



Australian Government
Department of Foreign Affairs and Trade

Australian Aid **Friendship Grants**



GUIDELINES – ROUND 2

July 2019

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

Key Dates

16 July 2019	Applications open online (https://friendshipgrants.smartygrants.com.au/Round2).
2 September 2019	Questions can be asked progressively through the round. The cut off for questions is 9am (AEST) 2 September 2019. Answers will be provided no later than 3 September 2019.
1pm (AEST) 10 September 2019	Applications close. Applications must be submitted online via: https://friendshipgrants.smartygrants.com.au/Round2 PLEASE NOTE: You have until 1pm (AEST) on 10 September 2019 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.
February 2020*	Successful and unsuccessful applicants notified.
February 2020*	Signing of grant agreements between DFAT and successful applicants.
February 2020*	Compulsory Webinar for Round 2 grant recipients.
March 2020*	Round 2 Friendship Grant Activities commence.
March 2020*	Friendship Grants Briefing in Canberra – compulsory for Round 2 grant recipients.
August 2020*	Mid-term reports due from Round 2 grant recipients.
February 2021*	Round 2 Friendship Grant funds expended and Activities completed.
March 2021*	Friendship Grants Learning Forum in Canberra – compulsory for Round 2 grant recipients.
March 2021*	Final reports due from Round 2 grant recipients.

* Subject to change

Further information Website: www.dfat.gov.au/FriendshipGrants
Email: FriendshipGrants@dfat.gov.au
Phone: +61 2 6261 1850 (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.



2. AUSTRALIAN AID: FRIENDSHIP GRANTS ROUND 2 GUIDELINES

This document contains information about the Australian Aid: Friendship Grants application process, evaluation, implementation and management for Round 2.

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.

The Guidelines have been updated from Round 1 and should be read in conjunction with the following Friendship Grant documents available on the Department's [website](#):

- Frequently Asked Questions (updated throughout the application opening period);
- Application Form Preview;
- Draft Grant Agreement;
- Draft Mid-Term and Final Report templates; and
- Draft Monitoring and Evaluation Guidance Note.

You must read these documents 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 brings 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 is providing funding to successful Australian community organisations (ACOs) who are already delivering effective international development work in the Indo-Pacific region. A small percentage of this funding is used by the Department to administer the program.

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

- engage new partners in Australia's 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 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.

Round 1 was held in 2018, with over 200 applications received and 46 grants awarded. Details of the successful recipients are available on the DFAT [website](#).

These Guidelines relate to the requirements for Round 2. The Department anticipates awarding up to 50 Friendship Grant applications in Round 2.

Friendship Grant recipients are eligible to apply in successive rounds, noting that each Friendship Grant provides one-off funding. Success in one grant round does not guarantee success in a future round.

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.

All successful grant recipients must participate in a Webinar organised by DFAT, which will outline the requirements for undertaking the Activity, allowing organisations to commence work once contracts are signed.

Grant recipients will be required to attend a compulsory two-day Briefing in Canberra where DFAT will expand on these requirements. Up to two representatives from your organisation can participate in the Briefing. Travel and accommodation costs can be included as an Administration cost in your Friendship Grant application. This Briefing will also provide ACOs with the chance to engage and network with each other.

Similarly, all grant recipients will be required to attend a Learning Forum in Canberra at the completion of the Activity to share their experience with DFAT and the other recipients. One representative from your organisation will participate in this Forum. Travel and accommodation costs for your representative to attend can be included in the Monitoring and Evaluation Costs component of your Friendship Grant application.

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. Your Final Report will include how the grant funds were expended.

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 and the Draft Monitoring and Evaluation Guidance Note 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; and
- providing the required documents and information for DFAT to assess your application.

Once you have completed the Application Form in the online grants management system (SmartyGrants), 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 grants 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.

During the application opening period, you can continue to make changes to the application. To do so, you will need to use the registered email used to log into SmartyGrants. It may be useful to use a group email so multiple people can access the application. The email you use to register your application will be the primary contact email for DFAT to advise of any changes to the application process.

3.3 APPLICATION PROCESS TIMING

Australian Aid: Friendship Grants Round 2 will open on **Tuesday 16 July 2019** and close at **1pm (AEST)** on **Tuesday 10 September 2019**.

The date from which Friendship Grant activities may commence is 1 March 2020 and the expected end date is on, or before, 28 February 2021. 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, with Round 1 held in 2018.

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 on or after 1 March 2020 and funds must be fully spent within 12 months of contract signing.

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. Friendship Grant recipients are eligible to apply in successive rounds, noting that each Friendship Grant provides one-off funding. 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.

Round 2 grant recipients 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 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

In-kind support includes the donations of goods or services that you may receive towards an Activity. Volunteer service may be an eligible in-kind contribution if the service is undertaken in Australia or overseas by volunteers for the delivery of the proposed Activity.

The following volunteer contributions that are eligible include:

- professional volunteer services such as medical or other professionals giving their time in-kind; and
- volunteer hours towards the implementation and/or monitoring of the Activity.

The following volunteer services are NOT eligible to be included:

- volunteer services for professional development training of the ACO's staff or volunteers;
- volunteer services associated with applying for Government grants;
- volunteer services involving research; and
- volunteer services for fundraising.

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 the specified 12 month duration.

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 '10.4 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 a not-for-profit Australian community organisation or a local government entity that:

- has a proven record in implementing international development work in the country of the proposed Friendship Grant Activity (refer to section 7. *Location of Activities Funded*) demonstrated by;
- documented evidence* of:
 - » an existing relationship(s) with an in-country partner(s); and
 - » support from an in-country authority.

* Refer to section 9.2 *Attachments to the Application for further information.*

Your 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 the supporting documentation as outlined in ‘Attachments to the Application’.

Eligible organisations must be not-for-profit and provide appropriate evidence of their registration with [the Australian Charities & Not-for-Profits Commission](#), a state or territory regulator, or the [Office of the Registrar of Indigenous Corporations](#). Organisations registered with a state or territory regulator must be an incorporated association. **A fundraising certificate is not sufficient.**

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

Local councils are eligible to apply. Should they not be able to be registered with the above entities, they must provide a letter, signed by the Mayor of their council, stating that they are not under administration or investigation by the relevant state or territory government.

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;
- types and sizes of organisations;
- types of Activities being undertaken; and with a
- 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 organisation that has received AUD\$150,000 or more directly from DFAT in the 2018/19 financial year;
- 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](#).

Previous Friendship Grant recipients which have not met their obligations under the grant agreement, will not be eligible to apply in this grant round.

5.3 NUMBER OF APPLICATIONS FROM ONE ORGANISATION

Organisations can only submit one application per round. An organisation is identified by its Australian Business Number (ABN). This means DFAT can only accept one application per ABN. Different branches or affiliates of the same organisation are welcome to apply, but must use separate ABNs.

5.4 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.

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 acknowledge and agree to DFAT policies regarding safeguards which include child protection, preventing sexual exploitation, abuse and harassment, fraud control and anti-corruption. For more detail, please see ‘9.2 Attachments to the Application’.

DFAT is asking for this information because it has to ensure accountability for Australian taxpayer funds.

5.4.1 Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

DFAT does not tolerate sexual exploitation, abuse or harassment of any kind.

On July 1 2019, [DFAT's Preventing Sexual Exploitation Abuse and Harassment Policy](#) took effect for DFAT funded aid and humanitarian partners and scholarship programs. The Policy, which sets out expectations and requirements for all DFAT staff and implementing partners to manage SEAH risks and incidents, allows for a 12 month compliance period. Round 2 Friendship Grant recipients will be required to be compliant with DFAT's PSEAH Policy by 30 June 2020.

The Policy takes a risk-based, proportional approach to PSEAH. The Policy and associated *Guidance on assessing the risk of SEAH* are available at www.dfat.gov.au/pseah. These documents will assist Round 2 Friendship Grant recipients to assess the level of risk for sexual exploitation, abuse or harassment in their Activities, and then to apply the relevant PSEAH Minimum Standards (as described in the PSEAH Policy at Attachment A). DFAT will require Friendship Grant recipients to have in place the Minimum Standards by June 2020.

DFAT will work closely with Round 2 Friendship Grant recipients to assist with the practical implementation of the PSEAH Policy.

For the purposes of applying for a Round 2 Friendship Grant, applicants will be required to acknowledge they have:

- read and understood the DFAT PSEAH Policy, and
- understood the requirement to have the appropriate PSEAH Minimum Standards in place before 1 July 2020, should a Friendship Grant application be successful.

For enquiries or information on the PSEAH Policy:

- Email: seah.reports@dfat.gov.au
- Telephone: +61 2 6178 5100
- Web: www.dfat.gov.au/pseah

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 eligible location(s) 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 the overseas community's ability to sustain activities after the 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 note value for money is an aspect of the assessment of activities for funding.

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;
 - » While training programs held in the target country are eligible, the applicant must outline in their application how the training is part of a broader international development program. Applicants should consider and demonstrate how travel (e.g. travel and accommodation) and training (e.g. venue hire and training materials) costs represent value for money and deliver against Activity objectives. Travel and training costs must be identified as separate line items in the budget breakdown in the Application;

- » Training members of an Australian organisation or bringing in-country representatives to Australia for training are not eligible activities;
- Costs associated with participants attending events;
- Freight of goods and supplies to the overseas country that is disproportionate to the development focus of the Activity;
 - » To be eligible the focus of the Activity must have an international development outcome; and freight of goods or supplies must be a component of a broader development program; and this must be outlined in your application;
- Major capital expenditure (purchase of buildings or land);
 - » Construction activities are eligible, however, you must demonstrate how the construction is part of a broader international development program, how you will involve the local community, how it complies with local laws and policies and how you will implement DFAT’s Environmental and Social Safeguards Policy for the Aid Program. Failure to do this may result in an Activity being assessed as ineligible;
- 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;
- Humanitarian and disaster relief activities (disaster relief needs to arrive as soon as possible after the event so is not eligible);
- Activity items that have already been paid for, or ordered;
- 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
- » 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

The list of countries is subject to change on the basis of ODA-eligibility and Australian Government travel advice.

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. Country or location eligibility is determined at the closing date of applications.

Further information on the travel advice for countries (including locations within those countries) can be found at <http://smartraveller.gov.au/guide/all-travellers/Pages/default.aspx>.

If you are successful in receiving a grant and 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. DFAT will then advise the recipient of:

- any necessary additional requirements; and
- may restrict travel; and/or
- renegotiate the agreed Activity; and/or
- withdraw the remaining Friendship Grant funds.

DFAT will provide grant recipients the opportunity to vary activities with DFAT approval should they be affected or delayed due to extreme circumstances beyond their 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 and Australian charities management 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 correct or explain the information.

SELECTION CRITERIA	INFORMATION REQUIRED IN THE APPLICATION FORM	WEIGHTING
1. Development Effectiveness: the extent to which the Activity delivers positive, measurable impact to in-country communities.	Activity Description <ul style="list-style-type: none">a. Provide a description of the problem or need that the Activity seeks to address. <i>(150 words)</i>b. Provide a description of what will happen in the Activity – what activities will be undertaken? <i>(150 words)</i>c. Provide a description of who will directly benefit from the Activity. <i>(50 words)</i>d. How many people will directly benefit from your Activity?	25%

SELECTION CRITERIA	INFORMATION REQUIRED IN THE APPLICATION FORM	WEIGHTING
	<p style="text-align: center;"><i>(numerical field)</i></p> <p>Past Performance</p> <p>e. Outline details of your non-Friendship Grant Activities overseas. <i>(150 words)</i></p> <p>f. Have you previously received a Friendship Grant? <i>(select appropriate drop down)</i></p> <p>g. Outline how this application differs from or builds on your previous Friendship Grant activity. <i>(150 words)</i></p> <p>h. Has your organisation ever received funding from the Australian Government (federal or state) or a foreign government, including through a third party? <i>(select appropriate drop down)</i></p> <p>i. 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. <i>(150 words)</i></p> <p>Measuring Change</p> <p>j. What positive change(s) or benefits could the community expect to see at the end of your Activity? <i>(150 words)</i></p> <p>k. What methods will you use to measure any change that is achieved as a result of your Activity? <i>(150 words)</i></p>	
<p>2. Relevance to Australian Government priorities: the extent to which the Activity complements Australian Government priorities.</p>	<p>a. Sector <i>(select appropriate drop down)</i></p> <p>b. Sustainable Development Goal <i>(select appropriate drop down)</i></p> <p>c. How will your Activity complement the work of the Australian aid program? You should review the relevant country page on the DFAT website. <i>(150 words)</i></p> <p>d. How will your Activity align with DFAT’s gender and disability inclusion priorities? You should review DFAT’s gender and disability inclusion guidelines. <i>(100 words)</i></p>	10%
<p>3. Partnership and Sustainability: the</p>	<p>a. List partners in Australia and in-country helping to carry out the Activity.</p>	20%

SELECTION CRITERIA	INFORMATION REQUIRED IN THE APPLICATION FORM	WEIGHTING
<p>extent to which your Activity supports and builds on genuine in-country partnerships and demonstrates sustainability of benefits.</p>	<p><i>(Table format)</i></p> <p>b. List the key role of your organisation, your in-country partner(s) and the in-country community in implementing this Activity.</p> <p><i>(Table format)</i></p> <p>c. Describe how you consulted with your partner and the in-country community when designing the Activity?</p> <p><i>(100 words)</i></p> <p>d. Describe how your organisation will 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).</p> <p><i>(150 words)</i></p> <p>e. Outline the planned approaches or measures that will ensure the anticipated positive changes or benefits will be sustained following the completion of the Activity.</p> <p><i>(150 words)</i></p>	
<p>4. Community awareness and outreach: the extent to which your organisation will raise awareness of the Friendship Grant Activity.</p>	<p>Community awareness</p> <p>a. Describe the membership or supporter base of your organisation.</p> <p><i>(100 words)</i></p> <p>b. How many members or supporters do you regularly communicate with?</p> <p><i>(Numerical field)</i></p> <p>c. How will you raise awareness of this proposed Activity in Australia, including in your local community?</p> <p><i>(150 words)</i></p> <p>d. How will you acknowledge the support of the Australian Government in Australia?</p> <p><i>(100 words)</i></p> <p>e. How will you acknowledge the support of the Australian Government in the country of your Activity implementation?</p> <p><i>(100 words)</i></p> <p>Outreach</p> <p>f. List the social media platforms and channels you use to promote your work. (eg. Facebook, newsletters, Twitter).</p> <p><i>(Table format)</i></p>	15%
<p>5. Safeguards: the extent to which your</p>	<p>Staff integrity</p>	15%

SELECTION CRITERIA	INFORMATION REQUIRED IN THE APPLICATION FORM	WEIGHTING
<p>organisation will carry out this Activity in a way that does not harm people or the environment and is consistent with DFAT safeguards.</p>	<p>a. Outline how your organisation uses defined policies/procedures to screen/check staff and members travelling overseas for this Activity. <i>(150 words)</i></p> <p>b. Attach a copy of your organisation's Code of Conduct. <i>(File upload)</i></p> <p>Complaints</p> <p>c. Outline how your organisation receives and manages complaints. <i>(150 words)</i></p> <p>Protection of children and vulnerable people</p> <p>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.</p> <p>Your organisation must adhere to this policy.</p> <p>The Policy is available here.</p> <p>If you or your organisation would like further information on child protection, contact childprotection@dfat.gov.au or call +61 2 6178 5100.</p> <p>d. Attach a copy of your organisation's child protection policy. <i>(File upload)</i></p> <p>Most activities implemented in developing country communities will involve contact with children and vulnerable people – either working directly with them or through incidental contact in communities. Children and vulnerable people can be at higher risk of harm.</p> <p>e. List associated risks and appropriate mitigation measures in the table below (e.g. ensuring staff and partners are not alone with children or vulnerable people, child protection training for staff; background checks for staff). <i>(Table format)</i></p> <p>Environment</p> <p>f. Is there potential for your Activity to have a negative impact on the environment? <i>(Select appropriate drop down)</i></p> <p>g. If there is potential for your Activity to have a negative impact on the environment, list associated risks with appropriate mitigation measures in the table below. <i>(Table format)</i></p>	

SELECTION CRITERIA	INFORMATION REQUIRED IN THE APPLICATION FORM	WEIGHTING
6. Risk Management	<p>Activity Risk</p> <p>a. List the main risks associated with this Activity and say how you will mitigate each risk in the table below.</p> <p>Risks should include challenges you may confront in undertaking the Activity or that could be created by the Activity. For example, events such as the wet season, religious periods, harvest or elections in the target country which might delay the progress of your Activity, the possibility of fraud, terrorism financing, and the health and safety of your staff and volunteers should be considered.</p> <p>Please refer to the following DFAT documents: Environmental and social safeguards, Aid risk management, Child Protection, and the Prevention of Sexual Exploitation, Abuse and Harassment, Fraud Control.</p> <p>Note: A risk register must be kept up to date by the applicant throughout the Friendship Grants Activity period. (Table format)</p> <p>Financial Risk</p> <p>b. Provide details of your organisation’s financial record keeping arrangements, and how often your organisation undertakes audits. (150 words)</p> <p>c. Outline how your organisation will manage and monitor financial expenditure of the Activity? (150 words)</p>	15%
Total	Weighted Selection Criteria	100%
Risk: the extent to which the application raises development, financial or reputational risks.	This risk-assessed selection criterion takes into consideration any other significant risks.	
Value for Money: the extent to which the application displays cost effectiveness and efficiency.	This selection criterion assesses the extent to which an application displays an awareness of economy, efficiency, effectiveness and ethics.	
Diversity: the extent to which the overall selection of grant recipients reflects	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.	

SELECTION CRITERIA	INFORMATION REQUIRED IN THE APPLICATION FORM	WEIGHTING
the diversity of the Australian community.	<p>The group of successful applicants will include, as far as possible, an overall mix of:</p> <ul style="list-style-type: none"> • 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 6261 1850 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.

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 grants 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.

After you have submitted your application and while the application period is still open, you may make changes to your application. To do so, you can contact the Friendship Grants team at FriendshipGrants@dfat.gov.au to have your application re-opened but you must re-submit it by **1pm (AEST) on Tuesday 10 September 2019** to be considered for assessment.

Applicants are urged to lodge early 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 Friendship Grants team immediately by emailing FriendshipGrants@dfat.gov.au.

9.2 ATTACHMENTS TO THE APPLICATION

The following attachments should be included with your application:

- Evidence of your organisation’s current registration as follows:
 - » Australian Charities and Not-for-profits Commission – charity certificate;
 - » state or territory regulator - certificate of incorporation (a fundraising certificate is not sufficient);
 - » Office of the Registrar of Indigenous Corporations – registration certificate;

- » Australian Securities and Investments Commission – evidence of your registration currency and not-for-profit status;
- » local government entity – letter signed by your council’s mayor, stating they are not under administration or investigation by the relevant state of territory government.
- A bank statement from the last 12 months confirming your organisation’s bank details and registered address (applicants should note, some online bank statements do not contain the registered business address). If the bank statement does not show your organisation’s registered address, a bank letter with this information must also be provided.
- 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.
- Support from an in-country authority. This must be either:
 - » the 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).
- Three photos of your existing international development work in the target country which demonstrate your international development work (with informed consent obtained – refer to [DFAT’s Child Protection Policy](#) for further information on informed consent).
- Attach your organisation’s latest annual financial statements that have been either:
 - » audited by an auditor*, independent of your organisation; OR
 - » reviewed by an accountant**, independent of your organisation.
- * For audited financial statements, please provide a copy of the audit opinion/letter/report.
- ** Where financial statements have not been audited, your organisation must, at a minimum, include a certification from the independent accountant that the financial statements:
 - » agree with the financial management information system(s) of your organisation; and
 - » are supported by appropriate documents and records.
- Your organisation’s child protection policy.
- Your organisation’s code of conduct for volunteers and paid staff.

Your supporting documentation must be attached to the online application form. There will be instructions in the online form to guide you. Only attach the requested documents. All documents must be in English. Where a document has been translated, both the original and the English translation must be attached. While DFAT does not insist on the translation being undertaken by an accredited translator, organisations are responsible for ensuring the accuracy of any information provided in their application as applications need to be certified at the end of the online form.

9.3 BUDGET

All funds included in your application must be GST exclusive. Funding requested for a Friendship Grants must be between AUD\$30,000 and AUD\$60,000. Your organisation must match AUD\$1 for every AUD\$5 that the Australian Government provides under the program.

9.3.1 Grant Funds for Activity Related Costs

Activity related costs need to be broken down in the Application Form. This includes providing an indicative costing against each line item. Line items could include; salaries of paid staff implementing the Activity, travel for an officer(s) to implement the Activity, supplies for the Activity. Applicants will be required to select the appropriate line items. This budget breakdown will assist in the assessment of your application, including the assessment of value of money.

9.3.2 Grant Funds for Administration and Monitoring and Evaluation Costs

DFAT understands that good development practices, requires organisations to allocate funds to the implementation, monitoring and evaluation of their work. To assist with this, DFAT expects applicant organisations to allocate the appropriate level of funds for administration costs and monitoring and evaluation expenses for the Activity. There are two separate budget line items for these components in the Application Form. DFAT requires you to include costs in these budget line items to send a representative to specific events in Canberra as outlined below.

Within the Friendship Grant funding requested, you may include:

- Up to **10% for administration costs** which would include:
 - » travel and accommodation costs for one ACO representative to attend the Briefing in Canberra (please note up to two representatives can attend the Briefing but only one can be paid for from Friendship Grant funds);
 - » 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. exchange rate variations.
- Up to **10% on monitoring and evaluation costs** for the funded Activity, which would include:
 - » travel and accommodation costs for one ACO representative to attend the Learning Forum; and
 - » travel and accommodation for an ACO representative to visit the Activity to conduct monitoring and evaluation overseas; and/or
 - » engagement of a third party in-country to undertake an evaluation of the Activity.

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

9.3.3 Australian Community Organisation Contribution

Your organisation contribution can either be financial or in-kind or a combination of both. It must be at least 20% of the requested Friendship Grant funding. An in-kind contribution to the budget of an Activity proposed

for a Friendship Grant can include a dollar value of the hours or days that your organisation's volunteers anticipate working to implement the Activity.

As part of a Friendship Grant application, your organisation should provide a total dollar value of this contribution. Organisations may wish to refer to [Annex A of the Recognised Development Expenditure Explanatory Notes](#) in relation to valuing volunteer contributions to assist in calculating the volunteer hours.

Organisations that are successful in receiving a Friendship Grant must keep a record of these contributions as they may be requested by DFAT.

9.4 QUESTIONS DURING THE APPLICATION PROCESS

Questions can be asked throughout the application opening period. A Frequently Asked Questions (FAQ) document will be regularly update and posted on the [Australian Aid: Friendship Grants](#) page on the DFAT website.

If you cannot find an answer to your question in the FAQ document, please send your question to FriendshipGrants@dfat.gov.au or call the hotline on +61 2 6261 1850 between 9am–5pm (AEST), Monday-Friday. DFAT will aim to respond to your questions within five working days and will update the FAQ document with questions and answers that are relevant to all applicants.

The question period will close at **9am (AEST) on Monday 2 September 2019**. Answers to questions submitted will be responded to no later than **Tuesday 3 September 2019**. 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.

9.5 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.

9.6 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.

Decisions made about funding in a Government selection process are final and there is no mechanism for appeal.

9.7 FEEDBACK ON APPLICATIONS

DFAT anticipates strong interest in Round 2 of Australian Aid: Friendship Grants. Given the anticipated number of applications to be received, DFAT will not be able to provide feedback on individual applications. To assist applicants in submitting a new application in future rounds, comprehensive feedback with a compilation of strengths and weaknesses against each of the selection criteria will be published on the DFAT website.

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 Draft Grant Agreement). Standard terms and conditions for the grant agreement will apply and cannot be changed. Specific grant requirements will also be outlined in the grant agreement. 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 as outlined in your grant agreement, including:

- providing the relevant reports;
- complying with relevant laws and policies; and
- uphold DFAT policy and safeguards requirements.

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.

Details of the successful organisations (including contact details) and Activities will be provided to internal DFAT stakeholders and external parties such as Australian Members of Parliament.

10.3 HOW THE GRANT WILL BE PAID

The one-off payment will be paid by DFAT upon both parties signing the agreement. Successful organisations will provide DFAT with an invoice (Tax Invoice if registered for GST). Processing of payments will be undertaken in accordance with standard Australian Government conditions.

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 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;
- sending at least one representative from your organisation to participate in both the Friendship Grants Briefing and Learning Forum in Canberra (your organisation can fund an additional representative to attend the Briefing, should you wish).
- 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.

11.1.1 Managing Risk

You will also be responsible for managing the risks of the Activity. It is expected that all organisations develop and maintain appropriate risk registers which are regularly reviewed. Risk registers should be maintained following assessments of the security and local operating environment of your Activity. In your application, you will need to provide a list of the risks associated with your Activity and say how you will manage (i.e. mitigate) each risk. This should be drawn from your risk register which you will regularly review and update. Should you be successful, the risk register should be made available to DFAT, upon request.

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

11.2 REPORTING REQUIREMENTS

You must submit reports in line with the timeframes in the grant agreement or as otherwise advised by DFAT. You will be required to provide a Mid-Term and a Final Report.

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 challenges you have identified and their potential impact on your work;
 - » confirmation that the funding is being spent according to the Activity Proposal; and
 - » a case study with photos.
- 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
 - » 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 as advised by DFAT.

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. Monitoring by DFAT could include a visit to your in-country Activity or a spot check or review of your organisation's records and policies.

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 signs, 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. To request an exemption, email FriendshipGrants@dfat.gov.au.

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
- #SDGs

ACOs should tag DFAT when posting on social media. The DFAT social media handles are:

- Facebook - @dfat.gov.au
- Twitter - @dfat
- Instagram - @dfat

These handles can be included in the body of the post or on an accompanying image.

All Friendship Grants-related posts should include #FriendshipGrants. This confirms that Australian Aid: Friendship Grants supports the project and allows DFAT to report on and track posts about Friendship Grants. When mentioning Australian Aid: Friendship Grant support, ACOs should refer to it as #AustralianAid and #FriendshipGrants.

12.4 PHOTOS AND VIDEOS

ACOs are required to provide photos/videos during the implementation of the funded Activity.

Photos and videos will need to be suitable for public consumption as they may be published online and used to promote the Australian Aid: Friendship Grants program broadly.

A range of photographs should be provided during the implementation of the Activity including but not limited to:

- imagery of volunteers at work;
- imagery of the progress of the funded project; and
- imagery of the benefits to the community.

Where relevant, the Australian Aid Identifier should also be included in the photos and videos.

12.4.1 Obtaining consent for photos

Prior to taking any photos or videos, ACOs must obtain written or informed consent from all people in the photo or video. ACOs will be responsible for holding records of consent (written or recorded) on file.

An example of a consent form template used by DFAT is available here: <https://dfat.gov.au/about-us/publications/corporate/Pages/consent-for-use-of-images-videos.aspx>. You may wish to consider adapting this template when obtaining informed consent and explaining the intention of use of the photo.

Informed consent means that before photographing or filming a person you must explain how the photograph or film will be used, how long the photograph or film will be kept, and how the person can ask for the photograph or film to be removed. Please note, once images appear on a website, for example, it may not always be possible to remove them and this must be explained when obtaining informed consent.

Informed consent can be in writing, given verbally, or filmed. Regardless of how informed consent was obtained, a detailed file note must be securely kept by the ACO. The file note must include details such as who gave the informed consent, when the informed consent was obtained, where the informed consent was provided, and an explanation of what the photograph will be used for.

Should children appear in the photo or video, consent from the child and their parent or legal guardian must be obtained and there must not be any information included that could identify them (e.g. their full name, school or address). This means that before photographing or filming a child you must ask the child AND their parents or guardians for permission, explain how the photograph or film will be used, how long the photograph or film will be kept, and how the person can ask for the photograph or film to be removed.

A very small child will not be able to give written or verbal informed consent for their image to be taken or filmed. Therefore, the child's parents or guardians must provide the informed consent on their behalf.

A teacher or principal cannot provide informed consent in the absence of, or on behalf of a parent or a guardian.

Further information about DFAT's Child Protection Policy and guidance notes can be found here: www.dfat.gov.au/childprotection.

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 procedure for making a complaint about the Friendship Grants program is available on [DFAT's website](#).

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 organisation's 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, grant assessors and other officials, including the DFAT delegate, must also declare any conflicts of interest.

The Friendship Grants Unit 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](#), 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:

- 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;
- a House or a Committee of the Australian Parliament; and
- Australian Members of 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
- *Criminal Code Act 1995*.

Should your application be successful, DFAT may share your contact details and information provided in the application, Mid-Term and Final Reports 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

Term	Definition
Activity/Grant Activity	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.
Aid Investment Plan (AIP)	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 http://dfat.gov.au/about-us/publications/Pages/aid-investment-plans-aips.aspx
Applicant	An Australian community organisation submitting an application for Australian Aid: Friendship Grants funding.
Australian Aid: Friendship Grants	The grant scheme administered by the Department of Foreign Affairs and Trade as outlined in this document.
Australian Charities and Not-for-Profits Commission (ACNC)	The Australian Charities and Not-for-profits Commission (ACNC) is the independent national regulator of charities.
Australian community organisation (ACO)	The Australian-registered organisations that are eligible to receive Australian Aid: Friendship Grants funding.
Australian NGO Cooperation Program (ANCP)	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.
Beneficiaries	Members of the in-country community who are directly, positively impacted by the Activity.
Commonwealth entity	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.
Commonwealth Grant Rules and Guidelines (CGRGs)	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 .
DFAT Aid Priorities	The aid program focuses on six investment priorities: infrastructure and trade; agriculture fisheries and water; effective governance; education and health; building resilience; and gender. Further information about the priorities can be found at

Term	Definition
	https://dfat.gov.au/about-us/corporate/portfolio-budget-statements/Documents/2019-20-australian-aid-budget-summary.pdf
DFAT delegate	The person who makes a decision to award a grant.
Due diligence	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 your organisation will also apply it to its staff or Activity associates.
Eligibility criteria	The minimum standards or rules that an applicant must meet to qualify for consideration of a grant.
Final Report	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.
Grant activity or 'Activity'	The project/tasks/services that the Grantee is required to undertake with the grant money. It is described in the Grant Agreement.
Grant agreement	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.
Grantee	An organisation that has been awarded an Australian Aid: Friendship grant.
In-country authority	A competent government authority in the country where the Activity will be carried out. This can be a government authority at either the local, provincial, or national level.
In-country partner	The overseas organisation or community that works in partnership with your Australian community organisation.
In-kind contribution	The services provided instead of monetary contribution.
Indo-Pacific Region	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.
Matched funding	Your organisation's contribution, financial or 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.
Participants	Those individuals involved in implementing your Activity, either in a paid or volunteer capacity. This includes members of the Australian organisation or the in-country partner(s) who helped implement and monitor the Activity.

Term	Definition
Post	Australian Diplomatic Missions located overseas (High Commission, Embassy or Consulate) with DFAT representation.
Program	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).
Selection Criteria	The criteria used to assess the merits of proposals and to determine applicant rankings.
SmartyGrants	DFAT's online grant application system.
Sustainable Development Goals (SDGs)	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.

14.2 RULES AND GUIDELINES RELEVANT TO THE APPLICATION PROCESS

Term	Definition
Commonwealth Grants Rules and Guidelines	https://www.finance.gov.au/resource-management/grants/
Commonwealth Fraud Control Framework	https://www.ag.gov.au/Integrity/FraudControl/Pages/FraudControlFramework.aspx

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

Term	Definition
2030 Agenda for Sustainable Development	http://dfat.gov.au/aid/topics/development-issues/2030-agenda/Pages/sustainable-development-goals.aspx
Aid Investment Plans	http://dfat.gov.au/about-us/publications/Pages/aid-investment-plans-aips.aspx
Australian aid: promoting prosperity, reducing poverty, enhancing stability	http://dfat.gov.au/about-us/publications/Pages/australian-aid-promoting-prosperity-reducing-poverty-enhancing-stability.aspx
Aid Risk Management	http://dfat.gov.au/aid/topics/aid-risk-management/Pages/default.aspx
Australian Indigenous Peoples Strategy	http://dfat.gov.au/news/news/Pages/australian-indigenous-peoples-strategy.aspx
Child Protection Policy	http://www.dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx
Development for All 2015-2020: Strategy for Strengthening Disability-Inclusive Development in Australia's Aid Program	http://dfat.gov.au/about-us/publications/Pages/development-for-all-2015-2020.aspx
Environmental Management Guide for Australia's Aid Program	http://www.dfat.gov.au/about-us/publications/Pages/environment-management-guide-for-australia-s-aid-program.aspx
Environment Protection Policy for the Aid Program	http://dfat.gov.au/about-us/publications/Pages/environment-protection-policy-aid-program.aspx
Environmental and social safeguards	http://dfat.gov.au/aid/topics/aid-risk-management/Pages/environmental-and-social-safeguards.aspx
Family Planning and the Aid Program: Guiding Principles	http://www.dfat.gov.au/about-us/publications/Pages/family-planning-and-the-aid-program-guiding-principles.aspx
DFAT's Fraud Control	http://dfat.gov.au/about-us/corporate/fraud-control/Pages/fraud-control.aspx
Gender Equality and Women's Empowerment Strategy	http://dfat.gov.au/about-us/publications/Pages/gender-equality-and-womens-empowerment-strategy.aspx
Health for Development Strategy 2015-2020	http://dfat.gov.au/about-us/publications/Pages/health-for-development-strategy-2015-2020.aspx
Preventing Sexual Exploitation, Abuse and Harassment	https://dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default.aspx

Term	Definition
Strategy for Australia’s Aid Investments in Agriculture, Fisheries and Water	http://dfat.gov.au/about-us/publications/Pages/strategy-for-australias-aid-investments-in-agriculture-fisheries-and-water.aspx
Strategy for Australia’s Aid Investments in Education 2015–2020	http://dfat.gov.au/about-us/publications/Pages/strategy-for-australias-aid-investments-in-education-2015-2020.aspx
Strategy for Australia’s Aid Investments in Social Protection	http://dfat.gov.au/about-us/publications/Pages/strategy-for-australias-aid-investments-in-social-protection.aspx