



Australian Government

Aid Program

East Timor Community Assistance Scheme (ETCAS)

Guidelines for submitting an Expression of Interest

September 2011

The Australia East Timor Community Assistance Scheme (ETCAS) is a small grants scheme which operates as part of Australia's development cooperation program in line with the Australia–Timor-Leste Country Strategy.

IMPORTANT–PLEASE NOTE:

PROPOSALS MUST BE SUBMITTED IN ACCORDANCE WITH THESE GUIDELINES

Expressions of Interest (EOI) must be lodged by **4pm (local time) on 30 September 2011**.

EOI will not be accepted by e-mail. EOI can be submitted in an envelope clearly labelled “East Timor Community Assistance Scheme EOI”, in hardcopy either in person to:

Australian Agency for International Development (AusAID)
Australian Embassy
Avenida dos Martires da Patria
Dili, Timor Leste

or by mail to:

Australian Agency for International Development (AusAID)
Australian Embassy
PO Box 3322
Dili, Timor Leste



KEY DATES	
STEP ONE IN APPLICATION PROCESS	
1 September 2011	Call for Expressions of Interest
30 September 2011	Closing date for Expressions of Interest to be received by the Australian Embassy in Dili
15 November 2011	Shortlisted organisations are invited to submit full applications
STEP TWO IN APPLICATION PROCESS	
9 January 2012	Closing date for full applications to be received by the Australian Embassy in Dili
10 January – 31 March 2012	Selection process, including follow-up interviews, field check where necessary
1 – 30 April 2012	Outcomes advised, agreements signed and funding made available

- Please see Section 3 in the guidelines below for information on the timeframe for selecting and funding elections-related activities.
- AusAID is located at the Australian Embassy in Dili, Avenida dos Martires da Patria, Dili. Alternatively you can contact us by:

Email: etcas.info@ausaid.gov.au

Phone: (670) 331 2900

Fax: (670) 3323 621



1 Aim of the East Timor Community Assistance Scheme (ETCAS)

- 1.1 The East Timor Community Assistance Scheme (ETCAS) is a small grants scheme which operates as part of Australia's development cooperation program in East Timor in line with the *Australia–Timor-Leste Country Strategy (2009-2014)*.
- 1.2 ETCAS aims to support communities to reduce poverty and achieve sustainable development by funding small community development activities and by developing the capacity of civil society organizations through the provision of small grants.

2 Eligibility Criteria

2.1 Eligible organisations: Who may apply?

2.1.1 Applications must be from:

- a local non-government, faith-based or community-based organisation; or
- an international non-government or community-based organisation working in partnership with a counterpart Timorese organisation.

2.1.2 Proposals from individuals or households are **not** eligible.

2.2 Eligible project activities: What types of projects may be funded?

2.2.1 Activities which address one or more of the following 5 areas:

- Basic health care
- Education and training
- Rural development (focusing on income generation, small-scale infrastructure or sanitation)
- Good governance and accountability including, in 2011/12, proposals related to elections monitoring and voter education
- Civil society organisational strengthening

2.2.2 Applications for joint or partial funding of a larger project with other contributors will be accepted.

2.2.3 Applications for funding project activities that have previously received an ETCAS grant or other Australian Government funding will be considered. However, new funds will not be released until previous funding has been acquitted.

2.2.4 Applications must adhere to the following Australian Aid principles (refer to www.aisaid.gov.au for more information):

- ensure gender equality;
- protect and promote the environment;
- encourage disability inclusion;
- comply with family planning guidelines;
- comply with child protection standards (see below)
- be consistent with the *Australia–Timor-Leste Country Strategy (2009-2014)*.



2011 – Child Protection Policy

All organisations receiving ETCAS funding in 2011/12 will be required to comply with AusAID's Child Protection Policy, as per its requirements for different kinds of organisations. This can be found at http://www.ausaid.gov.au/publications/pdf/child_protection.pdf Hard copies can be obtained from the AusAID office in Dili.

For example, NGOs funded by AusAID small grants schemes

1. Must have their own child protection policy in place if implementing activities that involve Personnel working with children.
2. Must comply with all child protection requirements stated in AusAID's funding agreements.

AusAID will also provide child protection training for all short-listed organisations.

2.3 Project activities *not* eligible for funding

2.3.1 Funding will *not* be provided for:

- projects reasonably determined to be contrary to Australia's interests
- projects that support independence movements
- evangelism or missionary outreach activities
- political party campaign activities
- emergency relief activities
- recurrent costs, unless the organisation demonstrates how it will take over these costs
- individual household benefit
- retrospective activities
- activities that already receive significant funding through other Australian Government programs
- academic research

2.4 Amount and duration of funding

2.4.1 The minimum project funding limit is USD 5,000 and the maximum limit USD 100,000. Preference will be given to project funding in the range of USD 10,000 to USD 100,000.

2.4.2 Projects above USD 30,000 will generally be for local organisations partnering with international organisations, or local organisations that are well-established with strong experience.

2.4.3 The timeframe for project implementation can be between 6-24 months in duration.

2.4.4 Funding will not be provided for travel expenses exceeding 20% of total project costs, or for the provision of equipment, freight or buildings, where each exceeds 20% of the total project costs.

3 Application Process

Step One (for all interested applicant organisations)

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- 3.1 Interested organisations must submit a completed EOI Form (Attachment A) to the Australian Embassy **in Dili by 4 pm (local time) on Friday, 30 September 2011**. Late EOI will not be accepted. The EOI must be submitted in hardcopy, labelled 'East Timor Community Assistance Scheme'.
 - 3.2 EOI forms must be typed, **in English or Tetun**, and use the template format (**Attachment A**).
 - 3.3 The Australian Embassy will assess the EOI, and then invite selected organisations to submit full applications. The Australian Embassy will contact shortlisted organisations **by Friday 15 November 2011**.
 - 3.4 Please note that we are unable to contact all organisations which submit an EOI. Organisations should consider their application unsuccessful if they have not heard from the Australian Embassy **by Friday 15 November 2011**.

Step Two (for shortlisted organisations invited to submit a full application)

- 3.5 The Australian Embassy will provide an Application Form and guidelines for submitting a full application to shortlisted organisations.
- 3.6 Full applications must be submitted **by 4 pm (local time) on Monday, 9 January 2012**. **Late applications will not be accepted.**

Note:

Please note that all applications for activities related to the 2012 general elections (such as civic education and elections monitoring) will be processed separately. AusAID will contact all shortlisted applicants for elections-related activities in October 2011 and shortlisted applicants should expect to submit their full applications in November 2011. The funding will be released for selected elections-related activities in early 2012.

4 Further Information

- 4.1 AusAID will hold **information sessions** about ETCAS 2011/12 for those applicants who may have questions about the ETCAS application form or project implementation. These sessions are not compulsory but intended to assist organisations understand the process. We encourage organisations with questions to attend **on either 8, 15 or 22 September 2011 at 2-3pm at the office of the NGO Forum, Caicoli, Dili**.
- 4.2 All other queries should be directed to AusAID at Dili Post by email, phone or letter:

Australian Agency for International Development (AusAID)

Australian Embassy

Avenida dos Martires da Patria

Dili, Timor-Leste

Phone: (670) 331 2900

Fax: (670) 3323 621

Email: etcas.info@ausaid.gov.au



East Timor Community Assistance Scheme (ETCAS)

Expression of Interest (EOI) Form (Attachment A)

Instructions

To be completed by the applicant organisation. Please read the EOI Guidelines before filling out this form to ensure your project and organisation are eligible to apply for funding. The form must be typed and in **English or Tetun**. All EOI forms must be received in hard copy by the Australian Embassy in Dili **by 4pm on Friday 30 September 2011**. **Late EOI forms will not be accepted. Incomplete forms or forms longer than three pages will not be considered.**

PART 1: ORGANISATION DETAILS

Organisation Name	
Type of Organisation (eg. NGO, community-based)	
Name of Main Contact	
Organisation Location (Dili or district)	
Work Phone Number	
Mobile Phone Number	
Email Address	
Website (if applicable)	
Name of Alternate Contact	
Phone Number	
Email Address	
Date of the submission of EOI	



What is your organisation's mission, goal or objective? Briefly describe its main areas of work (maximum 150 words) _____

PART 2: PROJECT SUMMARY

Project Title	
Project Location (town, district, aldeia, suco)	
Project Duration (in months or years)	
Other Project Partners (if known or relevant)	
Other Funding Sources (in-kind, other donors)	
Grant Amount Requested	
Total Project Cost	

PART 3: PROJECT DETAILS

(a) Which of the following objectives does your organisation aim to achieve with this project (please mark one or more):

- ☐ Basic health care
- ☐ Education and training
- ☐ Rural development (focusing on income generation, small-scale infrastructure or sanitation)
- ☐ Good governance and accountability
- ☐ Civil society organisational strengthening



(b) Briefly describe how the project's activities will meet this objective/s (maximum 300 words)_____

(c) What are the expected outcomes that the project will achieve? (maximum 150 words)_____

(d) Please provide any further details you think may be relevant to your organisation's application, such as proven track record in the sector concerned (maximum 150 words)_____
