

**DIRECT AID PROGRAM (DAP) APPLICATION FORM**

**MONGOLIA**

**2017-2018**

The application form for the **Direct Aid Program (DAP)** Mongoliais enclosed.

Applicants should read the DAP guidelines carefully - we are unable to fund projects that fall outside the guidelines.

The Guidelines are available at: <http://dfat.gov.au/people-to-people/direct-aid-program/Pages/dap-general-guidelines.aspx>

The Australian Embassy, Ulaanbaatar, receives many requests for funding under the DAP scheme each year. With limited funds, we can only approve a fraction of the applications we receive. A well- prepared application that clearly meets the guidelines, and contains all relevant information will improve your application’s prospects.

Before sending in your application, please ensure:

* the application form is complete and meets the guidelines;
* you have provided contact details, including where possible a telephone number and an email address;
* you have included a letter of support, where available, from a trustworthy referee; and
* your form is completed in English.

Your completed application form should be sent to mongolia.embassy@dfat.gov.au

**ABOUT THE PROJECT**

1. **PROJECT TITLE:**

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1. **FUNDING** (please provide figures in both Australian and Mongolian currencies)

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| Amount requested from the DAP (in Australian dollars): |  |  |
| Total contribution from your organisation: |  |  |
| Total from other organisations: |  |  |
| Estimated total cost of project:  |  |  |

1. **NAME/S OF OTHER CONTRIBUTING FUNDING ORGANISATION/S** (if applicable, evidence should be attached)

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| (1) |  |
| (2) |  |
| (3) |  |

1. **LOCATION OF THE PROJECT:** (where will the project be implemented? Please provide details of the area, e.g its socio-economic situation)

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1. **STATE THE PROBLEM YOUR PROJECT WILL ADDRESS:** (why is this project necessary? What is the problem you are trying to address?)

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1. **STATE THE PROPOSED SOLUTION TO THE PROBLEM** (what is the aim of your project? How will your project address or help to solve the problem you have outlined?)

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1. **WHO WILL UNDERTAKE THE PROJECT?** (list the main people and organisations involved in this project, and what their roles will be. For the project manager(s), if possible, attach a brief CV)

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1. **WHO WILL BENEFIT FROM THE PROJECT?** (the project should benefit a particular community or group, e.g. students, women, GLBT people)

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1. **NAME OF YOUR ORGANISATION:**

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1. **ORGANISATION SUMMARY:** (please provide a brief overview of your organisation)

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1. **HAS YOUR ORGANISATION PREVIOUSLY BEEN FUNDED BY THE AUSTRALIAN GOVERNMENT**

Yes / No

If yes, please provide details:

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1. **PREVIOUS FUNDING: (please provide details of previous and/or funders, including funder name, project, amount and year)**

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1. **NAME OR NAMES OF PERSON/S RESPONSIBLE FOR THE PROJECT:**

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| Contact Person:  |  |
| Address: |  |
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| Email Address: |  |
| Telephone Number/s  |  |
| Fax Number |  |
| Website (if applicable) |  |

1. **PLEASE PROVIDE A DETAILED BUDGET FOR THE PROJECT** (DAP grant limit is $30,000 Australian dollars for one year activities. In some circumstance up to $60,000 may be considered for two year activities)

How will you spend the DAP grant? Please attach a detailed sample budget. The cost of the project should be broken down into clearly defined categories such as equipment, labour, materials, transport, etc. **Please note:** DAP funds should not be used primarily to fund labour costs or per diems for staff. Your budget may be in Mongolian currency.

Sample:

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| --- | --- | --- | --- | --- | --- |
| Item | Description | Cost (unit) MNT | Cost (total)MNT | Funded by DAP | Funded by x organisation |
| Bricks | For construction of reading room | 500 | 500,000 | 250,000 | 250,000 |
| Text books | For school students | 10,000 | 300,000 | 300,000 |  |

**Your budget for period 1 July 2017 – 30 June 2018: (please adapt and add rows as necessary; please provide a total sum)**

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| Item | Description | Cost (unit) MNT | Cost (total)MNT | Funded by DAP | Funded by  |
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**Your budget for the period 1 July 2018 – 30 June 2019 (leave blank for single year projects; Please adapt and add rows as necessary; please provide a total sum)**

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| --- | --- | --- | --- | --- | --- |
| Item | Description | Cost (unit) MNT | Cost (total)MNT | Funded by DAP | Funded by  |
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1. **WHAT CONTRIBUTION, IF ANY, WILL YOUR ORGANISATION PROVIDE TO THE PROJECT?** (e.g., funds, labour, transport, venue or perhaps materials)

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1. **WHAT CONTRIBUTION, IF ANY, WILL BE PROVIDED BY OTHER SOURCES?** (list the names of the contributing organisations and the precise amount or contribution each will provide. Attach letters or documents confirming these contributions from other sources)

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1. **HOW LONG WILL THE PROJECT TAKE TO COMPLETE? WHEN DO YOU EXPECT THE PROJECT TO START AND FINISH?** (note that project funds must be spent by the end of June 2018 for one year activities and by the end of June 2019 for two year activities)

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1. **PLEASE ATTACH LETTTERS OF RECOMMENDATION FOR YOUR ORGANISATION** (e.g. from previous funder, local authorities)
2. **DECLARATION**

I certify that the information contained in this application is true and correct.

I have read and understood the DAP Guidelines, including requirements for acquittal, reporting, and return of unused funds. Should our organisation be successful, we will abide by these guidelines.

I have included the following detailed information in my application:

* full, itemised budget
* evidence of cooperation from other organisations (e.g. copy of letter)
* reference/s from previous partners, local authorities or government attesting to the organisation’s previous activities
* CV/biography of the main project manager

Signed

Name

Date