



## DIRECT AID PROGRAM PROJECT ASSESSMENT FORM

**PROJECT APPLICATION NUMBER:** .....

### **PROJECT DETAILS:**

Name of project:

Brief description:

Amount sought in AUD:

Recipient country:

Location (e.g. town/province):

Name of applicant  
(individual or organisation):

Address for correspondence:

**PROJECT ELIGIBILITY** (this provides a quick guide to test positive eligibility; all questions should be answered in the affirmative)

Does the project:	<b>YES</b>	<b>NO</b>
1. have a developmental focus?	<input type="checkbox"/>	<input type="checkbox"/>
2. meet the Post's international relations and public diplomacy objectives?	<input type="checkbox"/>	<input type="checkbox"/>
3. assist poor or other disadvantaged people directly?	<input type="checkbox"/>	<input type="checkbox"/>
4. preclude support, directly or indirectly, to terrorists or terrorist groups?	<input type="checkbox"/>	<input type="checkbox"/>
5. allow for completion within the Post's specified timeframes?	<input type="checkbox"/>	<input type="checkbox"/>
6. avoid recurrent costs?	<input type="checkbox"/>	<input type="checkbox"/>
7. involve a demonstrated commitment by the local community, and/or applicant?	<input type="checkbox"/>	<input type="checkbox"/>
8. prove technically feasible?	<input type="checkbox"/>	<input type="checkbox"/>
9. minimise the risk of possible mis-use of funds or the Australian Government being brought into disrepute?	<input type="checkbox"/>	<input type="checkbox"/>

NB: Where the Committee has a project that, based on the above questions, is not eligible for funding, but which the Committee nevertheless feels *should* be funded, the project should be referred to the Canberra DAP Committee for decision.

<b><u>PROJECT DESCRIPTION</u></b>	<b>YES</b>	<b>NO</b>
A. Does the project have clearly defined developmental objectives?	<input type="checkbox"/>	<input type="checkbox"/>
B. Does the project focus on:		
B.1. poverty alleviation?	<input type="checkbox"/>	<input type="checkbox"/>
B.2. community-level health, education and sanitation?	<input type="checkbox"/>	<input type="checkbox"/>
B.3. enhancing sustainability through restoration and protection of the environment and facilitating sustainable growth?	<input type="checkbox"/>	<input type="checkbox"/>
B.4. basic human rights?	<input type="checkbox"/>	<input type="checkbox"/>
B.5. rural development?	<input type="checkbox"/>	<input type="checkbox"/>
B.6. gender equality?	<input type="checkbox"/>	<input type="checkbox"/>
B.7. conferences or training?	<input type="checkbox"/>	<input type="checkbox"/>
B.8. cultural or sporting activities?	<input type="checkbox"/>	<input type="checkbox"/>
B.9. disaster relief?	<input type="checkbox"/>	<input type="checkbox"/>
B.10. other – please note	<input type="checkbox"/>	<input type="checkbox"/>
B.11. Development Assistance Committee Sector Codes (see DAC Sector code list available in DAP Documentation in the DAP database)	<input type="text"/>	
Has a risk management assessment been made and a strategy put in place to mitigate risk? (Posts should outline the details in the comment box below)	<input type="checkbox"/>	<input type="checkbox"/>
Will this project have a lasting result (except where disaster relief is concerned)? (i.e. will something lasting be achieved or will conditions/circumstances remain exactly the same as before?)	<input type="checkbox"/>	<input type="checkbox"/>
Does Australia have bilateral aid commitments within the country? NB: Posts may wish to provide funding to countries where Australia has no formal bilateral aid commitment but which are ODA eligible. Where this is the case, however, we would not wish to raise unduly expectations that a complete development cooperation program may develop.	<input type="checkbox"/>	<input type="checkbox"/>
Has the applicant been funded before?	<input type="checkbox"/>	<input type="checkbox"/>
Have references been sought? (references should be sought for all first-time applicants in line with sound risk management)	<input type="checkbox"/>	<input type="checkbox"/>
Would it be worth contacting other organisations to discuss joint funding?	<input type="checkbox"/>	<input type="checkbox"/>
Could this project give rise to, or be linked into a public diplomacy activity?	<input type="checkbox"/>	<input type="checkbox"/>
What type of organisation is the recipient organisation?	<input type="text"/>	
Academic Institution/ C'wealth Development Agency /International Research Centre MDB (Multilateral Dev. Bank)/ NGO – Aust/ NGO - O/Seas/Other/Other International Agency/Other Multilateral/Private Contractor/Public Contractor/Recipient Government/Regional Organisation/Trade Union/United Nations Organisation/Unknown		

**PROJECT RESOURCES**

Will the applicant be contributing resources to the project?

Explain:

Is there a definitive timeframe for the project?

Explain:

Where the project involves conferences and training, are the results likely to be put to use after completion of the project?

Explain:

Has the applicant secured a source of funding for any recurrent costs, if applicable?

Explain:

**Comments:** (Include here: referee reports, risk management of the project, discussion with other organisations re joint funding, public diplomacy possibilities, special features that give this proposal priority over other activities and any issues which were the subject of substantive discussion during the Committee's consideration of the project.)

**DAP COMMITTEE RECOMMENDATION**

For a project to be eligible, as **a minimum requirement**:

- (a) the group or person applying for funding **must not be listed** on the DFAT Consolidated List of terrorists and terrorist groups (see [www.dfat.gov.au/icat/freezing\\_terrorists\\_assets.html#7](http://www.dfat.gov.au/icat/freezing_terrorists_assets.html#7));
- (b) where there is no match with the DFAT Consolidated List but Post has identified a general terrorist financing risk for their local DAP, the Committee **must provide details** in the Comments section of the steps to be taken to manage adequately the risk (see Counter Terrorism section of the DAP Guidelines)
- (c) the following threshold questions **must** be answered in the affirmative:
  - Project Eligibility  
Questions 1 to 9; i.e. all questions in this section
  - Project Description  
Question A plus one of Questions B.1. to B.10?

Wherever possible, DAP Committees should give preference to projects that meet additional DAP criteria. Any doubts about a project’s eligibility should be referred to the Canberra DAP Committee for decision.

**DAP Committee Recommendation**

<p>The DAP Committee recommends the following:</p> <p style="text-align: right;">That the project be approved <input type="checkbox"/></p> <p style="text-align: right;">That the project be rejected <input type="checkbox"/></p> <p>Other (explain):</p>
<p>Signature .....</p> <p>Name:</p> <p>Date:</p>

**HEAD OF MISSION APPROVAL**

As Head of Mission, I hereby certify that I have read the Guidelines for the management of Direct Aid Program (DAP) Funds, have examined the DAP Committee’s recommendation and the record of their discussion and am satisfied that consideration of the project was conducted in accordance with the DAP Guidelines.

- I AGREE WITH THE COMMITTEE'S RECOMMENDATION
- I DO NOT APPROVE THIS PROJECT
- I APPROVE THIS PROJECT TO THE AMOUNT OF:

.....  
 HOM / Acting HOM  
 Name:  
 Date: