



Australia Awards

Australia Awards - Africa

Small Grants Round 2 - 2018
Guidelines for Applicants
April 2018



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1. Background Information

The Government of Australia has established the Australia Awards initiative in Africa to deliver education and training opportunities to Africans and support alumni in contributing to development in selected sectors on their return home. The initiative is funded by the Department of Foreign Affairs and Trade (DFAT) and implemented by Palladium, the Managing Contractor for Australia Awards - Africa.

As outlined in the Alumni Engagement Strategy 2017-2018 (AES), Australia Awards - Africa provides financial support in the form of Small Grants to Alumni Associations for support of Continued Professional Development (CPD) projects as well as to Alumni groups or communities of practice (COP) in support of their development projects. Only eligible Alumni Associations¹ can apply for funding of CPD projects while the Alumni who are applying for Alumni development projects need to be registered on the Australia Awards – Africa Alumni database. Alumni Associations which are not formally registered in a country with approved constitutions and legitimate operating management structures will not be eligible to take part in the Small Grant Scheme nor non-registered Alumni. Although privately funded Alumni (self-funded graduates) are welcomed to register on the database and take part in Australia Awards – Africa Alumni activities the Australia Awards Investment Design Document of the current program stipulates that privately funded Alumni are excluded from Small Grants¹.

These guidelines outline the intention of the Small Grants Scheme and the framework within which it operates. This document has three parts:

- 1) The Guidelines;
- 2) Application Form; and
- 3) Completion Report Template.

2. Purpose

The Small Grants Scheme provides funding to Alumni Associations to deliver CPD projects for their members and development projects of Alumni groups or COPs. More detail of the two categories of support are as follow:

a. Continued Professional Development (CPD) projects of Alumni Associations

Alumni Association may apply for the Small Grants to offer CPD training to their members. The CPD activity must benefit a broad number of Alumni and should be agreed within the Alumni Association governance committee. Alumni Associations should incorporate all Australian Alumni as prescribed in the Australia Global Alumni Strategy. Although Association governance structures should use the CPD training grants to enhance the benefit proposition to their members, the leadership should strive towards self-sustainability and not rely on the grants for future benefits.

b. Alumni Development Projects

Under this category, the Small Grant Scheme provides funding to assist officially registered members of the Australia Awards – Africa Alumni Network to carry out activities that have a clear intended development benefit linked to the development objectives of their home country or region. The project should enhance the long-term outcome of the Australia Awards program logic: *Alumni are using awards skills, knowledge and networks in key sectors relevant to their training to contribute to sustainable development in their workplace and community.*

Grant applications which are submitted for the wrong category as per the above, will not be considered eligible.

¹ p31, point 5 Conducting professional development and networking activities; Small Grants program; Australia Awards – Africa Investment Design Document Annexes, Version RFT 23 July 2015.

²Eligible Alumni Associations are those who have been formally registered with their country authorities and have agreed and approved constitutions which guide their operations and formally elected government committees in place who take the lead on running the Associations.

3. Priority Sectors

Priority sectors for grant funding are those identified under Australia Awards - Africa namely within the areas of Agricultural Productivity, Extractives and Public Policy. All applications are assessed on their merits.

4. Grant Amounts

Grants will be awarded between AUD 5,000 and AUD 10,000 per grantee group/ Association. However, DFAT reserves the right to approve funding above these amounts for proposals that have exceptional merit such as bigger collaborative ventures. The onus is on the prospective grantees to justify and provide thorough motivation for the amount that is stipulated.

For the third round (2019) of Small Grants between five (5) to 10 may be awarded in the two categories mentioned above. However, DFAT may decide to fund more or less Alumni small grants for the period.

5. Grant Requirements and Eligibility

- a. Eligible Alumni Associations are those which:
 - are aligned with Australia Awards - Africa, and its Alumni Engagement Strategy (AES) as per the above definition of registered and operating Alumni Associations²
 - commit to the development and implementation of sound policies and practices focused on the development objectives in their country as per the advice of the relevant DFAT Post;
 - commit to networking amongst Alumni and across the public sector, private sector and civil society for development benefit; and
 - commit to strengthening relationships and enduring links between African and Australian associations, companies and organisations;
 - commit to becoming self-sustainable as Alumni Associations.
- b. Eligible Alumni are those who have studied under a scholarship funded by the Australian Government under an Australia Award, an Australian Development Scholarship or previous similar programs for a Bachelor, Masters or Doctoral degree or an Australia Awards – Africa Short Course.
- c. Alumni applying for a grant must be registered on the Alumni database at <http://www.australiaawardsafrica.org/stay-connected/alumni/> at the time of applying and **must be members of an African Alumni Association in the case of CPD applications.**
- d. Applicants from **Alumni groups with development projects** must provide an implementation lead and sub-lead and must provide **an independent joint bank account in the name of the project** with the afore-mentioned leads as signatories of the account. **No grants will be paid into bank accounts in the name of any person.** In the case of **Association CPD grants**, the bank account must be in the name of the Association with two signatories.
- e. Grants may be paid out in more than one tranche as per the decision of Palladium.
- f. Alumni Associations who apply for the Grants as CPD funding need to provide minutes of the meeting where the agreement of the application reached and approved.
- g. For Association CPD projects, grant activities must potentially benefit all members of the Associations and not be limited to training or capacity building of the leadership or committee members.
- h. Although **previous grantees** may apply again, such applications will be regarded as reserve applications. The Assessment Committee will use its prerogative to consider these applications against program and DFAT focus areas, priorities, the broader cohort of applications, specific needs and the quality of applications.
- i. Also note that resubmission of previously unsuccessful applications does not guarantee selection.

- j. As per the Investment Design Document (Version RFT 23 July 2015), small grants will not be available to self-funded graduate Alumni members.

6. Grants Process and Selection

Call for applications and advertising

Call for proposals are advertised directly to eligible Alumni Associations, Alumni on the Australia Awards – Africa database and the Africa Connect Alumni Group on Facebook **by 1 June 2018 and will close on 31 July 2018, COB, South Africa time**. This round of applications is for small grant projects to be implemented between January and December 2019.

The program also sends a bulk e-mail to a selection of Alumni registered on the Alumni Database to advise of the opportunity while Alumni Associations in the different countries are also advised to motivate their Alumni members to apply. Applications are open for two months in each application round. Applications must be submitted during the call for nominations period.

Review and assessment of applications

Following the closure of applications, eligibility and compliance checking takes place. (see eligibility section above). Applications that are eligible and compliant will then be assessed on technical and financial criteria during a two-stage evaluation process. During Stage Two, applications are scored on a 1-5 scale (with 1=poor and 5=excellent) on the following criteria:

- a) Clear, sustainable and tangible outcomes aligned to the Australia Awards – Africa's key objectives;
- b) Collaboration/partnerships with organisations and individuals, highlighting the role of private, public and civil society organisations in development;
- c) Innovation/relativity/uniqueness;
- d) The ability of the organisation to implement activities by budget and timeframe;
- e) Clear, sustainable and tangible GESI outcomes;
- f) Overall value (budget) and realistic allocations of resources.

A two-stage evaluation process will apply for the assessments of applications:

Stage One:

The Assessment Committee will look at eligible applications during Stage One and provide initial comments and advice to the shortlisted applicants on refining indicators, budgets and activities. To be considered for the final round of assessments (Stage Two), shortlisted applicants need to revise their applications accordingly by the deadline provided.

Stage Two:

The shortlisted applicants who went through the Stage One refinements and submitted their revised applications by the deadline will undergo a formal assessment and will be scored and ranked during Stage Two.

Applications scoring above a determined threshold in Stage Two are forwarded to the Assessment Panel who meet to further assess and arbitrate on the final selection. The Alumni Officers and Alumni Small Grants Coordinator do the eligibility processes while an Assessment Committee within the Awards program undertakes the first and second round of assessments and provides recommendations to the DFAT Assessment Panel. DFAT chairs the Assessment Panel and takes the final selection. The process takes at least two months to complete after the closing of applications.

Notification and award

Those pre-selected are notified via e-mail, and a process of finalising and agreeing on the final budget is conducted. The decision to award the grant is subjected to the successful completion and signing of the Grant agreement by all parties. An example of the Grant Agreement is attached in Annex 3.

Furthermore, the following conditions will apply:

- Successful applicant groups / Associations will agree to acquit funds according to DFAT's guidelines that will be provided as part of the process of confirming the grant.

Recipients of funding will:

- Provide a report on the application of the funding in a format agreed with Australia Awards - Africa;
- Agree to keep to timelines for acquittal and close out of the grant(s);
- Participate in further monitoring & evaluation carried out by Australia Awards - Africa as part of annual outcomes measurement and broader impact assessments.

Grant application dispute and resolution

Australia Awards - Africa is committed to resolving issues in good faith. In the case that there is a dispute with the grant application and assessment decision; grant applicants may appeal in writing to the Team Leader of Australia Awards - Africa via e-mail to alumni@australiaawardsafrica.org.

Applications for dispute resolution should be logged with the Team Leader within 30 days of the grant applicant receiving notification of the grant application outcome. The Appellant shall clearly state when they applied for a grant, attaching the initial proposal sent and clearly stating their dispute. The appeal procedure will be treated informally in the first instance. Assessment of the appeal will be based on submission of written records consisting of relevant documentation and briefs. The appeal process shall be for a period not exceeding 30 working days and resolution or decision by the Team Leader will be communicated to the Appellant within 30 working days.

The Team Leader will make every good faith effort to resolve the differences amicably, to avoid an impasse and having to enter into the formal procedure. If the Appellant is not satisfied with the resolution of the Team Leader, the Appellant will be given an option to appeal to Africa Branch, Department of Foreign Affairs and Trade (DFAT). The Appellant will be provided with the procedures at the time of the appeal.

Grant Appeals Procedures / Rebuttal

Grantees who have been given notice or other corrective action (based on ethical or financial misconduct, negative review or acquittal findings, or other actions as outlined in this document) will have the opportunity to respond to the notice or corrective action required by Australia Awards - Africa. Grantees must send a letter to Australia Awards - Africa Team Leader within 15 days of the notice/corrective action notification, at which time the Australia Awards – Africa Team Leader will make a final decision on the suitable course of action, and the grantee will be notified as such.

7. Reporting Requirements

All grantees are required to report on the achievements of the project funded by the Small Grants. All grants with two tranches (disbursements) will require submission of an interim report. One-tranche grants **may also be required** to deliver an interim report as well as a completion report when longer-term outcomes are more measurable. These reports cover both technical and financial (acquittal) aspects of the project.

These reports are due to Palladium via the Association Chairperson or another committee member (CPD grants) or the project leader (development group projects) within 30 days of project closing in the case of completion reports and two weeks after the implementation of the first tranche in the case of interim reports. Grantees will need to factor in at least one month for the disbursement of the second tranche from the time of interim report approval, which means a plan for interrupting implementation will need to be in place should the project require funds from the Small Grants for continuation during the review and approval of the interim report. See Annex 2 for instructions and guidance on the contents of these reports.

8. Monitoring and Evaluation

In addition to providing detailed feedback on grantees' project interim and completion reports, and using the information in these reports for internal reporting needs, Australia Awards - Africa also follows up with grantees through in-depth phone, Skype or personal interviews as part of the annual Outcomes Study. This study investigates the development outcomes the grants are helping to shape in Africa. Some grantees are selected for site visits during which the project lead grantee, partners and direct beneficiaries are consulted.

Each project funded by the Grant Scheme is profiled with a focus on deliverables and results achieved. Some projects are also selected for success stories. Grantees are expected to make themselves available for interviews, photographs, videos and site visits and to fully cooperate with these monitoring and evaluation data collection exercises. In the case of site visits, grantees are expected to collaborate with the Australia Awards - Africa team and facilitate the scheduling of interviews with project beneficiaries and partners to be consulted as well as collecting relevant photographs and/or video footage of them and their projects.

9. Small Grants Scheme Budget Guidelines

9.1 Instructions

- a. Please include an itemised budget for the entire project/activity using the chart format shown below on the Grant Application Form (Annex 1).
- b. Please note the following guidelines:
 - A well-planned budget is simple, and realistic;
 - Proposals with an inflated budget may receive a lower score;
 - Indicate which currency is used and the exchange rate to AUD (\$). The budgets should include all anticipated expenditures in AUD (\$) based on average prices in the region. Applicants shall use the average exchange rates available at the given national bank;
 - The expense section of the budget should show actual anticipated expenses;
 - Include appropriate documentation for the expense items listed in the budget. For each item in the expense column, include proforma invoices, supplier price quotations or cost estimates.

9.2 Unallowable Costs in Small Grants

When planning the budget, it is important to take note of the following **list of cost categories that cannot be covered** by the Grant:

- Items of a recurrent cost nature such as office rental, salaries (including allowances), transportation costs or vehicle running expenses, office supplies, maintenance, spare parts and electricity bills;
- Per diems or out of office allowances;
- Bursaries for formal studies in-country or in Australia;
- International travel for attendance at conferences or seminars which Australia Awards – Africa and/or DFAT already provide;
- Purchase of vehicles;
- Purchase of capital equipment, i.e. construction of buildings and items which might be termed assets;
- Grants may not be used for any form of partisan political activity;
- Australia Awards – Africa and DFAT must approve the CPD training content for which Grants allocated to Alumni Association for CPD training are utilised; Grant funds may be used to train all Association members, but they may not be used to provide direct social services;
- Grant funds may be used for the organisation/ implementation of seminars and workshops, but proposals must describe the expected audience, content, and timeframe, and justify the activity regarding outcome and benefits to development links between Africa and Australia;
- Grant funds may be used for the publication of materials including video and digital media, but proposals must describe the audience, content and means of distribution.

9.3 Guidelines regarding your Grant conditions

These conditions apply to all Small Grant Scheme offers dated from 1 January 2018 onwards under Contract # 72360. **These guidelines do not supersede your Grant Agreement; in case of conflict between these Guidelines and your Grant Agreement, the Grant Agreement shall take precedence.**

9.2.1 Introduction

This document is important. It sets out the Palladium-Australia Awards - Africa relationship with you for funding your activity. It:

- Tells you how you accept the grant; and
- Sets out your responsibilities once Palladium has given you the funding, such as giving Palladium information about the funded activity and using the funding only for the purpose agreed between Palladium and you.

All Alumni in Association leadership or development groups who receive a Small Grant should read these guidelines and their grant agreement in full. Should you not meet these conditions fully, you may be breaking the contract between you and Palladium.

If you have any questions about the financial requirements that apply to your activity, please contact the Program Operations Manager, Palladium at finance@australiaawardsafrica.org.

If you do not have access to the internet or email, you can ask Palladium for more information or documents by phoning +27 12 362 4360.

9.1.2 Value and Duration

- a. Small Grants are available through the Australia Awards - Africa program managed by Palladium International Pty Ltd on behalf of DFAT for the period April 2016 to March 2020. The value of these grants is between AUD 5,000 and to a maximum of AUD 10,000 although an exceptional proposal may be considered to a value of more than AUD 10,000.
- b. Australia Awards - Africa managed by Palladium may only award you a grant:
 - For parts of the activity you have asked us to fund and not all of it; and
 - Where we request you to make changes to what you originally requested, the outcome will be communicated to you in writing in which case you are obliged to use the grant accordingly;
 - These Small Grants are seed grants and offer a once-off opportunity although Palladium and DFAT reserve the right to waive this condition pending a convincing second application.

9.1.3 Accepting the offer

- a. If Palladium does not receive your signed grant agreement within one month of sending it to you (as per Annex 3), the offer of a grant will no longer be valid. If this happens, you will no longer be able to accept the grant (unless Palladium has agreed in writing to provide you more time).
- b. **After receiving our offer, you should inform Palladium should you want to make any significant changes to the activity we have already agreed to fund. Palladium may alter or withdraw the grant if we do not consider the change(s) to be reasonable or suitable for the funding we offered. You should not go ahead with any changed activity until you have received our written approval.**
- c. For CPD Grants, disbursements of funds will be made to the **Association's bank account**. Alumni groups for COP projects will be required to **open a joint bank account in the name of the project** with some/all of the project members as signatories to that account.
- d. The agreement Palladium has with you regarding the grant can be made up of a number of documents. You should make sure you read all these documents as they may include responsibilities and stipulations which you should meet. These documents normally include:

- any documents that you send to Palladium in applying for a grant;
 - The Grant Agreement
 - any payment conditions or other special conditions agreed in writing between you and Palladium;
 - any detailed plan, your activity or budget, and financial information about your organisation you provide to Palladium and which Palladium accepted; and
 - changes to anything you are responsible for doing that Palladium agreed upon in writing.
- e. The amount of grant as per the Grant Agreement stated the maximum amount Palladium would pay out to you. **Your Grant Agreement may specify more than one tranche.** Also, you must:
- complete your activity within the timetable that you have submitted with your application; and
 - claim any payment due to you when it is due and in line with any conditions relating to payments. If you expect your activity to be delayed by more than three months, or you cannot claim any payments due to you within three months of your activity ending, you must write to Palladium as soon as possible and before the delay to explain the reasons for it. Palladium will confirm whether this is acceptable to or not. In some cases, Palladium may not be able to give you more time, and you will not be able to claim any remaining payments.
 - For once-off activities such as training workshops, the disbursement of the grant funds will be done in a single tranche for Associations. For COP projects that have more than one training workshop, the disbursement may be in two tranches.

9.1.4 Grant Administration

- a. Where the grant has been provided by the Palladium Small Grants Scheme Policy and the grant is less than AUD\$5,000 the grantee will be required to complete the standard acquittal form. They will not be required to have the grant audited unless the grantee is audited at his own expense.
- b. Where a grant is above AUD\$5,000, Palladium reserves the right to review the financials or audit the grantee.
- c. Where a grant is above AUD\$5,000 and not more than AUD\$10,000, Palladium reserves the right to split disbursements. If the grant disbursement is split, an interim report and financial acquittal will be due for approval of Palladium before subsequent disbursements (see instructions on reporting above).
- d. The grantee (Associations or Development groups) will provide Palladium with an official invoice containing detail about the grantee, project, contact persons, numbers and emails and the correct amount before a tranche can be paid out to the grantee;
- e. The Grantee will be required to provide copies of receipts/invoices and supporting documentation on submitting grants acquittals.
- f. Palladium reserves the right to recall part or the full amount of the grant awarded if acquittals submitted are not in order.
- g. Palladium reserves the right to recall all unexpended grant monies not used by the Grantee by completion of the Activity.

9.1.5 Conditions

- a. Copies of identification documents (organisation certificates and personal ID's), and proof of address shall confirm to Palladium the identity and/or **legal status** of the grantee.
- b. All applicants must be registered on the Australia Awards – Africa Alumni Database. This will be verified by Palladium during the grant assessment process.
- c. If the applicant is an organisation (legal entity), the ID document must have the form of an **abstract** (printout, scan or copy) **from relevant registry** which is **not older than three months** (see below). Relevant registries include for example a national statistical office,

district court or interior ministry, to name several. The abstract must contain the following data:

1. name of the organisation
 2. the seat of the organisation
 3. ID number or BIN (tax number/statistical number)
 4. legal form
 5. name of the statutory representative (can be a separate document, e.g. a nomination decree)
- d. You must give Palladium or our representatives access to any financial records relating to this grant.
- e. You must immediately tell Palladium about any changes to your bank or details.
- f. You must send Palladium any information needed to monitor your activity and how effectively DFAT funding is being used. This includes the information set out in the offer of funding or other funding agreements we have with you and any other information we ask for from time to time.
- g. Our funding comes from public money (Australian Government), so if you are planning to buy goods or services with our funding, you should always buy them in a way that will give value for money. This means getting the best price and quality of the goods or services you need. Wherever possible, you should go through a 'competitive process' to choose the goods or services you are buying. This involves getting three quotes from independent businesses when spending amounts which are between AUD 2,500.00 - AUD 10,000. There may be some limited reasons where a competitive process may not be appropriate. These reasons might include when there is only one business that can sell you the goods or services, technical or artistic reasons, or times when the cost and time to go to tender is too much compared to the value of what you are buying. If you are a public body, you must keep to the procurement rules of the Commonwealth Procurement Rules (if they apply to you and what you are buying).
- h. In carrying out your business and the funded activity, you must keep any relevant laws or government requirements. For example, you are responsible for getting any licenses, permissions and insurances that are necessary by law in your country.

9.1.6 Breaking your grant conditions, and suspending or repaying the grant

Palladium reserves the right to withhold grant payments on an award at any time, in cases where the grantee is non-compliant. Such cases include, but are not limited to, failure to submit proper documentation by its respective due date (e.g., expenditure acquittal reports, suspicion of fraudulent activities etc.) and unsatisfactory technical progress.

- a. If you break any of the conditions of your grant, one or more of the following may apply.
- You may have to pay back all or part of the grant
 - Palladium may stop any future payments
 - Palladium may end the agreement immediately
 - Where fraud is detected, a criminal charge may apply by DFAT requirements and local laws
- b. Palladium will decide what to do and the amount you will have to pay back (if any).
- c. Palladium may also suspend or terminate your grant if any of the following happens:
- You close down your Alumni organisation (unless it joins, or is replaced by, another Alumni organisation that can carry out the purposes of the grant to our satisfaction);
 - You significantly change the activity of the grant which you received without getting our written approval first;
 - You do not use the grant for the purpose for which it was awarded;
 - You do not follow our reasonable instructions;
 - You do not perform the purpose of the grant or funded activity with reasonable care, thoroughness, competence and to a standard that would be expected for your level of experience in your artistic practice, profession or line of work;

- You do not complete the funded activity (unless, in Palladium’s opinion, this was because of factors outside your control);
- You wrote anything significant in your application that is wrong or misleading, either by mistake or because you were trying to mislead Palladium;
- You are declared bankrupt or become insolvent;
- You act illegally or negligently at any time during the funded activity, and Palladium believe it has significantly affected the funded activity, or is likely to harm our or your reputation; and
- Without first getting our approval in writing, you sell or in some other way transfer the grant, your business or the activity the grant is funding to someone else.

9.1.7 Fraud

Palladium has a 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.

The Commonwealth Fraud Control Guidelines 2011 (the Guidelines) define fraud against the Commonwealth as:

Dishonestly obtaining a benefit, or causing a loss, by deception or other means.¹

DFAT expects, regards and treats fraud seriously. Likewise, funding provided by DFAT to its recipients (including Grantees) is Commonwealth funding. Where DFAT has provided funding, and the money has been misappropriated, the misappropriation of Commonwealth funds is fraud against the Commonwealth. Thus, DFAT maintains a zero tolerance for fraud.

Any technical and/or financial report submitted by a grantee or any entity associated to this Grant that consists of dishonest or false representation will be deemed as fraud. This will include, but not limited to the following:

1. Obtaining tangible benefits which include:
 - a. Submitting false acquittals to obtain cash
 - b. Assisting a sub-contract to overcharge Palladium and receive a payment or other benefit in return
 - c. accepting or handing out bribes
2. Theft
3. Accounting fraud
4. Unlawful use of, or obtaining property, equipment, material or services
5. Misappropriation of the funds, either by way of:
 - a. forging cheques, invoices and official documents;
 - b. submitting false information to Palladium and DFAT and/or its stakeholders;
 - c. making, or using false, forged or falsified documents and;
 - d. submitting reports with content that is meant to mislead either by way of omission of true facts or addition of false information;
 - e. wrongfully using Commonwealth information or intellectual property.

Palladium expects full compliance by the Grantee on all the Grant requirements and instructions on reporting including financial acquittal. Failure to do so may result in fraud allegations being made against the Grantee. Palladium may undertake investigations which may include making contact with employers, partners and beneficiaries of the Grantee. Subject to the appropriate investigation, grants may be suspended and/or cancelled at the discretion of Palladium, and the Grantee may be required to pay back the full value of the grant. Strict measures will be administered on any document found about this Grant that is meant to intentionally mislead, misrepresent or deceive.

Palladium / Australia Awards - Africa has its own Fraud Risk Assessment & Management Plan (FRAMP), which represents the commitment of Palladium to effective fraud risk management. It

¹ Commonwealth Fraud Policy Statement, April 2012

also provides assurance that all cases of fraud will be handled and investigated in a confidential, prompt and professional manner. The FRAMP is guided by the Australian Government Fraud Policy Statement, which is attached at Annex 4. Grantees are required to read and acknowledge its' contents as part of their Grant application.

9.1.8 Budget or Plan change and reallocation of funds

Palladium does not permit change of budget and funds to be reallocated per budget line-item categories without prior Palladium approval. In such instances, the Grantees must justify. Grantees must apply to change budget, plan or reallocation of funds. This letter/application must include an explanation for the proposed reallocation of funds and how this would further the aims of the initial proposed and approved the project. Also, grantees must provide a revised total budget. Grantees should contact the Alumni Officer when a budget change or reallocation request is required.

Upon approval, Palladium staff will provide documentation confirming the approval and updated budget.

9.1.9 Recovery of Funds

Should a grantee be paid more than the amount for which they are eventually determined to be eligible under the terms of the grant (i.e., due to error, misspent funds or unallowable costs), Palladium will administratively recover those funds. Palladium may require the grantee to pay back funds and will specify the terms and timeline for repayment.

Additionally, Palladium may recover the funds by offsetting funds from payments for other grant awards due to the grantee and/or the grantee's institution/ organisation by withholding award payments, or by taking other reasonable action.

9.1.10 Record Retention

As per Palladium and Australia Awards - Africa policy and the Generally Accepted Accounting Principles (GAAP), grantees are expected to retain both financial and programmatic records (electronic and hard copies) relating to any Australia Awards – Africa grant for at least seven years. All originals of the financial and programmatic records shall be couriered to Australia Awards - Africa office at Australia Awards - Africa's cost.

9.1.11 Auditing/Review and Acquittals

Palladium reserves the right to audit or review all expenses related to any Alumni Small Grant at any time. As a condition of accepting this award, grantees' organisations or Alumni agree to maintain books and records documenting the expenditure of Australia Awards - Africa's grant funds by customary accounting procedures. Grantees' organisations/institutions further agree to make these books and records available to Palladium for review (at Australia Awards – Africa's expense) upon request.

Palladium may audit or review grant expenses to receive assurance of the following:

- The organisation or Alumni is complying with Palladium's grant terms and conditions, as well as applicable laws and/or regulations
- Desired grant outcomes, results, and objectives are being achieved
- Resources are being managed properly
- Financial operations are conducted appropriately
- Financial reports are accurate and on time
- If the grantee's submitted information demonstrates financial and/or grant management deficiencies as they relate to any Australia Awards - Africa-funded project (either based on Palladium's review of acquittal reports or audit), Palladium may require a formal plan of action from the grantee in the form of a letter or memorandum from the organisation or Alumni stating the corrective actions to be taken and the timeline for action.

In addition to the interim progress reports and completion reports, Palladium may require progress reports and acquittals more frequently. Reporting requirements will be specified in the Grant

Agreement and may be modified in writing by Palladium. Failure to submit a required progress report will result in payment delays or suspensions.

Palladium may seek a verbal report from participants at events organised by the grantee in addition to the above grant acquittal requirements.

10. Submitting an Application

See Annex 1 for an example of the Grant Application Form. It is compulsory to apply online by following the link: <https://form.myjotform.com/70671788532566> and apply. This link will be made available at <http://www.australiaawardsafrica.org/stay-connected/alumni> and on the *Africa Connect Alumni* Facebook page.

More information and support

Telephone + 27 12 362 4360

Fax to e-mail: 086 602 3719

Fax: 012 362 4361

<http://www.australiaawardsafrica.org/>

Annex 1: Grant Application Form

(Example – only online applications will be accepted)

AUSTRALIA AWARDS - AFRICA APPLICATION FOR SMALL GRANTS SCHEME

Australia Awards – Africa Small Grants Scheme aims to support Alumni Associations in two ways: a) provide Continuing Professional Development (CPD) to its members and/or b) support Alumni group projects (activities) with clear development goals aligned to national government priorities. Funding will only be granted to eligible Alumni Associations. Grants are awarded to an amount between AUD 5,000 and AUD 10,000.

The online version of this application form should be completed concerning the Australia Awards Small Grants Scheme Guidelines. Only online applications in the English language will be considered.

NOTE: Please visit <https://form.myjotform.com/70671788532566> to complete an application form online.

Do you apply for a small grant to benefit?

- A development project delivered by an Alumni group / Community of Practice: **YES / NO**

(If answered YES – please complete section 2)

- A CPD training event/project delivered by the Alumni Association: **YES / NO**

(If answered YES – please complete section 3)

(Sections 4 to 8 must be completed by ALL applicants)

1. Applicant(s) Details (To be completed by all applicants)

Particulars of Alumni Applicant(s):

Full name & Surname: _____
(Of Alumnus/a acting as group representative or lead (for a group development project) **OR** Association Chairperson / Vice-Chairperson (for Alumni Association CPD grant application):

Name of Alumni Association (in case of CPD grant applications):

Country of origin:

Course studied (in full):

Institution/University attended:

Year of completion:

Type of Award (circle one): Master's | PhD | Short Course | Fellowship | Other _____

Current employer:

Position:

Telephone:

Mobile:

Email address:

Alternative email address:

Alternative phone number: Are you currently registered on the Australia Awards Alumni Database? YES / NO
Names & Surnames of additional Alumni group members/members of the Community of Practice who are co-applicants of the small grant: 1) Name & Surname: Mobile no: Email: 2) Name & Surname: Mobile no: Email: 3) Name & Surname: Mobile no: Email: 4) Name & Surname: Mobile no: Email: 5) Name & Surname: Mobile no: Email:
All applicants If the project for which funding is sought has one or more implementing partner organisation(s), list contact here: Organisation name: Physical address: Postal address (if different from physical address): Website (if applicable): Contact person: Position: Telephone: Mobile number: Email address:
2. Summary of Development Project (For group development projects only)
Project title:
Sector:
Project timeframe (start and end dates): Project implementation location (country, county, district):
INTRODUCTION AND BACKGROUND <i>Provide the project background (e.g. its origins and context) and describe the development problem this project is intending to address. You may want to include data/statistics to support your statements. If the project is part of a larger ongoing effort, provide such contextual information as well.</i>

If application from employing organisation, please (i) briefly describe the organisation (type, history, mission, vision, main activities/accomplishments, include link to website); (ii) describe the role the employed alumni will play in the implementation of the project; and (iii) explain how the project is linked to his/her Reintegration Plan (Work Plan on Return), as applicable.

PROJECT DESCRIPTION

Describe the project in detail, including its objectives. Objectives should be clear statements of intended purpose(s) that can plausibly be achieved in the timeframe of this project.

Describe the project activities and/or components in detail. (Example: is this project going to conduct training? If so, what will the training be about, when, where and target group). Further, **attached to this application** (in Attachment A) a detailed **work plan/implementation schedule** for this project listing all activities to be carried out and their timeframes.

Describe the expected outcomes of this project? (Remember that outcomes are linked to the achievement of project objectives).

MEASURING RESULTS

List the indicators that will be used to measure deliverables (outputs*) the results (outcomes**) of the activity and describe the methods by which data on these indicators will be collected and reported (Make sure indicators can be realistically measured/reported on in the context of the proposed activity). If it is not possible to measure and report on outcomes during the timeframe of this project, please indicate how outcomes will be measured beyond the Small Grants funding period.

Indicator	Target (=desired indicator level at completion)	Method of data collection	Timeframe for achievement

* Outputs are what the project will produce (= deliverables).

** Outcomes are desired effects and/or changes, and these require more time to achieve.

Who will benefit from the activity and how? Describe who will be the project beneficiaries, direct and indirect, and how they will benefit. Special reference should be made to how the project is embedding Gender Equality and Social Inclusion principles.

How will the implementation/completion of this activity contribute to the achievement of the development objectives of your country or region?

SUSTAINABILITY AND COLLABORATION

Synergies – how will this project be complemented and/or sustained by other activities funded from other sources? Please describe sustainability measures in place to sustain the benefits of this project beyond Small Grant funding. Any sustainability measure described should be realistic and true, not a wish list and grantees will need to report against what is detailed in this proposal.

Which other organisations are you going to collaborate with in implementing this activity? Indicate organisation(s) name(s) **and how these partners will contribute to the project** (i.e. implementing partner, financial and/or another type of contribution). Describe these partner(s), including what these organisations do and provide a link to their website (if available), the name of the point of contact person and full contact details.

AUSTRALIAN IDENTITY

How will this project increase the visibility and promote Australian Aid/Australia as an active partner in Africa's development? Your response should describe how this activity will recognise (e.g. acknowledgement in reports, publicity, etc.) the funding support received. Note that the use of the Australia Awards logo requires the authorisation of our office. The Australia Global Alumni logo can be used as co-brand.

3. Summary of CPD activities (For Alumni Association CPD events only)

(Expand the cells below for more space to respond)

Title of CPD course /event/activity:

Objectives of the CPD activity?
 (Clearly state the objectives and planned outcomes of the activity – why is there a need for this training?)

What will the longer benefits and outcomes of the training activity be?

Who will benefit from the activity?

Planned delivery dates and timeframe:

Project implementation location (country, county, district):

The detail on the planned presenters/ facilitators for the activity?

Sector:

MEASURING RESULTS

List the indicators that will be used to measure deliverables (outputs*) the results (outcomes**) of the activity and describe the methods by which data on these indicators will be collected and reported (Make sure indicators can be realistically measured/reported on in the context of the proposed activity).

Indicator	Target (= desired indicator level at completion)	Method of data collection	Timeframe for achievement

* Outputs are what the project will produce (= deliverables).
 ** Outcomes are desired effects and/or changes, and these require more time to achieve.

Project Costs Summary in Australian Dollars (AUD)
 (To be completed by all applicants)

The overall cost of project/event <i>(Please attach detailed budget in Attachment B)</i>	
Amount requested from Small Grants Scheme	
Your organisation's financial contribution	
Other sources of funding	
In-kind contributions, if applicable <i>(Specify in this cell)</i>	
Total	
If this grant is approved, will it be sufficient to complete this project?	YES/NO
If a partial grant was to be approved, would your project still proceed?	YES/NO

If you also applied for other sources of funding, would this project proceed if this grant is approved, but funds from other donors are not forthcoming? YES/NO

Anti-Corruption Compliance Agreement
(To be read and acknowledged by applicant)

The Grantee(s) hereby represents, warrants and certifies that:

- (a) In carrying out its responsibilities under this grant, the Grantee and its directors, officers, employees, representatives or other third parties acting on its behalf, have not and shall not pay, offer or promise to pay, or authorize the payment, directly or indirectly through any other person or entity, of any monies or anything of value to:
- i. Any person or firm employed by, or acting for or on behalf of, any customer or potential customer, whether private or governmental, to induce or to reward favourable action by the customer or potential customer in any commercial transaction;
 - ii. Any person or firm employed by, or acting for or on behalf of, any governmental entity (including state-owned or controlled entities or international public organisations) to induce or rewarding any action, or the withholding of any action, by such entity in any governmental matter; and
 - iii. Any governmental official or employee (including employees of state-owned or controlled entities or public international organisations), political party or official of such party, or any candidate for political office, for the purposes of inducing or rewarding favourable action (or the withholding of action) or the exercise of influence by such official, party or candidate in any commercial transaction or in any governmental matter.
- (b) No rights or obligations of, or services to be rendered by the Grantee under this grant shall be assigned, transferred or subcontracted to any third party without the prior written consent of Palladium.
- (c) The Grantee shall conduct all activities related to this grant in a fair, honest and transparent manner.
- (d) The Grantee represents, warrants and certifies that Grantee has read and understood the Palladium Business Partner Code of Conduct. Grantee agrees to be bound by the Palladium Business Partner Code of Conduct and to operate in a manner fully consistent with the letter and spirit of said Code of Conduct.
- (e) The Grantee agrees to inform its employees involved in activities related to this [grant] of the requirements of the Palladium Business Partner Code of Conduct.
- (f) The Grantee represents, warrants and certifies that Grantee has adopted a policy to prevent corruption in the conduct of business and enforces said policy. Grantee further represents, warrants and certifies that Grantee has informed its employees, agents, contractors, subcontractors, suppliers and other individuals or entities with whom [Grantee] does the business of its anti-corruption policy. Grantee agrees to provide a copy of the said policy to Palladium.
- (g) The Grantee shall immediately inform Palladium if Grantee becomes aware of any information indicating that any action in breach of section (a) above has been committed or has been requested or otherwise suggested by any person, including a Public Official or private individual, in connection with this grant.
- (h) Unless otherwise disclosed in writing to Palladium, Grantee represents, warrants and certifies that neither Grantee, individuals employed by Grantee, nor the immediate family members of same, are Public Officials.
Grantee shall immediately notify Palladium in advance of any individual employed by Grantee or any immediate family member of same, becoming a Public Official.
- (i) Grantee shall include these, or substantially similar, anticorruption provisions in all subcontracts or other agreements Grantee makes in connection with this grant.

Name: _____		
Signed: _____		Date: _____
Due Diligence Worksheet – Grantee (To be completed by applicant)		
<p>Due Diligence must be undertaken and recorded for every consultant agreement, letter agreement, contract, subcontract and other agreement entered into by Palladium or one of its associated or affiliated entities. The following questions should be answered in writing by the Grantee:</p> <p>Due Diligence Questions:</p> <ol style="list-style-type: none"> 1. Does any Public Official own or otherwise have a financial interest in the business? If yes, please list the name(s) and position(s) of the Public Official(s) below or on a separate sheet of paper. (see the definition of Public Official in the Anticorruption Compliance Policy) 2. Does the prospective business partner employ any Public Officials? If yes, please list the name(s) and position(s) of the Public Official(s) below or on a separate sheet of paper. 3. Does any principal of the prospective partner have a close relative who is a Public Official (Close Relative means a mother, father, sister, brother, wife or child)? If yes, please list the name(s) and position(s) of the Public Official(s) below or on a separate sheet of paper. <p>Is there any indication that the prospective partner (business), or any principal thereof, has a history of engaging in corrupt, unethical or unlawful practices?</p>		
Certification (To be completed by the applicant)		
<ul style="list-style-type: none"> • We certify that the information in this application is true and accurate. • We have sighted, read and understood the Fraud Policy Statement. • We agree on completion of the activity to provide a full acquittal of grant funds and a completion report. • We have read and agree to adhere to the obligations stated in the Anti-Corruption Compliance Agreement (section 4 of application). • We agree to be involved in publicity of the activity if required. • We agree to participate in surveys and/or interviews to share the outcomes/results the grant has had regarding contributions to development outcomes in my home country. 		
Name:	Position:	Contact Number: Email:
Signature:		Date:

Attachment A: Work Plan

Attach to this application a detailed **work plan/implementation schedule** for this project listing all activities to be carried out and their timeframes.

Attachment B: Budget

1) Budget Summary

Please use the budget template shown below to provide a summary of your budget.

Budget Summary	
INCOME (in AUD)	
Sources:	Amounts:
1. Alumni Small Grant Scheme	
2. Name [other source 1, if applicable]	
3. Name [other source 2, if applicable]	
4. Name [other source 3, if applicable]	
*TOTAL:	
EXPENDITURE (in AUD)	
Items:	Amounts:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
TOTAL:	

* The total activity costs must equal the total sources of income.

2) Detailed budget

In a separate excel sheet, provide an additional detailed budget indicating the items to be funded by the Small Grants Scheme and other funding sources (if applicable). It is necessary to further break down budget lines into sub-items. E.g. if the budget line is 'media outreach', the sub-items could be TV adverts, radio segment and so on.

Attachment C: Documentation

Attach to this application certified copies of your ID (for Association representatives or Alumni group applications; copy of organisation certificates of establishment for employing organisations).

Attachment D: Application Completion Checklist

Before submitting your Small Grant Scheme Application, please take a moment to review this checklist and return completed copy of it together with your grant application form. If you have any questions or concerns, please contact PALLADIUM Alumni Engagement Staff at Telephone **+27 12 362 4360** or email alumni@australiaawardsafrica.org.

Checklist	Tick
1. On behalf of my organisation, alumni group or Alumni Association, I have read and understood the General Guidelines	
2. On behalf of my organisation, alumni group or Alumni Association, I have read and understood the Financial Guidelines and Requirements	
3. On behalf of my organisation, alumni group or Alumni Association, I have completed the Grant Application Form fully	
4. Our Grant Application provides a clear description of how the Grant will assist the activity and aid development	
5. Our Grant Application includes a detailed budget	
6. My organisation has provided certified copies of my organisation certificates of the establishment. Individual Alumnus and Alumna listed on this application have provided copied for personal identification	
7. On behalf of my organisation, I have read and understood its obligations under the Child Protection Code of Conduct. We have provided a signed acceptance of the Child Protection Code of Conduct for each member involved in this grant.	
8. On behalf of my organisation, I have read and understood the Palladium Code of Conduct. We understand we will be responsible for adhering to the requirements of this policy at all times. As the group representative, I have provided a signed acceptance of the Palladium Code of Conduct.	
9. My organisation has read and understood the Australian Government Fraud Policy Statement (at Annex 4). We understand we will be responsible for adhering to the requirements of this policy at all times.	

Further Information: All queries on grant applications should be directed to Australian Awards: Telephone +27 12 362 4360 or email alumni@australiaawardsafrica.org.

Annex 2: Reporting Template

All grantees are required to present a technical report and financial acquittal at the completion of the grant to Palladium. A report template is provided below. In the case of grants with disbursements split into two payments (tranche), the grantee will also need to present an interim report and financial acquittal mid-way into project implementation for approval before the subsequent/final disbursement. We request that grantees include photos of the funded activity as part of these reports. The template for interim and completion reports is the same, but where a question relates to the former or the latter only, this is flagged in the template below.

Grantees must use the template below when reporting, but they are also welcome to expand and include additional information that may not be sought in the template below but that is specific to their project and thus will add more value to their reporting.

01. General Project Information

Type of report:	<input type="checkbox"/> Interim Report; or <input type="checkbox"/> Project Completion Report (Where applicable)
Project name:	
Name of alumni involved in project: Contact (phone number, email):	
Name of association	
Amount of the grant:	
Reporting period:	
Date project commenced: Data project completed (or expected to):	
Contact person and details (name, phone, email):	

02. Introduction and Background

This section should provide a summary of the project's objectives and achievements thus far against these objectives as a way of introduction to the subsequent sections below. This section should also describe all activities carried out as part of this project (for example, if one of the activities was training provision, you should indicate how many training sessions were conducted, how many persons were trained, describe the content of the training, dates, and achievements). It should also include the dates of these activities to give the reader a notion of implementation timeline.

03. Project Achievements

3.1 Achievement against project indicators

List all original indicators from your project proposal and report on achievements [to date in the case of Interim Reports; final in the case of Completion Reports].

Indicator	Target	Achieved (actuals)	Describe achievement in detail

3.2. Outcomes

Discuss any project outcomes achieved, including positive changes. If applicable, this should include any 'stories' collected from project beneficiaries about how the project benefited them. If necessary, summarise the stories here with more detail provided in an attachment.

3.3 Non-achievements

If any planned results (output, outcomes) were not achieved, what were they and why were they not achieved? What will the project do to achieve these unattained results going forward, if applicable? Discuss here.

04. Project Cross-cutting Aspects

4.1 Gender: direct beneficiaries of the project

How has this project impacted positively on women and men? Report on how many people benefited **directly** from this project. You will need to be specific regarding what project activity is linked to the beneficiaries.

Beneficiary type	Total, Male/Female disaggregation	Project activity
<i>Example: Farmer</i>	40 (20M, 20F)	<i>Training conducted on 2 February 2014 at Malindi district.</i>
TOTAL		

If the project also directly benefited organisations or another stakeholder (e.g. government agencies), please report it here and explain how they benefited.

4.2 Gender: indirect beneficiaries

If the project has had **indirect** beneficiaries, report here by way of explaining who they are, how they benefited indirectly from this project and how many estimated benefited (total, male, female disaggregation). If organisations or another stakeholder (e.g. government agencies) benefited **indirectly**, please report and explain how they benefited.

4.3 Disability

How did this project address the needs of people with a disability, if applicable?

05. Challenges Faced

Discuss any significant issues (positive or negative) that the project encountered, and that has impacted on progress:

Significant Issue	Effect on Project	Action Taken

06. Recognition of Australia and the aid program

Please outline measures taken to promote Australia and the Australian aid program. Was there any recognition of the Australian funding of this project? Please describe.

07. Lessons Learned

7.1 What are some the lessons that you have learned in implementing this project that can inform future similar efforts? This may include technical, financial, social or cross-cutting aspects of this project.

7.2 What aspects of the project were particularly successful? What changes to the project would have enhanced the results?

08. Interim Report Only: Progress (Where applicable)

8.1, Please provide any other comments on project progress. [FOR INTERIM REPORTS ONLY].

8.2. Please describe what remains to be achieved in the remaining grant period. [FOR INTERIM REPORTS ONLY].

8.3. Disclose any deviation from the original approved proposal (note that any deviation will need to be approved by Palladium. [FOR INTERIM REPORTS ONLY].

10. Collaboration

What relationships and/or partnerships were created as a result of this project? How will collaboration continue following completion of the activity?

11. Sustainability

How will the benefits of this activity be sustained over time? Please discuss the measures that have been put in place to ensure the sustainability of the project benefits. This may include potential alternative sources of funding identified, government institutionalisation of the project, partnerships, other.

12. Financial Acquittal and Declaration

Report on the approved project budget. The acquittal should detail all expenditures incurred in the reporting period with funding provided by the Small Grants, and these must be supported by original receipts.

12.1 Acquittal and Final Report

It is a condition of Australia Awards Alumni Small Grant funding that recipients fully acquit the funds received. Grant money should be acquitted within 28 days of the completion of a project through the submission of a completed acquittal report including a financial statement of expenditure.

As part of the acquittal process, grant recipients need to indicate how the money spent can be linked back to the activities for which funding was originally requested. All unspent funds must be returned to Australia Awards.

Grantees are required to keep copies of receipts and records for seven (7) years and to make these available upon request.

The final acquittal must include a written report (as per Reporting Template above) and the additional items below:

- letters or emails sent to invite participants (in the case of events);
- lists of participants, and their contact details (in the case of events);
- details of media coverage, if any;
- feedback from participants (example, stories of beneficiaries);
- any follow-up activities arising from the project;
- actual expenditure report;
- copies of true and official receipts and tax invoices with dates, details of company or supplier receiving funds and the total amount paid; and
- at least one good quality high-resolution digital photograph (3000 dpi) highlighting the project. The photo should be suitable for publication on the Australia Awards website or as part of the promotional material. A suitable caption should be provided including names and titles of those depicted, dates, location and relevant description of what the photograph depicts.

Australia Awards may seek a verbal report from grant recipients (example, in alumni events) in addition to the above grant acquittal requirements.

PLEASE E-MAIL A SOFT COPY OF YOUR REPORT AND ACQUITTAL (INCLUDING ORIGINAL RECEIPTS) BEFORE YOU POST THIS DOCUMENTATION TO US VIA SECURED MAIL: Due within 30 Days after the end of the project for completion reports and two weeks

for interim reports). Grantees may include the cost of secure postage of this documentation in their budget as a cost of the project and charged to the Small Grants.

Budget Item	Grant Contribution Received	Total budget	Total Actual Expenditures
INCOME :			
1.			
2.			
3.			
4. Small Grant			
TOTAL INCOME			
EXPENDITURE			
TOTAL EXPENDITURE (AU\$ or local currency)			

I (authorised officer)....., certify that:

- (a) the above information is accurate and complete;
- (b) the expenditure of the Grant received to date has been solely on the Project/Activity;
- (c) the interim or final acquittal is a correct record of income and expenditure for this Project/Activity; and
- (d) There is no matter or circumstances of which I am aware, that would constitute a breach by us or, if applicable the End Recipient, of any term of the Grant Agreement between Us and You, dated [insert date] that has not been notified by you.
- (e) I/we understand that any false or misleading information submitted herein will substitute fraud against DFAT and serious implications will apply, including possible criminal charges being made against me.

Signature: _____ Position: _____

Name: _____ Date: _____

Mobile Phone No: _____ Email Address: _____

This report is a permanent record of what you achieved and what you have learned in the process of implementing your project/activity. The information you provide here will be used to shape future grant making and reporting to DFAT on the achievements accrued through the Alumni Grants Scheme.

The Manager: Alumni Engagement

Palladium / Australia Awards – Africa
Private Bag X38, Hatfield,
Pretoria, South Africa
0028

Website: <http://www.australiaawardsafrica.org>
Email: alumni@australiaawardsafrica.org

Annex 3: Draft Grant Agreement

See Separate Grant Agreement

