



**Australian Government**

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**Office for Women**

**Women's Leadership and  
Development Programme  
Grants - Pacific Region**

**Application Form**

Applications close  
COB Wednesday, 4 April 2007


## Instructions

Please read the Women's Leadership and Development Programme (WLDP) Grants – Pacific Region Application Guidelines **before** completing this form.

Eligible Australian Non-Government Organisations may apply for funding of up to \$20,000 AUD (exclusive of GST) per project to build on existing projects that support women in Papua New Guinea, the Solomon Islands or East Timor to undertake leadership roles. Preference may be given to activities undertaken with partner organisations or groups in country.

Where funding is sought for projects underway in more than one of the nominated countries, applicants must submit one application for each country.

Applications must be prepared in English in accordance with the Application Guidelines and may be hand written or prepared electronically by downloading a copy of the relevant application form from the OfW website: **www.ofw.facsia.gov.au**.

Please ensure that you complete all sections of this form, attach copies of the requested documentation where you see this symbol  and arrange for the President, Chair or equivalent of your organisation to sign the declaration at the end of the form.

**Please note:** Applications that are incomplete, do not address the selection criteria, do not include the requested documentation or have not been authorised by the President, Chair or equivalent of the organisation may be deemed ineligible.

## Part 1 – Your Organisation

### 1. Contact Details

**Organisation:** \_\_\_\_\_

**President / Chair / Executive:** \_\_\_\_\_

**Project Officer:** \_\_\_\_\_

*(all correspondence will be sent to the Project Officer)*

**Phone:** (office) \_\_\_\_\_ **Fax:** \_\_\_\_\_

(mobile) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

## 2. Business information

**Is your organisation currently a signatory to the Australian Council for International Development Code of Conduct?**

Yes       No

If you have answered “no” to this question, your organisation is not eligible to apply for funding.

**Is your organisation:**

Incorporated



Please attach: copy of incorporation certificate.

**or**

Other legal entity



Please attach: copy of articles of association, constitution or other supporting documentation.

**Is your organisation registered for GST?**

Yes       No



Please attach: copy of Taxation Status Form.

**What is your organisation’s ABN?** \_\_\_\_\_

### **Insurance**

To be eligible to apply for funding, your organisation must have:

1. Public liability insurance (minimum \$10 million);
2. Professional indemnity insurance (minimum \$5 million); and
3. Workers’ compensation insurance (as required by relevant laws)



Please attach: copies of certificates of insurance cover.

### **Financial information**



Please attach: copy of most recent Audited Financial Statement.

## 3. Organisation profile

**Please outline the role, function, aims and objectives of your organisation.**

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**Please outline your organisation’s experience in dealing with issues relevant to the status of women.**

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## Part 2 – The Project

1. Project title: \_\_\_\_\_

2. Funding requested (excluding GST): \$ \_\_\_\_\_

3. Project description:

Please provide a short summary of your project (maximum half a page) containing the following information:

- a) a description of your existing project;
- b) a description of how your project supports women's participation in leadership and decision-making roles; and
- c) an explanation of why you are seeking supplementary funding.

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4. Country within which the activity is planned:

- Papua New Guinea
- Solomon Islands
- East Timor

5. Project approval:

Does this project have the approval of the national and/or local authorities of the region in which the project is planned?

- Yes       No



Please attach: copy of authorisation from the relevant authority or other relevant documentation.

## 6. Project Budget

Please provide an itemised budget of all expenses associated with the proposal, including items funded through other sources and the cost of an independent auditor to audit the grant at the conclusion of the 12 month project timeframe.

Item of expenditure (eg advertising, printing, staff costs)	WLDP Grant \$	Other Sources \$
Audit of grant (must be conducted by an independent auditor)		
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

## 7. Funding payment schedule

Funding will be provided to grant recipients in two instalments as follows:

- **Instalment 1: 90% of total grant funding**  
Paid upon signing of the Funding Agreement by the Australian Government (as represented by FaCSIA) and the grant recipient **and** submission of a satisfactory project milestone plan by the grant recipient.
- **Instalment 2: 10% of total grant funding**  
Paid upon submission of a satisfactory final project report by the grant recipient to the OfW.

## Part 3 – Selection criteria

Please provide a statement against each component of the following selection criteria (maximum one page per criterion).

Your responses to the selection criteria will form the basis of assessment.

### Criterion 1

The proposal has outcomes that support or encourage women to participate in leadership and decision-making roles.

Issues to consider:

- What sort of leadership roles does the project encourage/support women to participate in?
- How do the project activities/outcomes encourage or support women to participate in these leadership roles?

Applicant's response:

### Criterion 2

The project outcomes:

(a) address an existing need;

Issues to consider:

- What is the existing need and how have you identified it?
- What evidence / research / information is there to support your claim?

(b) are achievable;

Issues to consider:

- Have you clearly articulated the project outcomes?
- Why are the project outcomes achievable?
- How do the project activities support the outcomes?

(c) are sustainable beyond the 12 month funding period.

Issues to consider:

- Will the project outcomes provide benefits beyond the life of the project?
- Can the project outcomes/resources be shared with other organisations?
- Are there plans to continue the project after the 12 month funding period, and if so, how?

Applicant's response:

### Criterion 3

The application demonstrates consultation with, and support of, key stakeholders including local partners, intended beneficiaries and participants.

Issues to consider:

- Have you consulted widely with organisations that have an interest in your project (eg other NGOs, local councils, government departments, researchers or other specialists in the field)?
- Please include details of:
  - organisations you have consulted with in preparing the application;
  - the level of support that has emerged from your consultations; and
  - organisations you expect to consult with during the project.

Applicant's response:

### Criterion 4

The applicant demonstrates the ability to:

- (a) plan;  
Please complete the Project Plan template over the page.
- (b) manage;  
Please state who will manage your project and outline their project management experience.
- (c) monitor; and  
Please outline how the project would be monitored to ensure it is progressing according to the Project Plan. Grant recipients are required to provide progress reports and a final report on the implementation and success of the project.
- (d) evaluate the project.  
As part of the evaluation process, grant recipients must seek feedback from project participants and provide a summary of the responses to the OfW as part of the final project report.  
Please outline:
  - who you intend to seek feedback from;
  - the type of information you will collect;
  - collection mechanisms to be used (eg. survey, interviews, etc); and
  - when data will be collected.

Applicant's response:

## Project Plan Template

Please outline the key deliverables for your project, associated milestones and dates for completion.

Please base your timeframe on a project commencement date of 1 June 2007 and project completion date of 1 June 2008.

Deliverable	Milestone	Dates / Timeframe
<b>Example:</b> Develop a report on the technical specifications for website	Establish working group	By 15 June 07
	Develop draft report	By 30 June 07
	Deliver final report for Executive approval	By 14 July 07

## Part 4 – Referees

Please provide the contact details of two referees who can comment on your organisation's ability to successfully complete the project and administer project funds - one from an agency that is familiar with your organisation's work and one from an agency that has provided funding to your organisation, preferably in the last five years.

If your organisation has not received funding in the past, please provide the names of two referees who are familiar with your work.

1. Referee who is familiar with your organisation's work relevant to this application.

**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Phone:** (office) \_\_\_\_\_ **Fax:** \_\_\_\_\_  
(mobile) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

2. Referee who has provided funding to your organisation relevant to this application.

**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Phone:** (office) \_\_\_\_\_ **Fax:** \_\_\_\_\_  
(mobile) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

## Delegate authorisation

**(This Authorisation must be signed by the Chair or President of the organisation)**

I, \_\_\_\_\_ (Name) of \_\_\_\_\_ (State)  
certify that the information given in this application is true and correct to the best of my  
knowledge. I also confirm that \_\_\_\_\_ (Organisation Name)  
is willing to contract on the basis of the Draft Funding Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Phone:** (office) \_\_\_\_\_ **Fax:** \_\_\_\_\_  
(mobile) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

Please submit the original application form and four copies by  
post or delivery to:

Women's Leadership and Development Programme Grants – Pacific Region  
C/- Leadership Section  
Australian Government Office for Women  
Department of Families, Community Services and Indigenous Affairs

**Post:** PO Box 7788  
Canberra Mail Centre ACT 2610

**Delivery:** Ground Floor  
Juliana House  
Bowes Street  
Phillip ACT

**Helpline:** 1800 808 863

Applications must be received by the OfW by:  
COB Wednesday, 4 April 2007

## Checklist ✓

Before submitting your application please ensure that:

- your organisation is eligible to apply (see the *Application Guidelines*).
- you have completed all sections of the application form.
- you have attached copies of all the requested documentation, including:
  - your organisation's incorporation certificate, articles of association, constitution or other legal documentation;
  - your organisation's Taxation Status Form;
  - certificates of cover for public liability/professional indemnity and workers' compensation insurance;
  - your organisation's latest audited financial statement or statement of income and expenditure for the 2005-06 financial year; and
  - authorisation or other relevant documentation indicating that the project has the approval of the national and/or local authorities of the region in which the project is planned.
- the President, Chair or equivalent of your organisation has signed the Declaration.
- you have submitted the original and four unbound copies of the application form.
- you have taken a copy of the completed application form for your records.