

Australian Aid: Friendship Grants Application

Form Preview

Information

* indicates a required field

The Application Form must be completed in accordance with the Friendship Grants Guidelines.

The acceptance of your submission in no way implies any commitment to fund your application. The approval of a grant under Australian Aid: Friendship Grants is at the discretion of the Department of Foreign Affairs and Trade (DFAT) and subject to a competitive selection process in accordance with the Commonwealth Grants Rules and Guidelines.

Enquiries may be directed to the Friendship Grants Team at FriendshipGrants@dfat.gov.au or by calling +61 2 5104 0633. Applications close at 2pm AEST on 27 August 2018.

WARNING: You may be logged out automatically after 30 minutes if you don't save, which will cause you to lose any unsaved work.

Checklist

Applicants must:

- Carefully read the [Australian Aid: Friendship Grants Guidelines](#) and [Frequently Asked Questions](#) before starting and submitting an application; and
- Read the DFAT documents listed in the [Australian Aid: Friendship Grants Guidelines](#), including the Australian Government's development policy [Australian aid: promoting prosperity, increasing stability, reducing poverty](#).

An asterisk (*) indicates mandatory fields in this form. To provide a stronger application, it is recommended that optional fields are also completed.

Eligibility Criteria

By answering the following questions, you are meeting the minimum eligibility requirements.

Is your organisation not-for-profit and registered with the Australian Charities and Not-for-Profit Commission (ACNC), a state or territory regulator or the Office of the Registrar of Indigenous Corporations? *

Is your organisation currently accredited with DFAT? *

Is the proposed Activity in an eligible Indo-Pacific country? *

Find country list in Guidelines.

Will you expend the funds within a 12 month period? *

If you were to receive a grant, will the proposed Activity commence before 1/11/2019? *

Is the proposed Activity in a 'do not travel' or 'reconsider your need to travel' location? *

Refer to Smarttraveller.

Is your organisation requesting between AUD\$30,000 and AUD \$60,000 for the proposed Activity? *

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Has your organisation been delivering international development in the target country for at least the last 12 months? *

Refer to the Guidelines.

Is your organisation willing and able to match funds at a ratio of AUD\$1 for every AUD\$5 that DFAT provides under Friendship Grants? *

Is your organisation or any of its staff, volunteers or in-country partners listed on any of the following lists: Asian Development Bank Sanctions List; World Bank Listing of Ineligible Firms & Individuals; Australian Government's Listed Terrorist Organisations; or DFAT's Consolidated List? *

Select 'No' if your organisation, staff, volunteers and in-country partners are not listed on the following lists: Asian Development Bank List, World Bank List, Australian Government's List, DFAT's Consolidated List.

If successful, is your organisation willing to supply all relevant documentation to undergo DFAT compliance and social safeguards checks? *

Environmental and social safeguards.

If successful, will your organisation promote the Activity in your networks, acknowledging Australian Government funding through Australian Aid: Friendship Grants? *

Eligibility Criteria Attachments

Attach the following documents to this application:

Evidence of your organisation's current registration with the Australian Charities and Not-for-profits Commission (your charity certificate) or a certificate of incorporation from a state or territory regulator or a copy of your registration with the Office of the Registrar of Indigenous Corporations. *

Attach a file:

Your organisation's bank statement from the last three months; or a bank letter confirming your organisation's bank details and registered address. *

Attach a file:

Do not give details for an individual or personal bank account.

A letter of support from an in-country authority *

Attach a file:

An audited financial statement for the last financial year. *

Attach a file:

Based on your responses to the questions above, **your organisation is ineligible** to apply for an Australian Aid: Friendship Grant, in accordance with the Friendship Grants Guidelines.

Contact Details

* indicates a required field

Organisation Details

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Legal Name *

Organisation Name

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Physical Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia
This address must be where the organisation's work is principally performed.

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Phone Number *

Must be an Australian phone number.

Website *

Must be a URL. Can be a Facebook page.

Primary Contact

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At least one Contact must be a designated authority within the organisation (i.e. capable of acting on behalf of the organisation).

Name *	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position *	<input type="text"/>		
Phone *	<input type="text"/>		
	Must be an Australian phone number.		
Email *	<input type="text"/>		
	Must be an email address.		

Additional Contact

Name *	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position *	<input type="text"/>		
Phone Number *	<input type="text"/>		
	Must be an Australian phone number.		
Email *	<input type="text"/>		
	Must be an email address.		

Organisational Profile

* indicates a required field

The goal of the Friendship Grants program is to engage a diverse group of Australian community organisations in the delivery of Australian aid in our region.

The group of successful applicants will include, as far as possible, an overall mix of:

- groups reflecting Australia's cultural and demographic variety;
- type and size of organisations;
- type of Activity being undertaken; and
- geographic spread of organisations from across Australia.

This section is seeking information about your organisation. If you are an affiliate of a national body, provide information that relates to your sub-national/local organisation data (i.e. the applying organisation's data).

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Has your organisation ever received funding from the Australian Government (federal or state) or a foreign government, including through a third party? *

Outline which government(s); the relevant time period(s); how much funding was received (AUD); and the nature of the work that this funding contributed to. Please describe the three most recent financial contributions only. *

Word count:
no more than 150 words

Type of organisation *

Number of staff (including volunteers) in your organisation *

A whole number (no decimal place).

Number of members and supporters in your organisation *

An approximation is acceptable.

What is the population (to the nearest thousand) of the town/city in which your organisation is located? *

a whole number (no decimal place) and at least 1000

Activity Summary

* indicates a required field

This information is relating to the Activity you are seeking Friendship Grant funding for.

Activity Details

Provide a unique, clear and descriptive Activity title. For example, titles such as 'health development project' and 'women's leadership project' are not unique and do not provide enough information about the Activity.

Activity Title *

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Must be no more than 10 words.

This section requests information which describes the focus and work of the Activity. Further detail is requested later in this form.

DFAT expects details such as:

- **What** the Activity is about;
- **Who** will implement the Activity and who will benefit from the Activity; and
- **Where** the Activity will take place.

Tip: Use plain English and avoid jargon. The information provided should be clear and accessible to a reader with no aid and development knowledge.

Brief Activity Summary *

Word count:

Must be no more than 50 words.

Attach a photo that shows what your existing international development program is doing. *

Attach a file:

Appropriate consent must be obtained for all photos uploaded. Refer to the DFAT Child Protection Policy for further information on consent.

Enter the start and end date for the Activity in the format dd/mm/yyyy.

If you do not know exact dates, provide the best approximation. The start date should be when an Activity begins with the Friendship Grants funding and should match to the Friendship Grants funding period.

Start Date *

a date between 1/12/2018 and 1/11/2019

End Date *

a date no later than 1/12/2019

Activity type

Select the most relevant category.

Sector *

Which international development sector will your Activity be responding to?

Sustainable Development Goal *

Which United Nations SDG will your activity be responding to?

Country Details

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This Activity should be in an eligible country within the Indo-Pacific region (refer to the [Guidelines](#)).

Your organisation cannot nominate *countries or regions* listed as “do not travel” or “reconsider your need to travel” on [Smartraveller](#).

Primary Country *

Provinces / Regions *

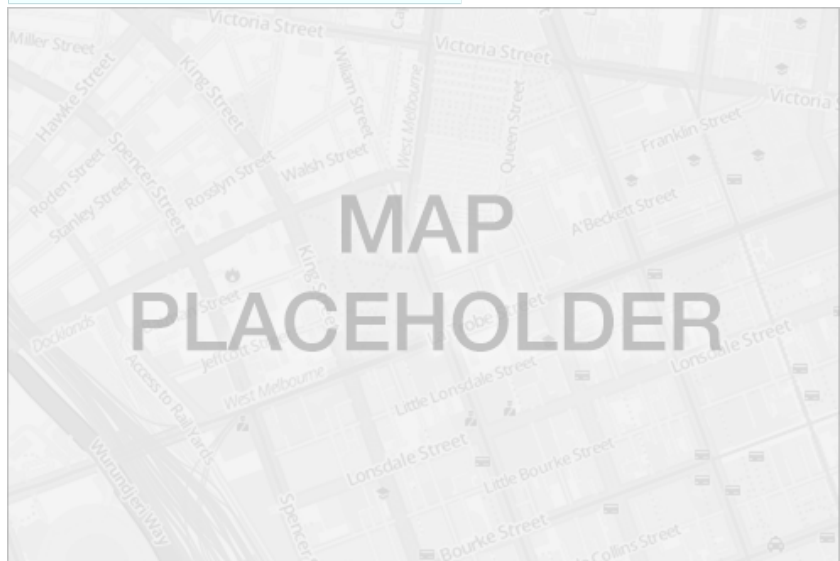
Activity Location(s)

Multiple locations can be entered by clicking the "Add More" button (bottom right, below map).

The Activity street address will only be used for internal purposes. DFAT acknowledges that some organisations may have concerns or sensitivities around providing this data. Should you have any concerns, only provide the location information for a regional town or city near the Activity location.

Activity Location *

Address



Suburb/Town, State/Province, and Country are required.

Key Personnel for the Activity

List up to three people who will work on this Activity. This could include partners in-country.

Name *	Position *	Phone Number *	Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name

Position

Phone Number

Email

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Name	Position	Phone Number	Email

Previous or Existing Activities/Programs

* indicates a required field

Previous or Existing Activity/Program Operations

This section seeks information about your organisation's existing and planned work in the target community, and related work occurring in other communities.

In this instance, DFAT defines 'Program' as the broad umbrella that groups together a set of related activities. A program could extend over different locations depending on its scope. An 'Activity' is defined as a specific project or work designed to meet outcomes under the Program. Under the Friendship Grants program, the Activity is considered to include the work that will occur over a one-year funding period.

Fictitious examples:

- A Program called 'Swim Skillz: Islandia' runs swimming camps to improve survival at sea. It currently runs in two provinces (these are activities). The new Activity proposes to run a swimming camp in an additional, third province.
- A Program called 'Recycle & Re-use' delivers training in schools. The new Activity proposes to deliver additional training in community centres to target an audience that does not attend school.
- A Program called 'First Aid in the Home' delivers training to improve the capacity of first responders. The new Activity proposes a new module to cover hazards in the workplace, to teach different content to a different audience.

Outline details of prior Activities and/or Programs in the target country. Include dates and which aspects of the Activity and/or Program are, or will be, underway in 2018.

This information will help DFAT distinguish between your organisation's other work and the work planned under this Friendship Grant application.

Details of non-Friendship Grant Activity/Program Work *

Word count:
Must be no more than 150 words.

Referees

Give details of two referees for Activity or Program work that has already occurred. One referee must be from the in-country community.

Referee 1 *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

Referee 2 *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone Number *

Email *

Must be an email address.

Activity Details

* indicates a required field

Activity Description and Relevance to Australian Government Priorities

Provide a description of the Activity covering 'who/what/when/where/why and how'. You may wish to include how the Activity aligns with the UN's Sustainable Development Goals and DFAT's gender and disability inclusion priorities.

Earlier you summarised the 'who/what/where' about your Activity. Please re-state these and include the 'when/why and how'.

- **When** the Activity will take place;
- **Why** the Activity is being implemented; and
- **How** this Activity will be implemented.

Some duplication of text from the Brief Activity Summary may be necessary.

Activity description *

Word count:

Must be no more than 350 words.

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How will your Activity complement the work of the Australian aid program? You may wish to review the relevant country page on the DFAT website. *

Word count:
Must be no more than 150 words.
Refer to the DFAT website.

Activity Development Outcomes and Effectiveness

How many people do you anticipate will benefit directly from your Activity? *

A whole number (no decimal place).

What positive change(s) could the community expect to see at the end of your Activity? *

Word count:
No more than 200 words.

How will you measure this change? (I.e. how will you know this change has occurred?). *

Word count:
No more than 150 words.

Partners for the Activity

Include partners in Australia and in-country helping to carry out the Activity.

Name of Partner	Type of Organisation	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>

Development Approach/Sustainability

How will your organisation work in genuine partnership with the in-country community so benefits are long lasting? (For example, the Activity might teach skills that help the community to earn more secure income). *

Word count:
No more than 200 words.

How will a Friendship Grant enhance and/or expand your organisation's work? *

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Word count:
No more than 150 words.

How will this Activity strengthen the connection between your organisation and the community in-country? *

No more than 150 words.

Community Awareness

How many people in your local community know about your work? *

A whole number (no decimal place).

How will you raise awareness of this proposed Activity in your local community and more broadly? *

Word count:
No more than 200 words (Please include what social media platforms and channels you use to promote your program (eg. Facebook, newsletters, Twitter)).

How will you acknowledge the support of the Australian Government? *

Word count:
No more than 100 words. Refer to the Guidelines for more information.

Outreach

Please specify what social media platforms and channels you use to promote your work?

Communication Channel	Name/Handle	Number of Followers/ Subscribers	Frequency
Facebook			
Twitter			
Instagram			
YouTube Channel			
E-Newsletters			
Website articles/blogs			
Events/meetings			
Website			
Other			

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Due Diligence, Risk Management & Safeguards Policies

* indicates a required field

This section will ask you to describe how your organisation's internal governance structures will be consistent with DFAT risk-related policies.

These DFAT policies cover the environment, vulnerable or disadvantaged groups, resettlement, Indigenous peoples, child protection, health and safety. Please refer to the following policies: [Environmental and social safeguards](#), [Aid risk management](#), [Child Protection](#) and [Fraud](#).

Outline your organisation's policies on the following:

- How your organisation uses defined policies/procedures to check new staff and members travelling overseas for this Activity; and
- How your organisation receives, handles and investigates complaints.

Outline your organisation's policies and procedures *

Word count:
No more than 200 words.

Provide details of your organisation's financial record keeping arrangements, and how often your organisation undertakes audits *

Word count:
No more than 150 words.

Your organisation's Code of Conduct *

Attach a file:

This should cover all members of your organisation, including volunteers and paid staff.

Child Protection

DFAT considers a child to be a person under the age of 18 years. DFAT's Child Protection Policy provides a framework for protecting children from exploitation and abuse in the delivery of projects supported by DFAT.

Your organisation must adhere to this policy.

The Policy is available [here](#).

Will your Activity involve contact or work with children? *

If you or your organisation would like further information on child protection, contact childprotection@dfat.gov.au or call +61 2 6178 5100.

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Attach a copy of your organisation's child protection policy *

Attach a file:

If you have one specific to the Activity please also attach it.

Safeguards

Describe how your organisation will carry out the Activity in a way that does not harm people or the environment. You may wish to look at DFAT policies relating to safeguards, such as the environmental and social safeguards, child protection and fraud policies. *

Word count:

No more than 200 words. Refer to the following policies: Environmental and social safeguards, child protection and fraud.

Activity Risks

Provide a list of the main risks associated with this Activity and say how you will manage (ie. mitigate) each risk in the table below.

Note: A risk register must be kept up to date by the applicant throughout the Friendship Grants Activity period.

Risks should include challenges you may confront in undertaking the Activity. For example, a natural disaster in the target country which might delay the progress of your Activity. The possibility of fraud and the health and safety of your staff and volunteers should be considered.

Children and vulnerable people can be at higher risk of harm. If your Activity involves working with children or vulnerable people, these risks should be listed with appropriate mitigation (ie. child protection training for staff; background checks for staff).

Activity Risk

Mitigation

Activity Risk	Mitigation
<input type="text"/>	<input type="text"/>

Budget

* indicates a required field

Under Australian Aid: Friendship Grants, an organisation must match one dollar for every five dollars (AUD) that DFAT provides under the Friendship Grants (20% match). Your organisation's contribution to the Friendship Grant Activity consists of funds raised from the Australian community.

Your organisation's contribution may be 'in kind' (ie. volunteer hours). Please convert the in kind contribution into dollar amounts for the below budget. Refer to the [Guidelines](#) for further information on 'in kind' contributions.

All amounts are to be exclusive of GST.

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Activity Income

Total Amount Requested from Friendship Grants *

\$

Must be a whole dollar amount (no cents) and between \$30,000 and \$60,000.

Australian Community Organisation (ACO) Contribution

Is your ACO contribution financial, in kind or a combination of both? *

Financial

In kind

Combination of both

ACO Financial Contribution *

\$

Must be a dollar amount.

ACO In Kind Contribution *

\$

Must be a dollar amount.

ACO Total Contribution *

\$

This amount is automatically calculated

ACO Contribution percentage *

The ACO Contribution must be at least 20% of amount requested from DFAT. This percentage is automatically calculated.

DFAT Expenditure

Breakdown of costs with respect to DFAT Friendship Grants funding only. Further information on what can be included in the following categories is provided in the [Guidelines](#).

Budget Breakdown

Activity Costs *

\$

Must be a dollar amount.

Administration *

\$

Must be a dollar amount.

Monitoring & Evaluation *

\$

Must be a dollar amount.

Validation

Administration Percentage *

Can not be greater than 10%. This percentage is automatically calculated.

Monitoring & Evaluation Percentage *

Can not be greater than 10%. This percentage is automatically calculated.

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Total DFAT Expenditure *

\$

This amount is automatically calculated.

DFAT Funding vs Expenditure *

\$

This amount is automatically calculated (Must equal zero).

Total Project Cost *

\$

What is the total budgeted cost (dollars) of your Activity? This amount is automatically calculated.

Activity Funding From Other Sources

The section seeks information on other funding that the ACO has received specifically for and allocated to this Activity. This may include funding from other donor organisations (including private sector or philanthropic organisations), in-country partners (including Government) other Australian or foreign government donors or other DFAT programs.

Is there Activity funding from other sources, specifically received for and allocated to this activity? *

Funding for this Activity

Donor Name (or DFAT Program name)

\$ <input type="text"/>	<input type="text"/>
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Certification and Submission

* indicates a required field

This section will need to be completed by a member of your organisation who holds authority to act on behalf of your organisation.

DFAT Due Diligence, Fraud and Anti-Corruption Acknowledgement

For Entities, the person completing this form is required to be at the Chief Executive Officer (CEO) or Deputy CEO or equivalent level of office holder in the organisation.

I acknowledge that I have read and understood DFAT's Fraud Policy Statement. *

Acknowledged

DFAT Fraud Policy Statement

I confirm that my organisation: *

Is not currently, and has not been over the last two years, the subject of a fraud or corruption related investigation by external parties**.

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Is currently, or has been over the last two years, the subject of a fraud or corruption related investigation by external parties** and is willing to provide DFAT with any details of the investigation and any outcomes (if known).

** External parties conducting investigations include, but are not limited to: national authorities including police, multilateral organisations and other donors or implementing partners.

Further I agree that in the course of my association with DFAT, my organisation will in accordance with the requirements of DFAT's Fraud Policy Statement:

- consider fraud risks when planning and/or managing activities, projects or programs;
- take reasonable steps to avoid real or apparent conflicts of interest;
- abide by national laws relating to fraud and corruption in all jurisdictions;
- promote professional and ethical practice;
- report any case of alleged, attempted, suspected or detected fraud, corruption or improper conduct to DFAT immediately;
- report any case of alleged, suspected or detected fraud, corruption or improper conduct involving DFAT funds to national authorities (including police) at the direction of DFAT;
- assist when required in any DFAT fraud investigation;
- not provide false or misleading information to DFAT, or fail to provide information when there is an obligation to do so;
- not engage in acts of bribery, including bribery of foreign officials.

Certification *

Yes, I have read and agree to the above conditions.

Certification Date *

Must be a date.

Certifying Officer's Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Certifying Officer's Position *

DFAT Due Diligence Child Protection Policy – Professional Behaviours

Please note: should your application be successful, all staff and volunteers in your organisation must sign and adhere to DFAT's Child Protection Policy.

I acknowledge that I have read and understand DFAT's Child Protection Policy, January 2017, and agree that in the course of my association with DFAT, I must adhere to the DFAT Child Protection Policy – Professional Behaviours:

- treat all children with respect
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18^[1] in any form of sexual intercourse^[2] or sexual activity^[3], including paying for sexual services
- wherever possible, ensure that another adult is present when working near children
- not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger

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- not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
- never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with DFAT
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

These behaviours are not intended to interfere with normal family interactions.

When photographing or filming a child or using children's images for work-related purposes:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided.
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- ensure images are honest representations of the context and the facts.
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

DFAT funded partners must use the Child Protection – Professional Behaviours as a Child Protection Code of Conduct, or embed those behaviours into their existing policies and processes.

[1] Where the child is 16 years or older and the other party is not more than 2 years older; and it can be established that the child consented to the relationship, an exception can be recorded promptly on personnel files.

[2] As defined under the *Criminal Code Act 1995*.

[3] As defined under the *Criminal Code Act 1995*.

Certification *

- Yes, I have read and agree to the above conditions.
- If this application is successful, I acknowledge that all staff and volunteers in my organisation must sign and adhere to DFAT's Child Protection Policy.

Certification Date *

Must be a date.

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Certifying Officer's Name

*

Title

First Name

Last Name

Certifying Officer's Position

*

Conflict of Interest

There may be a conflict of interest, or perceived conflict of interest, if you or any of your organisations' staff or volunteers:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process,
- has a relationship with an organisation which is likely to interfere with, or restrict your organisation from carrying out the proposed Activity, or
- has a relationship with, or interest in, an organisation from which they will receive personal gain, should your organisation be successful and receive funding under the Program.

Do you or people in your organisation have a Conflict of Interest?

*

Yes

No

Describe the conflict

*

Privacy and Freedom of Information

The Department of Foreign Affairs and Trade (DFAT) must comply with the [Australian Privacy Principles](#) contained in the *Privacy Act 1988* (Cth) (Privacy Act). The DFAT Privacy policy is available [here](#).

The information you provide in your funding submission is used by DFAT to assess your application. This information, including personal information, will be disclosed to the Friendship Grants Secretariat, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT websites. DFAT may also publish this information, including personal information, in its Annual Report and on the [DFAT website](#). Applicants should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession.

I, certify that:

- I have read the relevant information provided for grant applicants regarding eligibility and funding conditions, and confirm the proposed Activity meets the eligibility criteria.
- The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.
- I accept that DFAT reserves the right to use the assessment processes and selection criteria as published to evaluate this and other applications for grant funding.

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- I acknowledge that this application will be assessed on its merits, and compared to other applications, and that it may not be funded, or it may not be funded at the amount requested.
- I understand that my contact details may be used to receive information updates about relevant DFAT activities, and that I may choose to opt out of further updates at any time.
- If my application is successful, I consent to the media or members of parliament being given information about the funded project and agree I may be contacted directly by them on the contact number provided under Organisation Details.
- If my application is successful, I will provide a mid-term and final report in accordance with the requirements, which will include all related information and supporting documentation required to acquit the money received.

I understand that any information given to applicants by the Friendship Grants Secretariat should be seen as information only, and that I should not alter my circumstances or act upon expectations arising from such information.

Certification *

Yes, I have read and agree to the above conditions.

Date of Certification *

Must be a date.

Certifying Officer's Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Certifying Officer's Position *