Alumni Grants Scheme Guidelines

May 2024

Australia Awards Papua New Guinea

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Abbreviations

AGS	Alumni Grants Scheme
AAPNG	Australia Awards Papua New Guinea
AHC	Australian High Commission
DFAT	Department of Foreign Affairs and Trade
DNPM	Department of National Planning and Monitoring
EOPO	End of Program Outcomes
GEDSI	Gender Equality, Disability and Social Inclusion
PNG	Papua New Guinea
PNGAAA	Papua New Guinea Australia Alumni Association
STEM	Science, Technology, Engineering and Mathematics
VfM	Value for Money

1 Introduction

The Alumni Grants Scheme (AGS) is an initiative of the Australia Awards Papua New Guinea (AAPNG), to support alumni to contribute to Papua New Guinea's economic and social development and build strong and positive relationships with Australia.

Alumni across Papua New Guinea (PNG) can access the AGS to fund activities that allow them to deploy and enhance the skills and knowledge developed through their scholarship, and ongoing professional development activities delivered by AAPNG.

This document provides the framework that guides the management of the AGS and is further referred to as the Guideline.

AGS will support development outcomes in the following sectors and thematic areas:

1.1   Priority sectors

- Health
- Education
- Law and Justice
- Governance and Public Policy
- Transport and Infrastructure
- Agriculture, including fisheries.

1.2   Thematic areas

- Science, Technology, Engineering and Mathematics (STEM)
- Climate change, environment, food security, disaster management and recovery
- Gender equality, women's empowerment, and leadership
- Disability inclusion
- Social inclusion which includes rural and remote locations

The AGS is managed by AAPNG and endorsed by the Australian High Commission (AHC) Port Moresby.

These Guidelines may be adjusted at any time, depending on funding allocations and program priorities as agreed to by the AHC.

2 AGS Objectives

The AGS aims to assist alumni, in conjunction with their employers or community organisations, to contribute to sustainable development outcomes in PNG through small value for money project activities that align to one or more of the AAPNG End of Program Outcomes (EOPO):

EOPO 1: Diverse alumni use their skills, knowledge, and networks to contribute to sustainable development in PNG.

EOPO 2: Diverse alumni contribute to cooperation between Australia and PNG.

EOPO 3: Strengthened PNG tertiary institutions produce quality in-demand graduates.

3 Applicant eligibility

AGS are open to alumni who are citizens of PNG and residing in PNG, and meet one of the following criteria:

1. Financial members and associate members of the PNG-Australia Alumni Association (PNGAAA).
2. PNG alumni who completed their Australian tertiary qualification in Australia (sponsored or self-funded) who are *eligible* to be PNGAAA members but who are not currently financial members.
3. PNG alumni who have received their qualification <u>in PNG</u> through the Australian Government or AAPNG Private Partner funding, who are *eligible* to be PNGAAA Associate Members but who are not currently financial associate members.

All AGS applicants must have an up-to-date profile on AAPNG 360Alumni. Eligible alumni can visit the 360Alumni website (360alumni.com) to create, activate or update their profile.

Unless AAPNG is undertaking payments directly to grantee's supplier or service providers, applicants' must be working with and through a PNG organisation with current and valid PNG IPA registration including a valid bank account.

AAPNG will not provide grant funds to a grantee's personal account.

4 Gender Equality, Disability and Social Inclusion (GEDSI) and climate change

4.1 GEDSI considerations

AAPNG promotes activities that support all people to fulfil their potential by addressing underlying factors to exclusion, and ensuring issues related to access and equity are addressed effectively. Closing equity gaps for women, people with disability, and people from rural and remote locations, will meet the aim to generate collective action for equity, access, diversity, and inclusion.

4.1.1 Gender Equality

Gender equality and empowering women is an important part of achieving PNG's growth, development, and stability goals. The Australian Government aims to ensure at least 80 per cent of aid investments effectively address gender equality issues, including grant programs like the AGS.

In line with this target, **all** applications for the AGS must include approaches that support gender equality and women's empowerment, either as a direct outcome or as a secondary outcome.

- **Direct outcome** grant activities that empower women might include a project that reduces the risk of gender-based violence or provides after-school tutoring for young women studying STEM.
- **Secondary outcome** grant activities that empower women might include a project that increases access or quality of health care in remote communities or increases the classroom resources available to a teacher in a co-educational classroom.

All applications must demonstrate consideration of how the grant will ensure women have access to grant activities. For example, if the grant delivers training, a minimum 50 per cent of training participants should be women.

4.1.2 Disability support

Supporting people with disability to realise their full potential promotes development, and improves the lives of people with disability, their families, and communities. While it is not mandatory for people with disability to be able to access activities delivered through the AGS, grant applications which aim to improve the access and inclusion of people with disability, either directly or as a secondary outcome, are strongly encouraged.

- **Direct outcome** grant activities that impact on people with disability might include a project that improves physical accessibility or provides additional specific teaching and learning resources suitable to a student with disability.
- **Secondary outcome** grant activities that impact people with disability might include a project that increases access or quality of health care in a community where a person with a disability resides or increases the classroom resources available to a teacher who is teaching one or more students with a disability as part of a mainstream education program.

You may not be aware of the presence of people with disability when you commence the activity and may find out only during implementation of the project. Please ensure your completion report states where your activity **does** benefit people with disability.

4.2 Climate change

Development activities such as AGS can address climate change by lowering emissions, increasing a community's adaptation and resilience and/or protecting biodiversity.

Applicants are welcome to submit grant applications directly addressing climate change. For grant activities that do not directly address climate change, applicants should consider if activities may have a positive impact as a secondary benefit.

- **Direct outcome** grant activities that could impact on climate change might include improving disaster management and preparation, using alternative energy, attending a climate change academic forum in Australia, changing farming practices to reduce the use of burning, or protecting/replanting a mangrove intertidal zone.
- **Secondary outcome** grant activities might include increased preparedness to address communicable diseases, or a more reliable water supply at a remote health clinic.

For more information on the Australia Government's approach to climate change action, visit https://www.dfat.gov.au/about-us/publications/climate-change-action-strategy

5 Conditions of participation

The following conditions apply for AGS applicants and their organisations:

- Sign and adhere to the terms and conditions as outlined in the Grant Agreement.
- Alumni and/or their organisation with a current continuing AGS grant cannot apply for another AGS grant
- Alumni and/or their organisation that have not fulfilled the requirements of previous Grant Agreements are not eligible to submit new AGS proposals.

A Grant Agreement is a legally binding document. Grantees must comply with all reporting and financial acquittal requirements outlined in the Grant Agreement. Failure to meet agreed obligations may preclude the grantee from future AAPNG activities and may result in legal action for the return of funds provided to the Grantee by AAPNG under the Grant Agreement.

6 Grant activities

6.1 Grant categories

There are three categories for grants, depending on the grant value and activities. Each category has different application procedures and approval processes.

Across all categories, **all** activities must clearly contribute to one of the three AAPNG EOPO (refer to Objectives section 2).

6.1.1 Category 1: Grant Activities up to K5,000

- **Medical kits** procured by AAPNG for nursing and midwifery alumni who are practicing or undertaking outreach visits in rural or remote health centres.
- **Teaching kits** procured by AAPNG for alumni who teach daily in the classroom. Priority will be given to teachers located in rural and remote areas and alumni working in teaching institutions. Consideration may be given to alumni who are not teachers, but who are supporting a teacher in remote areas through the donation of the kit.
- **Small value** projects that will support the alumni or organisation contribute to AAPNG EOPO. An example might be to travel to Australia to attend a conference or symposium related to the Grantees area of specialisation where AAPNG will pay specified costs up to the grant amount.

Category 1 grants must be completed within three months.

6.1.2 Category 2: Grant Activities up to K10,000

- **Knowledge sharing activities** for the alumni and for their organisation. This could include **delivery** of training, seminars, or workshops, development of white papers or journal articles, presentation at conferences, joint research with Australian learning or research institutions, participation in professional associations and peak bodies, professional visits to exchange expertise, skills, and knowledge; and strengthening of people-to-people links between PNG and Australia.
- **Capacity building and outreach activities** that support the alumni to contribute to the development of a particular aspect of an organisation that improves the lives of people and promotes better services. For example, improving water security at a health clinic where the alumnus works through the installation or repair of water tanks.

Alumni seeking funding for Category 2 activities are encouraged to work with Australian organisations and/or to seek co-funding where appropriate. Written agreements for co-funding agreements must be in place prior to submission of AGS applications.

Category 2 grants must be completed within six months.

6.1.3 Category 3: Grant Activities up to PGK20,000

- **knowledge sharing** or **capacity building and outreach** projects, which involve a more complex range of activities and/or procurement. For example, the grant may fund a collaboration with an Australian partner university to improve the quality of a module of learning, fund a maternal and child health clinic in a remote community, or contribute to the installation of an alternative energy resource in a remote community.

Category 3 is open to individual alumni, however, applications from a team of Alumnus (including PNGAAA Chapters), are encouraged.

Category 3 grants should be completed with 12 months of commencement.

Due to their higher value, Category 3 grants have increased reporting requirements and restrictions on how funding is released.

Applicants for this category are strongly encouraged to apply collaborative approaches, including with PNGAAA Provincial Chapters, co-operatives, or other organisations which the alumni are part of or

work with collaboratively. Alumni are also encouraged to work with Australian organisations and/or to seek co-funding where appropriate. Written agreements for collaborations and co-funding must be in place prior to submission of AGS applications.

6.2 Eligibility Criteria

Regardless of category, all AGS activities must meet a range of criteria.

6.2.1 Demonstrate purpose.

All AGS activities must:

- Address at least one of the priority sectors or thematic areas of AGS (Section 1.1 and 1.2 above); and
- Contribute to at least one AAPNG Program Objective (Section 2 above).

6.2.2 Implementation approach including clear outputs and outcomes.

All AGS activities must:

- Demonstrate tangible and measurable outputs and outcomes that will benefit the community or organisation.
- Have activities that are realistic, clear, and feasible.
- Be innovative, sustainable and resource effective.
- Have a well-defined work plan and timeline for delivery.

Outputs and Outcomes are defined below.

> **Output:** Tangible product such as training delivered, a medical kit, a journal article, a workshop delivered, etc.
>
> **Outcome:** A positive change or impact. For example, nursing staff at a remote medical clinic obtaining resources for village outreach visits, In-service Teacher training participants having increased skills in classroom management or increased publicly available knowledge on climate change mitigation and resilience in PNG with the publication of a journal article.

6.2.3 Ownership

All AGS activities must demonstrate ownership and sustainability of activities, by:

- Demonstrating links to the knowledge and skills gained through the alumni's study in PNG or Australia.
- Demonstrating organisational commitment to the grant activity and goals.

6.2.4 Complementarity

Activities must complement and enhance other initiatives underway in the target organisation. Activities **must not** duplicate other funded activities or initiatives.

6.2.5 Financial investment

All proposals must:

- Include a detailed and itemised budget with supporting quotations and invoices attached
- Represent value-for-money.
- Demonstrate commitment of co-funding from the organisation or in-kind support, where applicable.

6.2.6 Equitable access

All applications must demonstrate consideration of how the grant will ensure women have access to grant activities.

All activities must apply principles of do no harm, ensuring that they do not exacerbate existing gender or social inequalities or circumstances for people with disability or living in marginalised communities.

7 Ineligible activities

Although applicants to the AGS are encouraged to consider innovative projects or new activities, some activities are not eligible for funding. The types of activities that are ineligible include:

- Any form of partisan political activity
- Fees (tuition, enrolment, attendance) for formal studies, training, or short courses in PNG, Australia or elsewhere or graduation ceremonies
- Religious activities
- Activities for which applicants already receive funding from the Australian Government or which outcomes of the proposed activity do not meet AGS objectives.
- Purchase of plant or capital equipment
- Procurement of personal protective equipment.
- Repayment of loans
- Activities for which the expense has already been incurred
- Activities contrary to contributing towards Papua New Guinea's economic and social development and building strong and positive relationships with Australia.
- Activities which discriminate against any group

Budget ceilings are placed on the following expenditure items, thus all proposed budget and fund request should take note of these:

- Airfares. no more than K2,500 for a grant activity, eligibility is case by case and not applicable to all projects.
- Accommodation, no more than K1,000 for a grant activity, eligibility is case by case and not applicable to all projects.
- Refreshment, no more than K1,000 for a grant activity, eligibility is case by case and not applicable to all projects.

In addition, the following expenses are not eligible for funding under any circumstances:

- Recurrent costs such as office rental, salaries and allowances, vehicle running expenses, office supplies, transportation costs, and electricity bills.
- Standard office equipment such as computers, photocopiers, cameras, and mobile phones etc. Only equipment specifically required for implementing activities, such as research materials and stationery materials for trainings, will be considered.
- Expenses involving the procurement of land and/or compensation payments of any type.

8 Conflict of interest

The AGS has a strict conflict of interest expectation for alumni. Grantees listed in the AGS application proposal cannot be paid for their participation in the grant activity or have a direct financial interest in any organisation that will benefit from the grant. For example, the grant cannot be used to sub-contract an organisation or service provider connected to the grantee. Applicants need to submit a completed 'Conflict of Interest Form' with their grant proposal.

Where a conflict or potential conflict of interest arises after the Grant has been approved, a Grantee should immediately discuss the issue with AAPNG.

Where an un-declared conflict of interest is discovered, this will be regarded as fraud by AAPNG. In these cases, the Grant will be terminated, and the Grantee will be asked to return funds to AAPNG.

9 Grant duration

Grant implementation should commence within three months of funding approval. In case of a delay in commencement, the grantee should notify AAPNG immediately and propose a new start date not exceeding six months from the grant approval date, with new implementation timelines. Failure to commence within the stipulated time period may result in the withdrawal of the grant.

Grant activities must be completed within the maximum timeframe for each grant category.

Category 1	Category 2	Category 3
Three (3) months from Agreement signing date.	Six (6) months from Agreement signing date.	Twelve (12) months from Agreement signing date.

10 Grant assessment

10.1 Proposed Evaluation Criteria Weighting

Applications will be competitively assessed on the evaluation criteria discussed in Section 6.2, above with the following weighting proposed to the Selection Panel. Note: The Selection Panel may choose to adjust the weighting, however all applications in each category will be assessed like for like with the same weighting scale.

Criteria	Category 1	Category 2	Category 3
Purpose	30%	30%	25%
Ownership	20%	20%	15%
Methodology	20%	20%	20%
Complementarity	N/A	N/A	10%
Financial Investment	15%	15%	15%
GEDSI	15%	15%	15%
TOTAL	100%	100%	100%

10.2   Grant rounds & activities timelines

AAPNG will aim to hold up to three rounds each calendar year. The opening of each round of applications will be advised through email, 360Alumni, social media and traditional media. The application and assessment process timeline is outlined below.

Annual Grant Round	Application Open (8 Weeks)	Application Close	Proposal Assessment (3 Weeks)	Panel Decision (1 week)	AAPNG responds to Panel feedback. (3 weeks)	Agreement in place (2 weeks)
1	Jan	Mar	Apr	Apr-May	May	May
2	May	Jul	Aug	Aug-Sept	Sept	Sept
3	Sept	Nov	Dec	Dec-Jan	Jan	Jan

11 Grant Administration

11.1   Grant application

Grant applications must be completed via the online Australia Awards SmartyGrants platform. Applicants must have a SmartyGrants account to submit an application.

Applications will be assessed on what is submitted through SmartyGrants, therefore all supporting documents must be submitted with the application through this platform.

11.2   How to apply

All applicants should use the following link to start a new grant application: Login or Register - Australia Awards PNG (smartygrants.com.au)

Information on how to use the system to apply is provided below. A preview of the AGS Proposal Form can be found at Annexure A.

11.2.1   Logging in or registering

Alumni who **have an existing** account on SmartyGrants should click 'login' and use their existing details to login.

Alumni who **do not** have an existing account should click on "Register," enter their preferred email address, and create a password. Once this is completed, the user will be able to start a new grant application submission for the grant round.

11.2.2   Accessing a new grant application round

To start a new grant application, log in using your registered user details.

If you have a previous grant application, it will appear on your home page.

If the grant application round is open, you will see an option to start a new grant application, refer annexure 1 for application template.

11.2.3 Completing your application

You will automatically be logged out of your application if you have not saved your progress or navigated between the pages after **30 minutes**.

To allow you to easily collaborate with others in your organisation, and ensure spelling and grammar are all correct, we recommend drafting your response using a Word document. You can then transfer the information into each section of the application form.

The application form has a **Navigation Bar** which allows you to quickly jump to various pages in the application form. You can also use the **Next Page** and **Previous Page** buttons to navigate between pages.

11.2.4 Saving your application

When you start a new grant application, please save your progress regularly (we recommend every 5 to 10 minutes). You can do so by clicking the **Save Progress** button.

Should you wish to save your application and close it at any stage, you can do so by clicking the **Save and Close** button. You can return to your saved application under **My Submissions** at any time and continue from where you stopped. Remember, do not forget your login details, keep it safe.

11.2.5 Attaching files to your application

The maximum file size that can be uploaded is **25 megabytes**, although we strongly recommend keeping files **under 5 megabytes**. To attach a file to your application, follow the steps below:

1. Click "Attach a file."
2. Navigate to the file you wish to upload and click **"Select."** The file will begin to upload. The progress bar will indicate that the file is being uploaded.
3. When the file is uploaded successfully, the progress bar will disappear and a link to the uploaded file will show, with the option to remove the file.

11.2.6 Submitting your application

Review your application carefully before submission. You will not be able to make any changes after it has been submitted.

When you have completed the last page of your application, you can review it by clicking on **Review.** When you are satisfied with the application, you can press **Submit**. You will receive a confirmation email when your application has been successfully submitted.

You can either print or download a copy of your application before submitting it by clicking on **Download PDF** or log back into SmartyGrants at any time to view the completed submitted application. You will also receive a copy of the application via email after submission.

11.3   Grant approval procedures

Submitted applications are assessed on a competitive basis overseen by the Alumni Grants Assessment Panel comprising representatives of the Australia Awards PNG Joint Steering Committee.

Applicants may be asked to provide additional information, including resubmitting the proposal if required. Applicants may also be requested to attend an interview to discuss proposal details and implementation arrangements.

The proposal assessment is completed within six weeks of close of submission.

All Assessment Panel decisions are final.

Approved grant applicants will sign a Grant Agreement with Tetra Tech International Development (as the managing contractor for AAPNG) which sets out the terms and conditions for payment of the Grant and the obligations of the Grantee.

11.4 Procurement

For medical and teaching kits AAPNG will directly cover the cost of the kits as well as courier costs as required.

AAPNG will work with grantees to identify the most appropriate approach for procurement.

If a grantee does not have a suitable partner organisation which can receive AAPNG funds, AAPNG will undertake the payment of services to service providers. However, the grantee is expected to undertake all procurement processes and have suppliers/service providers submit their invoice to AAPNG for payment.

In cases where procurement is likely to involve purchases over the value of K1,000, the grantee will be required to prove they sought at least three quotes for the service or product, and they chose the service or product that offers the best value for money.

> **Value for Money (VfM).**
>
> The Australian Government, and AAPNG, applies the following principles in deciding which quote is considered VfM.
>
> 1. **Economy:** Cost conscious and encourages competition
> 2. **Efficiency:** Evidence based decision making and proportionality
> 3. **Effectiveness:** Performance and risk management and results focused
> 4. **Ethics:** Accountability and transparency

11.5 Grant payments

All funds approved and received must only be used for expenditure on the activities specified in the approved Grant Proposal.

AAPNG reserves the right at any time to withhold grant payments if it is not satisfied with the performance of a grantee.

If tranche funding is required for the grantee to facilitate small cash payments, funds will be paid to the organisation for them to make payments, not to the individual alumni. If necessary and appropriate, the local PNGAAA Chapter can act as the facilitating organisation, although this should be confirmed with AAPNG.

Payment amounts must be fully acquitted for with the appropriate documentation. A payment schedule in the Grant Agreement will outline the payment of grants and the deliverables that will trigger each tranche.

Any unspent grant funds must be repaid by the grantee's partner organisation to AAPNG upon the completion of the grant.

11.6 Financial records for grant

Grantees must retain all financial records for the implementation of the grant activity for a period of seven (7) years following the completion of the grant.

11.7 Monitoring and reporting

Grantees must report on and acquit their activities using the approved AAPNG templates, which will be provided on commencement of the activity.

All grantees must provide an Activity Completion Report (including Financials) within 30 days of activity completion, refer annexure 2.2. Category 1 and 2 grants are required to provide financial expenditure report within the completion reporting form in the appropriate section.

Category 3 grants over six months' duration must also complete a Mid-term Activity Progress Report, refer annexure 2.1. Additionally, category 3 grants require a separate financial reporting after 30 days of project completion, refer annexure 3.

All awardees are encouraged to compile 'photo essays' which capture important milestones and activities during the grant implementation stage. Awardees are required to produce high quality photos in their reporting following AGS photography guidelines. Category 3 grants photo essay must relatively reflect progress and completion status of project activity implementation six (6) monthly, refer guideline in annexure 4.

AAPNG will keep in regular contact with grantees to monitor implementation progress and may ask for additional progress reporting via meetings and emails. AAPNG will on a case-by-case basis visit grantees during implementation of projects and on completion to capture success stories and lessons learned.

11.8 Grant promotion

Showcasing AGS achievements and outcomes is an important part of achieving the overarching objectives for the AGS, AAPNG overall and the broader PNG-Australia Partnership. Grantees are encouraged to publicise the grants and their results through their own networks.

AAPNG may also promote individual AGS activities, participants and impacts through a range of mediums, including events, social media, traditional media (newspaper, radio, and television) and through Australian-based channels. To support AAPNG in this, grantees may be asked to provide suitable photographs and other relevant materials including their participation occasionally in promotion related events via traditional media or others organised by AAPNG

AAPNG will run series of webinar sessions during each grant round opening to cover all aspects of Alumni Grants Scheme (AGS) from application to reporting. Interested applicants for each round could join via zoom to participate in these hourly sessions. Schedules for the webinar sessions will be communicated to alumni via alumni360 platform including zoom login details.

11.9 Acknowledgement of funding

Australian Government funding through the PNG-Australia Partnership, should always be acknowledged. This includes acknowledging the source of funding in publications, reports, at training courses and workshops, and in presentations at conferences and other public events. Grantees should contact AAPNG for specific guidance prior to publications or public presentations.

The grantee should also make it clear that they are solely responsible for the information provided in publications and/or reports on their grant, and that this is not necessarily endorsed by the Australian Government or AAPNG.

11.10 Termination of grant

AAPNG may suspend immediately and then terminate a grant if it reasonably believes the grantee has:

- Breached the terms and conditions of the Grant Agreement; or
- Provided false or misleading statements in their application for the grant; or
- Engaged in serious misconduct including acting illegally, negligently, or fraudulently; or
- Performed unsatisfactorily at any time during the implementation of the grant activity.

12 Fraud

AAPNG has a zero-tolerance policy on fraud and is committed to minimising the possibility of fraud for program activities.

Fraud means dishonestly obtaining a benefit, or causing a loss, by deception or other means, and includes alleged, attempted, suspected, or detected fraud.

Grantees and any of their associates engaged in the grant activity must not engage in any fraudulent activities or behaviour and must undertake appropriate measures to prevent and detect fraud. Grantees are responsible and accountable for preventing and reporting any alleged, attempted, suspected, or detected fraud to AAPNG within five (5) days of becoming aware of these circumstances/events.

13 Child Protection

AAPNG has a zero-tolerance policy toward the exploitation of children and is committed to upholding and implementing the Australian Government's mandatory child protection compliance standards aimed at protecting children from exploitation and abuse.

Grantees and any of their associates engaged in the grant activity must understand their obligation for managing risks to children and act accordingly. Grantees must comply with Tetra Tech's Code of Conduct which sets standards for personal behaviour, which will be provided in the draft Grant Agreement.

AAPNG expects grantees to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse in the course of their grant implementation. Grantees are responsible and accountable for immediately notifying AAPNG if any person engaged in grant activity is accused of, charged with, arrested for, or convicted of criminal offences relating to child exploitation and abuse.

Where a grant application is shortlisted AAPNG will conduct an assessment to determine if the grant includes activities regarded as _working with children_ or having _contact with children._

- _Working with Children:_ Means being engaged in an activity with a child, where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid works.

- _Contact with Children:_ Working on an activity, or in a position, that involves or may involve contact with children, either under the position description or due to the nature of the work environment.

A criminal record check, in accordance with the DFAT Child Protection Policy, may be required to be provided by the grant applicant, where grant activity involves _working with children, or contact with children_.

Where AAPNG deems it necessary, grantees maybe required to undertake a short training module on Child Protection.

14 Preventing Sexual Exploitation, Abuse and Harassment

AAPNG has a zero-tolerance policy towards sexual exploitation, abuse, and harassment of any kind. This applies to our own staff and activities and extends to those activities conducted by our partners,

including alumni grantees. AAPNG, alongside many other organisations in PNG, works to protect vulnerable people through safeguarding polices and approaches that enhance accountability, improve support, and drive cultural change through strong leadership.

Grantees **must** comply with DFAT's Preventing Sexual Exploitation, Abuse and Harassment Policy (available here) which sets out expectations and requirements in this area. Grantees are responsible and accountable for immediately notifying AAPNG if any person engaged in grant activity is accused of, charged with, arrested for, or convicted of criminal offences relating to sexual exploitation, abuse, or harassment.

15 Further information

Any queries in relation to the AGS, including applications or activity proposals, should be sent to the AAPNG Scholar and Alumni Engagement Team at:

Address: Australia Awards Papua New Guinea, Ground Floor, Stage 2, Westpac Building, Waigani Drive, NCD

Phone: 675 321 1766 Fax: 675 321 1828

Email: grants@australiaawardspng.org

Website: www.australiaawardspng.orgAAPNG SmartyGrants: Login or Register - Australia Awards PNG (smartygrants.com.au)

AGS Proposal Form
Form Preview

AVAILABLE GRANTS

* indicates a required field

Grant Categories

Please select the grant category you are applying for this round.

Category *

○ Category 1 (Medical and Teaching Kit)   ○ Category 2 (Knowledge Sharing or Outreach)   ○ Category 3 (Knowledge Sharing activity or capacity building activity)

○ Category 1 (Small Value Project up to K5,000)

Do you have an existing open grant? *

○ No
○ Yes

PART A: APPLICANT'S DETAILS

* indicates a required field

Applicant Information

Alumni Name *

First Name   Last Name

Gender *

☐ Male ☐ Female ☐ Other

Are you a person living with disability? *

○ Yes   ○ No

If yes, please specify the form of disability

Organisation Name *

Organisation Name

Organisation that this grant will support

Postal Address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Papua New Guinea

Email *

Must be an email address.

Phone Number *

Enter your PNG Phone Number

PNGAAA membership *
○ Regular Member (Study in Australia)
○ Associate Member
○ Eligible Member (non-financial PNGAAA member))
*Regular & Associate member =current PNGAAA financial members, *Eligible member=not currently registered with PNGAAA

Alumina Type *
○ Australia Awards (in Australia)
○ In PNG Scholarship
○ Short Course Awards
○ Precinct alumni
Please select which scholarship type you studied

Chapter affiliation (if applicable) *

PART B: PROJECT SUMMARY

* indicates a required field

Grant Category 1

Select the type of project for category 1 grant..

Project Type *
○ Medical Kit   ○ Education Kit   ○ Small Value Project

Grant Category 2

Select the type of project for the category 2 grant.

Project Type *
○ Knowledge Sharing activity   ○ Capacity Building or Outreach activity

Grant Category 3

Select the type of projects for category 3 below.

Project type *
○ Knowledge Sharing activity   ○ Capacity building or outreach activity

Grant Project Summary

Project Title *

Brief Description of organisation that grant will support including its association with alumini *

Word count:
Must be no more than 100 words.

Australia Awards PNG End of Program Outcomes that this project will support *
☐ EOPO 1 - Diverse alumni use their skills, knowledge, and networks to contribute to the sustainable development in PNG
☐ EOPO 2 - Diverse alumni contribute to cooperation between Australia and PNG
☐ EOPO 3 - Strengthened PNG tertiary institutions produce quality in-demand graduates
No more than 2 choices may be selected.

PART C: GRANTS QUESTION

* indicates a required field

Complete the following questions

Which PNG sector or thematic area will your grant have the impact? *

Climate Change is an increasingly important consideration for all Australian development activities. Select if your grant activity will contribute to one of the following. *
○ Reducing cause of climate change
○ Improving resilience and adapting to climate change

Womens' empowerment maybe the primary aim of your grant proposal or maybe secondary outcome. Please indicate if your grant's outcomes will contribute to womens' empowerment and if this is a primary or secondary outcome. *
○ Yes - Primary Outcome
○ Yes - Secondary Outcome
Your grant project must contribute to women's empowerment.

Disability Inclusion maybe the primary aim of your grant proposal OR is may be a secondary outcome. Please indicate of your grant's outcomes will improve the lives of people with a disability and if this is a primary or secondary outcome. *

[blank text box]

Describe how you will report on your achievements and/or success. (Maximum 100 words) *

[blank text box]

Word count:
Must be no more than 100 words.

PART D: IMPLEMENTATION PLAN

* indicates a required field

Implementation Plan

Please outline your project implementation plan, including intended start and completion dates, noting that completion should be within three months of commencement.

Activities/Tasks	Proposed Dates	Persons Responsibile

List the results that you expect to achieve from this activity. State how you'll gather information to measure against expected results. (Maximum 100 words) *

[blank text box]

Upload Implementation Plan *
Attach a file:

[blank field]

Upload the completed implementation plan template

Page 5 of 8

○ Yes - Primary Outcome
○ Yes - Secondary Outcome
○ Not sure

Provide a brief description of the proposed project aim, project objective and activity. (Maximum 100 words) For those applying for a medical or teaching kit, describe how this kit will be used by yourself and your colleagues. ∗

Word count:
Must be no more than 100 words.

Describe how the proposed project is linked to the knowledge and skills gained through your study and your role in the project. (Maximum 100 words) ∗

Word count:
Must be no more than 100 words.

If you plan for your grant to improve women's empowerment and/or the lives of people with disability, describe how you think your grant will do this (Maximum 200 words). (for example a teaching kit will support the learning outcomes of both girls and boys or is being delivered to a remote school with limited resources) ∗

Word count:
Must be no more than 200 words.

If you plan for your grant contribute to PNG's climate change agenda by either helping to slow climate change or by helping communities become more resilient and adapt to climate change, describe how your grant project will achieve this? (no more than 100 words) ∗

Word count:
Must be no more than 100 words.

Describe how the proposed project will benefit your organisation or community, ensure to identify your primary target beneficiary. (Maximum 100 words)

Page 4 of 8

PART E: GRANT BUDGET

Project Budget

For those applying for 'other' activity, please outline the estimated activity cost. The maximum grant amount is K5,000.00. *(Please note that all procurement is undertaken by Australia Awards PNG, hence those applying for a medical or teaching kits do not need to complete this section.)*

Items/Activities	Value in Kina
	Must be a dollar amount.
	$
	$
	$
	$
	$
	$
	$
	$

Total Project Budget

Grant amount requested

$

This number/amount is calculated.

Self contribution (if any)

$

Must be a dollar amount.

Total Project Budget

$

This number/amount is calculated.
Total of

PART F: ATTATCHMENT & CHECKLIST

* indicates a required field

Attach any supporting document

PART G: Attach signed page.
Attach a file:

Quotation or proforma invoice if any
Attach a file:

[ ]

Conflict of Interest Form *
Attach a file:

[ ]

Please scan and upload the conflict-of-interest form

IPA /IRC Documents if grant not medical or teaching kit
Attach a file:

[ ]

Please upload IPA/IRC documents

Other support Documents
Attach a file:

[ ]

PART G: SIGN OFF AND SUBMISSION

* indicates a required field

All grant applications must be approved and signed by the CEO or equivalent of the organisation and alumni before lodgment.

For Medical kits the approval can come from Clinic Manager. Director of Nursing Services and for Teaching Kits , the school Principal

Organization *
Organisation Name

[ ]

CEO Name *

Title	First Name	Last Name
[ ]	[ ]	[ ]

Position *

[ ]

Must be organisation's CEO or equavalent

Alumini Name *

Title	First Name	Last Name
[ ]	[ ]	[ ]

Date *

[ ]

Must be a date.

ANNEXURE 2: AGS Progressive & Completion Report Template

2.1. Progressive Report Template

Progress Reporting Form_AGS Category 3
Form Preview

Alumni Grants Scheme Activity Progress Report - Category 3

The Activity Progress Report must be submitted within 30 days after first six months of the activity implementation. The report should be no more than two pages, excluding images, financials, beneficiary data, etc

Activity Start Date:

Must be a date.
last day when your last activity/task completed.

Reporting Date

Must be a date.

1. General information

Name of alumni

Name of organisation supported by grant

Contact details

Project start date

Must be a date.

Project end date

Must be a date.

Province

Project location

District

Project location

LLG

Project location

Grant Agreement Number

2. Project Achievements

Project title

Describe key achievement (s) during the first six (6) months of activity implementation , how are you tracking towards your aims and proposed results identified in your proposal. (Maximum 100 words)

Please provide a brief of the population in the area that will be impacted by this activity after it is completed. *These data can be extracted from your government office/LLG.*

Overall total population in LLG/Ward/School impacted:

Total Female Population in LLG/Ward/School impacted:

Total PWDs in LLG/Ward/School

Describe how your activity took account of Gender Equality, Disability and Social Inclusion in this six months period. (Maximum 100 words)

Describe if any of your activity contributed to address climate change by lowering emissions,increasing community adaptation and resilience and/or protecting biodiversity

List key challenge (s) in the six months of activity implementation and briefly describe how you've addressed the challenge (s)? (Maximum 100 words)

Outline any risk that might prevent achievement of your objective(s) and your proposed mitigation approach (Maximum 100 words)

Do you expect any change to the original completion date? If yes, please provide rationale below.

Project Photos
Attach a file:

A minimum of 3 files and a maximum of 5 files may be attached.
Up to 5 images, high resolution image, clear evidence of your activty

Project Data

Total no. of females:

Must be a number.

Total no. of males

Must be a number.

Total no. of PWDs:

Must be a number.
Zero if none

Total no. of attendees/participants:

This number/amount is calculated.

Beneficiaries list
Attach a file:

Project Expenditure Record

Approved activities/items	Tax Invoice # / Receipt no.	Date of purchase	Actual Unit cost against each item/activity (PGK)	Approved budget (PGK)
List approved items or activities per your grant agreement	Must be a number.	Date per invoice/receipt Must be a date.	Must be figure per receipt/Tax invoice attached	Must be your approved budget per your proposal Must be a number.
			$	
			$	
			$	
			$	
			$	
			$	
			$	
			$	

Project Expenditure Summary

Total Expense amount (K)

$

This number/amount is calculated.

Total Approved Budget (K)

This number/amount is calculated.

Over/Underspent (K)

This number/amount is calculated.

Receipts/Paid Tax Invoice
Attach a file:

Attach receipts/tax invoice listed in section 5

Checklist (Please circle or highlight as applicable)

Have you attached at least three images of grant activities?
○ Yes
○ No

Have you attached your receipts/invoices?
○ Yes
○ Not

Alumni Name and Signature

Alumni Name

Date

Must be a date.

Endorsement by head of organisation (Name/signature/stamp) where applicable

Additional Attachments - Please attach any support material (if any)
Attach a file:

2.2. Completion Report Template

<div style="background:#5bc0de; padding:1em;">

Completion Report Form_AGS Category 3
Form Preview

</div>

Alumni Grants Scheme Activity Completion Report - Category 3

The Activity Completion Report must be submitted within 30 days of completion of the activity. The report should be no more than two pages, excluding images.

Activity completion date:

Must be a date.
last day when your last activity/task completed.

1. General information

Name of alumni

Name of organisation supported by grant

Contact details

Project start date

Must be a date.

Project end date

Must be a date.

Province

Project location

District

Project location

LLG

Project location

Grant Agreement Number

Page 1 of 5

2. Project Achievements

Project title

Describe key achievement (s) of the overall implementation of the activity against your aims and proposed results identified in your proposal. (Maximum 100 words)

Please provide a brief of the population in the area that will be impacted by this activity after it is completed. *These data can be extracted from your government office/LLG.*

Overall total population in LLG/Ward/School impacted:

Total Female Population in LLG/Ward/School impacted:

Total PWDs in LLG/Ward/School

List of key health facilities, business houses, schools , etc that may potentially benefit from your project activities.

Leave blank if not applicable

How did the grant activity benefit your community and/or organisation and what are some of the visible impacts? (Maximum 100 words)

Describe how your activity took account of Gender Equality, Disability and Social Inclusion. (Maximum 100 words)

What is a key challenge in the overall implementation of your activity and briefly describe how you've addressed the challenge? (Maximum 100 words)

What lessons or observations can you share from this grant support? (Maximum 100 words)

Project Photos
Attach a file:

A minimum of 3 files and a maximum of 5 files may be attached.
Up to 5 images, high resolution image, clear evidence of your activty

Project Data

Total no. of females:

Must be a number.

Total no. of males

Must be a number.

Total no. of PWDs:

Must be a number.
Zero if none

Total no. of attendees/participants:

This number/amount is calculated.

Beneficiaries list
Attach a file:

Project Expenditure Record

Approved activities/items	Tax Invoice # / Receipt no.	Date of purchase	Actual Unit cost against each	Approved budget (PGK)

List approved items or activities per your grant agreement	Must be a number.	Date per invoice/ receipt Must be a date.	item/activity (PGK) Must be figure per receipt/Tax invoice attached	Must be your approved budget per your proposal Must be a number.
			$	
			$	
			$	
			$	
			$	
			$	
			$	
			$	

Project Expenditure Summary

Total Expense amount (K)

$

This number/amount is calculated.

Total Approved Budget (K)

This number/amount is calculated.

Over/Underspent (K)

This number/amount is calculated.

Receipts/Paid Tax Invoice
Attach a file:

Attach receipts/tax invoice listed in section 5

Checklist (Please circle or highlight as applicable)

Have you attached at least three images of grant activities?
○ Yes
○ No

Have you attached your receipts/invoices?
○ Yes
○ Not

Would you be willing to receive an invitation to share your grant story at an appropriate PNGAAA event?
○ Yes
○ No

Alumni Name and Signature

Alumni Name

Date

Must be a date.

Endorsement by head of organisation (Name/signature/stamp) where applicable

Additional Attachments - Please attach any support material (if any)
Attach a file:

Financial Acquittal Form_Category 3
Form Preview

Financial Acquittal Report

Date

Must be a date.

Name of Organisation

Name of Alumni

Project Title

Compiled by

Provide details of changes to the expenditure items agreed with AAPNG (if any):

Grant Expenditure Summary

Details of Approved Expenditure	$
	$
	$
	$
	$
	$
	$
	$
	$

Budget Totals

Total Expenditure Amount

$

This number/amount is calculated.

Page 1 of 3

*Please attach all original documentation of expenditure, e.g. invoices, receipts, boarding passes, etc (see appendix page).
Attach a file:

Brief Activity Report

How did this activity contributed in achieving your overall project goals (100 words)

List two challenges you encountered in this activity and explain how you mitigate this challenge (100 words)

List two lessons learnt from this activity (you can have responses from the participants testimonies, or comments) 100 words

Please attach a list of attendees/participants to this report. Also provide a breakdown of the attendees/participants:

Attach list of participants/attendees here.
Attach a file:

Total no. of attendees/participants:

Total no. of females:

Total no. of PWDs:

Checklist (Please select as appropriate)

Financial Acquittal Form_Category 3
Form Preview

Have you attached at least three images of this tranche activity?
○ Yes
○ No

Have you attached your financial acquittal (payment receipts, boarding passes, invoices etc.)?
○ Yes
○ No

I/We, hereby, certify that the items of expenditure and amounts in this financial acquittal report are correct, in accordance with the actual disbursement of funds on activities carried out for this Tranche payment.
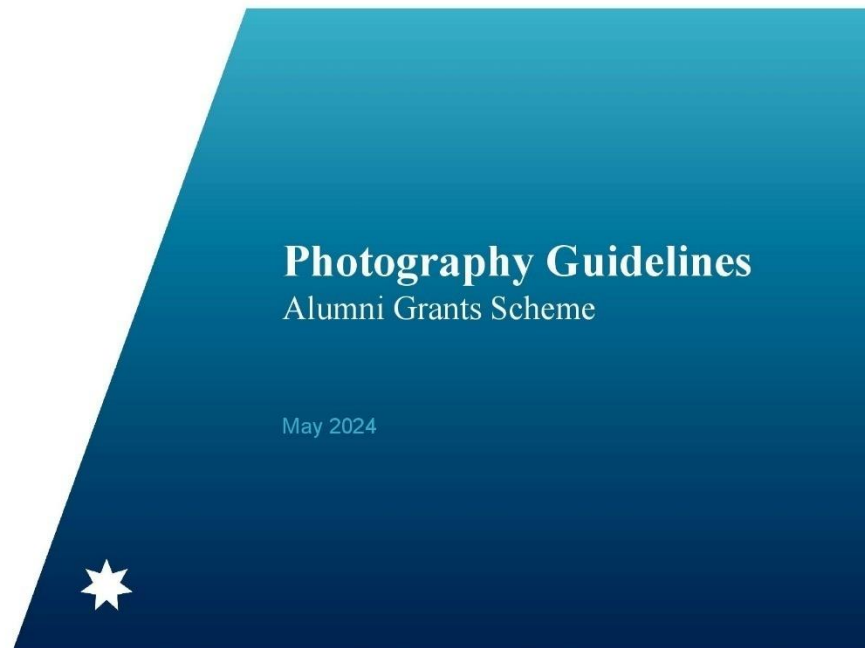○ I/we certify that all items on this document are correct.

Name of Alumni

Signature
Attach a file:

E-signature

Date

Must be a date.

Photography Guidelines
Alumni Grants Scheme

May 2024

✳ PNG-Australia Partnership

PNG-Australia Partnership
PNG and Australian Governments working together

- Australia Awards PNG forms part of the long and successful partnership between our two governments.

- Communicating the progress and outcomes of Australia Awards PNG activities such as Alumni Grants Scheme shows how service delivery and economic development are being improved across PNG

- As a grantee, you will work with Australia Awards PNG team to spread the news of how your project is changing lives.

Photography specifications - 01/05/2024   2

Capturing success stories

Why success stories?

- To convey the impact of your project in your community to a wider audience.

- To promote positive development stories in PNG and help audiences understand the importance of development.

How?

- A simple template for case studies is the three-step process below. From this, we can rearrange the information to suit other mediums.

- **Situation / Challenge**: The first two paragraphs identify the challenge encountered and the context of the project

- **Solution / Activity**: Describe the action the project undertook to improve the situation/challenge

- **Result**: The final one or two paragraphs describe the result of the solution

Informed consent

The Australian Government, Australia Awards PNG and Tetra Tech have strict compliance guidelines around taking photographs and videos of people. These state everyone must gain informed consent before taking a photo or video of another person.

Why success stories?
- **Informed consent** means the subject of a photo or video has been explained all of the potential uses of the image and understands once a photo or video is posted online, it cannot be removed.

How do I obtain informed consent?
- You will receive a copy of the Australia Awards PNG **Consent Guidelines** and **Consent Form.**

- Before taking a photo or video of someone you must explain to them how it will be used now and in the future, and complete a **Consent Form** with their signature.

Photography tips

Photos can help bring a story to life as well as provide essential information and evidence to stakeholders. Incentive Fund relies on impactful photos to communicate their development investments. Here's some tips:

- **Become familiar with your camera** – charge it, read the manual and practice beforehand

- **Keep the photo natural** – use natural light where possible, try taking the photo outside, avoid using the flash

- **Consider the background** – have a school, other people, children, or anything engaging and relevant in the background.

- **Experiment** – take multiple photos from different angles to find different lighting, try a different background, and use multiple subjects

- **Get written consent** – a photo without written consent from the subject or parents of the subject cannot be used

- **Take high-resolution photos** – so they can be printed or used on screen. Send them to Incentive Fund and keep copies for your organisation too

5

Photography crash course

Subject is in the foreground

Background is also active provides context

The image is 'active'

Framing is aligned with 'rule of thirds' (next slide)

Image tells a story and intrigues the audience

6

Photography crash course

Photography crash course

Subject is addressing the audience and has a warm smile

Subject is in foreground and image is 'active'

Background provides context and tells a story

Individuals' faces are visible so written consent was provided

Image is well-framed with the subject and the focus not centred