

Community Grants Scheme 2018
GUIDELINES FOR APPLICANTS – ROUND 17



About Community Grant Scheme (CGS)

In partnership with the Planet Wheeler Foundation, Australian Volunteers International (AVI) offers the Community Grants Scheme (CGS), a funding program for small projects that enhances the work of AVI's Partner Organisations overseas.

The CGS has two funding rounds per year - February and August. Partner Organisations interested in applying for CGS funding can work with AVI staff to prepare an application in time for the 'Applications close' deadline listed below.

Dates for Round 17

ACTIVITY	ROUND 17 DATES
Applications open	13 August 2018
Applications close	10 September 2018
Applicants notified of the outcome	31 October 2018
Successful applicants receive funding agreements	07 November 2018
Successful applicants return signed funding agreements	14 November 2018
AVI transfers funds by	23 November 2018

Eligibility

- Partner Organisations with a current AVI volunteer or in the process of receiving a volunteer.
- Partner Organisations with an annual income of no more than AUD500,000.
- Projects designed to commence within four months of the Partner Organisation signing the CGS Funding Agreement and completed within 18 months of start date.
- Projects that do not constitute the core work of a volunteer's assignment or the core work of the organisation. However, projects can add value to and complement a volunteer's work in the organisation.
- Projects that do not depend on the AVI volunteer for implementation or completion.
- Partner Organisations who have implemented a CGS project in the previous rounds can apply. However, organisations who have never received CGS funding will be given preference.

Who is ineligible?

- Partner Organisations that have not been compliant with previous CGS funding agreements and grant reporting requirements will not be considered.
- Partner Organisations that currently have a CGS-funded project cannot apply.
- AVI volunteers cannot apply in their own name. The CGS is for Partner Organisations and applications must be signed by an authorised Partner Organisation staff member.
- Partner Organisations with an annual income in excess of AUD500,000.

How applications are assessed

The CGS is very competitive and AVI is unable to fund all applications. Applications will be assessed competitively against the following criteria:

- ✓ Clear analysis of the need for the project.
- ✓ Clear objectives that respond to the need for the project.
- ✓ Activities that clearly support the desired objectives.
- ✓ Demonstrated capacity to deliver the activities and meet conditions of funding.
- ✓ Demonstrated staff expertise and that project does not rely on the volunteer to be implemented or completed.
- ✓ Demonstrated sustainability of the outcomes of the proposed project.
- ✓ Clearly defined process for monitoring and evaluation which aligns with AVI mid-term and end-of-project reporting requirements (see "After application" below).
- ✓ A clear and itemised budget of the proposed activities supported by budget notes.
- ✓ Applications which show that Partner Organisation is contributing staff and other resource costs, or have sourced supporting funding from other avenues will be considered favourably.

Grant Value

- Partner Organisations may submit a proposal for a maximum of AUD\$10,000, but the CGS actively seeks to award funding to a mix of small and large projects across different sectors.
- Budgets must be prepared in local currency using the template provided. AVI uses a fixed conversation rate to ensure consistency.

Country	Currency	Currency code	Set exchange rate (August 2018)
Bhutan	Bhutanese Ngultrum	BTN	50.5857
Cambodia	Cambodian Riel	KHR	3,035.1432
Federated States of Micronesia	United States Dollar	USD	0.7572
Fiji	Fijian Dollar	FJD	1.5544
Indonesia	Indonesian Rupiah	IDR	10,597.1253
Kiribati	Australian Dollar	AUD	1.0000
Laos	Lao kip	LAK	6,276.9822
Mongolia	Mongolia Tögrög	MNT	1,824.1950
Myanmar	Burmese Kyat	MMK	1,023.5642
Nepal	Nepalese Rupee	NPR	80.4438
Palau	United States Dollar	USD	0.7572
Papua New Guinea	Papua New Guinean Kina	PGK	2.4271
Philippines	Philippine Peso	PHP	39.7769
Republic of the Marshall Islands	United States Dollar	USD	0.7572
Samoa	Samoa Tālā	WST	1.9484
Solomon Islands	Solomon Islands Dollar	SBD	5.7705
South Africa	South African Rand	ZAR	9.5458
Sri Lanka	Sri Lankan Rupee	LKR	119.0392
Tanzania	Tanzanian Shilling	TZS	1,714.1782
Timor-Leste	United States Dollar	USD	0.7572
Tonga	Tongan Pa'anga	TOP	1.6824
Tuvalu	Australian Dollar	AUD	1.0000
Vanuatu	Vanuatu Vatu	VUV	81.2435
Vietnam	Vietnam Dong	VND	17,255.8372

Please note: Exchange rates are set by AVI Finance based on a retrospective 6-month average (February-August 2018)

How to apply

The Partner Organisation should:

1. Only submit one application per funding round.
2. Discuss the proposed project with the AVI in-country staff. This discussion should happen well in advance of the 'Applications close' date.
 - o Partner Organisations who have been unsuccessful in previous rounds should seek assistance from the AVI Country Office before reapplying.
3. Complete the CGS Application Form and the CGS Budget form. Confirm with the AVI staff that you are using the most up to date forms.
4. Submit the forms to the AVI Country Office.

After application

- The AVI Country Office staff will confirm receipt of each application.
- The AVI Country Office staff will notify Partner Organisation applicants of the outcome. The CGS panel's funding decisions are final.

If you are successful

- Successful grant applicants will be required to sign a CGS Funding Agreement. This agreement outlines the terms of the project funding, including the use of the funds and the reporting and acquittal requirements shown below:
 - o For any project less than 6 months only final reporting and acquittal is required.
 - o For any project longer than six months there will be one mid-point progress and expenditure-to-date report required, and final report and acquittal upon completion of project.
- AVI will transfer funds to the grant recipient within 10 working days of receiving the signed agreement.

Use of funds

- Partner Organisations must not spend money on proposed activities before the CGS Funding Agreement is signed. This is considered retrospective funding, which is not eligible for support.
- All funds must be used for the agreed purposes. The project cannot be changed in any way without prior approval from AVI.

Annual report

Completed projects will be included in the CGS Annual Report and may be promoted through AVI's social media and other marketing channels.

Please contact your local AVI office if you have any questions.