



Human Rights Grants Scheme

Additional Guidance for Post

HRGS timeline:

- 17 July Cable sent to Posts encouraging sourcing of Expressions of Interest (EOI)
- 25 July Posts to nominate a HRGS contact and email details to hrgs@ausaid.gov.au
- 17 August Final date for posts to receive EOI
- 1 September Posts to notify successful EOI applicants to proceed with a Full Application
- 1 October Final date for posts to receive Full Applications
- 12 October Posts to send up to 2 Full Applications per eligible country to AusAID Canberra
- 10 December Human Rights Day – Minister announces 2012-2013 HRGS recipients
- 11 December Posts to notify applicant organisations of HRGS outcomes

Posts are responsible for:

- Nominating a HRGS contact and emailing contact details to hrgs@ausaid.gov.au.
- Sourcing EOI from eligible organisations
- Assessing EOI against selection criteria outlined in the Applicant Guidelines
- Selecting up to 2 organisations per eligible country to submit a Full Application
- Ensuring Full Applications meet eligibility criteria, are completed correctly and contain required supporting documentation before submitting to AusAID Canberra
- Completing a Post Recommendation Sheet which must be forwarded to AusAID Canberra along with Full Applications
- Notifying applicant organisations of HRGS outcomes (template letter to be provided at a later date)
- Assisting recipient organisations in completing the Grant Agreement template
- Conducting an on-site visit to recipient organisations, within 6 weeks of project completion, to assess the outcomes of the project. A report regarding this visit must be submitted to AusAID Canberra (template to be provided at a later date). **If Post fails to undertake this task and does not seek prior exemption from AusAID Canberra, applications for the 2013-2014 HRGS round will not be accepted from that Post**
- Ensuring that the management of the HRGS is consistent with the principles of the Commonwealth Grant Guidelines (available at: <http://www.finance.gov.au/publications/fmg->

[series/docs/FMG23_web.pdf](#)), and AusAID's Risk Management Policy (available on AusAID's intranet site at: <http://intranet2.ausaid.gov.au/riskmanagement/Pages/default.aspx>)

Posts should note that:

- There is no requirement to source EOI through an open tender process. Posts may approach organisations directly
- The HRGS will not guarantee funding for a project within each eligible country. However, the HRGS will endeavour to select organisations and projects from across the eligible regions
- If an organisation cannot provide the required supporting documentation and fails to provide adequate reasoning in the EOI, the organisation will be deemed non-compliant and should not be asked to submit a Full Application
- If an organisation has been previously funded under the HRGS, they cannot be considered for funding under the 2012-2013 round unless a Project Completion Report, including full acquittal has been submitted.

Sensitive Projects:

- Posts are responsible for determining whether a project is sensitive and should remain confidential. If sensitive, this must be identified in the Post Recommendation Sheet, along with details regarding risk management. The Post Recommendation Sheet must then be endorsed by the Head of Mission.

To lodge Full Applications with AusAID Canberra:

- Posts must submit non-sensitive Full Applications and accompanying Post Recommendation Sheets to hrgs@ausaid.gov.au by 12 October 2012
- Posts must submit sensitive Full Applications and accompanying Post Recommendation Sheets to AusAID Canberra via cable by 12 October 2012 (**Posts must send an accompanying email to hrgs@ausaid.gov.au to alert AusAID Canberra to the cable**)
- Late applications will not be accepted
- All documents should be submitted as low resolution PDF

Selection Process:

- Full Applications will be considered on a competitive basis by the HRGS Expert Panel (a panel of 8 independent human rights experts), assisted by senior AusAID and DFAT officers based in Canberra
- Recipient organisations will be determined on the basis of HRGS Expert Panel recommendations and will be submitted to the Minister for noting
- Recipient organisations will be announced by the Minister on Human Rights Day, 10 December 2012
- Following this announcement, AusAID Canberra will liaise with Posts to arrange completion of Grant Agreements and payments.