



Australia Awards

Alumni Grants Scheme

Guidelines

2020



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Acronyms

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
GA	Grant Agreement
GEDSI	Gender Equality, Disability and Social Inclusion
PNGAAA	Papua New Guinea Australia Alumni Association
STEM	Science, Technology, Engineering and Mathematics

Introduction

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

Alumni across PNG have the opportunity to access the AGS to conduct activities that support the following sectors and thematic areas:

Priority Sectors

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

Thematic Areas

- Science, Technology, Engineering and Mathematics (STEM)
- Gender equality, women's empowerment, women's leadership and prevention of gender-based violence
- Disability inclusion
- Rural and remote inclusion
- Climate change, environment and food security
- Disaster management and recovery

The Australian Government is strongly committed to meet its target of requiring that at least 80% of aid investments, regardless of their objectives, will effectively address gender issues in their implementation. In line with this target, all AGS activities should address gender issues.

AAPNG also operates on the Development for All principle that people with disability and the rural disadvantaged should benefit equally from AGS investments.

The AGS is administered by AAPNG in accordance with these Guidelines, which are approved by the Australian High Commission (AHC), Port Moresby. These Guidelines may be subject to adjustment from time to time depending on funding allocations and program priorities as agreed by the AHC.

Addressing COVID-19: Recognising the immediate challenges of the pandemic, applications related to COVID-19 will be given priority consideration until further notice. Further information is provided below.

Objectives

The AGS aims to assist alumni, in conjunction with their employers or community organisations, to contribute to sustainable development impacts in Papua New Guinea, thereby supporting the PNG Australia Alumni Association (PNGAAA) with its mission to:

Contribute to the growth and development of Papua New Guinea and to foster productive relationships between Australia and PNG.

These aims will be achieved by grants that support activities contributing to one or more of the AAPNG Program Objectives:

Objective 1 Alumni apply their new knowledge and skills, including leadership skills, to make positive development contributions in PNG

Objective 2 Awardees and alumni establish, facilitate or maintain positive links between Australia and PNG at people-to-people and institutional levels.

Objective 3 Selected partner organisations demonstrate improvements to targeted management, education or service delivery practices, policies or performance standards.

Objective 4 Inclusive program activities and their participants generate or facilitate positive public diplomacy results for the Australian and PNG Governments.

Objective 5 Inclusive networks of alumni, and networks of other Papua New Guineans who are Australian alumni (including PNGAAA), actively contribute program outcomes.

Applicant Eligibility

Financial members of PNGAAA who hold either regular or associate membership may apply for an alumni grant on behalf of their employing or community organisation, which must also be registered with the Investment Promotion Authority. Applicants must also have an updated profile on [360alumni](#), the PNGAAA's alumni database accessible from their [website](#).

These members can include Australia Awards alumni who studied in Australia or with an In-PNG Scholarship, alumni who studied at the Australia Pacific Training Coalition or achieved a formal qualification through the Pacific Leadership and Governance Precinct or any other Australian-Government funded program. They can also include private fee-paying graduates of Australian institutions.

Conditions of Participation

Applicants and their supporting organisations must adhere to the following conditions:

- Sign and adhere to the terms and conditions as outlined in the Grant Agreement.
- Alumni and their organisations with a current grant cannot apply for another grant that covers any part of the same period covered in the current grant (i.e. grants cannot be for overlapping periods).
- Alumni and their organisations that have not fulfilled the requirements of previous grant agreements are not eligible to submit new grant proposals.

Grant Activities

All activities must be able to clearly demonstrate effects that contribute to AAPNG Program Objectives. Grants are organised according to three activity categories with different grant values, application procedures and approval processes.

Category 1: Simple procurement up to K4,000

Medical Kits These are applications for the medical kits that are supplied to nursing and midwifery scholarship awardees at the commencement of their study. Priority will be given to alumni nurses and midwives located at rural and remote health centres. Consideration will be given to alumni supporting organisations in urban areas who show creative use of the kits.

Teaching Kits These kits include basic teaching aids. Priority will be given to alumni teachers located in rural and remote areas and alumni working in teaching institutions. Consideration will be given to alumni supporting organisations in urban areas who show creative use of the kits.

Other Small value projects, such as Internet support for alumni to do online courses, or other activities that will support the alumni or organisation contribute to AAPNG Program Objectives.

Category 2: Simple activities up to K10,000

Knowledge sharing activities These are small activities that facilitate the sharing of knowledge and skills of the alumni and their supporting organisation e.g. delivery of training, seminars or workshops; white paper development; paper presentation at conferences; development of journal article publications; joint research with Australia; supporting 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 These are small activities that enable the alumni to contribute to the development of a particular aspect of an organisation or community e.g. community engagement and impact projects that improve the life of people and promote better living standards. Alumni are encouraged to work with Australian counterparts where appropriate.

Category 3: Project activities up to PGK30,000

These are **knowledge sharing** or **capacity building and outreach projects**, as outlined above, that may involve a more complex range of activities and/or procurement. Due to their higher value, they have increased reporting requirements and may occur over a longer time period than the two previous grant categories.

Ineligible Activities

Below are the major types of activities ineligible for funding:

- Any form of partisan political activity
- Subsidies for formal studies in PNG, Australia or elsewhere or graduation ceremonies
- Religious activities
- Activities for which applicants already receive funding from the Australian Government
- Plant or capital equipment
- Procurement of personal protective equipment.

Conflict of Interest

Grantees listed in the Alumni Grants Scheme proposal may not 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 subcontract an organisation or service provider connected to the grantee. Applicants need to complete a 'Conflict of Interest Form' and submit this with their grant proposal.

Grant Duration

Category 1 grants should be completed within three months, Category 2 grants within six months and Category 3 grants have a maximum duration of 12 months.

Grant implementation should commence within three months of funding approval. In case of a delay in implementation, the grantee should notify AAPNG of the reasons and propose a new start date not exceeding six months from grant approval date and new implementation timelines.

Failure to commence within the stipulated time period may result in withdrawal of the grant.

Proposal Submission Dates

There will be three proposal rounds per year, with closing dates as follows:
30 April, 31 July and 31 October.

Proposals may be submitted by email to grants@australiaawardspng.org or in hard copy to the address at the end of these guidelines.

Addressing COVID-19: As an interim measure to recognise the immediate challenges of the pandemic, until further notice, applications related to COVID-19 will be considered outside of these dates and where possible within two working weeks from receipt.

Evaluation Criteria

Applications will be competitively assessed on the following evaluation criteria:

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

Purpose

- Applications must address at least one of the priority sectors or thematic areas of AGS.
- Applications must contribute to at least one AAPNG Program Objectives.
- Applications demonstrate how the activity will benefit the community or organisation.

Methodology

- Activities are realistic (clear and feasible) and supported by a well-defined work plan and timeline for execution.
- Activities must demonstrate tangible outputs and outcomes
- Activities are innovative, sustainable and resource effective

Ownership

- Activities are linked to the knowledge and skills gained through the alumni’s study undertaken in Papua New Guinea or Australia.
- Applications must demonstrate ownership of the activity and its sustainability.

- Applications must demonstrate organisation commitment to support the grant activity and outputs.

Complementarity

- Activities complement other initiatives and enhance other investments.
- Activities are not duplicating other funded activities or internal initiatives.

Financial Investment

- Proposal is submitted with detailed and itemised budget and represents value-for-money
- Demonstrated commitment of co-funding from organisation or in-kind support, where applicable

Gender Equality, Disability and Social Inclusion

- Consideration of GEDSI issues will vary depending on the type of activity proposed. However all grants must demonstrate consideration of how the grant will contribute to empowering women and girls, and promoting gender equality, disability and social inclusion, particularly those located in rural and remote communities.
- All activities will apply principles of do no harm, ensuring that they do not exacerbate existing gender inequalities or circumstances for people with disabilities.

Addressing COVID-19: These evaluation criteria remain applicable for all proposals, including those contributing to the COVID-19 response.

Grant Administration

Grant approval procedures

Proposals will be approved through a competitive basis overseen by the Alumni Grants Sub-committee consisting of three different panellists for each grant category. These panellists include representatives from PNGAAA and the Governments of PNG and Australia.

The applicant may be requested to provide additional information and to resubmit the proposal. Applicants may also be requested to attend an interview to verify the proposal details and implementation arrangements.

The assessment of proposals will usually be completed between four to six weeks of the submission closing date. All Grants Sub-committee decisions are final.

Approved grant applicants will sign a Grant Agreement (GA) with Coffey 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.

Grant payments

Procurement will be undertaken by AAPNG in all cases where this is possible. For example, medical kits and teacher kits will be directly sourced and provided to the grantee by AAPNG. In cases where procurement is likely to involve purchases over the value of K1,000, the grantee will be required to submit at least three quotes.

Where tranche funding is required for the grantee to facilitate small cash payments, these will be made to the supporting organisation for them to facilitate payment, not to the individual alumni. (The local PNGAAA Chapter can act as the facilitating organisation where this is necessary and appropriate). These amounts must be fully acquitted for with the appropriate documentation.

The grantee must only use the grant for expenditure for 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 the grantee.

Any unspent grant funds must be repaid by the grantee to AAPNG at the completion of the grant.

The following expenses are not eligible for funding:

- Recurrent costs such as office rental, salaries and allowances, vehicle running expenses, office supplies, transportation costs or vehicle running expenses, 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, will be considered.
- Expenses involving the procurement of land and/or compensation payments of any type.

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.

Monitoring and Reporting

An Activity Completion Report is due within 30 days of activity completion.

Category 3 grants over six months' duration also require a Mid-term Activity Progress Report.

Recognition of Successful Grant Completion

When a grantee has submitted an Activity Completion Report that has been accepted by the Grants Sub-committee, and all financial acquittals have been settled, PNGAAA will prepare a grant story for the alumni's and organisations' use. Alumni may also receive an invitation to present their grant story at a suitable PNGAAA event.

Grant Promotion

AAPNG promotion of the AGS will include publicising successful outcomes of grant activities on the AAPNG and PNGAAA websites, Facebook and other social media platforms as appropriate. Grantees may be asked to provide suitable photographs and other relevant materials for AAPNG promotions. Grantees are encouraged to publicise the grants through their own networks.

Acknowledgement of Funding

Australian Government funding of any AGS activity should be appropriately acknowledged in publications, reports, at training courses and workshops, and in presentations at conferences and other public events. Grantees should contact AAPNG for appropriate specific guidance prior to publications or public presentations.

The grantee will be solely responsible for any discrepancy that is reflected in the publications and/or reports of their grant. The results of the grants may not necessarily be the view endorsed by the Australian Department of Foreign Affairs and Trade (DFAT) or AAPNG.

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.

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 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.

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 DFAT's Child Protection Code of Conduct which sets standards for personal behaviour.

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.

Preventing Sexual Exploitation, Abuse and Harassment

AAPNG also has a zero-tolerance policy towards sexual exploitation, abuse and harassment of any kind. This applies to our own activities and extends to those conducted by our partners, including grantees. Alongside others, we aim to contribute to the strengthening of safeguarding – by enhancing accountability, improving support for people affected, and driving cultural change through strong leadership.

Grantees must comply with DFAT's Preventing Sexual Exploitation, Abuse and Harassment Policy 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.

Further Information

For further information, please contact the AAPNG Office:

Alumni Engagement Team

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