



Attachment B: Full Application

This form is to be completed by the applicant organisation upon request of the relevant Australian diplomatic mission. The form must be typed and in English. The form must be submitted to the mission by 4pm (local time) **1 October 2012**. Late applications will not be accepted without prior agreement from the mission.

Name of organisation	
Organisation goal or purpose	
Street address	
City	
Country	
Postcode	
Name of contact person	
Honorific (tick one)	☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other
Position	
Contact numbers	Work: _____ Mobile: _____
Email address	

PROJECT DETAILS (maximum 4 pages)

Name of project	
Amount of funding being sought from HRGS (maximum AUD100,000)	
Total cost of project in AUD	
Project start and end date	
Country in which project will be implemented	
Briefly describe the project and why it is needed	
Which of the following are objectives of this project? (Please tick one or more) ☐ Prevent or end gross human rights violations ☐ Promote positive change in policies or actions of government or relevant non-state actors in the area of human rights ☐ Monitor, seek redress for and/or report on human rights violations, including supporting victims of human rights abuses ☐ Educate and/or train human rights victims, workers or defenders ☐ Promote observance and implementation of international human rights standards ☐ Promote and strengthen national or regional human rights institutions or mechanisms	
What are the specific anticipated outcomes of this project?	
How will those outcomes be achieved?	
How will you promote the project and its Australian Government funding?	
What partners, if any, are involved in the project? What is their role and relationship to your organisation?	
Does the project have any other sources of funding? If so, please indicate the source and amount.	
Does this project involve participation by both men and women?	

PROJECT DETAILS (maximum 4 pages)

Does the project involve the participation of marginalized groups? For example, people with disability.	
Has the organisation previously received HRGS funding? If YES, has a Project Completion Report (including full acquittal) been submitted?	
Has the organisation previously received any other Australian Government funding? If YES, which Australian government agency, what project and how much?	
Does the project involve working with children? If YES, the organisation must have a current Child Protection Policy to be eligible for funding.	
Are there any real or potential risks associated with the project? (please tick one or more) ☐ Physical risks ☐ Child related risks ☐ Environmental risks ☐ Political risks ☐ Economic risks ☐ Social risks	
If YES, please briefly outline how you will manage those risks (maximum 300 words).	

PROJECT BUDGET (maximum 2 pages)

Expenditure (must be in Australian dollars)	HRGS funding	Implementing organisation	Other
Personnel costs			
Salaries			
Per diems for travel/activities			
Support costs (costs directly related to the successful management of the project)			
Communications			
Training materials			
report preparation			
vehicle/transport costs			
Equipment ¹			
Freight ¹			
Buildings ¹			
Travel costs²			
International travel			
Local transportation			
Audit costs³			
Miscellaneous costs			
TOTAL			

¹ Must not amount to more than 10% of the total project cost

² Must not amount to more than 20% of the total project cost

³ The **organisation must undertake an independent audit** of the project and attach it to the **Project Completion Report** before sending the report to the Australian diplomatic post. Costs of audits must be reasonable.