DIRECT AID PROGRAM (DAP)

Project Proposal Format

September 2022

1. GENERAL INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of the Project |  | | | |
| Project Duration: | Start date: | | End Date: | |
| Project Site: | Province: |  | | |
| Municipality/City: |  | | |
| Barangay: |  | | |
| Target Beneficiaries: | Sectoral grouping (please provide number of beneficiaries for each applicable grouping): | | | |
| \_\_\_\_\_ women’s groups | | | \_\_\_\_\_ disadvantaged children |
| \_\_\_\_\_ persons with disability | | | \_\_\_\_\_ indigenous peoples |
| \_\_\_\_\_ youth | | | \_\_\_\_\_ LGBTQI community |
| \_\_\_\_\_ urban poor | | | \_\_\_\_\_ rural communities |
| \_\_\_\_\_ upland farmers | | | \_\_\_\_\_ fisher folks |
| \_\_\_\_\_ others (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Gender distribution (please provide number): | | | |
| \_\_\_\_\_ Females | | | \_\_\_\_\_ Males |
| \_\_\_\_\_ indefinite /intersex/unspecified | | | |
| \_\_\_\_\_ prefer not to say | | | |
| Total Project Cost: |  | | | |
| Amount Requested: |  | | | |
| Proponent’s Counterpart: |  | | | |
| Other Funding Sources (if applicable) |  | | | |
| Name of Proponent Organisation: |  | | | |
| Office Address: |  | | | |
| Primary Contact Person and Designation |  | | | |
| Contact Numbers (landline, mobile, and fax): |  | | | |
| Email address (organisation and contact person): |  | | | |
| Website /social media pages (if applicable): |  | | | |

1. PROJECT CONCEPT AND DESIGN

A. Project Description

* Briefly describe the project and identify the issue/s it will address.
* What are the goals and objectives of the project?
* What are the specific anticipated outcomes of the project? What specific activities will be undertaken, and outputs to be delivered to achieve outcomes?
* What criteria were used in selecting the target beneficiaries? (include brief profile of beneficiaries)

B. Project Implementation Plan (PIP) and Budget

Complete the form below (use landscape template on page 5 of the document). Kindly refer to the points below in completing the PIP.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Implementation Plan (PIP) Format** | | | | | | | | |
| Components and Activities | Timeframe/ Schedule | Expected Outputs | Resource Requirements  and Cost Assumptions | Cost Estimate and Fund Source (PHP) | | | | Remarks |
| Grant Fund  (a) | NGO/PO Counterpart  (b) | Other Sources  (c) | Total Cost  (a+b+c) |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

* Components and Activities - enumerate the project components and specific activities to be implemented in each component.
* Timeframe/Schedule - indicate when the specific activities will be implemented including start and completion dates.
* Expected Outputs - identify the target results/outputs expected.
* Resource Requirement - list the significant human and material resources required to undertake the activities.
* Cost Estimates - provide a costing of all major items/components and the proposed source of funding.
* Generally, the following items are not funded:
* Salaries of permanent staff of the implementing organisation.
* Fees for consultants and advisors, where they constitute a major cost component.
* Grants programs run by other governments or organisations.
* Micro-credit schemes or any other project that involves return of money or loans for cash.
* Administrative costs not directly related to project implementation.
* International travel as part of the project.
* Purchase or rental of property or land.
* Purchase of vehicles.
* Routine, recurring, and/or running costs including office rent, electricity, water, phone, internet etc.
* Routine maintenance and repairs (including of equipment such as photocopiers, computers, stoves, fridges, etc.; and
* Commercial ventures (for profit).

C. Repair and Maintenance Plan

* What arrangements will be made to meet costs of repair and maintenance? Where will you get funds for these items?
* Who will have custody of the materials? Where will they be stored?

1. IMPLEMENTATION ARRANGEMENTS AND INSTITUTIONAL CAPABILITY

* Indicate the organisations and individuals (including the beneficiaries) who will be involved in the proposed project. Does the project involve the participation of marginalised groups?
* Describe their various roles and responsibilities from project planning, implementation, monitoring, and evaluation.
* Provide details of the relevant experience and capability of the proponent in implementing and managing the project (i.e., track record).
* List of past projects implemented. - If funded, indicate donor and the form of assistance.
* Does the project involve working with children? If yes, the organisation must submit a current Child Protection Policy to be eligible for funding.

1. BENEFITS AND JUSTIFICATION

* Enumerate the benefits (outcomes) expected from the project.
* Describe the distribution of benefits among the targeted marginalized groups.
* Discuss the project’s potential impact on social inclusion (including women and/or gender equality; persons with disability; indigenous peoples, etc.).
* Will the project need additional funding in the future (please provide cash flow projection)?
* For livelihood/income generation activities, discuss the organisation’s guidelines for use of income derived from the project.

1. SUSTAINABILITY MECHANISM

* What mechanisms does the project have to sustain the benefits after completion?
* Describe practical steps and specific plans to ensure sustainability in terms of organisational/institutional capacity as well as financial/technical viability of the project.

1. POTENTIAL RISKS

* Identify real and potential risks associated with the project (risks to women, children and marginalised groups, political risks, economic risks, environmental risks, other social risks).
* What are the chances of these risks occurring during the life of the project?
* What measures will be implemented to reduce, if not eliminate, these risks?

1. CHECKLIST OF REQUIRED ANNEXES

* SEC/CDA/DOLE/DSWD Registration Documents (certificate and by-laws)
* Evidence of Availability of Counterpart (notarized)
* Audited Financial (income and expenses) Statement for the past two years (notarized)
* Latest Bank Statement of Account Certificate (photocopy of passbook)
* Letters of Recommendation from Government/Non-Government Organisations involved with proponent organisation
* Board Resolution designating its authorised representative to represent the organisation and stating that the organisation is requesting financial assistance from the Embassy
* Certificate of good credit standing from any private and government lending institution from whom the association/cooperative has availed credit.
* If applicable, original certified quotation from three suppliers indicating breakdown for each item of materials requested, including contact information (landline, mobile numbers, email address, website, if available)
* If applicable, lay-out or blueprint of proposed project involving construction (e.g., water system, building)
* If applicable, map/sketch of project site

VIII References - Links to Related Department of Foreign Affairs and Trade (DFAT) Policies

and Strategies

* Partnerships for Recovery: Australia’s COVID-19 Development Response <https://www.dfat.gov.au/publications/aid/partnerships-recovery-australias-covid-19-development-response>
* Child Protection Policy 2017 <https://www.dfat.gov.au/about-us/publications/pages/child-protection-policy>

* Development for All 2015-2020: Strategy for strengthening disability-inclusive development in Australia’s aid program <https://www.dfat.gov.au/about-us/publications/Pages/development-for-all-2015-2020>
* Environmental and Social Safeguard Policy <https://www.dfat.gov.au/about-us/publications/Pages/environmental-social-safeguard-policy>
* Gender Equality and Women’s Empowerment Strategy <https://www.dfat.gov.au/about-us/publications/Pages/gender-equality-and-womens-empowerment-strategy>
* Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy <https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default>

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Implementation Plan (PIP) Format** | | | | | | | | |
| Components and Activities | Timeframe/ Schedule | Expected Outputs | Resource Requirements  and Cost Assumptions | Cost Estimate and Fund Source (PHP) | | | | Remarks |
| Grant Fund  (a) | NGO/PO Counterpart  (b) | Other Sources  (c) | Total Cost  (a+b+c) |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |