Please read these Guidelines carefully as they include important information in relation to the application process and requirements.

Key Dates


20 August 2018  Questions can be asked progressively through the round. The cut off for questions is 9am (AEST) 20 August 2018.

2pm (AEST) 27 August 2018  Applications close.

Applications must be submitted online via: https://friendshipgrants.smartygrants.com.au/Round1

PLEASE NOTE: You have until 2pm (AEST) on 27 August 2018 to submit your online application.

Late applications will not be accepted.

Applications provided in any manner, other than the online application form, will not be accepted.

November 2018*  Successful and unsuccessful applicants notified.

November 2018*  Signing of grant agreements between DFAT and successful applicants.

December 2018*  Friendship Grants Bootcamp – compulsory for grant recipients.

December 2018*  Round 1 Friendship Grant Activities commence.

June 2019*  Mid-term reports due from grant recipients.


Round 1 Friendship Grant funding expended.

January 2020*  Final reports due from grant recipients.

* Subject to change

Further information

Website: www.dfat.gov.au/FriendshipGrants

Email: friendshipgrants@dfat.gov.au

Phone: +61 2 5104 0633 (between 9am and 5pm AEST, Monday to Friday)
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1. AUSTRALIAN AID: FRIENDSHIP GRANTS PROCESS

DFAT has worked with stakeholders to plan and design the program in accordance with the Commonwealth Grants Rules and Guidelines (CGRGs). The process map below provides a brief outline of the process.

- **The grant application window opens**
  - The grant opportunity is advertised on the DFAT website and social media.

- **If eligible, you must complete and submit a grant application through the online grants management system (SmartyGrants), accessed through the DFAT website.**

- **All grant applications are assessed for compliance with eligibility requirements and the Selection Criteria.**

- **The assessment team make grant recommendations**
  - The Friendship Grants Evaluation Committee provides recommendations on the grant applications to the DFAT delegate (decision maker).

- **Grant decisions are made**
  - The DFAT delegate decides which grant applications are successful.

- **DFAT notifies you of the outcome**
  - DFAT will advise of the outcome of your application, as either ‘successful’ or ‘unsuccessful’.

- **Grant agreements offered**
  - DFAT will enter into a grant agreement with successful applicants. The grant agreement will be in the form of the standard draft agreement provided on the DFAT Friendship Grants website.

- **Friendship Grants Bootcamp**
  - DFAT will host up to two representatives from your Australian community organisation (ACO) at a two-day Bootcamp that provides an overview of DFAT’s safeguards and reporting requirements during implementation, and DFAT’s priorities of gender equality and disability inclusion.

- **Learning Forum**
  - After the Activity implementation cycle is complete, DFAT will host up to two representatives from your ACO at a one-day Learning Forum in Canberra to exchange learnings about the Activity and your engagement with DFAT.

- **Delivery of grant**
  - Your ACO expends the funds for the Activity within a 12-month period as set out in the grant agreement, including completing a mid-term and final report to DFAT.
2. AUSTRALIAN AID: FRIENDSHIP GRANTS GUIDELINES

This document contains information about the Australian Aid: Friendship Grants application process, evaluation, implementation and management.

The Guidelines set out:

– the purpose of the Friendship Grants;
– the eligibility requirements and Selection Criteria;
– how grant activities will be monitored and evaluated; and
– responsibilities and expectations in relation to the grant opportunity.

You must read this document before filling out an application.
3. ABOUT THE FRIENDSHIP GRANTS PROGRAM

In November 2017, the Australian Government released the Foreign Policy White Paper (the White Paper), setting out a framework for Australia’s future international engagement. The White Paper recognises that the Department of Foreign Affairs and Trade’s (DFAT’s) work with a wide range of partners will help to maximise the impact of Australia’s development assistance program. It will also help Australia to meet the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs), including SDG 17: Revitalise the Global Partnership for Sustainable Development.

Australian Aid: Friendship Grants aims to bring a new and diverse group of partners from across Australia to contribute to the delivery of Australia’s aid program.

The Friendship Grants program is a three-year, $10 million grants program managed by DFAT. The program will provide funding to successful Australian community organisations (ACOs) who are already delivering effective international development work in the Indo-Pacific region.

The Friendship Grants program provides the Australian Government with an opportunity to:

– engage new partners in the Australian aid program;
– strengthen connections between Australian communities and communities in the Indo-Pacific region; and
– promote the UN Sustainable Development Goals.

The program is designed to support organisations to expand or enhance their existing international development work in the Indo-Pacific region through financially supporting a specific activity within a wider program of work.

As a grant applicant, you will need to demonstrate an existing and positive relationship with an in-country community and evidence that you are already undertaking international development efforts in that community.

Over the three-year program, there will be three annual, competitive rounds.

3.1 HOW WILL AUSTRALIAN AID: FRIENDSHIP GRANTS OPERATE?

A Friendship Grant recipient will manage the delivery of the project activity (the ‘Activity’). This will include obtaining any necessary approvals required by the country where your Activity will occur and performing monitoring and evaluation of the Activity.

At the application stage, you will tell us about your organisation, the type of work it does and the relationship it has with a particular overseas community. You will describe your broader development efforts already underway overseas, and how a Friendship Grant will enable you to expand or enhance an existing Activity or undertake a new Activity.

In the online application, DFAT will collect information from you to conduct a risk assessment of your organisation and the Activity you intend to deliver. Appropriate due diligence checks will be undertaken prior to any offer of a grant to verify that an organisation’s registration, financials, governance, fraud controls and other safeguards are in place and current.
The Friendship Grants is an open and competitive process. All applicants will be part of a merit-based evaluation process.

If you are successful, one or two representatives from your organisation will attend a compulsory two-day Bootcamp in Canberra. The Bootcamp will provide information on DFAT aid policies, safeguards and support. The Bootcamp will also provide ACOs with the chance to engage and network with each other.

If you are awarded a Friendship Grant, you will complete and submit a mid-term and final report to tell DFAT about the progress of your Activity. DFAT and your organisation will actively communicate your Activity’s successes among relevant audiences. At the end of your Activity, you will be required to complete a financial acquittal.

3.2 OVERVIEW OF THE APPLICATION PROCESS

You must read these Guidelines, the Application Form preview and the draft grant agreement before you submit an online application. We also recommend you read the draft mid-term and final report templates so that you understand the reporting requirements you must meet if you are successful in your grant application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

To be considered for a grant, complete each section of the online application form and make sure you provide the information requested. This includes:

- addressing the eligibility requirements and Selection Criteria;
- providing the required documents and information that will be used in the DFAT risk assessment; and
- attaching a letter of support from an in-country authority.

Once you have completed the Application Form, you must submit it electronically by using the submission section at the end of the form. Following electronic submission, a message with your Submission Reference ID will appear on your screen. An email will be sent to the registered email address you used to log into the online grant management system, with a PDF of your application. Please keep a copy of your application and any supporting papers in case DFAT needs to clarify any information.

3.3 APPLICATION PROCESS TIMING

Australian Aid: Friendship Grants Round 1 will open on 18 June 2018 and close at 2pm (AEST) on 27 August 2018.

The date from which Friendship Grant activities may commence is 1 December 2018 and the expected end date is on or before 1 December 2019. You must expend the grants funds within this 12-month window.
4. GRANT AMOUNT, MATCHED FUNDING AND DURATION

4.1 GRANT AMOUNT

The Australian Aid: Friendship Grants program will consist of three annual, competitive grant rounds, commencing in 2018-19.

Eligible organisations may apply for one-off annual grants of between AUD$30,000 and AUD$60,000 (GST exclusive) to fund a specific Activity that makes up part of your organisation’s longer-term work.

Funding is for a time-limited Activity of no more than 12 months’ duration. The Activity must make up part of your organisation’s longer-term program of work, but the Activity itself should commence after the Round 1 commencement date and funds must be fully spent within 12 months.

Your organisation will be required to match DFAT’s funding contribution at a ratio of AUD$1 for every AUD$5 of Friendship Grants funds received. See 4.2 below (Matched Funding) for further details.

Please note, submitting a grant application does not guarantee that you will receive a grant. If you are successful in your grant application in one grant round, it does not mean you will be automatically successful if you apply in subsequent grant rounds. If you are unsuccessful in one grant round this does not preclude you from applying in another grant round.

Successful applicants will be bound by the terms and conditions of the grant agreement in which they enter with DFAT. DFAT reserves the right to offer less funding than that requested by the applicant. A draft grant agreement is available on the Australian Aid: Friendship Grants page of the DFAT website.

4.2 MATCHED FUNDING

To be eligible for a Friendship Grant, your organisation must match AUD$1 for every AUD$5 that the Australian Government provides under the program (20% match).

Your organisation’s contribution to the Activity consists of funds raised from the Australian community. This can be either financial or in-kind, including volunteer hours. Your organisation will need to specify in your Application Form whether funding is in-kind or financial (or both), and confirm these contributions in your final report through the financial acquittal.

In-kind contributions

Volunteer service may be an eligible in-kind contribution if the service is undertaken in Australia or overseas by volunteers from the Australian community for the delivery of the proposed Activity.

The following volunteer services are NOT eligible to be included:

- volunteer services for training of the ACO’s staff or volunteers (either in Australia or overseas);
- volunteer services associated with applying for Government grants (including design and appraisal);
- volunteer services involving general research;
- volunteer services for fundraising; and
- volunteer services other than from the Australian community.
The ACO contribution may be spot checked during the Activity period. This spot check would require a breakdown of the ACO contribution and, where applicable, timesheets for in-kind contribution.

### 4.3 DURATION OF ACTIVITIES FUNDED

Grants can be used to fund activities of 12 months’ duration and funds must be spent within this specified timeframe for each funding round.

DFAT recognises that unexpected events may affect the progress of an Activity. If absolutely necessary, you may request an Activity variation to extend the timeframe for completing the Activity. DFAT reserves the right to accept or reject such a request. See ‘Grant Agreement Variations’ for more information.
5. GRANT ELIGIBILITY CRITERIA

DFAT will not consider your application if it does not satisfy all of the eligibility criteria.

5.1 WHO IS ELIGIBLE TO APPLY FOR A GRANT?

To be eligible for a Friendship Grant, you must be an Australian community organisation that:

– is not currently accredited with DFAT (ie. not an Australian NGO Cooperation Program (ANCP) partner);
– has a proven record in implementing activities in Overseas Development Assistance (ODA) eligible countries in the Indo-Pacific region;
– has letter of support from an in-country authority; and
– has existing relationships with in-country communities that assist in the planning and implementation of activities on the ground.

Eligible organisations must be not-for-profit and registered with the Australian Charities & Not-for-Profits Commission, a state or territory regulator, or the Office of the Registrar of Indigenous Corporations; eg.

– membership-based organisations;
– professional and peak bodies; and
– local government associations.

The organisation must also be:

– a legal entity able to enter into a legally binding agreement;
– where applicable, registered for the purposes of GST;
– permanently located in Australia;
– an Australian bank account holder; and
– able to provide supporting documentation as outlined in ‘Attachments to the Application’.

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.
5.2 WHO IS NOT ELIGIBLE TO APPLY FOR A GRANT?

You are not eligible to apply if you are:

– a for-profit organisation;
– a State or Territory Government agency or organisation;
– an organisation that is currently accredited with DFAT (including Australian NGO Cooperation Program (ANCP) partners);
– an individual;
– a community organisation not registered in Australia; or
– an organisation, which itself or its staff, volunteers, or in-country partners, appear on any of the following lists:
  » Asian Development Bank Sanctions List;
  » World Bank Listing of Ineligible Firms and Individuals;
  » The Australian Government’s Listed terrorist organisations; and
  » The DFAT Consolidated List.

ACOs that have previously received a Friendship Grant and failed to meet their obligations under the grant agreement, including a full and proper financial acquittal, are not eligible to apply for another grant in any future round.

5.3 DUE DILIGENCE AND RISK

The Australian aid program operates in a number of countries with challenging security environments and weak governance. By their nature, aid investments contain a high degree of risk, which requires careful management. Early identification and management of risks contributes to managing aid effectively.

Therefore, as with any Australian Government aid grant, a due diligence assessment will be carried out on successful applicants prior to the award of a grant.

The due diligence assessment will cover eight criteria: entity details; past performance; fraud control; anti-corruption; sanctions lists; counter-terrorism; integrity systems check; and child protection.

As part of your application, you will need to provide some documents about your organisation’s procedures and systems, and agree to DFAT policies regarding child protection, fraud and anti-corruption. For more detail, please see ‘Attachments to the Application’.

DFAT is asking for this information because it has to ensure accountability for taxpayer funds.
6. GRANT ACTIVITIES

6.1 WHAT CAN THE GRANT MONEY BE USED FOR?
Grant funding must be used to deliver an Activity that makes up part of a longer-term international development program your organisation is undertaking in the Indo-Pacific region.

The types of Activities that will be funded include activities that assist and strengthen an overseas community’s development or socio-economic situation, such as:

- income generation – including microfinance, microenterprise or small business development;
- basic education and training – including literacy, primary, and vocational training;
- gender equality – including women’s economic empowerment and leadership, and ending violence against women and girls;
- disability inclusion;
- healthcare – including primary healthcare;
- water supply and sanitation – including providing access to safe water, and maintaining or improving water quality;
- protection and promotion of human rights – including improving economic, social and cultural rights, the rights of people with a disability, and addressing Indigenous disadvantage;
- rural development – including the development of agriculture and basic services;
- sustainable environmental and natural resource management;
- preparedness for, and long-term recovery from, natural disasters; and
- climate change adaptation and mitigation.

Development activities should help strengthen your overseas community’s ability to sustain activities after Friendship Grant or other assistance has ceased.

Activity implementation costs should be allocated to the Activity Costs budget line in the Application Form. This includes travel and accommodation for implementing the Activity in-country. Organisations should remember that value for money is a significant aspect of the assessment of activities for funding.

6.1.1 Can I Spend Grant Money on Administration or Monitoring and Evaluation Costs?
Within the Friendship Grant amount, you may use:

- Up to 10% on administration costs, including:
  - Relevant and appropriate employee training for paid staff and volunteers including Committee and Board members, in-line with the proposed Activity;
operating and administration expenses directly related to the project as per the grant agreement, such as:

i. telephones;
ii. computer/IT/website/software;
iii. insurance;
iv. utilities;
v. postage;
vi. stationery and printing;
vii. accounting and auditing; and
viii. travel and accommodation costs for one ACO representative to attend the Bootcamp and Learning Forum (please note up to two representatives can attend the Bootcamp and Learning Forum but only one can be paid for from Friendship Grant funds).

- Up to 10% on monitoring and evaluation costs for the funded Activity, including:
  » Travel and accommodation for an ACO representative to visit the Activity to conduct monitoring and evaluation overseas.

At least 80% of your Friendship Grant money must be spent on Activity implementation.

6.2 WHAT CAN YOU NOT USE THE GRANT MONEY FOR?

You cannot use the grant for the following activities:

- Research, conferences, seminars, training events and/or exchanges to Australia or partner country;
- Costs associated with participants attending events;
- Substantial freight of goods and supplies to the overseas country;
- Major capital expenditure (purchase of buildings or land);
- Activities in locations listed as “do not travel” or “reconsider your need to travel” on Smartraveller;
- Activities that involve unskilled volunteers supporting orphanages or residential care institutions;
- Evangelism or missionary outreach, or similar activities by political organisations; or
- Activities that are determined to be contrary to the interests of the Commonwealth of Australia.
7. LOCATION OF ACTIVITIES FUNDED

You can apply for Friendship Grant funding for activities within ODA-eligible countries in the Indo-pacific region including:

» Bhutan
» Cambodia
» People’s Republic of China (excludes Hong Kong)
» Cook Islands
» Fiji
» India
» Indonesia
» Kiribati
» Laos
» Malaysia
» Maldives
» Republic of the Marshall Islands
» Federated States of Micronesia
» Mongolia
» Myanmar
» Nauru
» Nepal
» Niue
» Republic of Palau
» Papua New Guinea
» The Philippines
» Samoa
» Solomon Islands
» Sri Lanka
» Thailand
» Timor-Leste
» Tokelau
» Tonga
» Tuvalu
» Vanuatu
» Vietnam
» Wallis & Futuna

Over the life of the program, DFAT may update the list of eligible countries on the Australian Aid: Friendship Grants webpage.

DFAT will not fund any activities in locations that are listed on the Smartraveller website as ‘do not travel’ or ‘reconsider your need to travel’. This can be relevant to an entire country or an area within a country.

If your Activity is in a location that was deemed as ‘exercise normal safety precautions’ or ‘exercise a high degree of caution’ but has changed to ‘reconsider your need to travel’ or ‘do not travel’ on the Smartraveller website, you will be required to notify DFAT immediately and withdraw for security reasons. Further information can be found at http://smartraveller.gov.au/guide/all-travellers/Pages/default.aspx.

If your organisation is applying for funding for an Activity in a location listed as ‘exercise a high degree of caution’, you are required to maintain and regularly update a detailed security plan.

DFAT will provide grant recipients the opportunity to vary activities with DFAT approval should they be affected or delayed due to extreme circumstances beyond your control such as civil unrest or natural disaster (see draft grant agreement for details).
8. GRANT SELECTION AND ASSESSMENT PROCESS

First, a compliance check of your application against the eligibility criteria listed in ‘Grant Eligibility Criteria’ will be conducted. Those applications that have passed the compliance check will then proceed for assessment against the Selection Criteria set out in 8.3 below and be competitively ranked against other applications. Your application will be considered on its merits, based on how well it meets the Selection Criteria and how it compares to other applications in addressing the Selection Criteria.

8.1 WHO WILL ASSESS APPLICATIONS?

An Evaluation Committee with wide-ranging experience in international development will undertake the evaluation of the applications. The Committee will include representation from DFAT, the Australian Charities and Not-for-profits Commission, and up to two independent community sector representatives. The Committee will assess and rank each application against the Selection Criteria set out in 8.3 below.

8.2 WHO WILL APPROVE GRANTS?

The Evaluation Committee will make recommendations to the DFAT delegate (decision-maker). The DFAT delegate will make the final decision to approve the award of the grants. The DFAT delegate’s decision is final in all matters. DFAT reserves the right to offer less funding than that sought by the applicant.

8.3 SELECTION CRITERIA

You will need to address all of the following Selection Criteria in your application. The amount of detail and supporting evidence you provide in your application should be relative to the Activity size, complexity and grant amount requested. The application form has set word limits for each criterion that must be complied with. If the selection process identifies unintentional errors in your application, DFAT, at its discretion, may contact you to as that you correct or explain the information.

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<th>SELECTION CRITERIA</th>
<th>INFORMATION REQUIRED IN THE APPLICATION FORM</th>
<th>WEIGHTING</th>
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<tbody>
<tr>
<td>1. Relevance to Australian Government priorities: the extent to which the Activity complements Australian Government priorities.</td>
<td>a. 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. <em>(350 words)</em></td>
<td>20%</td>
</tr>
</tbody>
</table>

Guidelines – Round 1
b. 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.  
(150 words)

|---|
| a. How many people do you anticipate will benefit directly from your Activity?  
(Numerical field) |
| b. What positive change(s) could the community expect to see at the end of your Activity?  
(200 words) |
| c. How will you measure this change? (ie. how will you know this change has occurred?).  
(150 words) |

<table>
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<tr>
<th>3. Development Approach and Sustainability: the extent to which your Activity supports and builds on genuine in-country partnerships and demonstrates sustainability of benefits.</th>
</tr>
</thead>
</table>
| a. 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).  
(200 words) |
| b. How will a Friendship Grant enhance and/or expand your organisation’s work?  
(150 words) |
| c. How will this Activity strengthen the connection between your organisation and the community in-country?  
(150 words) |

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<tr>
<th>4. Outreach: the extent to which your organisation will raise awareness of the Friendship Grant Activity.</th>
</tr>
</thead>
</table>
| a. How many people in your local community know about your work?  
(Numerical field) |
| b. How will you raise awareness of this proposed Activity in your local community and more broadly?  
(200 words) |
| c. How will you acknowledge the support of the Australian Government?  
(100 words) |
| d. Give details on which platforms you use to promote your work.  
(Table format responses) |

Guidelines – Round 1
5. **Safeguards**: the extent to which your organisation will carry out this Activity in a way that does not harm people or the environment and is consistent with DFAT safeguards.

   a. 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. (200 words)

   b. Provide a list of the main risks associated with this Activity and say how you will manage (i.e. mitigate) each risk.

      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 (i.e. child protection training for staff; background checks for staff). (table format)

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<th>Total</th>
<th>Weighted Selection Criteria</th>
<th>100%</th>
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<tr>
<td>Risk: the extent to which the application raises development, financial or reputational risks.</td>
<td>This risk-assessed selection criterion takes into consideration any other significant risks.</td>
<td></td>
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<tr>
<td>Value for Money: the extent to which the application displays cost effectiveness and efficiency.</td>
<td>This selection criterion assesses the extent to which an application displays an awareness of economy, efficiency, effectiveness and ethics.</td>
<td></td>
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<tr>
<td>Diversity: the extent to which the overall selection of grant recipients reflects</td>
<td>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.</td>
<td></td>
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</tbody>
</table>
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.
9. GRANT APPLICATION PROCESS

9.1 COMPLETING THE GRANT APPLICATION

You must submit your grant application in English using the online application form available here. This link is also available on the DFAT website.

This is an online application form that must be submitted electronically through the online grants management system (SmartyGrants). If you have any technical difficulties please email FriendshipGrants@dfat.gov.au or call the hotline on +61 2 5104 0633 between 9am and 5pm (AEST), Monday to Friday.

Applications provided in any manner, other than through the online application form, will not be accepted.

You must make sure that your application is complete and accurate and submitted in accordance with these Guidelines and the Application Form.

After you have submitted your application and while the application period is still open, you may contact the Administration Support team at FriendshipGrants@dfat.gov.au to have your application un-submitted but you must re-submit it by 2pm (AEST) on 27 August 2018 to be considered for assessment.

Applicants are urged to lodge early so to avoid any problems with late lodgement and to give themselves the opportunity to lodge an updated application if they find a mistake.

You cannot change your application after the closing time and date. If you find a mistake in your application after the submission deadline has passed, you should contact the Administration Support team immediately by emailing FriendshipGrants@dfat.gov.au.

9.2 ATTACHMENTS TO THE APPLICATION

The following attachments should be included with your application:

- Your organisation’s registration document (eg. ACNC charity certificate);
- A bank statement or bank letter confirming your organisation’s bank details and registered address;
- A letter of support from the in-country authority which states that your organisation has authority to implement your Activity in that location;
- A photo of your existing international development work in the target country (with appropriate consent obtained – refer to DFAT’s Child Protection Policy for further information on consent);
- A financial report showing audited accounts for the last financial year;
- The organisation’s child protection policy and/or the child protection policy for the Activity; and
- A code of conduct for volunteers and paid staff.

Your supporting documentation should be attached to the online application form. There will be instructions in the online form to help you. Only attach the requested documents.
9.3 QUESTIONS DURING THE APPLICATION PROCESS

Frequently asked questions and answers for this grant round are available on the Australian Aid: Friendship Grants page on the DFAT website.

If you cannot find an answer to your question relating to the application process, please send your question to FriendshipGrants@dfat.gov.au. DFAT will aim to respond to your questions within five working days and will publish questions and answers that are relevant to all applicants on the Australian Aid: Friendship Grants page on the DFAT website.

Please note DFAT will only answer questions to explain the program, the Guidelines and requirements of the Application Form. The question period will close at 9am (AEST) on Monday 20 August 2018. Answers to questions submitted will be responded to no later than Wednesday 22 August 2018. Following this time, only technical questions relating to using and/or submitting the application form will be answered.

You are advised to regularly monitor the Australian Aid: Friendship Grants page on the DFAT website for any updates and for answers to questions.

9.4 LATE APPLICATIONS

DFAT will not accept late applications. You will be unable to submit an application in SmartyGrants after the stated closing date and time of the grant application process.

Similarly, applications started will not be automatically submitted by the closing date and time and cannot be submitted after the closing date and time.

9.5 NOTIFICATION OF APPLICATION OUTCOME

You will be advised of the outcome of your application in writing, following a decision by the DFAT delegate. If you are successful, you will also be advised of any specific conditions attached to the grant.

9.6 FEEDBACK ON APPLICATIONS

General and constructive feedback for unsuccessful applications will be published on the DFAT website. Feedback on individual applications will not be provided.

If you are unsuccessful, you may submit a new application in future grant rounds. When doing so, you may wish to include new or more information to address any of the weaknesses highlighted in the general feedback that may have prevented your previous application from being successful.
10. SUCCESSFUL GRANT APPLICATIONS

10.1 THE GRANT AGREEMENT

If you are successful, you will receive an offer to enter into a legally binding grant agreement with the Commonwealth represented by the Department of Foreign Affairs and Trade (see the Australian Aid: Friendship Grants webpage on the DFAT website for a copy of the agreement). Standard terms and conditions for the grant agreement will apply and cannot be changed. A schedule may be used to outline the specific grant requirements. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

The Department will negotiate agreements with successful applicants following notification that your application has been successful. If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be awarded to a different applicant.

You will be required to:

– deliver the Activity and meet the reporting and financial acquittal requirements as outlined in your grant agreement; and
– uphold DFAT policy and safeguards requirements as outlined in your grant agreement.

Where a grantee fails to meet the obligations of the grant agreement, DFAT may terminate the agreement and require the grantee to repay all or part of the grant. No compensation is payable by DFAT for termination in these circumstances.

Under certain conditions the grant agreement may be varied by either the grantee or DFAT.

You should not make financial commitments for your proposed Friendship Grant Activity until your grant agreement has been executed by the Commonwealth. The grantee will be required to sign the agreement before DFAT signs.

10.2 ANNOUNCEMENT OF GRANTS

If successful, your grant may be listed on the DFAT website and included in media releases. It may also be featured on social media through DFAT and Australian Members of Parliament’s accounts and/or traditional media sources.

10.3 HOW THE GRANT WILL BE PAID

The one-off payment will be paid by DFAT upon both parties signing the agreement. Payments will be GST exclusive.

All grants are awarded in Australian dollars. If you incur extra expenditure in delivering the Activity, your organisation must cover the cost.
10.4 GRANT AGREEMENT VARIATIONS

DFAT recognises that unexpected events may affect the progress of an Activity. In these rare circumstances, you can request a variation to the grant agreement to reasonably vary the timeframe or the nature of the Activity itself. DFAT may propose or accept requested variations to complete your Activity.

The program does not allow for an increase to the agreed amount of grant funds.

If you wish to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact FriendshipGrants@dfat.gov.au for further information. Changes will not be considered after the grant agreement end date.

You should not assume that a variation request will be successful. DFAT will consider your request based on factors such as:

- the reason for the variation request;
- the duration or general nature of the requested variation; and
- how it affects the Activity, participants and beneficiaries.
11. IMPLEMENTATION OF GRANT ACTIVITIES

11.1 YOUR RESPONSIBILITIES

If successful in your application, you must carry out the grant activities in accordance with these Guidelines and the grant agreement, which includes the standard terms and conditions and any supplementary conditions. The grant agreement schedule will outline the specific grant requirements.

You will be responsible for:

- meeting the terms and conditions of the grant agreement and managing and promoting the Activity efficiently and effectively;
- meeting milestones and other timeframes specified in the grant agreement;
- complying with record keeping, reporting and financial acquittal requirements as set out in the grant agreement;
- making available at least one representative from your organisation (and funding an additional representative, should you wish) to participate in the Friendship Grants Bootcamp and Learning Forum.
- participating in Activity monitoring and evaluation as necessary for the period specified in the grant agreement;
- ensuring that the grant Activity outputs and outcomes are in accordance with the grant agreement;
- communicating the outcomes of your Activity and partnership with DFAT to your organisation’s members and your local Australian community;
- all administrative arrangements associated with your Activity including visa and travel arrangements, visa charges, airport taxes, ground transport, accommodation;
- comprehensive travel and health insurance for Activity participants, including but not limited to coverage for Activity participants’ medical and hospital insurance cover, both overseas and in Australia for participants not covered by Medicare (including evacuation and death cover), and which covers necessary insurance for equipment and other personal effects.
- other insurances, including workers’ compensation, as required by Australian and/or overseas law, and professional indemnity, public health and liability insurance, as required by the Activity;
- registering all Australian staff and volunteers on Smartraveller if travelling overseas as part of the Activity; and
- complying with all applicable Australian laws, overseas local laws and international laws.

11.2 REPORTING REQUIREMENTS

You must submit reports in line with the timeframes in the grant agreement. If your Activity runs for more than six months, you will provide a mid-term report at the six-month mark and a final report within 45 days of
completing the agreement with DFAT. If your Activity runs for less than six months you will provide a final report only.

By participating in the program you acknowledge that any information that you provide in reports, including photos and videos, may be shared with media and Australian Members of Parliament who may contact you for further information. Refer to DFAT’s Child Protection Policy for further information on informed consent for photographs.

What will the reports include?

– The mid-term report includes:
  » an update on the progress you have made in achieving your Activity objectives;
  » any issues you have identified that may impact your work;
  » confirmation that the funding is being spent according to the Activity Proposal; and
  » a case study with photos and videos.

– The final report includes:
  » how your Activity tracked against your original proposal and any lessons learnt;
  » how the Activity affected your partner community;
  » a case study with photos and videos; and
  » a financial acquittal that describes how Friendship Grant funds were used, and confirmation of your matched contribution to the Activity.

Draft templates for these reports are available on the Australian Aid: Friendship Grants webpage of the DFAT website. All reporting will be submitted online through the SmartyGrants system.

11.3 DFAT’S RESPONSIBILITIES

DFAT will:

– meet the terms and conditions set out in the grant agreement;
– provide timely administration of the grant; and
– evaluate the grantee’s performance.

We will monitor the progress of your Activity by assessing reports you submit and may conduct site visits to confirm details of your reports.

We may use images and narratives provided through your Activity reports to inform and promote the Friendship Grants program. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

11.4 ACTIVITY EVALUATION

You will monitor and evaluate your Activity against the outcomes you identified in your Friendship Grant application. Your Grant Agreement will be monitored on an on-going basis by DFAT.
12. ACKNOWLEDGEMENT OF THE AUSTRALIAN GOVERNMENT

Successful ACOs must acknowledge the support of their Activity by the Australian Government through their Friendship Grant. Acknowledgement should be upfront and obvious so 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 Friendship Grant Activities 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 FriendshipGrants@dfat.gov.au to request an exemption.

12.1 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 Australian Government’s aid program.

The correct branding for all Friendship Grant-funded Activities is the Australian aid identifier (the words ‘Australian Aid’ plus a kangaroo).

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.

Australian aid identifier:

12.2 ACKNOWLEDGEMENT TEXT

In addition to branding, ACOs must use acknowledgement text wherever possible, especially in annual reports, project summaries, videos, blogs, media releases and on website project pages.

Adapt either of the following sentences to suit the context:

– [ACO and/or in-country partner] is supported by the Australian Government through an Australian Aid: Friendship Grant.
– [ACO and/or in-country partner] receives support from the Australian Government through an Australian Aid: Friendship Grant.

If the reference is online, the words Australian Aid: Friendship Grant should be a hyperlink to the Friendship Grants page on the DFAT website.
All signage should say 'supported by the Australian Government'. Signs should be in the local language and, where possible, include English text.

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 an Australian Aid: Friendship Grant”.

12.2.1 Funding text
Whilst ACOs are encouraged to acknowledge Australian Aid: Friendship Grant funding in publications, they must ensure that the wording is not misleading. ACOs should use the following statement:

– We are a valued partner of the Australian Government, receiving funding through an Australian Aid: Friendship Grant.

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

– receiving visits by Australian officials;
– engaging with Australian Embassies, High Commissions and Consulates overseas;
– supporting in-country publicity through the local press; and
– ensuring beneficiaries understand where support is coming from.

12.3 SOCIAL MEDIA
ACOs should look for opportunities to promote Australia’s aid program and Australian Aid: Friendship Grants when creating content for social media. For example, if ACOs are:

– communicating about a Friendship Grant-funded Activity;
– conducting monitoring & evaluation (M&E) visits or visiting a Friendship Grant-funded Activity; and
– receiving a visit by an Australian official.

This list is not exhaustive, but shows how opportunities for communicating about Australia’s aid program and Friendship Grants can take many forms. Where possible, social media posts should focus on program outcomes. ACOs should:

– follow all relevant DFAT social media accounts and keep up-to-date with the latest news;
– regularly tweet and post about Australian Aid: Friendship Grants Activities; and
– retweet or share any content that includes your handle (and encourage others with an interest in the subject to engage as well).

Australian Aid: Friendship Grants-related hashtags are:

– #AustralianAid
– #FriendshipGrants
– #HelpingOthers
Australia Aid: Friendship Grants-related Twitter handles are:

- @DFAT
- @AusHumanitarian

On Twitter, ACOs should tag tweets related to Friendship Grants with @DFAT. This can be in the body of the tweet or on an accompanying image. All Friendship Grants-related tweets should include #FriendshipGrants. This confirms that Australian Aid: Friendship Grants supports the project and allows us to report on and track posts about Friendship Grants. Using these hashtags and handles will also allow us to cross promote your social media posts, extending the reach of your communications. When mentioning Australian Aid: Friendship Grant support, ACOs should refer to it as #AustralianAid and #FriendshipGrants.
13. PROBITY

Probity refers to DFAT’s obligations to ensure the grants process is fair, according to the Australian Aid: Friendship Grants Guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct, and is consistent with the Commonwealth Grants Rules and Guidelines (CGRGs). Australian Aid: Friendship Grants Guidelines may be changed from time-to-time by DFAT. When this happens, the Guidelines will be published on the webpage on the DFAT website.

13.1 COMPLAINTS PROCESS

The complaints procedures available at Department of Foreign Affairs and Trade website apply to complaints about the Friendship Grants program.

All complaints about a grant process must be lodged in writing.

If you are at any time dissatisfied with the Department’s handling of a complaint, you can contact the Commonwealth Ombudsman on:

Telephone: 1300 362 072 (toll free)
Email: ombudsman@ombudsman.gov.au
Mail: Commonwealth Ombudsman
      GPO Box 442
      Canberra ACT 2601

Further information can be found on the Commonwealth Ombudsman’s website.

13.2 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.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform DFAT in writing immediately. Contractors, Evaluation Committee members and other officials, including the DFAT delegate, must also declare any conflicts of interest.
The Friendship Grants Secretariat to the Evaluation Committee will be made aware of any conflicts of interest and will handle them as set out in DFAT policies and procedures. Conflicts of interest for DFAT staff will be handled as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the Public Service Act 1999. Further information on our conflict of interest policy is available at on the DFAT website in the Conduct and Ethics Manual.

### 13.3 PRIVACY: CONFIDENTIALITY AND PROTECTION OF PERSONAL INFORMATION

We treat your personal information according to the 13 Australian Privacy Principles and the Privacy Act 1988. This includes letting you know:

- what personal information we collect;
- why we collect your personal information; and
- who we give your personal information to.

You are required, as part of your application, to declare your ability to comply with the [Privacy Act 1988](https://www.legislation.gov.au/Details/C2008C0063), including the Australian Privacy Principles, and impose the same privacy obligations on any subcontractors you engage to assist with the Activity. You must ask for the Australian Government’s consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if:

- you are given reasonable notice of the disclosure;
- where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law;
- if it will prevent or lessen a serious and imminent threat to a person’s life or health; or
- if you have consented to the disclosure.

The Australian Government may also use and disclose information about grant applicants and grant recipients under the Program in any other Australian Government business or function. This includes giving information to the Australian Taxation Office for compliance purposes.

We may reveal confidential information to:

- the Evaluation Committee and other Commonwealth employees and contractors to help DFAT manage the Friendship Grants effectively;
- employees and contractors of DFAT so we can research, assess, monitor and analyse the Friendship Grants and funded Activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.
We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- Public Service Act 1999;
- Public Service Regulations 1999;
- Public Governance, Performance and Accountability Act;
- Privacy Act 1988;
- Crimes Act 1914; or

Should your application be successful, DFAT may share your contact details and information provided in the mid-term and final report with media and Members of Parliament to allow for promotion of the program, your organisation and your funded Activity.

13.4 FREEDOM OF INFORMATION

All documents in the possession of the Australian Government, including those about the Program, are subject to the Freedom of Information Act 1982 (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

A FOI application must be made in writing and:

- State that it is an application made under the FOI Act 1982;
- Provide sufficient information to allow the Department to identify the documents sought; and
- Provide details of how notices may be sent to the applicant (for instance, via a postal or email address).

FOI applications must be posted or emailed to DFAT:

- By post: The Director, Freedom of Information and Privacy Law Section
  Legal Division
  Department of Foreign Affairs and Trade
  R G Casey Building, John McEwen Crescent
  BARTON ACT 0221

- By email: foi@dfat.gov.au
### 14. GLOSSARY, RELEVANT RULES AND GUIDELINES

#### 14.1 GLOSSARY

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity/Grant Activity</td>
<td>A specific project or set of interventions designed to meet outcomes under the Australian Aid: Friendship Grants program. The project/tasks/services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.</td>
</tr>
<tr>
<td>Aid Investment Plan (AIP)</td>
<td>AIPs outline Australia’s strategic objectives in a country or region and reflect the Government’s total aid effort in a given country or region, including information on aid delivered by Australian Government agencies other than DFAT. All AIPs are published on the DFAT website at <a href="http://dfat.gov.au/about-us/publications/Pages/aid-investment-plans-aips.aspx">http://dfat.gov.au/about-us/publications/Pages/aid-investment-plans-aips.aspx</a></td>
</tr>
<tr>
<td>Applicant</td>
<td>An Australian community organisation submitting an application for Australian Aid: Friendship Grants funding.</td>
</tr>
<tr>
<td>Australian Aid: Friendship Grants</td>
<td>The grant scheme administered by the Department of Foreign Affairs and Trade as outlined in this document.</td>
</tr>
<tr>
<td>Australian Charities and Not-for-Profits Commission (ACNC)</td>
<td>The Australian Charities and Not-for-profits Commission (ACNC) is the independent national regulator of charities.</td>
</tr>
<tr>
<td>Australian community organisation (ACO)</td>
<td>The Australian-registered organisations that are eligible to receive Australian Aid: Friendship Grants funding.</td>
</tr>
<tr>
<td>Australian NGO Cooperation Program (ANCP)</td>
<td>The ANCP is a partnership between the Australian Government and more than 50 accredited Australian NGOs. The ANCP is the Australian Government’s longest running and largest NGO program.</td>
</tr>
<tr>
<td>Beneficiaries</td>
<td>Members of the in-country community who are directly, positively impacted by the Activity.</td>
</tr>
<tr>
<td>Commonwealth entity</td>
<td>A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.</td>
</tr>
<tr>
<td>Commonwealth Grant Rules and Guidelines (CGRGs)</td>
<td>The CGRGs establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration and are found on the Department of Finance website.</td>
</tr>
<tr>
<td>DFAT Aid Priorities</td>
<td>The aid program focuses on six investment priorities: infrastructure and trade; agriculture fisheries and water; effective governance;</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
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</tr>
<tr>
<td>DFAT delegate</td>
<td>The person who makes a decision to award a grant.</td>
</tr>
<tr>
<td>Due diligence</td>
<td>The process of checks to assess an organisation or individual’s conduct is lawful, ethical and responsible. DFAT applies this process to the applicant organisation, and the organisation will also apply it to its staff or Activity associates.</td>
</tr>
<tr>
<td>Eligibility criteria</td>
<td>The minimum standards or rules that an applicant must meet to qualify for consideration of a grant.</td>
</tr>
<tr>
<td>Final Report</td>
<td>The report submitted to DFAT by the Friendship Grant recipient organisation within 45 days of completing the agreement with DFAT. This is a mandatory requirement of the Grant Agreement.</td>
</tr>
<tr>
<td>Grant activity or ‘Activity’</td>
<td>The project/tasks/services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.</td>
</tr>
<tr>
<td>Grant agreement</td>
<td>A legally binding agreement signed between DFAT and the Australian community organisation that defines the program/activities, timeframe, financial and other responsibilities of each party.</td>
</tr>
<tr>
<td>Grantee</td>
<td>An organisation that has been awarded an Australian Aid: Friendship grant.</td>
</tr>
<tr>
<td>In-country partner</td>
<td>The overseas organisation or community that works in partnership with your Australian community organisation.</td>
</tr>
<tr>
<td>In-kind contribution</td>
<td>The services provided instead of monetary contribution.</td>
</tr>
<tr>
<td>Indo-Pacific Region</td>
<td>The region ranging from the eastern Indian Ocean to the Pacific Ocean connected by South-East Asia, including India, North Asia and the United States.</td>
</tr>
<tr>
<td>Matched funding</td>
<td>Your organisation’s contribution, financial of in-kind to the Friendship Grant Activity. To be eligible for a Friendship Grant, your organisation must match AUD$1 for every AUD$5 that DFAT provides under the Australian Aid: Friendship Grants (20% match). The funding match may be financial or in-kind.</td>
</tr>
<tr>
<td>Post</td>
<td>Australian Diplomatic Missions located overseas (High Commission, Embassy or Consulate) with DFAT representation.</td>
</tr>
<tr>
<td>Program</td>
<td>The broad umbrella that groups together a set of related activities. (Eg. a program to improve water sanitation may run several activities that vary in size, scope, funding or location).</td>
</tr>
<tr>
<td>Selection Criteria</td>
<td>The criteria used to assess the merits of proposals and to determine applicant rankings.</td>
</tr>
<tr>
<td>--------------------</td>
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</tr>
<tr>
<td>SmartyGrants</td>
<td>DFAT’s online grant application system.</td>
</tr>
<tr>
<td>Sustainable Development Goals (SDGs)</td>
<td>The 17 Sustainable Development Goals (SDGs) form a roadmap for global development efforts to 2030 and beyond. The Sustainable Development Goals, together with the Addis Ababa Action Agenda on Financing for Development (a global plan for financing the Goals) form the 2030 Agenda for Sustainable Development. There are 169 targets within the Sustainable Development Goals and each goal has a set of indicators to help measure progress.</td>
</tr>
</tbody>
</table>

### 14.2 RULES AND GUIDELINES RELEVANT TO THE APPLICATION PROCESS

| Commonwealth Fraud Control Framework     | [https://www.ag.gov.au/CrimeAndCorruption/FraudControl/Pages/FraudControlFramework.aspx](https://www.ag.gov.au/CrimeAndCorruption/FraudControl/Pages/FraudControlFramework.aspx) |

### 14.3 DFAT CODES, POLICIES & STRATEGIES RELEVANT TO THE APPLICATION PROCESS

<table>
<thead>
<tr>
<th>Policy/Strategy</th>
<th>URL</th>
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