



# Australian Embassy

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## The Philippines

### **PHILIPPINES-AUSTRALIA ALUMNI GRANT SCHEME**

*(Managed by the Philippines-Australia Human Resource and Organisation Development Facility or PAHRODF on behalf of the Australian Embassy)*

#### **I. Background**

Australia aims to establish an active network of influential alumni leaders with strong links to Australia.

The Philippines-Australia Human Resource and Organisational Development Facility (HRODF), an initiative by the Australian Embassy Manila, has been providing secretariat and funding support to the Philippines-Australia Alumni Association Inc. It is the formal organisation for Australian alumni, including its Australia Award scholars, with over 300 members and chapters nationwide.

This alumni grant scheme broadens Australia's support to all alumni groups and associations of Filipino alumni. Alumni considered under this scheme are all Filipino citizens who have finished degree courses in Australia, undertaken formal training in Australia, or finished courses or formal trainings funded by the Australian Government or finished training courses or formal training in the Philippines conducted by organisations accredited to delivery Australian training. This therefore considers all educational links of Filipinos with Australia, whether under Australian Government scholarships, other scholarships, or private fee-paying students; and whether or not they are formally organised.

#### **II. General Objectives**

The Alumni Grant Scheme aims to support activities that will build and maintain lasting relationship among Filipino alumni who have been trained and educated in Australia or by Australian organisations. It is envisaged to create opportunities that promote interaction and engagement; provide an environment to exchange ideas; allow networking; establish and strengthen social and professional links, and; enable continued learning.

#### **III. Activities**

The Alumni Grant Scheme will provide financial support to projects that have the potential to create opportunities for public-private partnerships and developmental advocacies. These projects must support the priorities of the Australian and Philippine governments in any of the following sectors: Education, Crisis Management, Governance, Environment, or Entrepreneurship.

Eligible activities must demonstrate that they can achieve any of these objectives:

- Maintain the connection and/or strengthen the alumni ties with Australia
- Strengthen professional links of the alumni with Philippine and Australian institutions
- Share their knowledge and skills with local communities
- Promote Australian Education in the Philippines
- Create opportunities for joint public and private sector development activities and advocacies



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- Establish and/or maintain platforms that facilitate cohesive relationships; encourage membership, and; enhance participation of members to alumni activities
- Foster sectoral linkages, self-development, and social enrichment

#### IV. Eligible Proponents

The following alumni groups and associations are eligible to submit proposals for funding using the template attached at Annex 1:

- a group of at least five (5) eligible alumni from private and public sectors;
- Philippine chapters of Australian academic alumni organisations; and
- Philippines Australia Alumni Association (PA3i) chapters.

#### V. Project/Activity Proposals

All project/activity proposals should be prepared in accordance with the proposal template attached at **Annex 1**. In addition, all proposals should:

- be submitted on or before close of business 15 August 2014
- be submitted electronically to [Katrina\\_santillan@hrodg.org.ph](mailto:Katrina_santillan@hrodg.org.ph) or hard copy to the HRODF Office at 3<sup>rd</sup> Floor JMT Building, ADB Avenue, Ortigas City
- cost no more than P500,000.00;
- be no more than 10 pages (excluding attachments);
- include bank details for fund transfers and proposed fund disbursement schedule;
- be implemented in the Philippines and completed no later than 30 August 2015

The list of successful grantees will be announced no later than 1 September 2014

#### VI. Selection Guidelines

Proposals will be assessed and ranked by a panel composed of representatives from the:

- Department of Foreign Affairs and Trade (2)
- Australian Trade Commission (1)
- President of the Philippines Australia Alumni Association (1)

The panel will rank the proposals on a scale from zero to 100 points, and award funding based on the following criteria:

- relevance to the objectives of the Alumni Grant Scheme (25 points)
- justification, innovativeness and technical merits (25 points)
- diversity of partnership, including level of participation (20 points)
- cost effectiveness (15 points)
- proponent experience in the sector (15 points)

The Alumni Grant Scheme will assist one or more project proposals aimed at developing the following sectors:

1. Education
2. Environment
3. Entrepreneurship
4. Governance
5. Crisis Management



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#### Other Requirements

- **Fraud Control** – as funds manager and administrator, HRODF and/or its designated secretariat has zero tolerance for fraud, and will not condone any form of fraudulent behaviour. All recipients should ensure that no one will dishonestly obtain any benefit from the grant by deception or other means (refer to this link for details: [http://aid.dfat.gov.au/Publications/Pages/7618\\_6876\\_7414\\_705\\_9251.aspx](http://aid.dfat.gov.au/Publications/Pages/7618_6876_7414_705_9251.aspx)).
- **Child Protection** - any activity that includes working with children must clearly articulate how it will comply with the child protection policy , including procedures for protecting children (refer to this link for details: <http://aid.dfat.gov.au/Publications/Pages/child-protection-policy.aspx>).

#### VII. Exclusions

Types of activities and expenses that are outright excluded from the grant include:

- Academic or short-course trainings (to be taken by the alumnus/alumna).
- Purchase for non-expendable supplies, unless essential to the conduct of the project or program.



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## **Annex 1: Project Proposal Template**

The project proposal to be submitted must follow the template, which will include information on the following:

1. Basic Project Details – project title and type, proponent group, name of group leader and contact details, location of implementation, start and end date, total project cost, and amount requested.
2. Project Profile
  - a. Rationale – identify what need or problem the project intends to solve, or opportunity that it would like to address.
  - b. Objectives – state what the project aims to achieve, in terms of results and impact. It should be SMART – specific, measurable, attainable, results oriented and a realistic time frame.
  - c. Project description – indicate what the project proposes to do to address the identified problem or opportunity, and how this will be able to achieve the objectives.
3. Project Plan / Methodology – provide the details of the different actions and activities that the project will undertake. Indicate the specific actions points per activity, the manpower and resources involved, and expected outputs or outcomes for each activity. If possible, break down each activity into specific sub-activities, and specify dependencies among activities as applicable. Provide graphs or flowcharts to show the progression of activities if possible.
4. Project Schedule – provide a Gantt chart that shows the project schedule in terms of milestones, task duration, task dependencies, and expected commencement and delivery dates of each activity.
5. Project Costs and Proposed Sources of Funding – present a breakdown of all the different costs anticipated under the project, including administrative costs and direct activity costs. Identify the total funding needed, and the amount of funding requested from this grant scheme. Also indicate the source of funding that will come from other sources.
6. Proponent Description
  - a. Description of group
  - b. Details of group leader, including contact details, addresses, and company



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- c. Bank details
  - d. Personal information sheet to be filled out by each individual with attached proof of academic background from an Australian institution
7. Risk Plan – provide a list and describe identifiable risks for the project, and present risk management approaches considered by the team in implementing the project.
8. Attachments:
- a. Comprehensive group description and history (for organised groups), and certificates of registration with SEC and BIR, if applicable.
  - b. Curriculum vitae of team members, especially for groups which are not formally organised.
  - c. Reports on similar past projects implemented by the team, or by the individuals who are part of the team.



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## **Annex 2: Terms and Conditions**

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

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

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

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

### **Monitoring and Reporting**

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

1. Information on major changes to the scope and details of the proposed activity or project, or significant changes to the allocation of fund items within the project, to be reported throughout the duration of the project as they arise.
2. Mid-term project report.
3. Terminal report, including detailed acquittal and financial reporting on project expenses and disbursements. This should be submitted within one month after completion of the project or activity.

Financial audits are required for grants with amounts above PhP 100,000.



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#### **Other Provisions**

##### **Fraud Control**

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

##### **Child Protection**

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

##### **Record Keeping**

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