

Activity Update

* indicates a required field

1. Outline how your Activity is tracking towards achieving the positive changes you set out in your application. *

Word count:
No more than 200 words.

2. Outline the challenges faced, or that you anticipate facing, in the final months of the Activity. *

Word count:
No more than 200 words.

It is expected that you continually reassess the operating environment and update your risk register accordingly.

Grant Funding

3. How much of your DFAT Friendship Grant had been spent as at XX XXXX? *

Must be a number.
State the figure in AUD, exclusive of GST. This must be DFAT funds only.

4a. Will you spend all of your Grant, including your organisation's contribution by XX XXXX XXXX? *

- Yes
- No

4b. Outline the reason(s) the Friendship Grant and/or your matched funding will not be spent, including a date for when you anticipate it will be spent. *

Word count:
No more than 200 words.

Other information

5. Is there any other information you wish to share in relation to your Friendship Grant? *

Word count:

Must be no more than 200 words.

Communications

* indicates a required field

Supporting Content

Attach a minimum of three photos with descriptive captions and credits to tell the story of your Activity.

Descriptive captions should provide a brief description of what is happening in the photo, provide the names of who is in the photo, and should credit the details of the person (and their organisation) that took the photo.

Photos must be a minimum of 300dpi (the dpi of a photo can be found by right clicking the image file, selecting 'properties', and then selecting 'details').

Please do not include multiple photographs in one file upload (i.e. only one image per image file).

You must obtain informed consent from all people in the photo. Where children are in the photo, consent must be obtained from a parent or legal guardian and must be in line with DFAT's Child Protection Policy guidance note on [Social Media and Use of Images](#) and [taking photographs of children](#).

Where a consent form has not been signed, a file note of the informed consent or a voice recording must be retained by the ACO and be available upon request.

The *Privacy Act 1988* governs the way 'personal information' is collected, used and disclosed in Australia and overseas. Images of individuals are considered to be 'personal information' if the person's identity is clear, or can reasonably be ascertained from the photo. This information can only be published if the individual has given consent or would have been aware that the information may be disclosed publicly.

Should you wish to upload additional photos, or a video, please upload them to this part of the report. Please note that the same consent requirements apply for both photos and videos.

6. Attach a minimum of three supporting photos including descriptive captions. *

Note: You must attach three photos in three separate files. Please note that the maximum file size is 25MB.

Case Study

Please provide a case study suitable for publishing online.

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Case studies must be written in plain English and not include development jargon. All case studies must acknowledge Australian Government funding.

Case studies generally follow the following format:

- Present the broader issue to grab the reader's attention – What is the issue in the broader context? Include facts and figures that provide background to your story.
- Explain the specific problem that you are trying to solve – What is the development problem that your organisation is trying to solve?
- Explain how you solved the problem – How has the Australian Aid: Friendship Grant enabled your project to address the problem?
- Conclude with the impact and benefits achieved – How is your project changing the lives of people in the local community and solving the problem?

Example case study

*In Province Y, more than 150 villages' access to fresh water supply depends entirely on monsoon rainfall. A delayed rainy season means delayed access to water, affecting the lives and businesses of locals. **(This is the broader context)***

*Organisation X has been supporting Community Y for twenty years. In 2018, Organisation X undertook some field research in Community Y and discovered that rain water tanks and wells were of poor quality and location. Many young people had to fill buckets and walk for several kilometres each day, at times in unsafe conditions. **(This explains the problem)***

*With the support of the Australian Aid: Friendship Grant, Organisation X has been able to develop Program Z to help members of the community build lasting, high quality wells in optimal locations. **(This presents the solution)***

*Community Y's fresh water supply is now 40 per cent higher than last year. Talking to locals, we learned that since the wells were now much more accessible that previous water sources had been, women had more time to spend growing their crops for market and children had more time to spend at school. **(This outlines the benefits)***

For more information on Organisation X, please visit >website<

For more information on the Friendship Grants program, please visit www.dfat.gov.au.

7. Write a brief case study of your funded Activity. *

Word count:

Must be no more than 400 words.

Certification

* indicates a required field

The following declaration must be completed by a member of your organisation who holds authority to act on behalf of your organisation.

By submitting this report, the Officer certifies that: *

- This report is complete and accurate;

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- A detailed, auditable record of income and expenditure at an individual item level of the Friendship Grant funds is available, should it be requested;
- The funds allocated are being used in accordance with the Grant Agreement with DFAT;
- The funds allocated are being used in accordance with the Friendship Grants Round 1 Guidelines;
- Any safeguard matters (eg. fraud or child protection cases) have been reported to DFAT in writing in the specified timeframes;
- An updated, detailed risk register for the Activity is available, should it be requested;
- The Australian Community Organisation (ACO) consents to the Australian Government using and disclosing all or part of this Report including photos, videos, case studies and testimonials; and
- The ACO has obtained the necessary approvals for use and reproduction of photos and videos and, if applicable, the photos and videos meet child protection requirements.

Certifying Officer Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Certifying Officer Position *

Date of Approval *

Must be a date.