

INNOVATIONS FUND GUIDELINES

The *Australia Africa Community Engagement Scheme (AACES)* is a partnership program with ten Australian NGOs and their Africa-based partners to implement community-based interventions for poor and marginalised people in Africa in the areas of food security, maternal and child health, water supply and hygiene and sanitation.

AACES is focussed in communities in Ethiopia, Ghana, Kenya, Malawi, Mozambique, Rwanda, South Africa, Tanzania, Uganda, Zambia and Zimbabwe, with particular attention to women, children, people with disability and people vulnerable to disaster.

AACES has three objectives:

1. *Marginalised people have sustainable access to the services they require*
2. *AusAID policies and programs in Africa are strengthened particularly in their ability to target and serve the needs of marginalised people*
3. *The Australian public is more informed about development issues in Africa*

Objective of the Fund

AACES recognises that to find solutions to complex problems faced by those living in poverty, it is important that NGOs' work with local communities is supported to address difficult challenges. To be catalysts for positive and sustainable change, NGOs often develop new and innovative ways of working with their in-country partners. Such innovative activities can be accompanied by significant risks, as NGOs trial and pilot new ideas to improve the success of poverty reduction efforts.

When innovation is supported and learning is shared, development activities have the potential to improve the lives of targeted communities and to influence a broad cross-section of the international development sector grappling with similar challenges.

The purpose of this fund is ***to encourage the trialling of new models and approaches, which could have catalytic effects beyond AACES.***

Scope of the Fund

A funding allocation has been reserved for innovative and experimental activities as proposed by the ten ANGOs and their partners during the life of AACES. The Innovations Fund will be operational from the third year of AACES.

Origin of proposals:

- Proposals will be for collaborative ventures involving two or more of the AACES partnership ANGOs (and, in addition, may involve non-AACES NGOs or partners)¹;

¹ A minimum of two AACES ANGOs must be signatories on the proposal

- Proposals must clearly indicate the AACES ANGO that would receive the grant on behalf of collaborating partners and be responsible for reporting, if the application were successful;
- Funds will be directed towards extensions of existing activities which go beyond current program objectives or work areas²; *or*
- Funds will be directed towards new and innovative activities which make a key contribution to AACES objectives;
- Proposals will be valued between \$100,000-\$500,000;
- Activities may be a maximum of two years duration;
- Proposals will include a risk matrix; and
- Proposals may include multi-year activities.

Selection Criteria

Proposals should relate to the aims, ideals and objectives of the AACES program and explore activities and/or research that will enhance and further develop existing knowledge, practice and policy.

Proposals are required to demonstrate:

- Innovation and niche approaches that have a direct and transformative impact in poor communities, particularly the most marginalised;
- Opportunities for scale up in the region and/or replication in other development contexts;
- Adherence to the partnership principles of AACES;
- Good practice relating to gender, environment, disability, governance, humanitarian needs and human rights;
- Capacity and options to collect and disseminate learning about the NGOs' development efforts;
- Value for money; and
- Target communities must be involved in the design, management and implementation of the activities.

Funding **will not be available** for the following:

- items of a recurrent cost nature such as office rental, vehicle running expenses, office supplies, maintenance, spare parts and electricity bills;³
- bursaries for formal studies in-country or in Australia;
- international travel for attendance at conferences or seminars;
- purchase of vehicles;
- purchase of capital equipment, unless the equipment is an integral part of an existing AACES activity;
- construction of buildings;

² Activities must be in addition or extensions to activities identified in AACES NGO activity designs and annual plans

³ Salaries and transportation costs may be incurred subject to full disclosure in the proposal budget

- proposals from profit making organisations; and/or
- evangelical and missionary activities.

Activity Selection

All applications for funding should follow the Proposal Guidelines and use the Proposal Template attached to these Guidelines.

Assessment and selection of proposals funded is at the discretion of AusAID. Assessment panels will be convened in December 2012, December 2013 and December 2014 (subject to available funds). The panel will consist of two AusAID officers (one will be the Chair) and a non-applying AACES NGO representative. In the event that there are no AACES NGOs volunteering to fill the third position on the panel, a representative from the Australian Council for International Development (ACFID) will be sought. The Resource Facility will play a support role.

Proposals should be submitted to the AACES Resource Facility on Innovations@acbf-pact.org by 1 November in the year of submission. Proposals should be in Word or pdf format. NGOs will submit an expression of intent and proposal outline one month prior to the submission date (eg. 1 October) to facilitate finalisation of the assessment panel.

AusAID will advise successful and unsuccessful applicants in writing. In addition, successful organisations and activities will be published through the Australian Council for International Development e-bulletin, and on the AusAID website.

Reporting Requirements

The lead ANGO will submit six-monthly update reports for activities funded through the Innovations Fund, including any highlights in the AACES Snapshot reports. Reports will adhere to the following format:

Should not exceed 3 pages excluding attachments.

1.0 GENERAL ACTIVITY INFORMATION

<i>Activity Name</i>	
Name Of Implementing Organisations	
Total Funds Approved	
Date Activity Commenced	
Reporting Period	
Date of Expected Activity Completion	
Name Of Contact Person	

Contact Details (Include Phone, Fax and Email Address)	
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2.0 ACHIEVEMENTS TO DATE

2.1 Activity outcomes. To what extent have any of the activity outcomes as described in the original proposal, been achieved to date? Please discuss progress by referring to the indicators in the original proposal.

2.2 Significant Activity Outputs. Show progress against Activity Outputs as stated in the original proposal. Please describe the actual output fully or partially achieved to date. Please disaggregate by gender if possible.

2.3 Significant issues. Please list any significant issues (positive or negative) that the activity is encountering.

2.5 Please provide any other comments on activity progress.

3.0 FINANCIAL ACQUITTAL

3.1 Report against budget. Please attach a detailed acquittal of activity components completed to date which reports on expenditure against the original approved budget.

Compliance with Laws and Policies

(a) Organisations receiving Australian Government funding must comply with all relevant and applicable laws, regulations and policies in both Australia and the partner country, including those relating to:

- (i.) Organisations and individuals associated with terrorism
- (ii.) The provision of services and the procurement of goods and services
- (iii.) The exploitation of children
- (iv.) Use of funds for bipartisan political activity.

b. The Funding Agreement that organisations are required to sign in order to receive funding will include clauses relating to the above.

Innovations Fund Proposal Summary – Template

ACTIVITY PROPOSAL SUMMARY (2 pages)

Activity title:

Country/Region/Location:

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PARTNER DETAILS

Name of organisation⁴:

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Postal Address:

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Physical Address:

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Telephone No:Fax No:.....

Email Address:

Principal contact person:

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Name of organisation:

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Postal Address:

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Physical Address:

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Telephone No:Fax No:.....

Email Address:

Principal contact person:

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Name of non-AACES partner⁵:

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Postal Address:

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Physical Address:

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Telephone No:Fax No:.....

Email Address:

⁴ Identify the primary AACES partner for the proposal and ongoing activity first

⁵ If applicable

Principal contact person:

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FUNDING DETAILS

Total budget requested:

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Activity start date:

Activity completion date:

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BRIEF ACTIVITY OUTLINE

Rationale:

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Objectives:

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Main inputs:

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Main outputs:

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Demonstration of innovative approaches:

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ACTIVITY PROJECT PROPOSAL (max 10 pages)

1. INTRODUCTION
 - 1.1 Activity Origins
 - 1.2 Preparation
2. RATIONALE
 - 2.1 Community Setting
 - 2.2 Approaches to Development Issue
 - 2.3 Constraints
 - 2.4 Lessons Learned from Similar Activities
 - 2.5 Assumptions and risks
 - 2.6 Situation Expected at the end of the Activity
3. ACTIVITY DESCRIPTION
 - 3.1 Objectives
 - 3.2 Location and Duration: Project Components
 - 3.3 Expected Outputs
 - 3.4 Major Inputs (More detail in Attachment A: Implementation Schedule)
 - 3.5 Budget (More detail in Attachment B: Budget Schedule)
4. ACTIVITY MANAGEMENT
 - 4.1 Organisational Structure
 - 4.2 Local Participation
 - 4.3 Monitoring and evaluation
 - 4.4 Risk Management
5. OTHER ISSUES (as appropriate)
 - 5.1 Technical
 - 5.2 Social and Cultural
 - 5.3 Gender
 - 5.4 Disability
 - 5.5 Environmental
 - 5.6 Sustainability