Australian Embassy
The Philippines

ALUMNI GRANT SCHEME ROUND 2 (2016)

I.   Background

The Australian Government places an extremely high value on its alumni. Australia's global alumni objective is to establish an active network of influential alumni leaders with strong people-to-people links to Australia. These alumni can contribute to the development needs of their home country through the knowledge and skills gained from their Australian institution. They are advocates promoting Australia's position as a provider of world-class education services.

This Alumni Grant Scheme broadens Australia's support to all Filipino citizens – individuals and groups – who have undertaken formal training in or by an Australian institution, whether short course or long term. This therefore considers all educational links of Filipinos with Australia.

II.   General Objectives

The Alumni Grant Scheme aims to support projects and activities that highlight the skills and talents of Australian alumni while aiding in the social and economic development of the Philippines.   It is envisaged to create opportunities that promote interaction and engagement between Australia and the Philippines, through its alumni, and to provide an environment to exchange ideas, establish and strengthen social and professional links, and enable continued learning.

III.   Activities

The scheme will support short-term projects and activities of the alumni that strengthen linkages between Australia and the Philippines, and contribute to the development of the Philippines, while making use of their skills acquired through their Australian education.

Identified priority areas of the Australian Government:
- Economic Development
- Governance
- Peace and Stability

Eligible activities must demonstrate the following:

- Share their Australian training, knowledge and skills with local communities or organisations
- Strengthen professional links of the alumni with Philippine and Australian institutions
- Create opportunities for joint public and private sector development activities and advocacies
- Be sustainable and captured on social media
- Highlight and promote Australian education in the Philippines

IV.   Eligible Proponents

Proponent(s) must be a graduate of an Australian institution, whether short-course or long-term training, individual or group. Each group member must attach their Australian qualification (minimum certificate of training) to their 2-page curriculum vitae.

V.   Proposals and Project Template

All project/activity proposals should be prepared in accordance with the proposal template and submitted by **C.O.B. on Monday, 29 February, 2016** via electronic copy to *Kina_Pascua@hrodf.org.ph*. Any documents submitted after this date will not be accepted. Proposals should be typewritten on A4 paper and be no more than 7 pages long (excluding annexes). Project/activity timeline may begin as soon as **1 April 2016** and be completed no later than **30 August 2016**. Proposals may cost no more than **P200,000** and must be implemented in the Philippines.

Basic Project Details	Title Proponent/group name (email address and mobile number) Location of implementation Start and end date Total project cost
Project Profile	a. Rationale – identify what need or problem the project intends to solve, or opportunity that it would like to address. b. Objectives – state what the project aims to achieve, in terms of results and impact. It should be SMART – specific, measurable, attainable, result-oriented and with time duration. c. Project description – indicate what the project proposes to do to address the identified problem or opportunity, and how this will be able to achieve the objectives.
Project Plan	Provide the details of the different actions and activities that the project will undertake. Indicate the specific actions points per activity, the manpower and resources involved, and expected outputs or outcomes for each activity. If possible, break down each activity into specific sub-activities, and specify dependencies among activities as applicable. Provide graphs or flowcharts to show the progression of activities if possible.
Project Timeline	Provide a Gantt chart that shows the project schedule in terms of milestones, task duration, task dependencies, and expected commencement and delivery dates of each activity.
Project Costs	Present a breakdown of all the different costs anticipated under the project, including administrative costs and direct activity costs. Identify the total funding needed, and the amount of funding requested from this grant scheme. Also indicate the source of funding that will come from other sources. Indicate a proposed bank account to be used for funds transfer.
Risk Plan	Provide a list and describe identifiable risks for the project, and present risk management approaches considered by the team in implementing the project.
Attachments	- Curriculum vitae of individual or team members, limited to 2 pages each, with Australian qualification attached. - Reports on similar past projects implemented by the team, or by the individuals who are part of the team. - For groups: comprehensive group description and history (for organised groups), and certificates of registration with SEC and BIR, if applicable.

VI.   Selection Guidelines

Proposals will be assessed and ranked by a panel composed of representatives from the:
- Department of Foreign Affairs and Trade (2)
- Australian Trade Commission (1)
- Philippines Australia Human Resource and Organisational Development Facility (1)

Selection Criteria – project proposals will be assessed and selected on the following criteria:
- Relevance to the aims and objectives of the AGS
  - Share their Australian training, knowledge and skills with local communities or organisations
  - Strengthen professional links of the alumni with Philippine and Australian institutions
  - Create opportunities for joint public and private sector development activities and advocacies
  - Be sustainable and captured on social media
  - Highlight and promote Australian educational in the Philippines
- Soundness of project plan and methodology
  - The project plan is well developed and integrated to address the objectives and activities of the AGS.
  - The methodology is highly likely to lead to concrete and meaningful results.
- Sustainability & replicability
  - The project shows strong potential for replicability or sustainability.
  - It can be localised and adapted by other proponents under varying circumstances and milieu.

VII.   Exclusions

Types of activities and expenses that are outright excluded from the grant are:
- Academic or short-course trainings to be taken by the alumnus/alumna.
- Purchase for non-expendable supplies, unless essential to the conduct of the project or program.
- Australia Awards Re-Entry Action Plans.
- Travel to other countries by the alumnus/alumna.

VIII.   Terms and Conditions

The schedule of disbursement of the funds from the grant is as follows:

- 50% on commencement, upon approval and acceptance of the project.
- 30% upon the submission of the mid-term project review, based on submitted and approved final implementation and cost plan (for major projects or events).
- Final 20% at project end, upon submission and approval of the terminal report.

This schedule of disbursement will be generally followed. However, for special cases, the proposal can present a revised disbursement schedule if critical to the nature of the project they intend to implement. The final tranche will entail closer monitoring from the AGS Manager and strict reporting from the proponents/implementers to ensure the full completion of the project.

The project proposal must include the bank details that will be used to handle the funds for the project. For registered groups or organisations, the bank account must be under the organisation's name. For unregistered groups, the bank account must be under the group leader's name. All transfers of the fund will be directed to the bank details provided, and it is the responsibility of the proponent to keep the account funded and active within the duration of the

project. Group members will be asked to sign an acknowledgment of financial arrangements in the contract and final report.

Monitoring and Reporting

It is the responsibility of the alumnus or group leader to provide timely updates and feedback to PAHRODF regarding the implementation of the project. Through the group leader, the implementing team is required to submit the following:

1. Information on major changes to the scope and details of the proposed activity or project, or significant changes to the allocation of fund items within the project, to be reported throughout the duration of the project as they arise.
2. Mid-term project report following the first tranche,
3. Detailed written update following the second tranche,
4. Terminal and final report, including detailed acquittal and financial reporting on project expenses and disbursements. This should be submitted within one month after completion of the project or activity.
5. All social media promotions such as blogs, tweets, and Facebook and Instagram Videos and photos of activity are to be posted also on the PAHRODF microsite provided for the Grant Scheme recipients. Photos and videos are encouraged along with the written reports.

Other Provisions

Fraud Control

Fraud is described as "dishonestly obtaining a benefit by deception or other means". The AGS strictly adheres to the Department of Foreign Affairs & Trade's Fraud Control Policy and the Commonwealth Fraud Control Guidelines with a "zero-tolerance" to any form of fraudulent activity. This means that the AGS will not condone any form of fraudulent behaviour in its operations such payment of bribes, facilitation payments or "hidden" commissions for any reason.

Child Protection

Organisations or institutions whose applications propose working directly with children must have a clearly articulated and functional child protection policy in place. This policy shall be provided to AGS upon request. The child protection policy shall include procedures for protecting children in the proposed activity, amongst other things, from any potential sexual, mental and physical abuse by staff members or other adults involved in the activity.

Record Keeping

The Secretariat shall ensure that records including all official forms and templates, minutes of evaluation proceedings and related meetings, reports of project proponents (mid-term, terminal, and acquittal) are properly maintained and kept. This allows easy and ready access of records should an audit arise.