

Australian Aid: Friendship Grants Application

Form Preview

Information

The Application Form must be completed in accordance with the Round 2 [Australian Aid: Friendship Grants Guidelines](#).

The acceptance of your submission in no way implies any commitment to fund your application. The approval of a grant under Australian Aid: Friendship Grants is at the discretion of the Department of Foreign Affairs and Trade (DFAT) and subject to a competitive selection process in accordance with the Commonwealth Grants Rules and Guidelines.

Enquiries may be directed to the Friendship Grants Team at FriendshipGrants@dfat.gov.au or by calling +61 2 6261 1850.

WARNING: You may be logged out automatically after 30 minutes if you don't save, which will cause you to lose any unsaved work.

Before commencing an application, applicants should carefully read the Round 2 [Australian Aid: Friendship Grants Guidelines](#) and associated DFAT documents.

All fields are mandatory in this form and must be completed accordingly.

Minimum Eligibility Criteria

* indicates a required field

Eligibility Criteria

Your answers to the following questions will determine if your organisation meets the minimum eligibility requirements to apply for a Friendship Grant. If you do not meet these minimum eligibility requirements, you cannot complete the Application Form.

Is your organisation a not-for-profit entity and able to demonstrate the appropriate registration as per section 5.1 of the Guidelines? *

Refer to eligible country list in section 5.1 of the Guidelines.

Is the proposed Activity in an eligible Indo-Pacific country? *

Refer to eligible country list in section 7 of the Guidelines.

Is your organisation currently accredited with DFAT? *

Did your organisation receive AUD\$150,000 or more from DFAT in 2018/19? *

If you were to receive a grant, would you expend the funds within a 12 month period? *

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Is the proposed Activity in a 'do not travel' or 'reconsider your need to travel' location? *

Refer to Smartraveller.

Can your organisation provide evidence of an existing relationship with an in-country partner? *

Refer to eligible country list in section 9.2 of the Guidelines.

Is your organisation or any of its staff, volunteers, including those of your in-country partners listed on any of the following lists: Asian Development Bank Sanctions List; World Bank Listing of Ineligible Firms & Individuals; Australian Government's Listed Terrorist Organisations; or DFAT's Consolidated List? *

Select 'No' if your organisation, staff, volunteers and in-country partners are not listed on the following lists: Asian Development Bank List, World Bank List, Australian Government's List, DFAT's Consolidated List.

If successful, will your organisation promote the Activity in your networks, acknowledging Australian Government funding through Australian Aid: Friendship Grants? *

Is your organisation requesting between AUD\$30,000 and AUD \$60,000 for the proposed Activity? *

In this application, can you provide the required support from an in-country authority? *

Refer to section 9.2 of the Guidelines.

Will your organisation match funds at a ratio of AUD\$1 for every AUD\$5 that DFAT provides under Friendship Grants? *

Refer to section 4.2 of the Guidelines.

If successful, is your organisation willing to supply all relevant documentation to undergo DFAT compliance and social safeguards checks or audits? *

Eligibility Attachments

Attach the following documents to this application:

Evidence of the organisation's current registration as per section 9.2 of the Guidelines. *

Attach a file:

Refer to section 9.2 of the Guidelines.

Your organisation's bank statement from the last twelve months (with registered address). If the bank statement does not show your organisation's registered address, a bank letter with this information must also be provided. *

Attach a file:

Refer to section 9.2 of the Guidelines. Do not give details for an individual or personal bank account. Note: some online statements do not show an organisation's registered address.

Evidence of an existing relationship with an in-country partner(s) as per section 9.2 of the Guidelines. *

Attach a file:

Refer to section 9.2 of the Guidelines.

Evidence of support from an in-country authority for your organisation or your in-country partner(s) as per section 9.2 of the Guidelines. *

Attach a file:

Refer to section 9.2 of the Guidelines.

Your organisation's latest annual financial statements with appropriate

Attach a file:

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review as per section 9.2 of the Guidelines. *

Refer to section 9.2 of the Guidelines.

Your organisation is ineligible to apply

Based on your responses to the questions above, your organisation is ineligible to apply for an Australian Aid: Friendship Grant, in accordance with the Friendship Grants Guidelines.

Contact Details

* indicates a required field

Organisation Details

Legal Name *

Organisation Name

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register | |
|---|----------------------------------|
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main business location | |

Must be an ABN.

Physical Address *

Address

Address Line 1, Suburb/Town, and Country are required. Country must be Australia

This address must be where the organisation's work is principally performed.

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Postal Address *

Address

Address Line 1, Suburb/Town, and Country are required. Country must be Australia

Phone Number *

Must be an Australian phone number.

Website *

Must be a URL. Can be a Facebook page.

CEO

Name *

| Title | First Name | Last Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Position *

Phone *

Must be an Australian phone number.

Email *

Must be an email address.

Primary Contact

Name *

| Title | First Name | Last Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Position *

Phone *

Must be an Australian phone number.

Email *

Must be an email address.

Secondary Contact

Name *

| Title | First Name | Last Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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Position *

Phone *

Must be an Australian phone number.

Email *

Must be an email address.

Organisational Profile

* indicates a required field

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;
- different types and sizes of organisations;
- different types of Activities being undertaken; and
- a geographic spread of organisations from across Australia.

This section is seeking information about your organisation.

Type of organisation *

Other:

Please provide the primary descriptor of your organisation from the drop down list.

Number of staff (including volunteers) in your organisation *

A whole number (no decimal place).

Is the registered address of your organisation located in a: *

- Capital City
 Regional or Remote location

Describe the purpose of your organisation and the work it undertakes. *

Word count:

Must be no more than 150 words.

Referee

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Give the details of a referee from your in-country partner who can speak to the relationship between your organisation and themselves, the work undertaken to date and the proposed Friendship Grant Activity. This referee must be able to speak English.

Referee *

| Title | First Name | Last Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

In-Country Partner Organisation *

Organisation Name

Position *

Phone Number *

Email *

Must be an email address.

Activity Summary

* indicates a required field

This information is relating to the Activity you are seeking Friendship Grant funding for.

Activity Details

Provide a unique, clear and descriptive Activity title. For example, titles such as 'health development project' and 'women's leadership project' are not unique and do not provide enough information about the Activity.

Activity Title *

Must be no more than 10 words.

This section requests information which describes the focus and work of the Activity. Further detail is requested later in this form.

DFAT expects details such as:

- **What** the Activity is about;
- **Who** will implement the Activity and who will benefit from the Activity; and
- **Where** the Activity will take place.

Tip: Use plain English and avoid jargon. The information provided should be clear and accessible to a reader with no aid and development knowledge.

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Applicants must read section 6 of the [Guidelines](#) to ensure the proposed Activity is eligible.

Brief Activity Summary *

Word count:

Must be no more than 50 words.

Attach three photos that represent your existing international development work. *

Attach a file:

A minimum of 3 files must be attached.

Appropriate consent must be obtained for all photos uploaded. Refer to the DFAT Child Protection Policy for further information on consent.

*

I confirm I have obtained informed consent(s) for the attached photos

Enter the start and end date for the Activity in the format dd/mm/yyyy.

If you do not know exact dates, provide the best approximation. The start date should be when an Activity begins with the Friendship Grants funding and should match to the Friendship Grants funding period.

Start Date *

Must be a date and between 1/3/2020 and 1/6/2020.

End Date *

Must be a date and no later than 1/3/2021.

Activity Type

Select the most relevant category.

Sector *

Which international development sector will your Activity be responding to?

Identify the correct SDG with reference to the goals and indicators by visiting -https://unstats.un.org/sdgs/indicators/Global%20Indicator%20Framework%20after%202019%20refinement_Eng.pdf

Sustainable Development Goal *

Which United Nations SDG will your activity be primarily responding to?

Country Details

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This Activity should be in an eligible country within the Indo-Pacific region (refer to the [Guidelines](#)).

Your organisation cannot nominate *countries, regions or locations* listed as “do not travel” or “reconsider your need to travel” on [Smartraveller](#).

Primary Country *

Provinces / Regions *

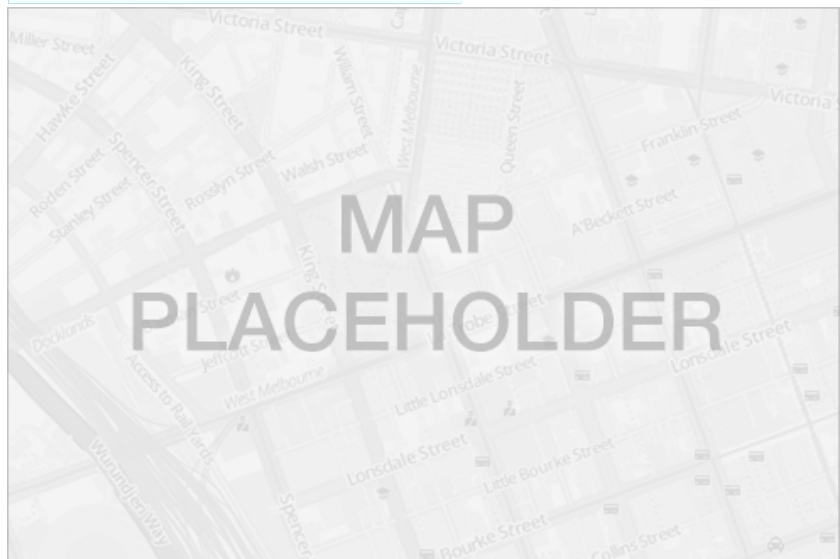
Activity Location(s)

Multiple locations can be entered by clicking the "Add More" button (bottom right, below map).

The Activity street address will only be used for internal purposes. DFAT acknowledges that some organisations may have concerns or sensitivities around providing this data. Should you have any concerns, only provide the location information for a regional town or city near the Activity location.

Activity Location *

Address



Country is required.

Development Effectiveness

* indicates a required field

Activity Description

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a) Provide a description of the problem or need that the Activity seeks to address. *

Word count:
Must be no more than 150 words.

b) Provide a description of what will happen in the Activity - what activities will be undertaken? *

Word count:
Must be no more than 150 words.

c) Provide a description of who will directly benefit from the Activity. *

Word count:
Must be no more than 50 words.

d) How many people will directly benefit from your Activity? *

Must be a whole number.

Past Performance

e) Outline details of your non-Friendship Grant Activities overseas *

Word count:
Must be no more than 150 words.

f) Have you previously received a Friendship Grant? *

g) Outline how this application differs from or builds on your previous Friendship Grant Activity. *

Word count:
Must be no more than 150 words.

h) Has your organisation ever received funding from the Australian Government (federal or state) or a foreign government, including through a third party? *

i) Outline which government(s); the relevant time period(s); how much funding was received (AUD);

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and the nature of the work that this funding contributed to. Please describe the three most recent financial contributions only. *

Word count:
Must be no more than 150 words.

Measuring Change

j) What positive change(s) or benefits could the community expect to see at the end of your Activity? *

Word count:
Must be no more than 150 words.

k) What methods will you use to measure any change that is achieved as a result of your Activity? *

Word count:
Must be no more than 150 words.

Relevance to Australian Government Priorities

* indicates a required field

Sector

This question is read only.

Sustainable Development Goal

This question is read only.

a) How will your Activity complement the work of the Australian aid program? You should review the relevant country page on the DFAT website. *

Word count:
You should review the relevant country page on the DFAT website. Must be no more than 150 words

b) How will your Activity align with DFAT's gender and disability inclusion priorities? *

Word count:
You should review DFAT's gender and disability inclusion guidelines. Must be no more than 100 words.

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Partnership and Sustainability

* indicates a required field

Partners for the Activity

a) List partners (in-country and in Australia) helping to carry out the Activity.

| Name of Partner | Partner location | Type of Organisation | Relationship | Length of Relationship |
|-----------------|------------------|----------------------|--------------|------------------------|
| | | Other: | | |

b) List the key role of your organisation, your in-country partner(s) and the in-country community in implementing this Activity.

The role should clearly define the responsibilities of each party involved in implementing the Activity (i.e your organisation, your in-country partner and the in-country community).

| Role of your organisation | Role of your in-country Partner(s) | Role of the in-country community |
|---------------------------|------------------------------------|----------------------------------|
| | | |

c) Describe how you consulted with your partner and the in-country community when designing the Activity? *

Word count:

Must be no more than 100 words.

d) Describe how your organisation will work in genuine partnership with the in-country community so benefits are long lasting? *

Word count:

Must be no more than 150 words.

(For example, the Activity might teach skills that help the community to earn more secure income)

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. *

Word count:

Must be no more than 150 words.

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Community Outreach

* indicates a required field

Community Awareness

a) Describe the membership or supporter base of your organisation. *

Word count:
Must be no more than 100 words.

b) How many members or supporters do you regularly communicate with? *

A whole number (no decimal place).

c) How will you raise awareness of this proposed Activity in Australia, including in your local community? *

Word count:
Must be no more than 150 words.

d) How will you acknowledge the support of the Australian Government in Australia? *

Word count:
No more than 100 words. Refer to the Guidelines for more information.

e) How will you acknowledge the support of the Australian Government in the country of your Activity implementation? *

Word count:
Must be no more than 100 words.

Outreach

F) List the social media platforms and channels you use to promote your work

| Communication Channel | Name/Handle | Number of Followers/ Subscribers | Frequency of sharing content |
|------------------------|-------------|----------------------------------|------------------------------|
| Facebook | | | |
| Twitter | | | |
| Instagram | | | |
| YouTube Channel | | | |
| E-Newsletters | | | |
| Website articles/blogs | | | |
| Events/meetings | | | |
| Website | | | |

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| | | | |
|-------|--|--|--|
| Other | | | |
|-------|--|--|--|

Safeguards

* indicates a required field

This section will ask you to describe how your organisation will carry out the Activity in a way that does not harm people or the environment. Please refer to the following DFAT policies: [Environmental and social safeguards](#), [Aid risk management](#), [Child Protection](#), and the [Prevention of Sexual Exploitation, Abuse and Harassment](#).

Staff Integrity

a) Outline how your organisation uses defined policies/ procedures to screen/ check staff and members travelling overseas for this Activity *

Word count:
Must be no more than 150 words.

b) Attach a copy of your organisation's Code of Conduct *

Attach a file:

Complaints

c) Outline how your organisation receives and manages complaints. *

Word count:
Must be no more than 150 words.

Protection of children and vulnerable people

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.

Your organisation must have its own child protection policy in place consistent with the DFAT Child Protection Policy.

The DFAT Policy is available [here](#). If you or your organisation would like further information on child protection, contact childprotection@dfat.gov.au or call +61 2 6178 5100.

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d) Attach a copy of your organisation's child protection policy *

Attach a file:

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.

e) In considering the implementation of your organisation's proposed Activity, list in the table below any associated risks faced by children and/or vulnerable people and identify the appropriate mitigation measures you will have in place (i.e. ensuring staff partners are not alone with children or vulnerable people, child protection training for staff; background checks for staff).

Child protection / vulnerable people risk Mitigation (i.e. how you will manage the risk)

| Child protection / vulnerable people risk | Mitigation (i.e. how you will manage the risk) |
|---|--|
| | |

Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

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

[DFAT's Preventing Sexual Exploitation Abuse and Harassment Policy](#) sets out expectations and requirements for all DFAT staff and implementing partners to manage SEAH risks and incidents. The Policy applies to all DFAT staff and all implementing partners, in Australia and overseas. **The Policy, as it applies to implementing partners, is being phased into operation from 1 July 2019.** If your organisation is awarded a Round 2 Friendship Grant, your organisation 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 enquiries or information on the PSEAH Policy:

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

g) I understand that my organisation will be required to have in place the appropriate PSEAH Minimum Standards before 1 July 2020, should my Friendship Grant application be successful.

Yes No

f) I have read and understood the DFAT PSEAH Policy.

Yes No

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Environment

The [Environmental and Social Safeguard Policy](#) came into effect 1 January 2018 and applies to all DFAT Official Development Assistance funded aid investments regardless of value or funding mechanism. Departmental non-aid investments should consider their program risks in relation to the safeguard policy.

h) Is there potential for your Activity to have a negative impact on the environment? *

- Yes No

i) 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.

| Environment risk | Mitigation (i.e. how you will manage the risk) |
|------------------|--|
| | |

Risk Management

* indicates a required field

Activity Risks

Note: A risk register must be kept up to date by the applicant throughout the Friendship Grants Activity period.

Taking carefully considered but well managed risks is important to delivering Australia's development objectives and to achieve good outcomes for the poorest and most vulnerable. Early identification of risk and risk management in all stages of a development investment improves outcomes.

DFAT has a number of policies that manage specific risks including on [environmental and social safeguards](#), [fraud control](#), [child protection](#), [preventing sexual exploitation, abuse and harassment](#) and [terrorism financing](#).

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.

a) List the main risks associated with this Activity and say how you will manage (ie. mitigate) each risk in the table below.

| Activity Risk | Mitigation (i.e. how you will manage the risk) |
|---------------|--|
| | |

Financial Risk

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b) Provide details of your organisation's financial record keeping arrangements, and how often your organisation undertakes audits and/or financial reviews. *

Word count:
Must be no more than 150 words.

c) Outline how your organisation will manage and monitor financial expenditure of the Activity? *

Word count:
Must be no more than 150 words.

Budget

* indicates a required field

Under Australian Aid: Friendship Grants, an organisation must match one dollar for every five dollars (AUD) that DFAT provides under the Friendship Grants (20% match). Your organisation's contribution to the Friendship Grant Activity consists of financial and in-kind support.

Your organisation's contribution may be 'in kind' (ie. volunteer hours). Please convert the in kind contribution into dollar amounts for the below budget. Refer to section 4.2 and section 9.3.3 of the [Guidelines](#) for further information on matched funding and 'in-kind' contributions.

All amounts are to be exclusive of GST.

Activity Income

Total Amount Requested from Friendship Grants *

\$

Must be a whole dollar amount (no cents) and between \$30,000 and \$60,000.

DFAT Expenditure

Please provide below a breakdown of costs with respect to DFAT Friendship Grants funding only.

The categories of budget items provided below are indicative only and it is not mandatory to identify costs against all of them. Please use the 'other' item category only where there will be significant expenditure against an item category not listed below.

Further information on the budget requirements is provided in section 9.3 of the [Guidelines](#).

| Item | Proposed Amount | Activity Description |
|---------------------|-----------------|----------------------|
| Salary | \$ | |
| Travel to Implement | | |
| Training Costs | | |

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| | | |
|--|----------------------|----------------------|
| Freight Equipment Construction Costs Other: <input type="text"/> | <input type="text"/> | <input type="text"/> |
|--|----------------------|----------------------|

Validation

Activity Costs *

\$

This number/amount is calculated.

As per [9.3.2 of the Guidelines](#), please ensure the following travel and accommodation costs are included in the relevant areas of your budget:

- for a representative to attend a mandatory Policy Briefing in Canberra (Administration), and
- for a representative to attend the a Learning Forum in Canberra (Monitoring and Evaluation).

Administration *

\$

Must be a dollar amount.

Administration Percentage *

Can not be greater than 10%. This percentage is automatically calculated.

Monitoring & Evaluation *

\$

Must be a dollar amount.

Monitoring & Evaluation Percentage *

Can not be greater than 10%. This percentage is automatically calculated.

Total DFAT Expenditure *

\$

This amount is automatically calculated.

DFAT Funding vs Expenditure *

\$

This amount is automatically calculated (Must equal zero).

Total Project Cost *

\$

What is the total budgeted cost (dollars) of your Activity? This amount is automatically calculated.

Australian Community Organisation (ACO) Contribution

Is your ACO contribution financial, in kind or a combination of both? *

Financial

In kind

Combination of both

ACO Financial Contribution *

\$

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Must be a dollar amount.

ACO In Kind Contribution *

\$
Must be a dollar amount.

ACO Total Contribution *

\$
This amount is automatically calculated

ACO Contribution percentage *

The ACO Contribution must be at least 20% of amount requested from DFAT. This percentage is automatically calculated.

Activity Funding From Other Sources

The section seeks information on other funding that the ACO has received specifically for and allocated to this Activity. This may include funding from other donor organisations (including private sector or philanthropic organisations), in-country partners (including Government), other Australian or foreign government donors or other DFAT programs.

Is there Activity funding from other sources, specifically received for and allocated to this activity? *

Funding for this Activity

Donor Name (or DFAT Program name)

| | |
|-------------------------|----------------------|
| \$ <input type="text"/> | <input type="text"/> |
|-------------------------|----------------------|

Certification and Submission

* indicates a required field

This section will need to be completed by a member of your organisation who holds authority to act on behalf of your organisation.

DFAT Due Diligence, Fraud and Anti-Corruption Acknowledgement

For Entities, the person completing this form is required to be at the Chief Executive Officer (CEO) or Deputy CEO or equivalent level of office holder in the organisation.

I acknowledge that I have read and understood DFAT's Fraud Strategy Statement.

*

Acknowledged
DFAT Fraud Strategy Statement

I confirm that my organisation: *

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- Is not currently, and has not been over the last two years, the subject of a fraud or corruption related investigation by external parties**.
- Is currently, or has been over the last two years, the subject of a fraud or corruption related investigation by external parties** and is willing to provide DFAT with any details of the investigation and any outcomes (if known).

** External parties conducting investigations include, but are not limited to: national authorities including police, multilateral organisations and other donors or implementing partners.

Further I agree that in the course of my association with DFAT, my organisation will in accordance with the requirements of DFAT's Fraud Policy Statement:

- consider fraud risks when planning and/or managing activities, projects or programs;
- take reasonable steps to avoid real or apparent conflicts of interest;
- abide by national laws relating to fraud and corruption in all jurisdictions;
- promote professional and ethical practice;
- report any case of alleged, attempted, suspected or detected fraud, corruption or improper conduct to DFAT immediately;
- report any case of alleged, suspected or detected fraud, corruption or improper conduct involving DFAT funds to national authorities (including police) at the direction of DFAT;
- assist when required in any DFAT fraud investigation;
- not provide false or misleading information to DFAT, or fail to provide information when there is an obligation to do so;
- not engage in acts of bribery, including bribery of foreign officials.

Certification *

- Yes, I have read and agree to the above conditions.

Certification Date *

Must be a date.

Certifying Officer's Name *

Title First Name Last Name

*

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Certifying Officer's Position *

DFAT Due Diligence Child Protection Policy – Professional Behaviours

Please note: should your application be successful, all staff and volunteers in your organisation must sign and adhere to [DFAT's Child Protection Policy](#).

I acknowledge that I have read and understand DFAT's Child Protection Policy, January 2017, and agree that in the course of my association with DFAT, I must adhere to the DFAT Child Protection Policy – Professional Behaviours:

- treat all children with respect
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18^[1] in any form of sexual intercourse^[2] or sexual activity^[3], including paying for sexual services
- wherever possible, ensure that another adult is present when working near children

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- not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
- never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with DFAT
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

These behaviours are not intended to interfere with normal family interactions.

When photographing or filming a child or using children's images for work-related purposes:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided.
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- ensure images are honest representations of the context and the facts.
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

DFAT funded partners must use the Child Protection – Professional Behaviours as a Child Protection Code of Conduct, or embed those behaviours into their existing policies and processes.

[1] Where the child is 16 years or older and the other party is not more than 2 years older; and it can be established that the child consented to the relationship, an exception can be recorded promptly on personnel files.

[2] As defined under the *Criminal Code Act 1995*.

[3] As defined under the *Criminal Code Act 1995*.

Certification *

- Yes, I have read and agree to the above conditions.
- If this application is successful, I acknowledge that all staff and volunteers in my organisation must sign and adhere to DFAT's Child Protection Policy.

Certification Date *

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Must be a date.

Certifying Officer's Name *

| Title | First Name | Last Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Certifying Officer's Position *

Conflict of Interest

There may be a conflict of interest, or perceived conflict of interest, if you or any of your organisations' 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.

Do you or people in your organisation have a Conflict of Interest? *

Yes

No

Describe the conflict *

Privacy and Freedom of Information

The Department of Foreign Affairs and Trade (DFAT) must comply with the [Australian Privacy Principles](#) contained in the *Privacy Act 1988* (Cth) (Privacy Act). The DFAT Privacy policy is available [here](#).

The information you provide in your funding submission is used by DFAT to assess your application. This information, including personal information, will be disclosed to the Friendship Grants Secretariat, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT websites. DFAT may also publish this information, including personal information, in its Annual Report and on the [DFAT website](#). Applicants should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession.

I, certify that:

- I have read the relevant information provided for grant applicants regarding eligibility and funding conditions, and confirm the proposed Activity meets the eligibility criteria.
- The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.
- I accept that DFAT reserves the right to use the assessment processes and selection criteria as published to evaluate this and other applications for grant funding.

Australian Aid: Friendship Grants Application

Form Preview

- I acknowledge that this application will be assessed on its merits, and compared to other applications, and that it may not be funded, or it may not be funded at the amount requested.
- I understand that my contact details may be used to receive information updates about relevant DFAT activities, and that I may choose to opt out of further updates at any time.
- If my application is successful, I consent to third parties being given information about the funded Activity and agree I may be contacted directly by them using the contact information under the Organisation Details.
- If my application is successful, I will provide a mid-term and final report in accordance with the requirements, which will include all related information and supporting documentation required to acquit the money received.

I understand that any information given to applicants by the Friendship Grants Secretariat should be seen as information only, and that I should not alter my circumstances or act upon expectations arising from such information.

Certification *

Yes, I have read and agree to the above conditions.

Date of Certification *

Must be a date.

Certifying Officer's Name *

| Title | First Name | Last Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Certifying Officer's Position *