



Australia Awards

# Australia Awards in Indonesia Grants Guidelines 2024



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# 1. Overview

The purpose of the Australia Awards in Indonesia (AAI) grants is to support personal development and networking opportunities for AAI scholars and alumni. Grants are intended to contribute to AAI's five change pathways:

1. Indonesian alumni apply new knowledge and skills within their organisations and professional contexts.
2. Indonesian alumni leverage their strengthened networks in their professional contexts.
3. Women, people with disability, alumni from equity target provinces<sup>1</sup> and other marginalised groups exercise enhanced leadership and empowerment.
4. AAI Alumni perceive Australia and Australia society positively.
5. Relevant alumni and Indonesian organisation strengthen their collaboration.

AAI offers three distinct grants, namely:

- **Australian Alumni Grants (AAG)** - for alumni to fund discrete activities for alumni as individuals or in groups that contribute to the five change pathways listed above.
- **Alison Sudradjat Prize (ASP)** - honours the memory of Allison Sudradjat, the Minister Counsellor for the Australian Agency for International Development who died tragically on 7 March 2007 because of a plane crash in Yogyakarta. The ASP is a grant for Masters scholars currently studying in Australia to fund discrete activities that contribute to the five change pathways listed above.
- **Hadi Soesastro Prize (HSP)** - honours one of Indonesia's most eminent thinkers, the late Professor Hadi Soesastro, who was a great friend of Australia. Professor Soesastro was an economist, academic and public intellectual with close personal, intellectual and policy connections to Australia, who made major contributions to Asia-Pacific cooperation and development in Indonesia. The HSP is a grant for PhD scholars currently studying in Australia to fund discrete activities that contribute to the five change pathways.

AAI will open multiple application windows each year based on budget availability for eligible scholars and alumni to apply for grants under these schemes. The grant selection committee will give preference to grant proposals in the range of AUD 3,000-10,000. Funds for successful applicants will be provided as an advance, as reimbursement for expenses paid by the grantee, or as payments directly to service providers.

## 2. Applicant Eligibility

The three distinct grants are targeted at alumni, current AAI Masters scholars, and current AAI PhD scholars respectively. Additional details on eligibility for each grant are as follows:

- The Australian Alumni Grants (AAG) is open to all Indonesian nationals who have graduated from a recognised Australian tertiary institution, including recipients of Australian Government scholarships<sup>2</sup>, Government of Indonesia scholarship recipients in Australia, and private fee-paying students, those who have completed short-term tertiary courses at registered Australian institutions through Australia Awards Fellowships and Short Courses and the Department of Immigration, Customs and

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<sup>1</sup> Lampung, Kalimantan Barat, Gorontalo, Sulawesi Tengah, Sulawesi Barat,, Maluku, Maluku Utara, Nusa Tenggara Barat, Nusa Tenggara Timur, Papua and Papua Barat, Papua Barat Daya, Papua Tengah, Papua Pegunungan and Papua Selatan.

<sup>2</sup> This includes Colombo Plan Scholars, Australia Awards Long-Term Award recipients, Australian Defense Program participants, Australian DIBC Program participants, and Australian Endeavour Scholarship recipients.

Border Control ELICOS program, and those who have participated in Australian government hosted programs<sup>3</sup>.

- The Alison Sudradjat Prize (ASP) is open to AAI scholars currently undertaking Masters level study in Australia, including Nusantara scholars.
- The Hadi Soesastro Prize (HSP) is open to AAI scholars currently undertaking PhD level study in Australia.

There are no restrictions on the number of times scholars and alumni can apply for an AAI grant. Scholars and alumni are encouraged to coordinate grant funded activities for continuity or multiplier effects.

Recipients of previous AAI grants that have not been fully acquitted are not eligible to apply for further grants.

### 3. Eligible Activities

Grants are intended to support personal development and networking opportunities for AAI scholars and alumni, to foster and support an active scholar and alumni network, and to contribute to AAI's five change pathways.

Grants are for discrete activities, not complex projects with multiple inputs. Activities are specific tasks that will have an immediate impact on specific outcomes, as opposed to projects which are comprehensive initiatives with coordinated, sustained efforts. Grant-funded activities should have a clearly identified activity completion milestone.

Eligible activities include:

- Delivering or attending training, workshops and seminars.
- Personal or professional development courses.
- Activities that form part of AAI short course award projects.
- Capacity building, mentoring or coaching.
- Academic research and research-related activities.
- R&D and innovation.
- Knowledge and technology transfer.
- Professional networking events and programs.
- Public awareness campaigns.
- Organisational or institutional strengthening.
- Community development activities.

Grants will not be awarded for the following:

- To meet recurrent costs such as office rental, salaries, 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 will be considered.
- Participation at an activity for which applicants already receive funding from the Government of Australia, or other parties.
- Any personal items not relevant to the implementation of the grant activity.
- Repayment of loans or unacquitted amounts from previous grants.
- Activities for which the expense was incurred prior to the grant application.
- Purchase of fixed assets as such of property, land, buildings, and major assets, such as vehicles.
- Construction of buildings or other structures.
- Activities contrary to the interests of Australia or AAI.

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<sup>3</sup> These include but not limited to the Australia Indonesia Muslim Exchange Program; Bridge Project; Australian Indonesia Youth Exchange Program, ELTA alumni, and visiting journalist programs.

- Activities which are the responsibility of other funding bodies or other government agencies.
- Activities which discriminate against any group, or which promote a particular political or religious viewpoint.
- Seed funding such as venture/start-up capital or the establishment *koperasi*.
- License or registration fees such as: ISBN, PIRT, HAKI, HKI, BPOM, Halal Certificate, etc.

## 4. Applications

AAI will open application windows periodically throughout each calendar year. Each window will be open for two-weeks and publicised through the Scholars and Alumni Weekly Newsletters, Global Alumni and AAI websites and social media platforms. All applications must be received by midnight (Western Indonesia Time) on the advertised closing date. AAI regrets that late applications cannot be accepted.

Applicants will be invited to submit applications using an online application form. Applicants with disability are encouraged to inform AAI should assistance is required to fill out the online application.

Applications should address how the proposed grant activity will contribute to one or more of the five AAI change pathways. This can be done in writing on the form or through a short video (no longer than three minutes).

Applications may be deemed ineligible if they are incomplete or do not address the selection criteria. Unsuccessful applicants and previous grantees are welcome to submit applications in subsequent application rounds.

## 5. Selection Process

The AAI Grant Assessment Committee is comprised of representatives from the Department of Foreign Affairs and Trade (DFAT) at the Australian Embassy in Jakarta, with AAI personnel supporting in a secretariat function. The selection process will take place as follows:

1. The AAI team conducts eligibility screening.
2. Depending on the number of applications received, AAI conducts shortlisting based on criteria scoring system to be agreed by the Grant Assessment Committee.
3. The Grant Assessment Committee assesses all eligible applications. The Committee scores eligible applications against the selection criteria and makes final selection.
4. DFAT advises the Republic of Indonesia's Ministry of State Secretariat of the outcome of the selection process.
5. AAI informs applicants of the outcome of their application.
6. AAI publishes details of grants awarded and profiles of grantees on the AAI website.

The indicative timeline for Grant Application 2024 is shown in the following table:

	Round 1	Round 2	Round 3
Grant Application	May 2024	August 2024	December 2024

## 6. Selection Criteria

The AAI Grant Assessment Committee will undertake merit-based assessment of eligible applications. The assessment will consider the merit of the proposed grant funded activities using the following criteria:

1. Contributes to one or more of AAI's change pathways.
2. Identifies a clear timeframe and specific endpoint.
3. Involves a minimal number of payments or transactions.
4. Leverages third-party contributions or support.
5. Involves the Australian Embassy or Consulates-General in Indonesia or other DFAT-funded programs.
6. Constitutes an activity that forms part of an AAI short course award project.
7. Generates continuity from previous grants.
8. Has the potential to generate positive social media buzz.
9. Leads to expansion of the alumni network.
10. Does not create unacceptable risks for the grantee, AAI, DFAT or the Government of Indonesia.

## 7. Disbursement

Grants to successful applicants will cover actual costs for proposed activities. AAI can disburse the funds using any of the following:

- As an advance paid by bank transfer to the grantee, to be acquitted based on actual costs following the end of the activity.
- As reimbursement for approved activity expenses paid up front by the grantee.
- As transfer direct to service providers for approved activity costs.

All grant funded expenditure should comply with the Value for Money principles described in section 9.5 below. Procurement valued at greater than IDR 15 million per supplier/vendor/consultant should be justified using an abstract of quotation which demonstrates:

- Solicitation and selection processes are free of conflict of interest
- Selection criteria are transparent and contract terms fully disclosed at the time of solicitation.
- At least 3 vendors submit a quote based on the same request and at the same time.

AAI discourages procurement of goods and services on the basis of sole sourcing. Grantees must receive prior approval from AAI before proceeding with sole source procurement. Sole source procurement can be justified on the following bases:

- Uniqueness: for example, the goods come from a highly technical or knowledge-based company that specialises in the specific area of expertise. Grantee must show that adequate research was undertaken to establish the existence of one qualified vendor.
- Unusual or compelling urgency: these are infrequent cases where an emergency or urgent demand may exist, and competitive procurement would take too long. Poor activity planning does not constitute an urgent situation

## 8. Reporting and acquittal

The only requirement to close out a grant is a single page report (template provided by AAI) including proof of efforts by the grantee to promote the benefits of the activity and the AAI brand via social media.

Funds disbursed through cash advances or reimbursements must be acquitted using the AAI financial acquittal mechanism. Grantees with unacquitted advances will be ineligible to take part in any future AAI alumni activities including grant offerings.

Specific acquittal processes for the disbursement types are as follows:

### 1. Advance Payment

An advance is paid by bank transfer to the grantee, to be acquitted based on actual costs following the end of the activity:

- AAI Grants Coordinator works with grantee to complete the Request for Payment form based on the amounts confirmed in the grant agreement exchange of emails.
- The advance is acquitted by submitting a scan of all original receipts during activity reporting via Cognito form.
- AAI is not responsible for expenditure incurred by the grantee that exceeds the amount of the advance paid.
- If the actual expenditure is less than the amount of the advance paid, grantees are required to refund the balance to AAI once they have been reviewed and confirmed.
- Grantees with unacquitted advances will be ineligible to take part in any future AAI alumni activities including grant offerings.

### 2. Reimbursement

A reimbursement is made by AAI to the grantee for approved activity expenses paid up front by the grantee.

- AAI Grants Coordinator works with grantee to submit the scan all original receipts, along with any supporting documents and email exchange during the activity reporting process via Cognito form.
- AAI Grants Coordinator works with grantee to complete the Request for Payment in Cognito form based on the actual cost with amounts not exceeding the amounts stated in the email grant agreement.

### 3. Payment direct to service providers

This constitutes a transfer direct to service providers for approved activity costs. The AAI team will manage the direct payment to the service provider. The AAI team will work with the grantee to ensure that selection of vendors and services complies with the AAI Operations Manual and the Australian Commonwealth Procurement Guidelines. For expenditure exceeding IDR 15 million this may involve obtaining at least three comparable quotes for services.

Restrictions and limitations regarding certain types of service providers include:

#### 1. Accommodation and venue:

- Maximum standard for accommodation and venue is 4-Star.
- Rates for international travellers are based on the International Civil Service Commission (ICSC) Daily Subsistence Allowance (DSA) rates, Rates can be found at <https://icsc.un.org/>
- The rates for domestic accommodation in Indonesia should be no higher than IDR 1.3 million per night.

2. Airfare:
  - Eligible flights are economy class only.
  - Itinerary, e-ticket and boarding pass must be provided to AAI.
3. Conference participation:
  - Conference details including date, location, rundown/agenda, itinerary plan, and invoice must be provided to AAI.
  - For online events, grantees should attach the list of participants, their phone number, and proof of purchase for each participant.
4. Professional or resource person fee:
  - Provide CV (short profile).
  - References standard fee for Resource Person(s) payments. This can be taken from professional organisation guidelines such as:
    - IDI (Ikatan Dokter Indonesia).
    - PII (Persatuan Insinyur Indonesia).
    - PPNI (Persatuan Perawat Nasional Indonesia).
    - Peraturan Menteri Keuangan/SBU.
    - Other standards provided by universities or organisations.

Invoices are eligible for payment by AAI only if accompanied by proof of payment, such as bank transfer of other formal receipt or payment. Digital receipts from online vendors are acceptable. Kwitansi, Bon, Nota, or any formal receipt typically identifies:

- Name of purchaser
- Amount paid
- Date of transaction
- Name, mobile phone number and signature of recipient
- Receipts for transportation rental (car, motorcycle, bus, etc) require copies of valid SIM & STNK, especially from private/personal rentals that do not have a legal entity.
- Transactions greater than IDR 5 million require legal stamp (Materai IDR10,000). Applied for transactions in Indonesia only.

If the transaction is conducted using foreign currencies, grantees must provide evidence of the exchange rate used for the transaction or copy of bank statement showing the foreign currency amount that was converted.

Grantees are required to retain copies of original receipts and records relating to the grant for a period of at least seven years as per AAI's policy and Generally Accepted Accounting Principles (GAAP). Grantee must make copies of original receipts and records available upon request from AAI.

## 9. Terms and Conditions

### 9.1. General terms and conditions

Grants to successful applicants will be documented through a simple exchange of emails to confirm grantee acknowledgement and acceptance of these terms and conditions. Grant funds cannot be disbursed without this exchange of emails or text messages.

For funds disbursed through cash advances must be acquitted using the AAI financial acquittal mechanism. Grantees with unacquitted advances will be ineligible to take part in



any future AAI alumni activities including grant offerings.

Grantees are responsible for all administrative arrangements associated with their activity, including visa and travel arrangements. All administrative costs associated with the activity should be detailed on the grant application form.

Grant funds may only be used only for carrying out the activities for which the grant has been awarded. Any changes to the nature of the activity must have prior approval from AAI.

Grant activities may not be carried out by any other person or organisation other than the grant recipient without prior approval from AAI.

## 9.2. Termination or withdrawal of funding

AAI reserves the right to withhold or withdraw funding, terminate a project or activity, or require grantees to return all or part of the grant funds if:

- The grantee uses funds for non-approved activity costs.
- The grantee does not complete the funded activity.
- The grantee fails to comply with lawful and reasonable instructions given by AAI;
- AAI believes there has been unsatisfactory progress in carrying out the activity.
- AAI believes the grantee has not carried out the activity with reasonable care, thoroughness, and competence and to a standard that would be expected for the grantee's level of experience in their practice, profession or line of work;
- The grantee provides false or misleading information to AAI;
- The grantee acts illegally or negligently at any time during the funding period, and AAI believes this action significantly affects the activity, or is likely to harm the reputation of AAI or the Government of Australia.
- AAI suspects that fraud has been committed. Where fraud is determined to have taken place, AAI may pursue criminal charges in accordance with the DFAT's requirements and local laws.

AAI will determine the amount of funds to be returned, taking into account:

- Whether there were any circumstances outside of the grantee's control.
- Whether the issue can be satisfactorily addressed within a reasonable time frame.
- The proportion of the activity that has already been successfully completed.

## 9.3. Taxation

Grantees are responsible for making their own arrangements regarding any taxation liabilities that may arise from the award of funding.

## 9.4. Insurance

Grantees are required to obtain any insurance that is necessary or prudent for undertaking their activity. This includes any necessary insurance for equipment. Grantees undertaking any travel outside their home country as part of their activity are required to purchase comprehensive travel insurance prior to travel. Travel insurance must include medical and hospital coverage, including for medical evacuation, permanent disability and accidental death. AAI does not accept any liability for any medical, hospital or evacuation costs incurred by participants in activities funded by AAI.

Grantees must provide AAI with evidence of their insurance policy promptly on request. Grantees undertaking travel must confirm that they have read the current Australian Government travel advice for that country prior to travel.

## 9.5. Value for Money

Achieving value for money is a critical consideration for the achievement of DFAT's strategic objectives. It is a requirement under the Public Governance, Performance and Accountability

Act (2013) and the Commonwealth Procurement Rules. Building on these requirements DFAT has developed eight Value for Money Principles to guide decision making and maximize the impact of its investments. We expect all our delivery partners to give effect to the principles and value for money performance is measured in our Aid Performance Framework.

Economy	Efficiency	Effectiveness	Ethics
<p>Cost consciousness</p> <p>Encouraging competition</p>	<p>Evidence based decision making</p> <p>Proportionality</p>	<p>Performance and Risk Management</p> <p>Results Focus</p> <p>Experimentation and innovation</p>	<p>Accountability and transparency</p>

- Principle 1: Cost Consciousness: Cost-consciousness is central to value for money and requires DFAT to seek reasonable opportunities to reduce costs at every level of operations. Decision makers should scrutinize programming costs throughout the investment lifecycle to ensure the most cost-effective options are pursued. However, the economy should not be pursued without consideration of the impact on effectiveness or efficiency. Cost is one critical aspect of the value for money equation, but value for money does not always mean choosing the lowest cost option. It requires consideration of the priority of the task, alternative ways of achieving it and the costs and benefits of different approaches.
- Principle 2: Encouraging Competition: Competition is central to value for money and requires DFAT to consider and compare competing methods and partners and to select the option that offers the optimal mix of costs and benefits. This means that decision makers must encourage a culture of contestability and the competition of ideas and alternative solutions when making investment decisions. It also requires decision makers to encourage and use competitive selection processes when selecting partners and contractors.
- Principle 3: Evidence Based Decision Making: Evidence based decision making at all levels is crucial to ensuring value for money. Informed decisions build on and contribute to organizational learning, continuous improvement, and overall effectiveness. Evidence based decision making requires systematic, structured, and rational approaches to decision making, framed around logical arguments informed by accurate analysis. It requires DFAT to focus on learning from experience to avoid adopting methods and approaches that have not been successful in the past. At a strategic level, it requires that efficient systems are established to gather, collate, and succinctly present empirical and qualitative evidence so that it can be utilized to inform contract and program management and as well as future management options. Closer relationships with partners and contractors are also crucial to ensure we are able to learn from and leverage their experience to deliver outcomes across the full set of DFAT's strategic objectives.
- Principle 4: Proportionality: Value for money requires that organizational systems are proportional to the capacity and need to manage results and/or deliver better outcomes and be calibrated to maximize efficiency. An ongoing commitment to business process reforms to eliminate inefficiencies and duplication will help achieve this. Business processes, policies and systems should be designed with a clear understanding of transaction costs, measured against the potential benefits. The means of assessing value for money also need to be proportional to the scope and complexity of the investment being evaluated.

- Principle 5: Performance and Risk Management: Performance and risk management are integral to value for money and to maximizing the effectiveness of investments. Contracts, other investments, and programs must be continuously reviewed for quality to ensure that they are meeting their objectives and delivering maximum impact. Robust approaches to risk management are also critical as they maximize the likelihood of achieving objectives and thereby contribute to overall effectiveness. Comprehensive integrity risk systems are particularly important to prevent fraud and corruption and ensure resource allocations reach the intended targets. Consideration of risk must also be coupled with risk appetite, recognizing that effective investments require decision makers to engage with risk to maximize results.
- Principle 6: Results Focus: DFAT must focus on results and impact. Effective contract, investment and program design, and robust implementation, are essential to ensure DFAT's objectives are met in a timely and cost-effective manner. Clearly identified objectives and performance targets are crucial to facilitating a strong results orientation. Innovation and adaptability, based on clear and logical evidence, is also central to achieving results. Decision makers need to balance anticipated outcomes and benefits with the potential for increased risk and manage these accordingly. Flexibility is necessary to ensure approaches can be adapted to achieve results in volatile environments with changing priorities.
- Principle 7: Experimentation and Innovation: Many of DFAT's investments are delivered in inherently risky environments. To maximise impact, creative and flexible approaches to the design and delivery of contracts, investments and programs are required. This can be fostered through the trialling of experimental and innovative mechanisms where there are reasonable grounds to expect better overall outcomes. This will require an appetite to trial new ways of delivery and a recalibration of risk tolerance.
- Principle 8: Accountability and Transparency: Accountability and transparency are central to value for money as they strengthen responsibility for results and can contribute to the continuous improvement of organisational processes.

Effectiveness requires that DFAT is held accountable both by taxpayers and by intended targets and beneficiaries for delivering results. This helps to create appropriate incentives for optimal performance. DFAT must hold partners accountable and demand transparency at all levels to facilitate honest dialogue about the overall impact of investments.

## 9.6. Gender equality and social inclusion

The Australian Government is committed to promoting gender equality and empowering women and girls in the Indo-Pacific region. DFAT's Gender equality and women's empowerment strategy (February 2016) establishes three priorities to guide Australia's work on gender equality:

- Enhancing women's voice in decision-making, leadership and peace-building.
- Promoting women's economic empowerment.
- Ending violence against women and girls.

Disability-inclusive development is also a priority for Australia's international engagement. DFAT's Development for All 2015-2020: Strategy for strengthening disability-inclusive development in Australia's aid program (May 2015) guides Australia's aid program in supporting people with disabilities in developing countries.

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, promoting gender equality, disability and social inclusion.

Ensures that barriers to people with disability, women from specific group (disadvantaged women, and women in STEM) and people from target provinces as constitute as three Equity Target Groups' participation are identified and addressed.

All activities will be underpinned by principles of diversity, access, intersectionality, consultation, do no harm, and evidence-based innovation.

AAI encourages female alumni and alumni with a disability to apply to the AAI Grant. AAI welcomes project proposals from alumni which promote gender equality and women's empowerment and inclusion and improved quality of life for people with a disability.

## 9.7. Risk management and fraud

AAI requires grantees to report emerging risks in a timely manner. This includes risks to the completion of the activity, fiduciary risks, and risks to the reputation of AAI or the Australian Government.

DFAT's approach to identifying and assessing risk in aid investments follows the principles of the International Standard on Risk Management (AS/NZ 31000:2018). Further information on risk management in the aid program is available on the DFAT website.

AAI has zero tolerance towards fraud and is committed to minimising the incidence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies. AAI expects all grantees to comply with DFAT's Fraud and Corruption Policy Statement and Fraud Control Toolkit for Funding Recipients.

The Fraud Policy Statement defines fraud as 'dishonestly obtaining a benefit, or causing a loss, by deception or other means'. This definition 'benefit' refers to both tangible items, such as money or objects and intangible benefits including power, status or information. It thus encompasses activities or behaviours broader than the misuse or misappropriation of monies or assets and includes:

- Theft.
- Obtaining property, a financial advantage or any other benefit by deception.
- Causing a loss or avoiding or creating a liability by deception.
- Providing false or misleading information or failing to provide information where there is an obligation to do so.
- Making, using or possessing forged or falsified documents.
- Bribery, corruption or abuse of position or conflict of interest.
- Unlawful use of computers, vehicles, telephones and other property or services belonging to the Australian Government or its' aid delivery partners.
- Divulging confidential information to outside sources.
- Hacking into or interfering with a computer system belonging to the Australian Government or its' aid delivery partners.

AAI is obligated to report all cases of suspected, alleged or committed fraud or corruption to DFAT within five business days of becoming aware of the fraud or corruption. All cases of fraud and corruption are handled in a confidential, prompt and professional manner. Further information on fraud is available in DFAT's Fraud and Corruption Control in DFAT.

## 9.8. Publicity and Australian Identity

AAI encourages grantees to promote their activities in traditional, online media and through their own networks. Australian Government funding should be appropriately acknowledged in publications, reports, at training courses and workshops, and in presentations at conferences by using the disclaimer provided below (in both English and Bahasa Indonesia).

Disclaimer: This report/research/publication is supported by the Australian Government. The opinions expressed in this report/research/publication are those of the author(s) and do not necessarily reflect the views of the Australian Government.

Grantees should contact AAI 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 AAI.

AAI would appreciate hard or soft copies of any media coverage or publications resulting from grant activities.

All grantees are required to provide fifteen good quality high-resolution digital photographs, together with a brief description of the project for use on the Global Alumni, AAI, Australian Embassy and/or DFAT websites or social media platforms.

### 9.9. Intellectual property

The grantee will own any intellectual property in material created by the Activity but grants DFAT an irrevocable, non-exclusive, world-wide, royalty-free licence to use the material for any purpose.

### 9.10. Privacy and Freedom of Information

Information provided by applicants is used to process and assess the application. This information is stored on the Australia Global Alumni in Indonesia system and in AAI's systems. It is available to employees of AAI, Tetra Tech International Development Pty Ltd, and the Governments of Australia and Indonesia on a need-to-know basis. The information provided by the applicant may be made public through national and local media or via the Global Alumni, AAI, Australian Embassy or DFAT websites and/or social media platforms. AAI and DFAT may also publish this information, excluding personal information, in Annual Reports. In other circumstances, AAI only uses and/or discloses personal information in accordance with the Privacy Act 1988. Applicants should also note the provisions of the Freedom of Information Act 1982 apply to documents in AAI and DFAT's possession. Further information is available in DFAT's privacy policy.

### 9.11. Child protection

DFAT's Child Protection Policy (2017) aims to create and maintain protective environments for children and to protect them from exploitation and abuse of all kinds in the delivery of Australia's overseas aid program. All individual grantees must sign DFAT's Child Protection

Code of Conduct (see Attachment 2 of the Child Protection Policy) and obtain a police check if in contact with children. Organisations seeking a grant must provide evidence that the organisation has a child protection code of conduct that is compliant with DFAT's Child Protection Policy (see Attachment 1 of the Child Protection Policy).

### 9.12. Complaints and appeal

Feedback, inquiries and complaints in relation to the processing and selection of applications should be made in writing and sent to [Grants@australiaawardsindonesia.org](mailto:Grants@australiaawardsindonesia.org). Appeals against decisions on the selection of grantees will not be considered.

### 9.13. Contact details

AAI Grants Management Team  
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