this policy.
a. 80% on the submission to DFAT and approval of Annual Development Plans (ADPlans); and

b. 20% on the submission to DFAT of correct Annual Performance Reports.

13. Newly accredited NGOs will receive 100% of their grant funding on the submission and approval of ADPlans in their first year in the ANCP.

14. NGOs may roll over a maximum of 10% of their grant from one financial year to the next, or provide written request to DFAT to roll over an amount in excess of 10% in line with terms and conditions of their grant agreement with DFAT.

15. DFAT may consider, in exceptional circumstances and on a case by case basis, amendments to the application of the policy where appropriate and in consultation with the affected NGO.

3.7 Funding Policy Review and Consultation
The funding policy will be reviewed every five years, or as circumstances require. ANCP accredited NGOs will be informed prior to any funding policy amendment.

3.8 Funding Match
The NGO must match 20% or one dollar for every five dollars that DFAT provides under the ANCP (1:5 match), in the year in which the grant is provided, irrespective of the percentage of the grant which is expended by the recipient. The NGO contribution to ANCP projects consists of cash funds raised from the Australian community. Funds from DFAT, other Australian Government departments, other accredited NGOs, overseas sources and in-kind goods and services cannot be counted as matching funds. The NGO contribution must be expended on project costs only and cannot be applied to administration costs. The match is applied to the entire NGO’s ANCP program (i.e. the total grant), not individual ANCP projects. The funding match required is based on the total grant amount received from DFAT for any financial year and cannot be rolled over.
4. ANCP DEVELOPMENT ACTIVITIES

The ANCP both complements and extends the reach of the Australian aid program: supporting activities, building relationships and developing capacity in sectors and geographic areas beyond the footprint of DFAT’s regional and bilateral programs. ANCP projects must align with the Aid Program’s overarching goals, but in order to maintain the flexibility of the ANCP, are not required to align with DFAT Aid Investment Plans.

Funds under DFAT schemes are provided to assist and strengthen an organisation’s or a community’s development capacity or socio-economic situation. The following provides detail about the eligible and ineligible activities that may be funded under the ANCP.

4.1 Eligible Projects

To be eligible for ANCP funding, activities must:

- be a development project and reach beneficiaries from the Organisation for Economic Cooperation and Development Assistance Committee (DAC) List of Official Development Assistance (ODA) Recipients, with the following exceptions:
  - Thailand: Thailand remains on the list of developing countries, however, DFAT will not support activities in Thailand with ANCP funds unless they relate to beneficiaries from eligible countries. Activities in Thailand which assist Myanmar refugees and Myanmar migrants are classified and reported as Thai-Myanmar Border activities.
  - China: China (excluding Hong Kong) remains on the list of developing countries. DFAT will not support activities in China with ANCP funds unless they are in support of a regional project with beneficiaries in an eligible country.
  - India: India remains on the list of developing countries and although the Government of India has elected to phase out bilateral aid from Australia, accredited NGOs are still able to use ANCP funds for projects in India.
  - High risk or sensitive countries or regions: It is essential that NGOs contact the ANCP team well in advance of submission of ADPlans to discuss the feasibility of new projects in sensitive or ‘Do Not Travel’ countries or regions as listed on the Smartraveller website (refer to 5.3 for further details).
- provide good value for money;
- have a strategy to ensure the development outcomes will be sustainable by addressing issues such as implementing partner organisational capacity, financial sustainability and long-term resilience;
- encourage and facilitate community self-help and self-reliance through local participation in defining goals, formulating development strategies, contributing to costs (including contributions in-kind), and in the implementation and management of such activities;

- where possible, use existing community structures;

- provide channels for Australians to contribute directly and meaningfully in international development efforts through voluntary activities and financial support;

- be implemented by local or Australian NGOs acceptable to the national or local authorities of the country in which the activities are planned, and be consistent with the country’s development policies;

- proactively address risks to the success of the project;

- ensure that the specific social and economic needs of both men and women are addressed and that opportunities for women to participate as decision makers in determining objectives and types of activities are increased;

- adopt a ‘do no harm’ approach to gender equality and disability inclusion including analysis of the potential risks of unintentionally perpetuating or reinforcing inequalities,

- use successful conventional or innovative approaches to problem solving which have potential for wider application in other communities;

- strengthen local implementing partner organisations in developing countries so as to enable them to deliver effective programs (see section 7.6);

- benefit groups selected on the basis of need - not on religious, sectarian or political grounds;

- encourage sound environmental and ecological practices; and

- encourage good governance and respect for human rights.

Approval will not be provided for activities which:

- are determined reasonably to be contrary to the interests of the Commonwealth of Australia;

- subsidise religious activities or structures (refer to 4.2 for further details);

- support or promote a particular religion, including any activities undertaken with the intention of converting individuals or groups from one faith and/or denomination to another;

- support activities by partisan political organisations (refer to 4.2);

- support independence movements;

- provide direct assistance to unions to organise industrial action and give direct material assistance to striking workers (while not precluding activities in the areas of labour unions institution capacity building, training and advice, activities of this nature are subject to additional approval);

- are welfare activities (refer to 4.2);

- do not comply with partner country government laws, guidelines and policies;
• have a significant component of professional salaries at Australian or 'expatriate' rates;
• are for emergency relief activities;
• are for recurrent costs - unless there is a sustainable plan to ensure the recipients will be able to take over those recurrent costs within the life of the activity;
• involve retrospective funding;
• provide medical or clinical services without:
  – established clinical governance arrangements for managing clinical risk and ensuring best practice standards;
  – medical liability insurance or equivalent in place; and
  – appropriate approval from the host country;
• do not comply with the guidelines set out in the Family Planning and the Aid Program: Guiding principles document available on the DFAT website;
• are primarily research focused and do not lead to tangible development results;
• are development awareness raising activities; or
• are focused primarily on the provision of equipment, freight or buildings unless the assets to be supplied are clearly part of a broader development program.

4.2 Non-Development Activities
It is vital to ensure development is not delivered for the purposes of religious witness, welfare objectives or partisan political objectives, but to deliver development activities and increase the development capacity of partners.

Development assistance must be provided on a non-discriminatory basis. The acceptance of specific religious or political beliefs or membership in a particular religious or political group must not be a condition for receiving assistance or participating in development programs on an equal basis.

In many situations this may not be an either/or question. Nevertheless, the primary objective of any project needs to be clear and will determine eligibility. When there is doubt, the recommendation is that where multiple objectives are within an activity (church leaders' training including components of development training), then this should be funded from an NGO’s own funds.

Political Activities
Political activities are defined as supporting a political party, candidate or organisation affiliated to a political party. Examples include:

• NGO staff being involved in party political activities;
• using funds or resources to facilitate or support a specific political party, candidate, or party political organisation in a local, regional or general / national election;
• using funds or resources to facilitate or support independence or separatist movements;
• using funds or resources to facilitate or support a particular politician or faction to gain power within a government or within a political party structure.

Religious Activities
Religious activities are defined as supporting or promoting a particular religion, including activities undertaken with the intention of converting individuals or groups from one faith and/or denomination to another. Activities that build up religious structures (including infrastructure, training or organisational activities) are also ineligible for ANCP funding, unless those structures are specifically designed to provide non-denominational development outcomes.

Welfare Activities
Welfare activities are defined as care and maintenance, which aims to maintain people in a particular condition on a longer-term basis, and are not eligible for ANCP funding. Substantial and broad impact on social and economic conditions in the community is not normally expected from welfare programs. Welfare may be provided to an individual or family basis including home-based and institutional care programs, such as those provided by orphanages, homes for the elderly, hospices and the provision of food for those who are destitute. Welfare activities are typically:

• implemented independently of other sustainable community development activities;
• include no strategy for integration into broader community development programs;
• provided on an individual or family basis, rather than on a community basis, and are unconnected to emergency needs; and
• implemented on a long term basis with no clear exit strategy.

This does not imply any DFAT opinion about the value of welfare activities. The Australian Government provides grants under the ANCP for community development purposes only, and not for ongoing care and maintenance activities. NGOs are free to fund such activities using their own resources.
5. PROGRAM RISK MANAGEMENT AND SAFEGUARDS

5.1 Risk Management
NGOs must employ appropriate risk management measures, which should include preparing and maintaining risk management plans specific to each project. Project risk analysis could consider all relevant risks that may prevent the achievement of project outcomes including:

- developmental;
- safety and security of staff and beneficiaries;
- safeguards for the environment, children, vulnerable and disadvantaged groups, displaced and resettled people, indigenous peoples, health and safety;
- financial including fraud and terrorism financing;
- crises and disasters;
- timing or schedule;
- quality;
- resourcing.

Analysis should be specific to each project and detail treatments for risks, specifying ownership and responsibility for ensuring risk treatments are implemented and monitored. In-country implementing partners should be fully engaged in the analysis, monitoring and treatment of risks.

5.2 ANCP Activities in Sensitive and Higher Risk Regions/Countries
NGOs considering proposing projects in sensitive or ‘Do Not Travel’ countries as listed on the Smart Traveller website should consult with the ANCP team early and prior to submitting new project proposals as part of ADPlans. DFAT travel advisories on the Smart Traveller website are subject to change and ANCP NGOs should ensure they are aware of the most recent travel advice. Countries where the delivery of aid programs may be sensitive include Pakistan, Palestinian Territories, West Papua, some border regions or countries where NGOs face significant restrictions, risks or challenges.

ADPlan project forms for projects should include:

- detailed assessment of risks along with risk treatment that reduce the likelihood and or the consequence of realising risks;
- written evidence of the prior approval of the proposed activity by an appropriate government authority;
- information on how the project will be monitored and evaluated, including detail on Australian citizens or permanent residents travelling to project locations for this purpose;
• commitment that all Australian citizens or permanent residents who travel to high risk countries as part of project activities will register on Smartraveller including as much detail of travel activities as possible; and

• a strategy to monitor and address issues affecting implementation.

New and continuing multi-year ANCP project proposals will be provided to the relevant country program and Post for review prior to project approval. NGOs must provide an overview of how the project will be managed, monitored, and where relevant, evaluated, given the operating contexts. The ANCP will liaise with NGOs throughout the ADPlan process, seeking additional information and clarification as required.

5.3 Environmental and Social Safeguard Policy

DFAT’s Environmental and Social Safeguard Policy for the Aid Program (2018) outlines a consolidated approach to managing safeguard risks in the Australian aid program. The policy applies to all DFAT Official Development Assistance funded aid investments, including ANCP activities.

The policy provides guidance on DFAT’s safeguard responsibilities in aid investments and how to meet them, and sets out requirements for five key safeguards:

• Environmental protection;

• Children, vulnerable and disadvantaged groups;

• Displacement and resettlement;

• Indigenous peoples; and

• Health and safety.

In developing risk management plans for ANCP projects, NGOs should:

• ensure that all activities are screened for environmental and social impacts against the five environmental and social safeguards;

• record a summary of safeguard risks in the project ADPlan;

• ensure that environmental and social risks and impacts are assessed, and appropriate management plans developed and implemented;

• monitor and report on the management of environmental and social safeguard issues in accordance with the safeguard policy and the Performance Reports; and

• ensure that ANCP activities comply with partner government environmental and social protection laws and any international agreements to which Australia and the partner government are signatories.

Information about DFAT’s safeguard policy, and requirements for the assessment, management, monitoring and reporting of environmental and social safeguard issues is included in safeguard policy document.
5.4 Safeguarding against Terrorism Financing
ANCP NGOs must ensure that they do not provide support or resources to organisations or individuals associated with terrorism, including 'terrorist organisations' as defined in Division 102 of the Commonwealth Criminal Code Act 1995 (Cth). For further information on the obligations of NGOs under Australian law, please refer to Safeguarding your organisation against terrorism financing: A guidance for non-profit organisations.

5.5 Child Protection
The DFAT Child Protection Policy is principles-based, articulates DFAT’s zero tolerance of child exploitation and abuse, and includes expectations of DFAT staff and DFAT funded partners in the management of child protection risks.

All ANCP activities must comply with DFAT’s Child Protection Policy. For all ANCP projects that involve working directly with children or contact with children, ANCP NGOs must identify all Personnel positions working with children or having contact with children and maintain a register of these details which must be available for audit or review as required by DFAT and ensure that the project risk assessments include assessment of the risks to children. General enquiries on the policy can be made at childprotection@dfat.gov.au or 02 6178 5100.

Child exploitation and abuse is not tolerated by DFAT and attracts criminal penalties under Australian legislation. Reports and notifications can be made via childwelfare@dfat.gov.au or 02 6261 9048.

5.6 Ethical photography
Photography used in publications, online and provided to DFAT must meet the DFAT Ethical Photography Guidelines.

The DFAT Child Protection Guidance Note on Use of Images and Social Media offers guidance for DFAT staff and partner organisations on how to address the protection and wellbeing needs of children and young people when using social media, including when taking and using their images for program promotion within social media.
6. INCLUSIVE DEVELOPMENT

6.1 Gender Equality
Gender equality is about equal opportunities, rights and responsibilities for women and men, girls and boys. It does not mean that women and men are the same. Gender inequality is a result of unequal power distribution between women and men, exacerbated by ongoing discrimination, weaknesses in laws, policies and institutions, and social relations that normalise inequality. DFAT’s Gender Equality and Women’s Empowerment Strategy applies across all work undertaken by DFAT under three pillars:

- Enhancing women’s voice in decision-making, leadership, and peace-building;
- Promoting women’s economic empowerment; and
- Ending violence against women and girls.

ANCP requires that all NGOs incorporate measures to address gender inequality and women’s empowerment in design, implementation, monitoring and evaluation and reporting of ANCP activities. Gender analysis should be conducted for all projects. A gender analysis highlights the differences between and among women and men, girls and boys in terms of the relative distribution of resources, opportunities, constraints and power in a given context. Findings from this gender analysis should be used to ensure at minimum that the project/program does no harm and does not reinforce gender inequalities. A ‘do no harm’ approach to gender equality requires that projects conduct an analysis of the potential risks of unintentionally perpetuating or reinforcing gender inequalities.

6.2 Disability Inclusion
Disability-inclusive development is a priority for Australia’s international engagement. Development for All 2015-2020: Strategy for strengthening disability-inclusive development in Australia’s aid program responds to the agenda set out in DFAT’s development policy, and aims to promote improved quality of life of people with disabilities in developing countries. The Australian Government aims to ensure that people with disability are included in and benefit equally from Australia’s aid program, consistent with our obligations under the United Nations (UN) Convention on the Rights of Persons with Disabilities (CRPD). DFAT’s definition is ‘persons with disabilities include those who have episodic or long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others’. The reference to disability is based on the characterisation of persons with a disability in Article 1 of the Convention on the Rights of Persons with Disabilities. The term ‘episodic’ has been added by DFAT in line with the ‘evolving concept of disability’ referred to in the Preamble.

The Australian Government’s approach is outlined in the strategy which provides guidance on how the aid program will meet the needs and priorities of people with disabilities, who are often among the poorest, most vulnerable and excluded members of developing countries. The strategy aims to improve the quality of life of people with disabilities in developing countries, through enhancing participation and empowerment, reducing poverty, and improving equality for people with disabilities in all areas of life.
6.3 Indigenous Peoples and Ethnic Minorities

The Australian Government is committed to providing opportunities to assist indigenous peoples—both in Australia and overseas—to overcome social and economic disadvantages.

The DFAT Indigenous Peoples Strategy commits that all DFAT-funded programs, including the ANCP, will strive to improve outcomes for indigenous peoples and bring into account international best practice.

DFAT has released its *Reaching indigenous peoples in the Australian aid program: guidance note* to assist staff and implementing partners to give effect to this Strategy in the aid program.

ANCP project should strive in their design and delivery to improve outcomes for indigenous peoples. Where programs and projects may have an impact on indigenous peoples, NGOs should:

- consult with indigenous peoples on decisions that affect them;
- use evidence-based analysis of issues specifically affecting indigenous peoples to inform the concept, design and evaluations of the aid investments;
- provide meaningful opportunities for indigenous peoples to participate in planning, implementing, monitoring and evaluating programs delivered in indigenous communities;
- identify and address barriers, on an ongoing basis, that may prevent indigenous peoples from accessing and equally benefiting from the aid program, including indigenous women and girls and indigenous peoples living with disability;
- establish and monitor measures to mitigate potential adverse impacts of its programs on indigenous peoples; and
- disaggregate data so the impact of Australian aid on indigenous peoples can be readily determined.
7. AUSTRALIAN GOVERNMENT AID PROGRAM POLICY

7.1 Innovation
ANCP funding can be applied to projects that pilot or trial innovative technologies or approaches. This may be through applying new approaches to aid delivery, different partnerships and collaboration, or applying innovative processes. DFAT recognises that most innovation is based on incremental improvements to policy, programs and systems based on trialling ideas and effectively sharing information on what has worked and learning from our failures. DFAT expects that pilot or trial ANCP projects will have a strong learning focus which ensures the approach has application for future activities. ADPlan submissions for pilot or trial projects should clearly articulate how, when and by whom the success and effectiveness of the projects will be measured and evaluated. When considering projects for inclusion in ANCP ADPlans, NGOs should ensure a balance between pilot or trial projects and more established programming.

7.2 Private Sector Development and Engagement
Increasingly, ANGOs are engaging more with the private sector in their programming, including attracting more private sector funding. This is in response to the broader shift in development thinking towards private finance and solutions, as expressed in the Sustainable Development Goals, as well as DFAT’s evolving agenda.

Private sector development is one of two pillars of Australia’s development policy. The Strategy for Australia’s aid investments in private sector development provides the rationale, principles and approaches for how our investments can improve the growth and inclusiveness of the private sector in the countries in which we work. The Strategy should be read in conjunction with the Ministerial Statement on Engaging the Private Sector in Aid and Development – Creating Shared Value through Partnership which outlines why and how DFAT works with the private sector across the aid program.

The private sector comprises all privately owned commercial enterprises and includes individual farmers, street traders, small and medium enterprises, large locally-owned firms and multinational corporations - in developing countries and developed countries.

Private sector development describes ANCP-funded activities that work with the private sector to contribute to economic growth in our partner countries. Private sector development activities fall into three main categories:

- **Building better enabling environments for business**: including reforming business registration processes, implementing contract laws, establishing institutions to provide support to business, enabling businesses to access finance, investments in infrastructure that is essential for private-sector led growth (e.g. transport networks, electricity and ICT). These activities benefit all businesses operating in a country.

- **Strengthening key markets and sectors that drive economic growth or poverty reduction**: these activities improve the function of particular markets by enhancing connectivity between different parts of the value chain (physical infrastructure or facilitating business to business connections), improving the information available to market players or supporting the development of new products and services to meet an unmet market. They benefit businesses and consumers within a particular market.

- **Maximising the development impact of individual businesses**: these activities involve a partnership with a specific business that have impact in a sector or economy, and are able to transform markets and
create broader development benefits. These types of activities may include the use of co-financing to encourage businesses to invest or undertake their operations in a particular way.

Changes in the aid program’s investment and programming in response to DFAT’s private sector policies signals a shift towards enhanced private sector engagement that has created new opportunities for NGOs. This includes brokering roles between donors and the private sector, NGOs offering their development expertise and insights into the priorities of donors and the private sector, and the important role that NGOs play in governance and administration of partnerships. Programs such as the Business Partnerships Platform highlight the benefit to and support for NGOs to engage with the private sector in the aid program including thinking of new ways to better engage and support the empowerment of women and girls through partnerships with the private sector.

NGOs are required to outline in project ADPlans if the project contributes to private sector development and/or involves private sector engagement.

7.3 Recurrent Costs in Education and Training

DFAT will fund some recurrent costs for education and training activities that are subsidised by the Australian NGO. The basis for approval of inclusion of recurrent costs in project proposals is that such activities are clearly and demonstrably integrated into a broader community development activity and are implemented within an acceptable timeframe. NGOs will be required to demonstrate to DFAT that they have a clear exit strategy that is reviewed periodically in line with changes in the project and external environment.

In cases where an NGO decides to include recurrent costs for education and training activities, the NGO must also demonstrate that the recurrent costs involved are vital components of the activity and are necessary in order to maintain the level of education and training activities delivered in a particular situation. Any training or education programs must be in line with the community development objective of the ANCP.

Training for a small number of individuals

For the purposes of the ANCP, the delivery of training (such as year-long specialist courses) to a small number of individuals must deliver benefits to a broader community in the longer term. For example, training an individual may be justified as part of a ‘train the trainer’ program, or when that training will deliver significant benefits to a broader community, such as in the case of medical training.

Some examples of ANCP activities funded by DFAT in which recurrent costs are a component:

- ANCP has supported Australian NGOs working in Papua New Guinea (PNG) involved in the provision of ongoing health and education services at the village level in order to meet the shortfall in the PNG Government’s provision of these services. Activities include the training and support of education and health professionals. The focus of these activities is institutional strengthening and capacity building rather than support for individuals. These activities are integrated into the broader development context. Furthermore, even though these activities form part of a long-term program with no set completion date, there is a clear exit strategy that is reviewed periodically to ensure that the recurrent costs being funded continue to be a vital component of the activity and are contributing to the achievement of the long-term goal of the activity.

- The ANCP has also supported a community development program in Africa which includes the provision of short term educational assistance (such as support for school fees, school books and
uniforms) to families while they participate in a range of programs which enables them to increase their incomes and capacity to meet basic and longer term development needs. Most of the direct assistance provided to individual families and their children is provided to sustain children's education as part of the Australian NGO's overall, integrated community development program. As part of the exit strategy, school fee subsidies are designed to be reduced and their duration is not intended to exceed the three years for which the activity is being funded.

7.4 Climate Change and Disaster Risk Reduction
The impacts of climate change and disasters undermine economic growth and compound development challenges. Australia’s commitments to the Paris Agreement, Agenda 2030 (the Sendai Framework, the Sustainable Development Goals and the Addis Ababa Action Agenda), and the Green Climate Fund emphasise climate action and disaster risk reduction as integral aspects of sustainable development. In transitioning to a resilient, low-carbon future, development priorities need to address climate risks and opportunities.

A key guiding principle for increasing the effectiveness of the Australia’s climate change efforts is that DFAT will work with aid implementing partners, including NGOs that have strong climate policies, expertise and practices in place. All investments under ANCP must consider ways to better mainstream climate change and disaster risk into their activities with a view to optimising and protecting investments and building long-term disaster and climate resilience. This might involve understanding risks, reducing emissions, building risk awareness, or adapting to the impacts of climate change. Building climate and disaster resilience will involve measures that improve the resilience of communities or institutions, make them better prepared to withstand catastrophic events, and better able to bounce back and emerge stronger from these shocks and stresses. It will also avoid exacerbating climate and disaster vulnerabilities.

Building resilience should address specific risks in reference to a country’s broader development challenges. For example, a better understanding of the risks climate change and disasters pose to agriculture in a country (such as more frequent droughts) might contribute to achieving food security in the long term by introducing drought tolerant crops. All investments under ANCP should consider whether the risk of disaster has the potential to undermine program goals and to explore what strategies can be adopted to prevent, mitigate or adapt to these risks.

Targeted projects could include climate change governance, adaptation, capacity-building, education, training, awareness raising and mitigation, including renewable energy technology. Particular inclusion of women and girls, indigenous and marginalised groups is encouraged in climate change and disaster resilience programming is highly encouraged.
7.5 ACIAR and NGO Agricultural Activities

The Strategy for Australia’s Aid Investments in Agriculture, Fisheries and Water outlines the overarching rationale, objectives and priorities for the Australian aid program’s investments in these sectors which, together, comprise one of the six priority areas outlined in Australia’s development policy.

The Strategy applies to aid investments managed by DFAT, the Australian Centre for International Agricultural Research (ACIAR) and other Australian government agencies delivering Official Development Assistance (ODA) in the agriculture, fisheries and water sectors. It will help ensure the Government’s aid investments in these sectors align with and support the Government’s inclusive economic development and food security objectives and broader economic diplomacy efforts. Innovative and catalytic use of Australia’s aid and expertise in agriculture, fisheries and water – particularly through leveraging private sector partnerships and investment – is a key focus of the Strategy.

Relevant Operational Guidance Notes should also be considered. The Operational Guidance Note: Gender Equality and Women’s Economic Empowerment in Agriculture sits under the Strategy to provide sector-specific guidance on integrating gender equality and women’s economic empowerment in agriculture investments. The Operational Guidance Note: Nutrition-Sensitive Agriculture also sits under the Strategy to support integration of nutrition considerations in agricultural programming. The Operational Guidance Note: Market Systems Development is also available to provide guidance on facilitating better functioning markets, including in agriculture sectors. Operational Guidance Notes on climate smart agriculture and agricultural research for development are forthcoming.

ACIAR is an Australian Government statutory authority that operates as part of Australia’s aid program. ACIAR can provide NGOs with information about agriculture activities by providing advice on Agricultural Research and Development in developing countries, assisting NGOs to access the International Agriculture Research Centre network and providing access to regular ACIAR newsletters which provide updates on ACIAR projects, scientific developments and country specific news.

ACIAR has four key contributions to make when partnering with NGOs:

1. High quality research outputs - ACIAR is well positioned to offer NGOs agricultural research knowledge and expertise that can be utilized and synthesised in their own development programs

2. Networks – ACIAR has excellent and enduring relationships with a diverse range of stakeholders across the Indo-Pacific region. ACIAR has sound relationships with key organizations operating within agricultural systems at local, state, national and international levels; including technical experts, policy makers and diplomats;

3. Credibility – ACIAR conducts impartial, independent research that produces evidence-based solutions to key agricultural development problems. ACIAR’s work is based on rigorous science and peer-review processes, and is considered a trusted advisor across the Indo-Pacific region.

4. Research outputs that deliver greater impact – ACIAR can deliver high-impact research by deliberately commissioning ‘real world;’ scientific research that contributes to improving livelihoods. Partnering with ACIAR allows NGOs to utilize ACIAR’s research outputs to deliver greater impact in their own program.

ACIAR’s position Paper on NGO engagement is available on the ACIAR website.
7.6 Health Activities

The Health for Development Strategy 2015-2020 guides health interventions through Australia’s aid program, and focuses on strengthening country-level health systems tailored to people’s needs and capacity to respond to emerging health threats. Australia aims to ensure all men, women and children can access basic health services and live healthy and productive lives. All interventions should be in the context of the host country’s health priorities and country plans; and consider the ability to sustain services beyond the life of the activity.

Provision of medical or clinical services must be context appropriate to countries with low or limited resources for health and their ability to pay for and continue the services after the project ends. Projects must ensure sustainability outcomes are addressed in the design, implementation, monitoring and reporting of activities. The project should incorporate an approach for capacity building of counterpart staff and local institutions to ensure the medical or clinical services will continue at the project’s completion.

For activities that include medical or clinical services, evidence of the following must be provided to DFAT:

- host country approval to provide the services in the host country and to work with counterparts;
- established clinical governance arrangements for managing clinical risk and ensuring best practice standards; and
- medical liability insurance or equivalent.

Programs working to protect the lives and health of women and children should consider the importance of addressing the continuum of care along the life cycle – providing or ensuring referral to relevant maternal, neonatal and child health (MNCH) and nutrition services at different stages of life from infancy, childhood, adolescence to pregnancy and post-natal (for example, ensuring optimal nutrition for infants and adolescent girls, promotion of breastfeeding). Best practice also requires a continuum of care in the progression of services from community to primary care level to secondary level care when complications arise.

Skilled attendance at birth is one of the most critical interventions for improving maternal and neonatal health outcomes. The WHO defines a skilled birth attendant as ‘an accredited health professional – such as a midwife, doctor or nurse – who has been educated and trained to proficiency in the skills needed to manage normal (uncomplicated) pregnancies, childbirth and the immediate postnatal period, and in the identification, management and referral of complications in women and newborns’.

NGOs that intend to train traditional birth attendants or other lay health workers will need to provide DFAT with detail on the type of training, for example, training on how to refer women to the formal health system; post-partum follow-up family planning; or promoting newborn care. If training of traditional birth attendants is outside of the formal health system, DFAT would need to see strong justification and evidence that activities complement and do not undermine efforts to improve access to skilled birth attendants and that the activity is consistent with the host country’s policy on traditional birth attendants. Programs that support the training of lay health workers, including traditional birth attendants, must comply with the WHO recommendations: Optimizing health worker roles to improve access to key maternal and newborn health interventions through task shifting (2012).
7.7 Family Planning and Reproductive Health Activities
All reproductive health and family planning activities must comply with the Australian Government’s Family Planning and the Aid Program: Guiding Principles.

The DAC (Development Assistance Committee) code 13030 designates that an activity includes a family planning component (defined in the Guiding Principles). All ANCP activities that involve a family planning component should be assigned this code. The 13030 code may be assigned as a primary or secondary code. An activity with even a small family planning component should be assigned a secondary code of 13030.

7.8 Implementing Partner Capacity Building
Building the capacity of in-country implementing partners and communities is a key element of the ANCP. It is expected that the capacity of partners is assessed in a systematic and documented manner including financial and operational performance. ANCP funding can be applied to projects that work directly to build the capacity of in-country partners to implement ANCP projects - either as a component of a larger project or as a stand-alone capacity building project. Capacity-building projects should benefit staff of organisation in ODA countries, and should not be for the benefit the Australian NGOs, broader international affiliates/networks or Australian or other ex-patriate staff.

Capacity-building project ADPlans must demonstrate value for money, impact and sustainability, particularly for recurring capacity building activities. Performance reports should clearly identify the changed capacity and/or behaviours and should expand on beneficiary numbers by detailing the impact of the training on individuals and the organisation.
8. ACKNOWLEDGEMENT AND ENGAGEMENT

8.1 Acknowledging the Australian Government

ANCP NGOs must acknowledge the support of the Australian Government through their ANCP-funded work. Acknowledgement should be upfront and obvious, so that people in Australia and overseas are clearly informed of Australia’s contribution. This transparency shows where and how Australian Government funds are being used.

All references to ANCP projects should include some form of acknowledgement. Instances include – but are not limited to – project signage, publications, annual reports, events, videos, websites, social media, media releases, speeches and interviews. Judgement should be exercised when acknowledging support, and an exemption may be granted if there is a compelling case or an identified security risk. Contact ancp@dfat.gov.au to request an exemption.

An ANCP Communications webinar is available on the ACFID YouTube channel. The webinar covers DFAT’s branding guidelines for aid projects and the acknowledgement clauses in this Manual. ANCP NGOs can access this webinar at any time and share with implementing partners as appropriate.

Branding

Branding is a key mechanism for enhancing the visibility of the Australian Government’s international development and aid initiatives. Correct and consistent branding maximises recognition of the development role played by the Australian Government.

The correct branding for all ANCP-funded projects is the Australian Aid Identifier (the kangaroo). The Australian Aid identifier must be used on all aid-related products and activities funded by the Australian Government. In some situations – such as annual reports and instances where a partner government’s crest is used – both the Department of Foreign Affairs and Trade coat of arms logo and the Australian Aid identifier can be used together. In all instances, check with communications@dfat.gov.au before using the Department of Foreign Affairs and Trade coat of arms logo.

The complete guidelines and logo downloads are available through the Logos and Style Guides page on the DFAT website; please refer to this page regularly to ensure you are using the current branding and guidelines.

DFAT’s Australian Aid branding file contains best-practice examples of Australian Aid branding in the field. NGOs can access this file at any time and share with implementing partners as appropriate.

Merchandise

Permission to use the Australian Aid identifier and/or a supporting statement on any merchandise (for example program clothing, pens, mugs or drink bottles) must first be obtained from DFAT. NGOs must provide a written request outlining the positive benefits for the project being delivered and for the Australian aid program, and only where this can be demonstrated will permission be granted. The Australian Government crest logo must not be placed on clothing. Contact ancp@dfat.gov.au for permission.
Acknowledgement text
In addition to branding, NGOs must use acknowledgement text wherever possible, especially in annual reports, project summaries, videos, blogs, media releases and on website project pages. Adapt any of the following four sentences to suit the application:

- In [Financial Year], [NGO] was supported by the Australian Government through the Australian NGO Cooperation Program (ANCP).
- [NGO /Project] is supported by the Australian Government through the Australian NGO Cooperation Program (ANCP).
- [NGO /Project] receives support from the Australian Government through the Australian NGO Cooperation Program (ANCP).
- [NGO] acknowledges the support of the Australian Government through the Australian NGO Cooperation Program (ANCP).

NGOs that want to mention their accreditation through DFAT should use one of the following:

- [NGO] is accredited by the Australian Department of Foreign Affairs and Trade (DFAT), responsible for managing the Australian Government’s aid program. [NGO] receives support through the Australian NGO Cooperation Program (ANCP).
- [NGO] is accredited by the Australian Department of Foreign Affairs and Trade (DFAT), responsible for managing Australia’s aid program. To maintain accreditation, [NGO’s] systems, policies and processes are rigorously reviewed by the Australian Government. [NGO] receives support through the Australian NGO Cooperation Program (ANCP).

If the reference is online, the words Australian NGO Cooperation Program should link to the ANCP webpage on the DFAT website.

All signage should say 'supported by the Australian Government’. Signs should be in the local language and, where possible, include the English version.

Similarly, verbal acknowledgement must go to the Australian Government. For example, in a speech or interview, the spokesperson should say the activity is “supported by the Australian Government (through the Australian NGO Cooperation Program)”.

Funding text
Whilst NGOs are encouraged to acknowledge ANCP funding in publications, they must ensure that the wording is not misleading. NGOs should consider using one of the following statements:

- We are a valued partner of the Australian Government, receiving flexible funding under the Australian NGO Cooperation Program (ANCP) each year to implement development and poverty alleviation programs overseas.
- Every donation you make to this project will be combined with funding from the Australian government to reach more people. We have committed to contribute $1 for every $5 we receive from the Australian government. Your donation will allow us to extend our programs.
Broader acknowledgement

Acknowledgement should also extend beyond branding and standard text. Opportunities for wider acknowledgement include:

- receiving visits by Australian officials;
- engaging with Australian Posts overseas;
- supporting in-country publicity through the local press;
- ensuring beneficiaries understand where support is coming from; and
- awareness raising during trip visits, training, global meetings, partner workshops, etc.

Social Media

NGOs should look for opportunities to promote Australia’s aid program and the ANCP when creating content for social media. For example, if NGOs are:

- communicating about an ANCP-funded project;
- running or attending an event (conference/workshop/roundtable) that relates to ANCP;
- conducting M&E visits to ANCP-funded projects;
- visiting any ANCP-funded projects; and
- receiving a visit by an Australian Government Minister (or they are visiting one of your implementing partners).

This list is not exhaustive, but shows opportunities for communicating about Australia’s aid program and the ANCP can take many forms. Where possible, social media posts should focus on program outcomes and highlight the priorities of DFAT’s strategic framework.

ANCP runs a yearly social media schedule, which is based on International Days, key ANCP events and M&E visits. During the year, NGOs will be asked to contribute to this schedule. ANCP social media activity occurs via Twitter (primarily @dfat and @AusHumanitarian), Facebook and Instagram. There is also the DFAT blog and the Australian Aid YouTube Channel and submissions to both are encouraged from ANCP NGOs.

NGOs should:

- follow all relevant DFAT social media accounts and keep up-to-date with the latest news;
- regularly tweet and post about ANCP-related activities;
- retweet or share any content that includes your handle (and encourage others with an interest in the subject to engage as well);
- subscribe to the ANCP Twitter List on @AusHumanitarian and share and engage with other ANCP NGOs; and
- email ANCP with your Twitter details (if new to the program).
ANCP-related hashtags and handles are:

- #AustralianAid/#ANCP
- @dfat/@AusHumanitarian

On Twitter NGOs should tag tweets related to ANCP with @dfat. This can be in the body of the tweet or on an accompanying image. All ANCP-related tweets should include #ANCP. This confirms that ANCP supports the project and allows us to capture tweets about ANCP. This combination will allow us to cross promote your tweet and extend the reach. When mentioning ANCP support, NGOs should refer to it as #AustralianAid. Examples of specific acknowledgements include:

- in partnership with @dfat’s #ANCP
- together with @dfat’s #ANCP
- through #ANCP #AustralianAid
- supported by #ANCP
- #AustralianAid
- with @dfat #AustralianAid.

Alternatively, include #AustralianAid and #ANCP at the end of the tweet and tag @dfat. If possible, also tag @AusHumanitarian. NGOs should also encourage implementing partners to use #AustralianAid, #ANCP, @dfat and @AusHumanitarian when appropriate.

On Facebook and other social media NGOs should:

- use the same terms and types of acknowledgements as per the guidance above, but link to the relevant DFAT platform;
- email ANCP with any significant (major achievement, project recognition or popular broadcast) online articles that reference ANCP, so they can be shared as appropriate; and
- email ANCP with any ANCP-related Facebook posts or blogs, so they can be shared as appropriate.

### 8.2 Engaging with Australian High Commissions and Embassies

ANCP encourages NGOs and in-country implementing partners to establish and maintain contact with relevant High Commissions and Embassies (Posts). ANCP can provide contact details for ANCP focal points in Posts overseas. ANCP recommends that partners provide Post with as much notice as possible when requesting meetings and provide Post with a clear purpose and agenda for the meeting. From time to time, Posts may invite ANCP implementing partners to roundtables, workshops and other events.

Posts are engaged in the review of Annual Development Plans and it is beneficial for partners to discuss new project designs and significant project changes with Post prior to the submission of the ADPlans.
9. **ANCP PROGRAM MANAGEMENT, PLANNING AND REPORTING**

9.1 **Program Cycle**
Under the ANCP, NGOs deliver programs according to an Australian financial year, from 1 July to 30 June. The annual cycle of the ANCP is designed according to the Australian financial year cycle.

**31 March** – Due date for NGOs to submit RDE worksheets to DFAT.

**April** – Partner Performance Assessments (PPAs) are completed for ANCP grant recipients with a grant greater than $3 million. DFAT conducts the assessment for the previous financial year and will provide the PPA to the NGO for endorsement.

**May** – DFAT advises each NGO of their annual grant funding for the upcoming financial year, approximately one week after the federal Budget is handed down. Annual ANCP Grant Agreements provided to all accredited NGOs for execution.

**30 June** – Due date for NGOs to submit an Annual Development Plan (ADPlan) to DFAT. All NGOs, except new entrants are paid 80% of their grant amount on the basis of an accepted ADPlan. New NGOs to the ANCP receive 100% of their grant amounts.

**30 September** – Due date for NGOs to submit Performance Reports and Financial Acquittals for the financial year ending on the preceding 30 June. NGOs are paid 20% of their grant amount on the basis of an approved Performance Report, except new NGOs who will have previously already received 100% of their grant amount for that financial year upon ADPlan approval.

**Every five years** – NGOs undergo reaccreditation.

9.2 **ANCP Online**
RDE worksheets, ADPlans, Annual Performance Reports and Financial Acquittals are submitted through ANCP Online.

Each NGO will have one unique user name and password that will provide a single point of access for ANCP Online for ADPlans or Annual Performance Reports. NGOs will access ANCP forms through a URL that will be emailed to each NGO when each round (RDE, ADPlans and Annual Performance Reports) is opened in the system. For RDE, NGOs must register each year and set up a new registration user name and password via ANCP Online. Project reports published internally within DFAT and on the DFAT website contain user names. User names should, therefore, be the name of the NGO and not the name of a staff member.

If required, multiple users from the same NGO can access ANCP Online at the same time, by using the same log on information. There are no messages generated by the system to indicate multiple users are logged into the same form at the same time. If an NGO chooses to allow multiple users, it is important to ensure that separate users are not working in the same form (i.e. same Project form or same Program form) at the same time, as this may cause data loss. ANCP Online does not have a recovery function if data is lost due to multiple users working on the same form at the same time.
9.3 Annual Development Plans (ADPlans)

An ADPlan is a plan of development programs and projects put forward by an NGO in order to receive funding through the ANCP. ADPlans outline the delivery for the NGOs ANCP portfolio development projects and programs over the 12-month ADPlan period (refer below for definitions of program and project).

An NGO may present a common set of projects in the ADPlan each year or they may wish to change some or all of the projects in the ADPlan each year. For ongoing projects where the scope or objectives remain mostly the same, these should be entered in ANCP Online as multi-year projects (not as single year projects) and updated each year to reflect annual outputs. If there are major changes to the scope then the project the ADPlan form will prompt the NGO to identify the project variations. If an NGO is implementing several projects with varying implementation schedules crossing financial years (e.g. one project might be implemented from May to February, another from December to November) then the ADPlan should identify only the outputs to be delivered in the 12-month ANCP funding period (i.e. July to June). Activities for projects that are implemented or completed after 30 June would need to be funded out of the following year’s ANCP allocation.

Programs and Projects

DFAT acknowledges that NGOs use a variety of terminology to define their development work. To be able to accurately capture information about the ANCP, it is important that consistent definitions relating to ‘program’ and ‘project’ are applied. NGOs are not required to adjust their internal systems to align with the ANCP definitions. However, information provided in ADPlans and Annual Performance Reports should be consistent with the explanation provided below.

**Program:** Programs are overarching development approaches and initiatives that set priorities and guide project outcomes, results and activities. Programs constitute a coherent set of development projects that pursue a single focus, which may be regional, sectoral or country based.

**Project:** Projects are the practical implementation of an NGO’s overarching development approach or program. Projects are discrete investments in particular countries, contexts and/or sectors, with a specific start and end date and identified funding.

DFAT strongly encourages NGOs to submit multi-year ADPlan projects for ongoing activities rather than single-year projects. Each year the outputs and outcomes can be updated but the description should clearly articulate the long-term results the project is hoping to achieve. Although the ADPlan template requests that NGOs present information by project (to meet DFAT’s corporate reporting requirements).

DFAT acknowledges that NGOs often plan development activities at a program level; on a geographic or thematic basis. The ADPlan template in ANCP Online supports NGOs to provide an overview of program approach in the Program Form, and also provide details on the country/context specific ways in which this program is implemented.

It is also possible for parts of programs to be captured in the ADPlan as projects. For example, included in the ADPlan may be the nutrition component of a broader health program, or the Vietnam component of a Mekong Water and Sanitation program. In these cases, DFAT encourages NGOs to provide information at the program level, to the extent possible, as well as providing the required project information, to give a clear picture of the NGO’s work and overall approach to development.
Structure of ADPlans in ANCP Online

In ANCP Online, the ADPlan has been separated into a three-tier structure:

- **Header Form**: The overarching application form, which contains the NGO’s executive summary, overarching development approach, aggregated indicator data (refer below) and contact details including authorised officers. It also contains the certification document. The Header Form is mandatory.

- **Program Form**: The Program form supports NGOs both to report in line with a programmatic approach to development. The Program Form is optional. NGOs that do not use programs, or which have projects that are not otherwise linked to a program, should answer ‘no’ to the program question and leave the program title blank. Where NGOs have multiple projects that do not operate under a program structure, the relevant projects should be clustered under one blank program (i.e. do not set up multiple blank programs to host multiple projects).

- **Project Form**: The Project Form is completed after the Program Form has been completed (or identified as not being applicable). The Project Form contains all information on a project, such as financials, implementing partners, project description and outcomes. This form is mandatory.

NGOs submit one ADPlan for the upcoming financial year. This ADPlan can be varied if required throughout that period subject to the caveats below. NGOs then submit one Annual Performance Report for the full funding period (i.e. the previous financial year). The Annual Performance Report also consists of a Header Form, followed by sub-forms containing more detailed program and/or project information.

The entire ADPlan or Annual Performance Report forms should be submitted at the same time. The ADPlan must be reviewed and approved by the relevant Authorised Officer. The ANCP Program Certification must be signed by an Authorised Officer in hard copy and attached to ANCP Online. ADPlans will not be considered final without this Certification being completed and attached to the Header Form.

In April of each year, DFAT will migrate data from the previous year’s ADPlan to use as a basis for the next year. NGOs will be able to update information for ongoing projects rather than re-entering data. NGOs will be able to add new projects or remove projects as required.

ADPlan Approval Process

ADPlans are due by 30 June each year. DFAT will generally commence assessment of ADPlans once all ADPlans are received. However, NGOs are encouraged to advise DFAT if their ADPlans contain no new projects or significant changes. In these instances, DFAT may be able to provide early approval of ADPlans. DFAT will not commence review of an ADPlan if a signed Grant Agreement has not been received.

**Step 1**: NGO completes ADPlan information in ANCP Online. NGOs will have access to the ANCP Online system from approximately April to 30 June.

**Step 2**: DFAT will run an automated report on all submitted ADPlans after 30 June. The report checks financial and data information to ensure that all necessary sections have been completed. If any inconsistencies are detected, the NGO will be notified and asked to revise the ADPlans as necessary and then resubmit to DFAT.

**Step 3**: DFAT appraises the ADPlan to ensure all sections have been completed correctly and are consistent with key DFAT policies. For example, DFAT will ensure:

- projects adhere to the ANCP Manual and other key DFAT policies;
- projects are being implemented in DFAT approved regions and sectors;
- correct DAC codes have been entered; and
- specific project information is included such as who, what, where, why, when and how, as well as how the project will be sustained.

DFAT Country and Thematic teams and/or Posts also review ADPlans, particularly focusing on high risk or new projects. The definition of high risk may change depending on global circumstances, but includes projects such as those operating in sensitive or ‘Do Not Travel’ countries as listed on Smartraveller; those focused on providing clinical or medical services; or the training of lay health workers outside of the formal health system. All projects in the areas of labour unions institution capacity building, training and advice, labour law and workers’ rights, may have environmental impact, or involve resettlement of people also require additional assessments by DFAT.

**Step 4:** DFAT will prepare a feedback and assessment report, collating the feedback from all DFAT areas. If no issues arise, DFAT will approve the ADPlan. If any issues are detected and the NGO is required to provide updates/revisions, DFAT will notify the NGO and provide a report explaining what additional information or changes are required. The relevant forms will be ‘unsubmitted’ in ANCP Online system so that they are available to the NGO for editing. Once updated, the NGO should then ‘Submit’ the revised ADPlan for approval.

**Step 5:** DFAT will review the resubmitted ADPlan and liaise with NGOs and other areas of DFAT to ensure all required information is captured in the ADPlan. Once an ADPlan has been ‘fully approved’, NGOs will be invited to submit an invoice for their first ANCP tranche payment.

**Revising ADPlans**

NGOs should exercise judgement and draw upon their experience when considering whether a project amendment needs to be brought to DFAT’s attention during the course of the ADPlan period.

Changes that should be advised to DFAT typically include:

- Major change to project scope:
  - changed project objectives;
  - additional or different sector focus/DAC code;
  - different project activities.
- Changes to ANCP contribution to or total project budget where increase or decrease is 20% or more.
- Change to expected beneficiary numbers where increase or decrease is 20% or more.
- Changes to implementing partner.
- Project delays:
  - Delay in proposed commencement date greater than three months;
  - Project closure where more than three months earlier than planned closure date.
- Changes to project location:
– Change to province/city or other community.

Additional or different countries and new projects can only be submitted as part of the ADPlan process. Where there are exceptional circumstances outside the control of the NGO, please contact DFAT to discuss.

When liaising with DFAT on amendments to projects, NGOs should notify DFAT of the Project Online Identification Number/s and submit the completed ADPlan Variation Request form. Consideration should be given to the full impact of the project revision, e.g. will a project budget change impact timeframes, impact other ANCP projects, or will a change in implementing partner impact the project activities or location.

DFAT will advise whether amendments should be made to the ADPlan, or a variation recorded in the Annual Performance Report. NGOs must have received written approval of the changes from DFAT before changes may be implemented.

When delays are likely to be encountered in forwarding funds to the project delivery organisation/partner, the funds must be put in a secure, interest bearing account.

9.4 Annual Performance Reports

NGOs submit Annual Performance Report in ANCP Online three months after the funding period has finished (by 30 September). The Performance Report contains the annual progress, achievements and challenges of the ADPlan and the annual financial acquittal.

The acquittal component of the Performance Reports is a periodic accounting to DFAT for the use of DFAT funds, supported by the NGO keeping records that show all spending of every part of every payment received from DFAT. To be accurate, acquittals must be a record of how and where money has been expended on a project, not simply a record that money has been sent from the Australian NGO to the partner organisation. NGOs must be able to fully account for all Australian Government funding provided. Annual reporting enables DFAT to be confident that all Australian Government funds provided have been applied and acquitted as agreed. DFAT may request that NGOs provide additional financial details for projects where questions arise.

The Annual Performance Report component provides information on the specific achievements of NGOs at the overall agency-wide level, the program level and the project level. This includes both qualitative and quantitative information, through the narrative on lessons learnt, beneficiary values and indicator reporting. Performance reports should be frank assessments of implementation and include and assessment of both the achievements as well as the challenges or issues encountered and track progress against targets, outputs and outcomes identified in the ADPlan.

Annual Performance Reports are required to be certified by an authorised officer within the NGO. DFAT will review a sample of the project level performance reports and feedback will be provided to all NGOs by the end of October. Unless there are significant errors or omissions, DFAT will not request changes to the reports, but NGOs are asked to incorporate feedback received into future reporting.

In instances where there are ongoing delays to project implementation, significant underspends or other issues which impact on the NGO’s ability to implement a project, DFAT may instigate a performance management process to monitor the project progress. This may include regular consultations with the NGO and a request that the NGO submit adhoc project reports on a quarterly or half-yearly basis. These reports should provide an update to DFAT on progress in relation to activity implementation and budget expenditure.
9.5 Indicators and Aggregate Development Results (ADRs)

Aggregate Development Results (ADRs) are indicators that can be aggregated across the aid program to demonstrate the contribution of Australian aid to development outcomes in partner countries (for example, kilometres of road built or number of children vaccinated).

In addition to the indicators identified as ADRs, ANCP developed a number of indicators under the ANCP Monitoring, Evaluation and Learning Framework (MELF). The use of ADR and MELF indicators is a way for DFAT to capture quantitative information about the contribution ANCP NGOs are making to the Australian Aid programs’ strategic goals. These indicators allow DFAT to communicate ANCP achievement in a quick and simple way and support more in-depth analysis of the qualitative information provided by NGOs.

Aggregate Development Result indicators are accompanied by technical notes in the ANCP online forms, which can be downloaded and distributed as required. If there are any questions or concerns around how to calculate values or respond to particular indicators, NGOs should contact the ANCP team at ancp@dfat.gov.au for advice.

**ADPlan** – For the ADPlan, NGOs will be asked to identify expected indicators projects will report against. For the initial ADPlan, this is the only required category, although DFAT encourages NGOs to complete baseline and target values where possible. DFAT expects that NGOs will be able to provide these values in the ADPlans.

**Annual Performance Report** – NGOs are required to report against the indicators for each project when the Annual Performance Report is completed. In the Annual Performance Report, the information in the indicators section should be consistent with the information provided in the projects and beneficiary tables. NGOs should report on actual results against the selected indicators in the Annual Performance Report and must disaggregate indicator values. At a minimum, and where relevant, DFAT expects disaggregation into men, women, boys, girls and people with disability. When completing the Performance Report for each project, NGOs should select the relevant indicators from the list provided for each project. After making this selection, the next page of the Performance Report will ask NGOs to enter the relevant values. For most indicators, the values entered correspond directly against the indicator selected. Please refer to ANCP Online for further details.

9.6 Development Assistance Committee (DAC) Codes

DAC codes are required as these feed directly into DFAT reporting. Please consult the current [DAC Codes list](mailto:). DAC codes refer to the sector in which the project is taking place. They do not describe the effects of the project. For example, a flow-on effect from WASH work may be that the local community are more aware of their civil rights. However, the project itself is a WASH project. The DAC code should therefore be WASH specific. It is not appropriate to include an equivalent civil rights DAC code.

ANCP NGOs should enter all relevant DAC codes to ANCP projects - at a minimum this must include primary and secondary codes. In accordance with DFAT’s Family Planning Guidelines, all ANCP activities that involve a family planning component should be assigned this code. The 13030 code may be assigned as a primary or secondary code. An activity with even a small family planning component should be assigned a secondary code of 13030.
9.7 Additional Information

NGO Contact Details in ANCP Online

To ensure receipt of updates and advice from the ANCP team, NGOs should ensure that their contact details in ANCP online are current. Staff changes should be updated as soon as practicable.

Publication of ANCP Information

In line with DFAT’s commitment to transparency and accountability, a summary of the ADPlans will be published on the DFAT website and complete ADPlans are available internally to DFAT staff. NGOs should ensure that information is suitable for publication and that sensitive information is not included in sections of the ADPlans which are made publically available.

ADPlans must be easy to read and understand. Project level ADPlans and Performance Reports will be read as stand-alone documents. Avoid confusing, lengthy statements or sentences. Similarly, ensure information can be understood by someone without an aid and development background. Avoid language such as: lobbying, campaign/s, activist/ism, advocacy (when to government), action groups, mobilising, touring, fundraising, and spell out acronyms fully when first used.
10. FINANCIAL REQUIREMENTS

NGOs have a series of financial obligations including:

- Acquittal of 100% of ANCP and matching funds, including interest;
- Gains from currency fluctuations should be reinvested in ANCP activities; and
- Using no more than 10% of funding on administrative costs.

NGOs should also note that approval of ADPlans for multiyear funding does not imply a forward financial commitment for those activities. Funding is subject to availability, performance, maintaining accreditation status and project approval.

10.1 Administration Costs

NGOs are able to allocate up to 10% of their annual ANCP grant to administrative costs in any financial year.

Administration costs are charges associated with the operations of an NGO and are listed in the administrative costs table below.

Project-related administrative costs may be charged to project budgets. However, NGOs should remember that value for money is a significant aspect of the assessment of activities for funding. General overheads and pre-project costs (such as recurrent expenses at headquarters, membership costs, administration fees and maintenance costs of basic operations) would not normally be charged to project operations, whether they occur in Australia or elsewhere.

Fundraising costs are not eligible to be included in administration costs.

NGOs are required to have auditable records of their actual expenditure of ANCP funds on administration, but will not be required to acquit them. The expenditure should be signed off by the NGO’s auditor as part of the NGOs annual audited financial statements.
## Administrative costs attributable to the ANCP

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative &amp; Support Costs</strong></td>
<td>The salaries and associated overheads of annual leave, long service leave, payroll tax, superannuation and workers compensation payments for administrative, clerical and other support personnel not involved in chargeable project/program work, but who support DFAT related activities such as ADPlans, Performance Reports and RDE calculations.</td>
</tr>
<tr>
<td><strong>Management Costs</strong></td>
<td>The salaries, bonus payments and associated overheads of annual leave, long service leave, payroll tax, superannuation and workers compensation payments for any management personnel not involved in chargeable project/program work, but who support ANCP related activities such as ADPlans, Performance Reports and RDE calculations.</td>
</tr>
<tr>
<td><strong>Office Accommodation</strong></td>
<td>Office rental payments, power and light and leased office furniture, depreciation of office furniture and equipment, but excluding any capital costs, to cover management, technical, support and other personnel.</td>
</tr>
<tr>
<td><strong>Office Expenses</strong></td>
<td>Printing and stationery, leasing or depreciation costs for computers, photocopiers and other office equipment that are not directly chargeable to project work, to cover management, technical, support and other personnel.</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td>Includes items such as audit fees, legal fees, fees for other professional services, bank charges, bank interest, membership of various associations (excluding ACFID) advertising (not fundraising), brochures, staff recruitment costs, repairs and maintenance, office cleaning, staff amenities.</td>
</tr>
<tr>
<td><strong>Communication Costs</strong></td>
<td>Telephone, facsimile rentals and operating costs, internet connection and operating costs, courier costs, air freight costs and postage to cover management, technical, support and other personnel.</td>
</tr>
<tr>
<td><strong>Travel Expenses</strong></td>
<td>Air, land and sea travel costs which are not directly chargeable to a project/program, to cover management, technical, support and other personnel.</td>
</tr>
<tr>
<td><strong>Insurance &amp; Professional Indemnity</strong></td>
<td>The costs of any general insurance, public liability and professional indemnity cover.</td>
</tr>
</tbody>
</table>
10.2 Rolled over funds
If an NGO does not spend the full grant amount by the end of the financial year, it may roll over up to 10% of the funds to the next financial year. NGOs may roll over to the next financial year an amount greater than 10% with prior (before 30 June) written approval from DFAT. If it is likely that an NGO will roll over more than 10% of the grant allocation, they should advise DFAT as soon as possible. Once a roll over above 10% has been approved by DFAT for the following ADPlan financial year, the NGO must advise DFAT prior to 31 December of that year whether the NGO expects to disburse the funding.

Funds allocated to a specific project can only be rolled over once, and therefore funds rolled-over must be fully expended in the following financial year. The NGO contribution (matched funds) must be fully expended in the financial year, regardless of the grant amount expended, and cannot be rolled over.

If DFAT has declined approval to roll over funds, DFAT will request repayment of the unexpended funds. If an NGO will not be receiving any funding in the next financial year, it must repay any unexpended funds to DFAT within 28 days of DFAT’s final acceptance of the final Annual Performance Report.

10.3 Interest
The estimated amount of interest earned on DFAT funds must be recorded in ADPlans and the final amount reported as part of the financial acquittal. Interest earned should include interest earned in Australia and overseas. Any interest earned should be expended and acquitted during that financial year, rolled over or refunded to DFAT.

10.4 Currency Fluctuations
Currency fluctuations during the course of an activity may affect project budgets planned at the time the project was designed. NGOs should take into account the possibility of such fluctuations when preparing budgets. Where there is a gain from exchange rates, that gain should be used for ANCP project purposes, rolled over or refunded to DFAT. Exchange rate losses need to be factored into project design and implementation where practicable. In cases where an unexpected exchange rate loss occurs, NGOs should contact DFAT to discuss any required variations to project activities.

10.5 Project Design, Monitoring and Evaluation Costs
Design, monitoring and evaluation (DM&E) are normal parts of the project management cycle and NGOs may use up to 10% of their annually allocated ANCP funding for DM&E. DM&E costs must be directly attributable to ANCP projects. DM&E activities should be guided by the DFAT Aid Evaluation Policy and DFAT Monitoring and Evaluation Standards.

DFAT defines evaluation as the systematic and objective assessment of an ongoing or completed investment, program or policy. It is an in-depth process which takes place on a periodic basis. Evaluation aims to provide credible evidence which can inform major program management and policy decisions and highlight important development lessons.

Evaluation is distinct from, but related to, monitoring. Monitoring is a continuous process which examines whether an investment, policy or program is on track to achieve its intended results. Monitoring helps organisations track achievements by a regular collection of information to assist timely decision making, ensure accountability, and provide the basis for evaluation and learning. Evaluation will generally use data gathered through monitoring as one source of evidence. Evaluations should contribute to future project design and analysis and therefore may not be appropriate for all NGO activities. Evaluation costs are
available to assist the NGO to conduct feasibility studies, baseline surveys and evaluations of similar activities, where the lessons learnt can be readily adapted and incorporated into the existing project or activity.

**DM&E costs attributable to the ANCP**

| Situation/needs analysis and baseline studies | Costs associated with undertaking baseline studies and situational and/or needs analysis including staff salaries, engagement of consultants, travel costs. |
| Project design, development of a program logic/ theory of change | Costs associated with the development of a project design including theory of change and development of a monitoring and evaluation plan including staff salaries, engagement of consultants, travel costs. |
| Project Monitoring | Costs associated with monitoring ANCP projects including staff salaries, travel costs. |
| Project Evaluations | Costs associated with the evaluation of ANCP projects including staff salaries, engagement of consultants, travel costs. |
| Meta-Evaluations | Costs associated with undertaking meta-evaluations including staff salaries, engagement of consultants, travel costs. |
| Learning Events | Costs of workshops or similar activities aimed at sharing practice, informing new project designs, or as part of regular monitoring or evaluation. |

**10.6 Assets**

Assets are defined as non-consumable items valued over $5,000 using funds provided by DFAT through the ANCP; and for the purposes of delivering activities in the ANCP ADPlan. Assets may include:

- vehicles (including boats);
- office equipment;
- IT and communications equipment;
- software; and
- buildings and land.

Asset purchases and disposal with ANCP project funds should be carefully considered to ensure value for money and sustainability:
• Any construction must be an integral part of an overall development plan rather than the primary purpose of the ANCP activity. The construction of buildings will only be supported if the NGO demonstrates that it is necessary to meet broader development objectives and must comply with climate resilient infrastructure standards (where relevant and available). DFAT encourages the use of renewable technology and energy.

• Where assets comprise a significant proportion of the project budget NGOs must provide details of the assets to be purchased, including rationale and disposal process as part of the ADPlan.

• The assets to be purchased or supplied must be appropriate to the environment in which they are to be placed.

• Ownership of any assets purchased, or part-purchased with ANCP funds, must pass to in-country partners during, or at completion, of the project.

• Where an asset is disposed of through sale, or the asset generates a profit, the funds should be reinvested back into the project or other ANCP project.

• The asset recipients (following asset disposal) must have the capacity to maintain the asset concerned and to meet recurrent costs (e.g. in the case of a hospital, funding the medical salaries and supplies, utilities, maintenance etc.).

Asset registers and associated documentation such as import documents, invoices and warranties must be available for audit by or on behalf of DFAT at any time.
11. MONITORING, EVALUATION AND LEARNING FRAMEWORK

DFAT conducts monitoring and evaluation of the ANCP under the Monitoring, Evaluation and Learning Framework (MELF). The aims of the MELF are to provide information about the overall program performance of the ANCP, the range and scope of ANCP funded work and the high level outcomes achieved. It also aims to provide shared learning about development effectiveness.

The MELF comprises:

- The Annual Performance Reporting system that captures data submitted by NGOs;
- A Meta-evaluation report conducted every two years on NGO evaluations; and
- A biennial thematic review on a topic of relevance to DFAT and ANCP NGOs.

In addition, DFAT staff undertake a number of field visits each year to selected ANCP projects. The ANCP also participates in DFAT’s quality reporting system including the preparation of an Annual Program Performance Report (APPR).

The MELF was established in 2012 following consultation with ANCP NGOs. The MELF has been primarily designed as a tool to ensure satisfactory and consistent monitoring and reporting by Australian NGOs funded under ANCP. The MELF does not replace the more complex monitoring and evaluation systems of the Australian NGOs or their in-country partners. Rather the framework draws from those systems to present a summary of information primarily for the Department of Foreign Affairs and Trade (DFAT) purposes of accountability, learning, communication and overall improvement of the ANCP.

The ANCP MELF specifies that NGOs are responsible for evaluating their own ANCP projects in line with the DFAT Monitoring and Evaluation Standards. DFAT requires a copy of the full report of any evaluation conducted on an ANCP activity.
12. PARTNER PERFORMANCE ASSESSMENTS

Partner Performance Assessments (PPAs) are completed for all commercial suppliers, NGOs and multilateral organisations delivering aid with agreements valued at $3 million and above. PPAs assess how well implementing partners (NGOs, commercial suppliers and multilateral organisations) are delivering the services required in aid agreements. The focus of the PPA is on the performance of the implementing partner, as distinct from the quality of the investment itself. PPAs cover performance against five standard criteria over a 12-month period.

PPA information is valid for five years and used in tender/grant evaluations; to inform the awarding of future grant agreements; and inform funding decisions. The PPA report is prepared by DFAT and sent to the relevant NGO for comment. For fairness, transparency and in accordance with the principles of natural justice, implementing partners must be given at least 15 working days to review and endorse PPAs. Where a partner disagrees with the assessment and an agreed position on performance is not shared, the partner may submit a written statement declaring its objections.
13. FURTHER INFORMATION

13.1 ANCP Team Contact Details
For assistance with accreditation, please contact the accreditation team at accreditation@dfat.gov.au.

For assistance with program management or administration (e.g. ADPlans, Performance Reports), please ring the ANCP Hotline on (02) 6178 5888 during business hours or e-mail ancp@dfat.gov.au.

If you experience any difficulties with ANCP Online, please contact the DFAT SmartyGrants team on (02) 6128 1394 or e-mail smartygrants@dfat.gov.au.

13.2 Acronyms
ABN  Australian Business Number
ACFID  Australian Council for International Development
ACIAR  Australian Centre for International Agricultural Research
ADPlan  Annual Development Plan
ANCP  Australian NGO Cooperation Program
CDC  Committee for Development Cooperation
CRPD  Convention on the Rights of Persons with Disabilities
DAC  Development Assistance Committee
DFAT  Department of Foreign Affairs and Trade
DGR  Deductible Gift Recipient
DM&E  Design, Monitoring and Evaluation
MELF  Monitoring and Evaluation Framework
EMS  Environmental Management System
IETs  International Environmental Treaties
M&E  Monitoring and Evaluation
NGO  Non-Government Organisation
13.3 Resources and Links

Further information on the ANCP including key documents which can be used in the preparation of ADPlans can be found on DFAT’s website at:


**ANCP Resources and Links**

- **ANCP Accreditation**

- **ANCP Accreditation Manual**

- **ANCP Manual**

- **ANCP Monitoring, Evaluation and Learning Framework**

- **ANCP Program Logic**

- **ANCP Aid Program Performance Report 2016-17**

- **ANCP Thematic Review: Gender Equality and Women’s Empowerment**

- **Committee for Development Cooperation**

- **Evaluation of the ANCP**

- **Recognised Development Expenditure**
### General Resources and Links

Further information on DFAT’s key strategies, policies and other relevant publications are available as below:

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<thead>
<tr>
<th>Resource</th>
<th>URL</th>
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<tbody>
<tr>
<td>Aid Effectiveness</td>
<td><a href="http://www.oecd.org/department/0,3355,en_2649_3236398_1_1_1_1_1,00.html">http://www.oecd.org/department/0,3355,en_2649_3236398_1_1_1_1_1,00.html</a></td>
</tr>
<tr>
<td>AusHumanitarian Twitter list</td>
<td><a href="https://twitter.com/AusHumanitarian/lists/ancp-partners">https://twitter.com/AusHumanitarian/lists/ancp-partners</a></td>
</tr>
</tbody>
</table>
Counter Terrorism


Further information on terrorist organisations listed under Division 102 of the Criminal Code Act 1995 (Cth) and the DFAT Consolidated List of persons and entities subject to UN sanctions regimes maintained in accordance with the Charter of the United Nations Act 1945 (Cth) can be found at:


Further information can be found on the Australian Government websites:


Development Assistance Committee (DAC) Codes

http://www.oecd.org/dac/stats/dacandcrscodelists.htm

DFAT social media


Disability Inclusive Development


United Nations (UN) Convention on the Rights of Persons with Disabilities (CRPD)


Economic Infrastructure


Education

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Monitoring & Evaluation Standards  

Organisation for Economic Cooperation and Development (OECD) Development Assistance Committee (DAC) List of Official Development Assistance (ODA) Recipients  
http://www.oecd.org/development/stats/daclist.htm

Private Sector Development  

Smartraveller  

Social Protection  

WHO guidance on traditional birth attendants  
http://www.who.int/bulletin/volumes/86/4/08-052928/en/