

**Australia Awards in  
Indonesia  
Alumni Grant Scheme  
Guidelines  
April 2019**



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## 1. AGS Purpose and objectives

In October 2014, Australia Awards Indonesia (AAI) launched the Alumni Grant Scheme (AGS). The purpose of the AGS is to support the application and sharing of knowledge and experience gained by Indonesian alumni during their studies in Australia. The grant scheme is intended to facilitate the strengthening of linkages between Indonesians and Australians. The types of grants offered to alumni are designed for these purposes.

The objectives of the AGS are:

- to provide alumni with opportunities to enhance and capitalise on their knowledge and skills to improve practice in their professional fields and communities;
- to develop, maintain and strengthen professional linkages and partnerships between alumni and the Australian government, and Australian businesses, organisations and educational institutions;
- to connect alumni to each other across disciplines and professions, organisations and institutions, and geographic areas in order to share good practice and create opportunities for collaboration;
- to develop a network of alumni who view Australia's capabilities and credentials in a positive light; and,
- to showcase Australia's excellence as a global provider of high quality education and research.

The AGS is administered by AAI in accordance with these Grant Guidelines. The Guidelines may be subject to adjustment from time to time depending on funding allocations and program priorities.



## 2. Eligibility

The AGS is open to all Indonesian nationals who have graduated from a recognised Australian tertiary institution, including recipients of Australian Government scholarships, Government of Indonesia scholarship recipients, and private fee-paying students.

The AGS is also open to all Indonesian nationals 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 Border Control ELICOS program. Indonesian nationals who have participated in Australian government hosted programs are also eligible to apply.

Applicants may be required to provide a copy of their testamur, statement of graduation or other documentary evidence to prove their eligibility.

<sup>1</sup> The AGS contributes to AAI's four end-of-program outcomes: (1) Indonesian alumni are using their skills, knowledge and networks to contribute to sustainable development; (2) Indonesian alumni are contributing to cooperation between Australia and Indonesia; (3) Effective mutually advantageous partnerships between institutions and businesses in Australia and Indonesia; and (4) Indonesian alumni view Australia, Australians and Australian expertise positively.

<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.

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

### 3. Grant types and eligible activities

Grant type	Purpose	Grant amount	Eligible applicants	Eligible activities
Project grants	To implement a specified project in support of the objectives of the Alumni Grant Scheme	Up to AUD 10,000 (IDR 100 million)  AUD 12,000 (IDR 120 million) (if partnering with an Australian organisation)  Matching funds of 50% of a third-party contribution, to a maximum of AUD 3,000 (IDR 30 million)	Individual alumni or groups led by alumni	Training, workshops, seminars  Capacity building, mentoring or coaching  Academic Research  R&D and innovation  Knowledge or technology transfer  Networking programs  Public awareness campaigns  Organisational strengthening  Community development activities
Follow-on grants	To scale up or conduct follow-up activities	Up to AUD 10,000 (IDR 100 million)	All grantees	As above





### 3.1. Project grants

Project grants are awarded to alumni to implement a specified project in support of the objectives of the AGS. AAI provides project grants of up to AUD 10,000 (IDR 100 million). It provides grants up to AUD 12,000 (IDR 120 million) for projects which include a partnership with an Australian organisation, business or institution.

AAI accepts proposals for project grants from individual alumni, groups led by alumni, or organisations involving alumni. Groups should be led or co-led by an alumnus and may include non-alumni. There is no limit to the number of individuals within a group.

Applicants must be able to travel to attend briefings and/or other events in Indonesia. The cost of any travel should be included in the budget submitted with the project proposal.

The AGS supports a range of projects and activities that contribute to its objectives. Activities eligible for funding include, but are not limited to:



Professional networking events and programs;

Public awareness campaigns;

Organisational or institutional strengthening; and,

Community development activities.



Training, workshops and seminars;

Capacity building, mentoring or coaching;

Academic research and research-related activities;

R&D and innovation; Knowledge and technology transfer;

Project grant funds cannot be used for the following purposes:

- Subsidies for formal studies, trainings or short courses in-country or in Australia;
- Participation at an activity for which applicants already receive funding from the Government of Australia;
- Any personal items not relevant to the implementation of the grant activity;
- Repayment of loans;
- Fixed assets or property;
- Activities for which the expense has already been incurred;
- Purchase of land, buildings, or major assets, such as vehicles;
- Construction of buildings or other structures;
- Activities contrary to the interests of Australia or AAI;
- Activities which are the responsibility of other funding bodies or other government agencies; and,
- Activities which discriminate against any group, or which promote a particular political or religious viewpoint.

Projects must normally be completed within a one year of commencement.

### 3.1.1. Co-financing

AAI encourages alumni to build or strengthen institutional linkages by raising funds for their project from other organisations, businesses, institutions or individuals. AAI will provide matching funds of 50 percent of a third-party contribution to a maximum of AUD 3,000 (IDR 30 million). Co-financing is available for project grants.

Alumni could request matching funds as part of their application to the AGS for a project grant. In this case, AAI would provide matching funds in addition to the amount requested for a project grant (see Example 1).

#### Example 1:

<b>AGS project grant</b>	<b>AUD 9,000</b>
<b>Third party contribution</b>	<b>AUD 6,000</b>
<b>AGS matching funds</b>	<b>AUD 3,000</b>
<b>Total</b>	<b>AUD 18,000</b>

AAI will match funds sourced from:

- government;
- universities and other educational institutions;
- private sector firms;
- trusts and foundations;
- non-profit organisations;
- private giving and fundraising events; and,
- crowdfunding.

AAI will not match funds sourced from loans.

### 3.2. Follow-on grants

AAI will award follow-on grants of up to AUD 10,000 (IDR 100 million) to expand or scale up high-performing projects or conduct follow-up activities. Applications for follow-on grants should be submitted as part of advertised rounds. Applications for follow-on grants can be made while a project is underway or completed.





## 4. Application process

Project grants are offered twice a year. Australia Awards in Indonesia (AAI) advertises application rounds for the AGS through the Global Alumni and AAI websites and social media platforms in order to attract a range of applicants from across the alumni network.

Applicants normally have between seven and eight weeks from when the applications open to submit their proposals. All applications must be received by midnight (Western Indonesia Time) on the advertised closing date. AAI regrets that late applications cannot be accepted.

Applicants may submit more than one application at a time, but AAI will only provide funding for one of these per application round. If an applicant submits two different applications, that is one as an individual and one as a member of a group application, then AAI will consider both applications on a case by case basis. Applications may be deemed ineligible if they are incomplete, do not include the requested documentation, or do not address the selection criteria. Unsuccessful applicants and previous grantees are welcome to submit applications in subsequent application rounds.

Applications for project grants and follow-on grants should be made through the AGS online portal. AAI regrets that it cannot accept applications sent via email or post, however applicants with disability are encouraged to inform AAI should a special assistance is required to fill out the online application. Information requested through the AGS online application form includes:

- the name of the project;
- a brief description of the project (including a list of its main activities);
- the proposed objectives and anticipated outcomes of the project;
- the beneficiaries of the project;
- how the project addresses the selection criteria;
- how the outcomes of the project will be assessed (including any performance targets);
- the potential risks to the project and how these will be managed;
- how the project will be publicised and promoted, and,
- the proposed budget and schedule of activities.



Further information on using the AGS online application can be found on the Australia Awards in Indonesia's website Help Guide for Applicants and FAQs.

Where a project involves a partnership with an organisation, business or other institution, applications must include a letter of support. This can be uploaded through the AGS online application.

Applicants seeking co-financing must include information on the sources of third party contributions, including letters of commitment and the amount of funds.

Applications for follow-on grants must include evidence of project performance and effective financial management.

Guidelines for preparing grant proposals and budgets can be found in Annex 1 and 2. Applications must be submitted in English. Budgets should be submitted in IDR, except where they include expenses in other currencies.

## 5. Selection criteria

Selection of project grants and follow-on grants are competitive and merit-based. Applications are assessed against the following criteria:

1. The project has clearly defined objectives consistent with one or more objectives of the AGS.
2. The project is linked to the knowledge and skills gained through the applicant's study program in Australia and/or professional experience.
3. The project addresses an issue of strategic value to Australia and/or Indonesia in relation to at least one of the following priority development areas:

### 1 Effective economic institutions and infrastructure

Supporting Indonesia to boost inclusive growth and productive jobs by improving policy and regulatory settings and incentives for investment in infrastructure, particularly from the private sector.

- Trade
- Small and medium enterprise development
- Economics
- Infrastructure Planning
- Transport Safety
- Water and Sanitation
- Mining
- Livestock management
- Animal Husbandry
- Agriculture
- Aquaculture/fisheries
- Forestry
- Natural Resource Management
- Climate Change
- Rural Growth
- Disaster Prevention and Management

### 2 Human development for a productive and healthy society

Improving the productivity and mobility of Indonesia's labour force through systemic change to provide better quality health and education services to local communities.

- Development Studies
- International Studies
- Communicable Disease Prevention
- Health Management
- Health Services
- Maternal and Child Health
- Public Health
- Education and Training
- Education Management
- Human Resource Development

### 3 An inclusive society through effective governance

Support for improved law and justice sector outcomes, local government strengthening, women's empowerment and access for people with disabilities to public services and social assistance.

- Law, legal and judicial systems
- Political Science and Government
- Public administration
- Public expenditure management
- Public Sector Reform
- Environmental Law



- Anti-corruption
- Decentralisation
- Monitoring and Evaluation
- Transnational Crime Prevention
- Conflict Resolution
- Women and Gender Studies
- Disability Services

4. The project offers potential to establish sustainable linkages between Australia and Indonesia and/or showcases Australia's capabilities and credentials.
5. The project will have a measurable and outcomes. The application should demonstrate how this impact will be measured.
6. The project has a clear and realistic strategy for achieving its objectives within the stated timeframe, including sufficient budget and an appropriate assessment of risk.
7. The project represents value for money, including by leveraging contributions from third parties. Value for money is defined as economy (spending less), efficiency (spending well), effectiveness (spending wisely), and equity (spending fairly). Further guidance on the DFAT's policy on value for money can be found on the Department's website.

Applicants should note that AAI has a focus on Papua, West Papua, East Nusa Tenggara, West Nusa Tenggara, Aceh and Maluku and North Maluku. DFAT's Aid Investment Plan for Indonesia specifies eastern Indonesia as the focus for Australia's development cooperation program.

Priority will be given to projects nominated by an Australian Embassy official or by a member of an Australian government-funded program with the support of an Australian Embassy official.



## 6. Selection process

The selection process for project grants and follow-on grants consists of the following phases and stages:

Phase I:		Phase II:	
<b>Stage 1</b>	Initial Expression of Interest: applicants should provide information on (1) the applicant and a brief outline of the idea or proposed program.	<b>Stage 4</b>	Applicants should develop detailed proposals.
<b>Stage 2</b>	AAI screens all Expression of Interest received before the deadline to ensure that applications are complete and all requisite supporting documentation has been provided.	<b>Stage 5</b>	The AGS Selection Committee assesses all eligible applications. The Committee consist of an independent reviewer. The Committee scores eligible applications against the selection criteria, each of which is assigned a weighting (see Annex 3). Applications which receive a total score of 7 or higher are recommended for possible funding. AAI conducts due diligence on recommended applications.
<b>Stage 3</b>	Expression of Interest will be evaluated on a merit basis by The AGS Selection Committee. The Committee is comprised of AAI's AGS Management Team and Independent reviewer. Selected applicants will be invited to join the second step of the process and to develop detailed proposals.	<b>Stage 6</b>	AAI forwards applications recommended for funding to the Australian Embassy (Alumni and Australia Awards Unit) for final selection and approval.
		<b>Stage 7</b>	AAI advises the State Secretariat in writing of the outcome of the selection process.
		<b>Stage 8</b>	AAI advises applicants of the outcome of their application in writing (by email). Applicants will normally be advised six weeks from the closing date for applications.
		<b>Stage 9</b>	AAI publishes details of grants awarded and profiles of grantees on the AAI website (no later than 14 working days after the grant agreements take effect). <sup>4</sup>

Grant implementation should commence within 3 months of grant agreement signed. In case of a delay in implementation, the grantee should notify AAI of the reasons and propose a new start date not exceeding 6 months from grant approval date and new implementation timelines.

<sup>4</sup>The Commonwealth Grants Rules and Guidelines (2014) specify that this information must remain on the website for at least two financial years (p. 14).

## 7. Grant terms and conditions

### 7.1. General terms and conditions

Successful applicants are required to sign grant agreements with AAI on behalf of the Commonwealth of Australia represented by DFAT. The full terms and conditions of the grant will be set out in the grant agreement. Grant funds cannot be paid until AAI receives a signed grant agreement.

Grants must normally be utilised within 12 months of being awarded. Applicants should advise AAI in writing of any anticipated delay in implementing the activity. Where funds have already been transferred to an individual or organisation for a project that does not go ahead within the year, the recipient will have to return those funds.

Grantees are responsible for all administrative arrangements associated with their project, including visa and travel arrangements. All administrative costs associated with the project or activity should be detailed in the budget submitted with the grant proposal.

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 a project or 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.

### 7.2. Payment of grant funds

All grants will be paid in IDR in tranches. Normally, AAI pays 20 percent of the grant value upon signing of the grant agreement, followed 40 percent upon work plan approval. It pays the remaining 20 percent within 30 days of AAI receiving a satisfactory Activity Progress Report, including milestone based budget report and 20 percent within 30 days AAI receiving a satisfactory Activity Completion Report and Financial Report. AAI pays matching funds in full in the final tranche of the grant payment. The amount of the final tranche will be based on actual costs.





Milestone payments for these tranches will be outlined in the grant agreement.

Once a grant application has been approved no further funds will be made available for that project. Grantees apply for a follow-on grant in a separate application to the original.

### 7.3. 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 fails to comply with the grant agreement or the AGS Guidelines;
- the grantee fails to comply with lawful and reasonable instructions given by AAI;
- AAI believes there has been unsatisfactory progress in carrying out the project or activity;
- AAI believes the grantee has not carried out the project or 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 does not complete the funded activity;
- 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 project or activity, or is likely to harm the reputation of AAI or the Government of Australia; or,
- 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; and,
- the proportion of the project or activity that has already been successfully completed.



## 7.4. Taxation

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

## 7.5. Insurance

Grantees are required to obtain any insurance that is necessary or prudent for undertaking their project. This includes any necessary insurance for equipment. Grantees undertaking any travel outside their home country as part of their project 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 projects funded by AAI.

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

## 8. Grantee support and knowledge sharing

AAI delivers a Grant Orientation (GO) for all grantees at the beginning of each new funding period. The GO event is an opportunity for grantees to share information on their projects and develop networks with other alumni. It allows the Australian Embassy to engage with alumni.

During the orientation, AAI provides grantees with information relevant to the management of their grants, including requirements for:

- Performance monitoring and evaluation;
- Publicity and branding;
- Reporting and acquittal of funds;
- Risk management and fraud;
- Child protection; and,
- Gender and social inclusion.





AAI staff will continue to provide advice on these matters to grantees throughout the funding period.

At the end of the funding period, AAI holds a closing event for selected grantees to showcase their projects, and reconnect with other alumni and the Australian Embassy. Grant recipients from previous rounds could also be invited to attend.

## 9. Performance monitoring and evaluation

AAI provides support to grantees to monitor, evaluate and report on the outcomes of their projects. Grantees are required to report against a number of indicators depending on the type of project as well as to provide more qualitative analysis of project achievements and impact.

In addition, AAI carries out compliance monitoring of grant agreements throughout the funding period to minimise fiduciary risk. AAI may contact grant recipients at any time to seek information on the progress of projects and activities.

## 10. Reporting and acquittal of funds

Grantees must provide narrative and financial reports on their grant projects. Recipients of project grants and follow-on grants for projects lasting less than 6 months duration are only required to report at the completion of their project. Recipients of project grants and follow-on grants lasting more than six months are also required to report mid-way through their project. See below for the narrative and financial reports required.



### For project grants and follow-on grants lasting less than 6 months

Grant Progress Report	Interim Financial Report	Mid-way through project
Grant Completion Report	Financial Report	Within 30 days of project completion

### For project grants and follow-on grants lasting more than 6 months

Grant Progress Report 1	Interim Financial Report	Mid-way through project
Grant Progress Report 2	Interim Financial Report	Mid-way through project
Grant Completion Report	Financial Report	Within 30 days of project completion



Guidelines for preparing Grant Progress Reports and Grant Completion Reports, as well as Interim Financial Reports and Financial Reports, are provided in Annex 4.

Grantees must acquit the funds they have received from AAI in a timely manner. Grant funds must be fully acquitted within 30 days of the completion of the project through the submission of a Grant Completion Report and Financial Report. AAI requires original invoices/receipts and other forms of documentation for all approved expenditure items. Grantees who receive matching funds under the AGS are required to acquit third party contributions in their Financial Reports. Grantees must return any unspent funds to AAI.

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.

## 11. 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, and
- 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 women's, people with disabilities and rural disadvantaged peoples' participation are identified and addressed.

All activities will apply principles of do no harm, ensuring that they do not exacerbate existing gender inequalities for people with disabilities.

AAI encourages female alumni and alumni with a disability to apply to the AGS for grant funding. 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.

## 12. Risk management and fraud

Grantees are required to regularly review and manage the risks identified in their proposals throughout the grant period. AAI requires grantees to report key risks and risk response in a timely manner. This includes risks to the achievement of the program's objectives, 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 31000:2009). 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 Policy Statement and Fraud Control and Anti-Corruption Plan.

The Fraud Policy Statement defines fraud as 'dishonestly obtaining a benefit, or causing a loss, by deception or other means'. This definition extends beyond the legal definition of fraud to include benefits obtained that can be both tangible and intangible. 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;
- 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; and

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 Anti-Corruption Guidance for DFAT Partners



### 13. Publicity and Australian Identity

AAI encourages grantees to promote their projects 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 five 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.

## 14. Intellectual property

Grantees retain the right to any intellectual property produced using grant funds or as a result of grant projects. Intellectual property means any trade marks, copyright, designs, rights in computer software, databases and lists, rights in any inventions, technology, experimental methods and results, processes, systems, concepts, protocols, techniques and know-how of any nature, patents, plant variety rights, and all other intellectual property, as that term is generally understood, whether registered or unregistered.

## 15. 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, Coffey 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.

## 16. Child protection

DFAT's Child Protection Policy (2014) 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).

## 17. Complaints and appeal

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

## 18. Contact details

AGS Management Team  
Australia Awards Indonesia  
Gedung Wirausaha 7th Floor  
JI HR Rasuna Said Kav C-5  
Kuningan, Jakarta Selatan 12940  
Indonesia  
Phone: +62 21 527 7648,  
Email: [ags@australiaawardsindonesia.org](mailto:ags@australiaawardsindonesia.org)





# Annex 1

## AGS Express of Interest Guideline

This AGS Proposal Guideline provides information and guidance for applicants' proposals to the AGS for project grants, follow-on grants, and matching funding.

## Express of Interest Application

Section	Required Information	Notes
<b>Applicant Details</b>		
Name of Applicant	<ul style="list-style-type: none"> <li>Name of individual (lead)</li> </ul>	
Contact	<ul style="list-style-type: none"> <li>Personal email</li> <li>Office email</li> <li>Office phone number</li> <li>Personal phone number</li> </ul>	Only for the lead applicant
Type of Alumnus	<p>Applicant (lead) is alumnus of:</p> <ul style="list-style-type: none"> <li>Australia Awards Scholarship;</li> <li>Other GOA scholarship;</li> <li>GOI scholarship;</li> <li>Australian University Scholarship</li> <li>Self-funded studies; or,</li> <li>Other</li> </ul>	<ul style="list-style-type: none"> <li>If Australia Awards Scholarship, please mention type of scholarship: Master/PhD, or Short-Term Awards;</li> <li>If Other GoA scholarship, please mention the scholarship programs, i.e. Endeavour, Australia Indonesia Muslim Exchange Program (MEP), Australia Indonesia Youth Exchange Program (AIYEP), etc.</li> </ul> <p>If other, the applicant should write in what type of alumnus he or she is.</p>
Education	<ul style="list-style-type: none"> <li>University Attended in Australia</li> <li>Degree</li> </ul>	
Type of Grant	<ul style="list-style-type: none"> <li>Project grant</li> <li>Follow-on grant</li> </ul>	Only one or two types of grants per application. Types 1-4 are mutually exclusive, while Type 5 (matching funds) could be stand alone or in addition to another grant such as project or follow-on.
Previous Grants	<p>If it's a follow-on grant, what is:</p> <ul style="list-style-type: none"> <li>The innovation/ unique from the previous project</li> </ul>	If you are applying for a follow-on grant, please state the innovation and unique target/ goals that offered.
<b>Applicant Details</b>		
Name of Applicant	<ul style="list-style-type: none"> <li>Name of individual (lead)</li> </ul>	
Contact	<ul style="list-style-type: none"> <li>Personal email</li> <li>Office email</li> <li>Office phone number</li> <li>Personal phone number</li> </ul>	Only for the lead applicant



<p>Type of Alumnus</p>	<p>Applicant (lead) is alumnus of:</p> <ul style="list-style-type: none"> <li>• Australia Awards Scholarship;</li> <li>• Other GOA scholarship;</li> <li>• GOI scholarship;</li> <li>• Australian University Scholarship</li> <li>• Self-funded studies; or,</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• If Australia Awards Scholarship, please mention type of scholarship: Master/PhD, or Short-Term Awards;</li> <li>• If Other GoA scholarship, please mention the scholarship programs, i.e. Endeavour, Australia Indonesia Muslim Exchange Program (MEP), Australia Indonesia Youth Exchange Program (AIYEP), etc.</li> </ul> <p>If other, the applicant should write in what type of alumnus he or she is.</p>
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## Express of Interest Application

Section	Required Information	Notes
<b>Applicant Details</b>		
Applicant ID	Proposal ID Number:	
Email	Personal Email:	
Type of Applicant	<ul style="list-style-type: none"> <li>• Individual</li> <li>• Group of individuals</li> <li>• Organisation</li> </ul>	
Project Team Members	<ul style="list-style-type: none"> <li>• Name</li> <li>• Organisation name</li> <li>• Position in organisation</li> <li>• Email address</li> </ul>	Please complete this section only if you are applying as a group or organisation Only for project team member (s).
Lead Organisation	<ul style="list-style-type: none"> <li>• Name of Organisation</li> <li>• Name of Work Unit</li> <li>• Address</li> <li>• Website</li> <li>• Position (of lead applicant)</li> </ul>	Please complete this section only if the organisation applies for a grant and if the lead applicant works in the organisation.
Collaborating Organisation	<ul style="list-style-type: none"> <li>• Name of collaborating Organisation</li> <li>• Role of collaborating Organisation</li> </ul>	Please complete this section only if the lead applicant, project team members or lead organisation collaborate with other organisation(s) in the delivery of the proposed project.
Australian Organisation	<ul style="list-style-type: none"> <li>• Name of Australian Organisation</li> <li>• Role of Australian organisation</li> </ul>	Only applicable for a project involving an Australian organisation
<b>Project Summary</b>		
Project Budget	<ul style="list-style-type: none"> <li>• AGS Grant</li> <li>• Third-party contribution</li> <li>• AGS Matching funds</li> </ul>	The amounts here should be summaries of the amounts listed in the budget information.
Project Dates	<ul style="list-style-type: none"> <li>• Start date</li> <li>• End date</li> </ul>	The end date should not be more than one year after the start date.

<p>Project Description</p>	<ul style="list-style-type: none"> <li>• Objectives</li> <li>• Rationale</li> <li>• Project summary</li> <li>• Activities</li> <li>• Schedule of activities</li> <li>• Project location</li> </ul>	<p>The project objectives should indicate the intention of the project. Outcomes should indicate the change in knowledge, skills, behaviour or state that will occur if the project is successful.</p> <p>Project rationale should answer; Why is the proposed project important? What problem or need exists that the project will address?</p> <p>Project Summary should explain what will be done in the project including the strategy for ensuring the objectives and outcomes are achieved.</p> <p>Project activities should consist of main activities that will take place in the proposed project. Please note that the activities described should correspond to the list of activities in the schedule and budget. The list of activities in the project description should correspond to the list of activities in the schedule and budget.</p> <p>Schedule of activities could be the date of an event, or the start or completion date of an activity.</p>
<p>Project Beneficiaries</p>	<ul style="list-style-type: none"> <li>• Direct beneficiaries</li> <li>• Indirect beneficiaries</li> <li>• Marginalised Groups</li> <li>• Geographic Focus Areas</li> </ul>	<p>Direct beneficiaries could be intermediaries; indirect beneficiaries could be those who receive a service of intermediaries.</p> <p>For example, the project trains health workers (direct beneficiaries) who provide services in pre-natal health clinics serving women (indirect beneficiaries)</p>



Priority Development Area	<ul style="list-style-type: none"> <li>• Economic institutions and infrastructure</li> <li>• Human development</li> <li>• Inclusive society through effective governance</li> </ul>	
Project Objectives and Outcomes	<ul style="list-style-type: none"> <li>• Objectives of grant project</li> <li>• Expected outcomes of project</li> </ul>	<p>Objective should indicate the intention of the project. Outcomes should indicate the change in knowledge, skills, behaviour or state that will occur if the project is successful. Outcomes here should be tied to one or more of AAI's five end-of-program outcomes. For example,</p> <p>Objective: To deliver a 5-day in-service training course to 100 teachers in in NTB. Outcome: Improved knowledge among 100 teachers in NTB about the new curriculum and effective classroom practices.</p>
Sustainable Linkages	<ul style="list-style-type: none"> <li>• Linkages between Indonesian and Australian organisations that will continue after project</li> <li>• Use of Australia's capabilities and credentials that will continue after project</li> </ul>	

## Expected Result

Type of Change	<ul style="list-style-type: none"> <li>• Delivery of goods and services to project participants (direct beneficiaries).</li> <li>• Change in knowledge, attitudes, skills, capacity or aspirations of the direct beneficiaries.</li> <li>• Change in behaviour, practices or performance of the direct beneficiaries of the project.</li> <li>• Change in access, conditions or state of the indirect beneficiaries of the project, i.e., those who receive services from the direct beneficiaries of the project.</li> </ul>	
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Outcome Statement	<ul style="list-style-type: none"> <li>• Outcome</li> </ul>	<p>Outcomes are changes and improvements that the direct beneficiaries and indirect beneficiaries will experience as a result of the proposed project.</p> <p>Outcomes should indicate the change in knowledge, skills, behaviour or state that will occur if the project is successful. Outcomes here should be tied to one or more of AAI's five end-of-program outcomes.</p>
Monitoring	<p>Monitoring activities for measuring achievement of outcomes</p> <ul style="list-style-type: none"> <li>• Indicators of achievement of outcomes</li> <li>• Targets for activities and participants</li> </ul>	<p>AAI will provide the list of indicators to choose from. A target for activities or participants should be a number. In the case of participants, it should be disaggregated by gender. For example, the target for a training activity could be 20 participants including 10 men and 10 women.</p>
Sustainability and Scale Up	<ul style="list-style-type: none"> <li>• Sustainability</li> <li>• Scale Up</li> </ul>	<p>Please describe the expected outcomes of the project that will last beyond the end of the project. Please describe the strategy for ensuring that these results are sustained</p> <p>Please describe which project activities or results could be rolled out in other organisations or communities. How many other stakeholders could benefit from the project activities or results if they are rolled out? Please describe the plan for rolling out these activities or results.</p>
Risk and Risk Management	<ul style="list-style-type: none"> <li>• Type of Risk (Potential risks to project success)</li> <li>• Risk Management (Activities to mitigate or manage risks)</li> </ul>	<p>The applicant should identify 2-4 risks, including risks associated with the delivery of the activities, achievement of results, the use of grant funding, and the reputation of AAI and DFAT.. The likelihood of the risk occurring should be rated either:</p>



		very low, low, medium, high, or very high. Each risk rated medium, high or very high should have mitigation activities associated with it. The risk rating should reflect the degree of risk before the mitigation activities are delivered.
Publicity and Promotion	<ul style="list-style-type: none"> <li>• Target Audience</li> <li>• Promotion channels and Materials</li> </ul>	
<b>Project Budget</b>		
Activity-based costing	<ul style="list-style-type: none"> <li>• Activities</li> <li>• Start Date</li> <li>• End Date</li> <li>• Budget</li> </ul>	This information is in a tabular format. That is, each activity is listed with a start and end date and a budget for the activity.
Expenditure based budget	<ul style="list-style-type: none"> <li>• Expenditure Item</li> <li>• Associated activities</li> <li>• Unit cost</li> <li>• Number of units</li> <li>• Budget</li> </ul>	This information is in a tabular format. That is, each expenditure item is listed, with the unit cost, number of units and total cost for each expenditure item. As well, the associated activity is listed for each expenditure item. The list of activities in the Activity-based budget and the activities listed in the expenditure-based budget should correspond.
Sources of funding	<ul style="list-style-type: none"> <li>• AGS grant</li> <li>• Matching fund grant</li> <li>• Third-party funding</li> </ul>	
Tranches	<ul style="list-style-type: none"> <li>• Amount first tranche</li> <li>• Amount second tranche</li> <li>• Amount third tranche</li> <li>• Amount fourth tranche</li> <li>• Amount of matching fund</li> </ul>	Typically, the first tranche is 20 percent of the grant value upon signing of the grant agreement, followed 40 percent after the workplan approved. The next tranche is 20 percent within 30 days of AAI receiving a satisfactory Activity Progress Report, including budget spent as per milestone and 20 percent within 30 days of AAI receiving a satisfactory Activity Completion Report and Financial Report. AAI pays matching funds in full in the final tranche of the grant payment. The amount of the final tranche will be paid based on actual costs.

# **Annex 3**

## Weighting of selection criteria

## Project grants and follow-on grants

Criteria	Weighting A	Assessment Question
1. Development Need	20%	Does the project address a priority development need recognised by the Indonesian government?
2. Links with Australia	20%	Does the project involve Australians? Does it strengthen links between Australian and Indonesian organisations?
3. Project Design	10%	Will proposed activities result in the expected outcomes? Are they sufficient? Is the approach or thinking innovative?
4. Value for Money	10%	Will other Indonesian or Australian organisations contribute financially to the cost of the project?
5. Geographic Focus Areas	10%	Will the project benefit people in one or more GFA provinces? <sup>5</sup>
6. Social Inclusion	5%	Will the project benefit people who belong to marginalised or disadvantaged communities? <sup>6</sup>
7. Sustainability	10%	Will beneficiaries continue to experience expected results after the project ends? Will the project strengthen organisations to ensure that results are sustained?
8. Scale Up	5%	Could the project be replicated in other communities or organisations? Would more people benefit if the project was expanded or delivered again with a follow-on grant?
9. Risk Management	5%	Is the assessment of the risks to project success comprehensive and realistic? Will the proposed responses to the risks reduce the likelihood of the risk occurring?
10. Communications	5%	Will other AAI alumni see the project story as being interesting? Does it have value as a communications piece to AAI and DFAT communications personnel?
<b>Total Score</b>	<b>100%</b>	

<sup>5</sup>GFA provinces include Aceh, Maluku, Maluku Utara, Nusa Tenggara Barat, Nusa Tenggara Timur, Papua and Papua Barat.

<sup>6</sup>Marginalised groups could include women, people with disability, youth, people living with HIV/AIDS, people who are LGBT.



# Annex 4

## AGS Reporting Guideline

This AGS Reporting Guideline provides information and guidance for grantees' narrative and financial reporting. The reports covered in this Guideline include: the Grant Progress Report and Grant Completion Report as well as the Interim Financial Report and Financial Report.

## Grant Progress Report and Grant Completion Report

Section	Required Information	Notes
<b>Information on the Project from the Application</b>		
Project Name	<ul style="list-style-type: none"> <li>Name of project</li> </ul>	
Project Budget	<ul style="list-style-type: none"> <li>AGS Grant</li> <li>Third-party contribution</li> <li>AGS Matching funds</li> </ul>	
Project Objectives and Outcomes	<ul style="list-style-type: none"> <li>Objectives of grant project</li> <li>Expected outcomes of project</li> </ul>	
Project Description	<ul style="list-style-type: none"> <li>Narrative description</li> <li>Summary of main activities</li> </ul>	
Name of Applicant	<ul style="list-style-type: none"> <li>Name of individual (lead)</li> <li>Name of group or organisation</li> </ul>	
Gender	<ul style="list-style-type: none"> <li>Male</li> <li>Female</li> </ul>	
Organisation / Employment	<ul style="list-style-type: none"> <li>Name of Organisation</li> <li>Name of Work Unit</li> <li>Address</li> <li>Website</li> <li>Position (of lead applicant)</li> </ul>	
Contact	<ul style="list-style-type: none"> <li>Personal email</li> <li>Office email</li> <li>Office phone number</li> <li>Personal phone number</li> </ul>	
Group Members	<ul style="list-style-type: none"> <li>Name</li> <li>Organisation name</li> <li>Position in organisation</li> <li>Email address</li> </ul>	
<b>Report on Project Implementation</b>		
Project Status	<ul style="list-style-type: none"> <li>Planning underway</li> <li>Activities underway</li> <li>All activities completed</li> <li>Project completed and</li> </ul>	Explain any variance with what was planned
Project Dates	<ul style="list-style-type: none"> <li>Actual start date</li> <li>Actual end date</li> </ul>	Explain any variance with what was planned
Implementation	<ul style="list-style-type: none"> <li>Describe the project delivered</li> <li>List the main activities delivered</li> </ul>	Explain any variance with what was planned

Collaborating Organisations	<ul style="list-style-type: none"> <li>• Name</li> <li>• Role in project</li> </ul>	Explain any variance with what was planned
<b>Report on Project Achievements</b>		
Project Objectives and Outcomes	<ul style="list-style-type: none"> <li>• Objectives achieved</li> <li>• Outcomes achieved</li> <li>• Innovations achieved</li> </ul>	Explain any variance with what was planned
Project Indicators and Targets	<ul style="list-style-type: none"> <li>• Report on the indicators of achievement of outcomes</li> <li>• Report on the achievement of targets for activities and participants</li> </ul>	Explain any variance with what was planned
Beneficiaries in Indonesia	<ul style="list-style-type: none"> <li>• Actual beneficiaries in Indonesia</li> </ul>	Explain any variance with what was planned
Benefits	<ul style="list-style-type: none"> <li>• Benefits to Australia-Indonesia relationship</li> <li>• Linkages established between Indonesian and Australian organisations at individual, community and institutional level</li> <li>• Benefits to Indonesia's development</li> </ul>	Explain any variance with what was planned
	<ul style="list-style-type: none"> <li>• Benefits to grant recipients' professional development</li> <li>• Benefits to community or organisation</li> </ul>	
<b>Project Promotion</b>		
Publicity and Promotion	<ul style="list-style-type: none"> <li>• Promotion products and activities delivered</li> </ul>	Explain any variance with what was planned
Publications	<ul style="list-style-type: none"> <li>• Attach publications in media or social media</li> <li>• Attach research papers</li> </ul>	
Multimedia	<ul style="list-style-type: none"> <li>• Attach photographs</li> <li>• Attach links of videos or infographic (if any)</li> </ul>	
Testimonials	<ul style="list-style-type: none"> <li>• Attach testimonials from project participants and project beneficiaries in Indonesia</li> <li>• Attach testimonials from Australians (if any)</li> </ul>	



Feedback to AAI	<ul style="list-style-type: none"> <li>• Effectiveness of Grant Guidelines and other materials</li> <li>• Effectiveness of AGS Management team</li> <li>• Effectiveness of GO workshop</li> <li>• Effectiveness of AGS technical support</li> </ul>	Explain any variance with what was planned
<b>Final Acquittal Report</b>		
Statement of Financial Expenditure	<ul style="list-style-type: none"> <li>• Statement of Financial Expenditure</li> </ul>	Explain any variance with what was planned
Original receipts	<ul style="list-style-type: none"> <li>• Attach original receipt</li> </ul>	

