



ROUND 2

AUSTRALIAN AID: FRIENDSHIP GRANTS

FREQUENTLY ASKED QUESTIONS (CURRENT AT 21 AUGUST 2019)

This document should be read in conjunction with the Round 2 Friendship Grants Guidelines and Application Form.

Updates since original publication:

- *Question 19 – Is a University which has received \$150,000 or more in direct funding from DFAT in 2018/2019, eligible to apply for a Friendship Grant? (FAQ added on 21 August 2019)*

1. Will the application process be time consuming and difficult for organisations?

- As Australian Aid: Friendship Grants will use taxpayers' money, there needs to be appropriate levels of accountability and transparency.
- DFAT has tried to make the application process as easy as possible for organisations to apply. Resources, including a 'How to Apply' video and the Friendship Grant Guidelines, are available on the DFAT website to explain the program and the application process.
- Questions can also be answered by emailing FriendshipGrants@dfat.gov.au or by calling +61 2 6261 1850 between 9am to 5pm AEST, Monday to Friday.

2. In which countries can the grants be used to support international development work?

- Friendship Grants can be used to support international development activities in countries within the Indo-Pacific region, which are eligible for overseas development assistance.
- Activities will not be funded in regions and locations in countries that are listed as "do not travel" or "reconsider your need to travel" on [Smartraveller](#).
 - Activities in locations which are listed as "exercise normal safety precautions" and "exercise a high degree of caution" are eligible Activity locations.
- A full list of eligible countries can be found on the DFAT website: www.dfat.gov.au/FriendshipGrants.

3. Can I get an exemption from some of the eligibility requirements?

- No. In accordance with the Commonwealth Grants Rules and Guidelines, DFAT has an obligation to ensure the grants process is fair and equitable.
- This means that to be eligible, all applications must be compliant with the Friendship Grants Guidelines.
- Accordingly, we are not able to grant organisations an exemption to the eligibility requirements.

4. Are universities eligible to apply?

- A university entity is eligible to apply if it is not-for-profit and meets the eligibility requirements outlined in 5.1 of the Round 2 Friendship Grants Guidelines.
- Universities should note that research is not an eligible Activity under this program.

5. How do I register my organisation with the Australian Charities & Not-for-Profits Commission (ACNC)?

- For information about how to become registered with the ACNC, please visit the [ACNC website](#).

6. What is meant by evidence and from a state or territory regulator?

- A state or territory regulator is the relevant authority in your state or territory that is responsible for the incorporation of associations. State or territory regulators are:

State/Territory	Website	Phone
ACT	Access Canberra	13 22 81
NSW	NSW Fair Trading	13 32 20
NT	Licensing NT	(08) 8999 5511
SA	Consumer and Business Services	131 882
QLD	Office for Fair Trading	13 74 68
TAS	Consumer, Buildings and Occupational Services	1300 65 44 99
VIC	Consumer Affairs Victoria	1300 55 81 81
WA	Department of Commerce	1300 136 237

- If you are registered with a state or territory regulator, you should attach your confirmation of incorporation as your evidence.
- A fundraising certificate is not sufficient.

7. My not-for-profit organisation cannot register with the ACNC, the state or territory regulator listed above, or the Office of the Registrar of Indigenous Corporations (ORIC) but meet all other eligibility criteria, can we still apply?

- Where the not-for-profit organisation cannot be registered with these authorities but is registered with the Australian Securities and Investments Commission (ASIC), they are eligible to apply.
- They must provide evidence of their registration currency and not-for-profit status with ASIC.

8. If I am a local council, am I eligible to apply and what evidence do I need to submit in lieu of evidence of registration with the ACNC, a state or territory regulator, ORIC or ASIC?

- Yes, local councils are eligible to apply.

- To show they are compliant with relevant regulations and therefore eligible for a Friendship Grant, councils should provide a letter signed by their mayor stating that they are not under administration or investigation by the relevant state or territory government.

9. What are the requirements in Round 2 to demonstrate support from an in-country authority?

- Requirements to demonstrate your proven track record in international development and an in-country authority's support for your work, have changed for Round 2.
- DFAT is looking for assurance that the government in the country you will be operating in does not object to your organisation's or your in-country partner(s)'s work in its area of jurisdiction.
- Organisations must provide evidence of an existing relationship with an in-country partner(s). This must be either:
 - a formal agreement between your organisation and your in-country partner(s) organisation; OR
 - a letter from your in-country partner(s) which clearly outlines the nature of the relationship.
- Organisations must also provide support from an in-country authority. This must be either:
 - registration document(s) from a local, provincial or national government authority which recognises the status or work of your organisation OR your in-country partner(s); OR
 - a letter from a local, provincial or national government authority which recognises the status or work of your organisation OR the in-country partner(s).

10. What are the requirements around providing audited financial statements in Round 2?

- For Round 2, organisations are required to attach their financial statements that have either been:
 - reviewed by an accountant, independent of the organisation; OR
 - audited by an auditor, independent of the organisation.
- At a minimum, the financial statements must include a certification from the independent accountant or auditor that the statements:
 - are supported by appropriate documents and records; and
 - agree with the financial reporting system(s) of the organisation.
- DFAT has to strike a balance between the need to manage the significant risks associated with providing taxpayer funds to new partners operating in what can be challenging environments overseas, and our genuine interest in bringing high-performing community groups into the Australian aid program.
- The Friendship Grants program has struck that balance in favour of requiring independently reviewed or audited financial statements from all applicants.

11. My organisation does not have independently reviewed or audited financial statements for 2018/19 yet. Can audited financial statements from last year be provided?

- If your 2018/19 statements are not yet available, your 2017/18 independently reviewed or audited statements will be acceptable.

12. Can I apply for multiple Activities in the one application?

- No. Organisations can only apply for one Activity per application.

13. Can I apply for multiple countries in one application?

- Yes, provided:
 - the same Activity is being implemented in each country;
 - the organisation has an existing relationship with an in-country partner in each country, and
 - the appropriate support from the in-country authority can be demonstrated for each country.

14. How will DFAT use the photos provided with my application?

- Should you be successful in receiving a Round 2 Grant, photographs of your work and your Friendship Grant funded Activity will be used by DFAT to promote the positive outcomes of the program.
- The images provided by organisations may be included in the production and distribution of promotional material through media such as:
 - external publications, such as newspapers and magazines;
 - departmental publications, such as Annual Reports, posters, brochures, booklets and displays;
 - television and radio segments or advertisements;
 - intranet and internet sites; and
 - official social media platforms.
- Prior to taking any photos, ACOs must obtain written or informed consent from all people in the photo. ACOs will be responsible for holding records of consent (written or recorded) on file. Further information regarding obtaining consent for photos is outlined in the Round 2 Guidelines document.

15. Can I start my Activity before the grant is awarded?

- No. The Activity start date must be after the award date. Friendship Grant funding cannot be used to fund activities that were not approved in your Friendship Grant application.

16. What does my organisation's 'Code of Conduct' need to contain?

- A Code of Conduct should be tailored to the values and principles of an organisation.
- The Code of Conduct applies to the behaviour of your staff and volunteers in Australia and in any other country where your organisation operates.
- The Code of Conduct should be succinct.
- The Code of Conduct does not need to be in any specific file format.

17. Can I provide additional documents and information not requested in the Application Form to support my application?

- In accordance with the Commonwealth Grants Rules and Guidelines, DFAT has an obligation to ensure the grants process is fair and equitable.

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- This means that only the material requested in the Grant Guidelines and submitted through the Application Form can be used to inform the evaluation.
 - Accordingly, we are not able to accept any other supporting information.

18. Where can I find more information or who do I contact if I am having trouble using or submitting the Application Form?

- If you are having trouble completing or submitting the Application Form or are after further information, visit www.dfat.gov.au/FriendshipGrants, email FriendshipGrants@dfat.gov.au or call our hotline at +61 2 6261 1850 between 9:00am and 5:00pm (AEST), Monday to Friday.
- The Friendship Grants team will aim to respond to all enquiries within five working days.

19. Is a University which has received \$150,000 or more in direct funding from DFAT in 2018/2019, eligible to apply for a Friendship Grant? (Added on 21/8/19)

- DFAT acknowledges that Universities are often contracted by DFAT, or are in direct receipt of DFAT funds for a wide variety of purposes including for scholarships, research and consultancies. Many of these funded activities may not be related to the delivery of international development projects in-country.
- Noting the above, DFAT will accept an application as eligible from a Faculty or School within a University, providing that the identified Faculty/School has not itself received \$150,000 or more in direct funding for the delivery of international development projects in-country purposes from DFAT in 2018/2019.
- The eligibility requirement that organisations can only submit one application per round still applies. An organisation is identified by its Australian Business Number (ABN). This means DFAT can only accept one application per ABN.