



HUMAN RIGHTS SMALL GRANTS SCHEME (HRSGS)

Applicant Guidelines

August 2009

Short-term funding for Non-Government Organisations and human rights institutions in developing countries for projects that promote and protect human rights.

Applications must be lodged by Friday, 2 October 2009.

Applications should be submitted by email to the relevant email address listed at Section 3.4 on page 5, or by post or in person to the Australian Embassy or Australian High Commission in the country in which the applicant is based if email is not available.

Additional contact details for relevant Australian Diplomatic Posts are at:
<http://www.dfat.gov.au/missions/>



2.2.2 Where possible, projects should also:

- (a) strengthen the applicant organisation's ability to deliver sustained human rights work after Australian funding has ceased
- (b) encourage self-help and self-reliance by involving communities in developing, implementing and managing project activities and by using community structures and systems
- (c) strengthen the ability of institutions to meet their obligations and requirements to report on their performance to UN human rights treaty bodies and the Universal Periodic Review.¹

2.2.3 Applications must include a strategy for identifying the project as an Australian Government-supported initiative.

2.2.4 Applications for joint or partial funding of a larger project with other contributors will be accepted.

2.2.5 Applications for funding project activities that have previously received an HRSGS grant will be considered. However, new funds will not be released until previous HRSGS funding has been acquitted.

2.2.6 Applications must be for projects that adhere to the following Australian Government policies:

- *Gender Equality in Australia's Aid Program—Why and How*
<http://www.aisaid.gov.au/keyaid/gender.cfm>
- *Environmental Management Guide for Australia's Aid Program*
<http://www.aisaid.gov.au/keyaid/envt.cfm>
- *Development for All – Towards a Disability Inclusive Australian Aid Program 2009-2014*
http://www.aisaid.gov.au/keyaid/pdf/FINAL%20AusAID_Development%20for%20All.pdf
- *Safeguarding your organisation against terrorism financing*
<http://www.nationalsecurity.gov.au/>
- *Child Protection Policy* (in particular the child protection compliance standards at Attachment 1)
http://www.aisaid.gov.au/publications/pdf/child_protection.pdf

2009 – Child Protection Policy transitional provisions:

AusAID recognises that its Child Protection Policy is relatively new. Therefore, applicants for 2009 HRSGS grants are **not** required to comply fully with the Child Protection Policy in order to be eligible for funding. Rather you will be asked in the Application Form to:

- Identify if your project involves 'working with children' (as defined under the Policy)

If the answer is YES, you will be asked to then:

- identify if your organisation has a child protection policy, if not, then commit to developing a policy as part of your project; and
- identify the project's risks to children and how those risks will be managed.

Guidance on how to complete these sections in the Application Form will be provided by your relevant Australian Diplomatic Post.

¹ The new Universal Periodic Review was created by the UN General Assembly. It is a compulsory review of the human rights performance of all member states. Reviews are every four years. More information:
<http://www.ohchr.org/EN/HRBodies/UPR/Pages/UPRMain.aspx>



2.3 Project activities *not* eligible for funding

2.3.1 Funding will *not* be provided for:

- projects determined reasonably to be contrary to Australia's interests
- projects that support independence movements
- evangelism or missionary outreach activities
- political campaign activities
- projects or activities that create dependency
- emergency relief activities
- recurrent costs, unless the organisation demonstrates in its application how it will take over these costs
- retrospective activities
- activities that already receive significant funding through other Australian Government programs.

2.4 Amount and duration of funding

2.4.1 Proposed projects should be for between A\$20,000 and A\$100,000.

2.4.2 Projects should preferably be of a one-year duration.

2.4.3 Projects of up to A\$150,000 over two years will be considered.

2.4.4 Funding will not be provided for travel expenses exceeding 20 per cent of total project costs, or for the provision of equipment, freight or buildings, where each exceeds 20 per cent of the total project costs.

3 Submitting the application

3.1 Organisations must submit applications to the relevant email address **by 5 pm (local time) on Friday 2 October 2009**.

3.2 The applicant organisation must submit their completed **Application Form (Attachment A)**, including a **Project Budget** calculated in Australian dollars.

3.3 Applications must be typed and in English.

3.4 Applications should be submitted by email to the relevant regional email address:

- Pacific—PacificHRSGS@ausaid.gov.au
- Asia—AsiaHRSGS@ausaid.gov.au
- Africa—AfricaHRSGS@ausaid.gov.au
- Middle East—MiddleEastHRSGS@ausaid.gov.au
- Caribbean—CaribbeanHRSGS@ausaid.gov.au
- Latin America—LatinAmericaHRSGS@ausaid.gov.au

Refer to the **List of Eligible Countries (Attachment B)** for further information on the email address applicable to your country.

3.5 Applicant organisations must clearly save and name their Application Form, attachments and emails using the following pattern:



1. Save the Application Form using this naming format:

Country name, organisation name (or acronym), words 'Application Form'

Example: Cambodia - Organisation ABC - Application Form

2. Save all attachments using this naming format:

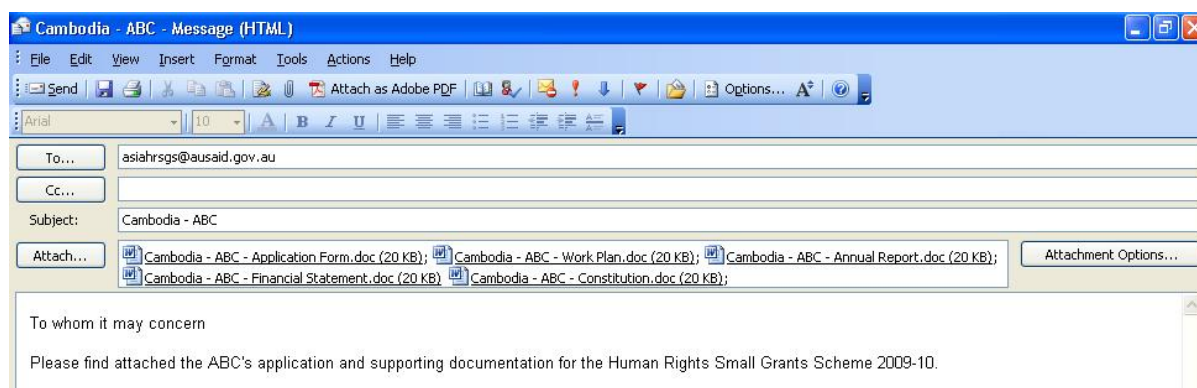
Country name, organisation name (or acronym), description of attachment

Example: Cambodia - ABC - Financial Statement

3. When emailing the application, use this naming format in the subject line:

Country name - organisation name (or acronym)

Example: Cambodia - ABC



- 3.6 If the applicant organisation does not have email access, the application may be submitted by regular post or delivered in person to either the Australian Diplomatic Post in the country in which the project will take place *or* to the Australian Diplomatic Post responsible for that country. **Envelopes should be clearly labelled 'Human Rights Small Grants Scheme'.**
- 3.7 Applications submitted by mail or in person must be received by the relevant Australian Diplomatic Post by close of business on 2 October 2009. As office hours for Australian Diplomatic Posts can vary, applicants should check office closing times. Contact details and opening hours can be found by following the links at:

<http://www.dfat.gov.au/missions/>

4 Supporting documentation

- 4.1 The following supporting documents must be submitted with the **Application Form** *unless* the applicant organisation has previously received some form of Australian Government funding, including through the HRSGS:

- a copy of the organisation's constitution or articles of association
- an audited annual financial statement certified by a public accountant who is not a member of the organisation
- a copy of the organisation's annual report, or an equivalent document
- an outline of the organisation's annual plan or program of work activities.

- 4.2 If any of these documents are not available, a written explanation must be provided *with* the **Application Form** on why they are not being submitted so the Australian Diplomatic Post can determine whether to accept the application.



5 Reporting requirements for successful organisations

- 5.1 Organisations awarded a grant must enter into a funding agreement with the relevant Australian Diplomatic Post. The funding agreement will set out all terms and conditions relating to the grant, including implementation of project activities, accountability, outcomes required, funding arrangements and project reporting.
- 5.2 Each successful organisation must provide a project progress report (using the **Project Completion Report—Attachment C** template as appropriate) to the Australian Diplomatic Post every six months from the date the funding agreement is entered into, until all funds are expended. Organisations undertaking two-year projects must provide these documents to receive the second tranche of grant funding.
- 5.3 Successful organisations must also submit a **Project Completion Report (Attachment C)** and a certified statement of expenditure to the Australian Diplomatic Post covering all project activities included in the **Application Form** on completion of the project. These are due *no later than* six weeks after the project completion date. The report must account for the grant funding by:
- outlining how the project met its goals
 - providing details on the outcomes achieved
 - describing how the project was measured (and the results from such measurement)
 - including/attaching a financial statement signed by an authorised representative of the organisation, acquitting all expenditure against the original Application Form
 - attaching a statement or report from an independent auditor.
- 5.4 The Australian Government may, from time-to-time and at its own expense, monitor, review and/or evaluate the project in consultation with the successful organisation.

6 Further information

- 6.1 All queries should be directed to the relevant Australian Diplomatic Post by email, phone or letter.
- For email contacts see Section 3.4.
 - For phone or contact details for letters, visit <http://www.dfat.gov.au/missions/>
- 6.2 An **Applicant Checklist (Attachment D)** is available to help applicants complete applications. Using this checklist is not mandatory and it does not need to be attached to the application.