Australia Awards South and West Asia

Alumni Innovation Challenge Regional Alumni Workshop & Small Grants Scheme

Guidelines & Forms

March 2017

Introduction

Australia Awards South and West Asia conducts one Regional Alumni Workshop each year. Each workshop is intended to be uniquely conceived to focus either on a particular sector or on participants from a particular interest group. This will be the third such workshop that the Program has organised, after the Women in Leadership Workshop in Colombo in November 2015, and the Inclusive Education Workshop in Kathmandu in November 2016.

Regional Alumni Workshops present an opportunity for alumni to present their work, share their experiences with peers formally and informally, and build and strengthen relevant professional networks across the region. This extends the alumni experience beyond the national level and brings an enhanced professional development aspect to alumni engagement.

Alumni Innovation Challenge

Workshop Dates:	Sunday 29th October to Thursday 2nd November 2017
Location:	Dhaka, Bangladesh
Applications Dates:	Monday 20th March to Wednesday 19th April 2017

The Australia Awards South and West Asia Alumni Innovation Challenge is designed to connect, mobilise and celebrate development innovators amongst the Australia Awards alumni in the region.

Through this activity, Australia Awards alumni from Afghanistan, Bangladesh, Bhutan, the Maldives, Nepal, Pakistan and Sri Lanka are invited to submit proposals to receive a small grant with which to pilot a development innovation in any Australian Government priority area. The innovation could be related to advocacy, development and/or implementation of new practices, or new processes, approaches or technologies that strengthen existing systems. Applications can be from individuals or groups of Australia Awards alumni. Applications from groups comprising alumni from different South and West Asian countries will be considered favourably. Each grant will be worth a maximum of AUD 3,000. Up to five proposals from each country will receive a grant – making a potential total of 35 innovations being piloted.

The Program has partnered with BRAC's Social Innovation Lab, and Ashoka Bangladesh, to arrange a mentor system in which each selected grantee will be linked with a mentor who can advise and support the grantee to pilot their development innovation. Mentors will also be selected from the Australia Awards global alumni and other Program partners.

Every two months, each grantee will be required to post a brief, 30-second video update on their pilot initiative on the Global Alumni Website and other Australia Awards and social media.

Regional Alumni Workshop: Alumni Innovation Challenge

In October 2017, the grantees will mobilise at the BRAC Social Innovation Lab in Dhaka, Bangladesh for a two-day internal Design Sprint. During this Sprint, experts from Bangladesh and Australia will sit with each grantee to examine the pilot innovations and provide advice on how the innovation can be refined and scaled up. The third and fourth days of the workshop will be a conference where the grantees will showcase their innovations in a TedX-style presentation. An exhibition showcasing the outcomes of the innovations will be organised at the BRAC Centre Lobby. The fifth and final day of the workshop will be an Innovation Tour, where participants will be divided into groups and go on field trips to experience first-hand Australian Government- and/or Australia alumni-supported development innovations in Bangladesh.

Australia Awards teams will facilitate the grantees' travel, which will include return economy-class airfares, airport transfers, travel insurance, local transport, accommodation, and per diems. Participants will be expected to arrive by Saturday 28th October, and participate fully in all workshop activities. The Application Form is presented below.

Objectives

The Alumni Innovation Challenge and Regional Alumni Workshop 2017 is designed to:

➢ Enable the selected Australia Awards alumni to pilot their innovations by providing them financial, networking, and mentoring support;

➢ Foster linkages between development innovators amongst the Australia Awards alumni in the South and West Asia region;

➢ Provide a professional development opportunity for grantees to present their development innovations, and be exposed to other development innovations from the region;

➢ Provide an opportunity for Australian Government Department of Foreign Affairs and Trade (DFAT) Posts to examine and select development innovations for further funding and mentoring from the Australia Development Accelerator, managed by InnovationXchange for DFAT Posts;

➢ Form a Community of Practice for development innovators from South and West Asia.

Eligibility Criteria

Alumni may apply for a small grant either as individuals, or as groups consisting of two to five alumni. Applications from groups comprising alumni from different countries in the region will be viewed favourably. To be eligible for a small grant and to participate in the Regional Alumni Workshop, alumni must meet the following criteria:

• Be an Australia Awards alumnus, from either:

  ○ the DFAT-funded Australia Awards Scholarships, Australia Awards Fellowships, or Short Course Awards;

  ○ the former AusAID-funded Australian Development Scholarships, and/or Australian Leadership Awards programs, (or earlier programs like the Colombo Plan, John Crawford Scholarship Scheme, or Australian International Development Assistance Bureau (AIDAB) Scholarships);

  ○ the Endeavour Scholarships and Fellowships Program; or

  ○ the Australian Centre for International Agriculture Research Scholarships Program.

• Be registered on the Australia Global Alumni Website at the time of registration: https://globalalumni.gov.au/

• Be residing in, and intend to use the grant to pilot an innovative activity in an Australian Government priority sector in one of the seven participating program countries;

• Agree to participate in a Fraud Management and Child Protection briefing prior to receiving the grant, and use and acquit the grant according to DFAT and Program guidelines provided during the briefing;

• Be available to travel to Bangladesh for the Regional Alumni Workshop and have a reasonable expectation that they will be released by their employer to attend the Workshop.

Grants can be used for the following:

• Piloting new and innovative technologies, designs, or approaches that have potential to contribute to national or regional development;

• Organising in-country professional workshops or short training courses, focusing on innovative activities in Australian Government priority sectors, to share knowledge/skills gained in Australia;

- Advocacy activities aimed at improving community awareness of issues relevant to advancing development in Australian Government priority sectors;

- Piloting new technologies, designs or approaches that have the potential to empower women and girls, people from traditionally marginalised groups, and/or people with a disability;

- Supporting in-country small scale development activity, which contributes towards the development of one or more Australian Government development priorities;

- Activities that will further foster people-to-people links between Australia and countries in the South and West Asia region.

Grants will not support:

- Pre-investment/feasibility studies or pilot demonstration projects related to potential commercial activities;

- Purchase of non-expendable supplies or equipment, unless essential to the conduct of the project or program, and listed in the approved grant proposal;

- The implementation of Development Impact Plans, Return to Work Plans, Reintegration Plans, or Re-entry Action Plans;

- Travel to other countries;

- Bank bonds or collateral for taking loans;

- Activities that have already received full funding from other sources;

- Fees/salaries/per diems to alumni who are involved in the execution of the approved proposal for any work/tasks carried out;

- Academic or short course training for individual alumni (i.e. the grants will not be awarded for personal capacity building of the applicant);

- The publication or public presentation of personal research articles or papers;

- Activities that require the granting of intellectual property rights; or

- The purchase of services and/or supplies not listed in the approved grant proposal.

The proposed activity in the grant application MUST align with an Australian Government priority sector in the country or region in which it is to be implemented. Priority sectors are presented in Australian Government Aid Investment Plans which can be found on Australian Embassy and High Commission websites, and below:

Afghanistan: Link   Maldives: Link   Sri Lanka: Link
Bangladesh: Link   Nepal: Link
Bhutan: Link   Pakistan: Link

Application Process

The application form is presented below. This document can also be downloaded from the Australia Awards South and West Asia website at www.australiaawardssouthwestasia.org. Applicants must complete the Application Form, Activity Work Plan Template (Annex 1); Budget Template (Annex 2); and Application Checklist (Annex 3) and submit them, along with relevant supporting documentation to alumni@australiaawardssouthwestasia.org by Friday 14 April 2017. Applications received after this date will not be accepted. Applications should be typewritten on A4-sized paper and be no more than eight pages long (excluding annexes). When presenting the Budget, please provide a breakdown of budget

items where applicable. Applicants – either individuals or groups – can only submit one proposal for this initiative.

Approval Process & Selection Criteria

The Australia Awards South and West Asia Regional Hub will oversee the shortlisting of eligible proposals and the Australian High Commission or Embassy in each program country will select the successful proposals. Decisions on applications will be announced by mid-May.

Proposals will be assessed against the following criteria:

❖ The proposal is realistic and supported by a well-defined work plan and timeline for execution.

❖ The proposed activity is in a thematic area closely aligned with Australian Government development priorities in the country or region.

❖ The proposal clearly demonstrates how the activity could add value to existing systems or processes that deliver developmental benefits.

❖ The proposed activity is clearly linked to the knowledge and skills the alumnus gained through the Australia Award completed.

Grant Disbursements

The value of a small grant for a single activity will be up to AUD 3,000. The grant will be formalised through a Grant Agreement with Scope Global, the Australian managing contractor for Australia Awards South and West Asia. Grants will be disbursed in local currency in two instalments as follows:

• On approval of the proposal and completion of the Fraud Management and Child Protection briefing, 80% of the grant will be disbursed to the nominated bank account of the grant recipient;

• The final 20% (or actual outstanding funds required up to 20%) will be disbursed following the approved submissions of the 30-second video updates, approval of the Financial Acquittal Report (Annex 4) and the Activity Completion Report (Annex 5). The Financial Acquittal Report MUST include the original receipts for each approved item of expenditure.

Grants in Australian Dollars will be converted into local currency using the exchange rates provided on the www.xe.com website. The grant funds will be transferred to the grant recipient's bank account. In the case of a single alumnus, his/her bank account will be used; in case of a group of alumni, one member will be nominated by the group whose bank account will be used. Alternatively, the grant can be provided through an account payee cheque drawn in favour of the grant recipient.

Linking with Mentors

Successful grant applicants will be linked with a volunteer mentor from the Australia global alumni, BRAC Social Innovation Lab, or Ashoka Bangladesh, who can provide advice and guidance on the design and delivery of the proposed activity. The mentor may not necessarily be from the same country as the grant recipient. The grantee may also nominate a mentor for the pilot activity. It is expected that mentorship will be delivered by phone or Skype calls, and face-to-face discussions if a mentor can be identified locally. The grant cannot be used to facilitate the mentorship.

Project Delivery

The proposed activity may begin as soon as May 2017 and must be completed by October 15 2017. If for any reason, the proposed activity or related activities included in the proposal cannot proceed as originally approved, the Grant recipient(s) must inform the Australia Awards office immediately in writing. In such situations, Australia Awards will require any unexpended funds to be returned. In case of non-delivery of

the agreed activity, the Australia Awards will conduct a thorough investigation to assess the cause(s). The situation will be assessed under the following guidelines:

- In case of failure due to Force Majeure, the grantee(s) will not be liable to return the grant. However, if there are any unexpended funds, the grantee(s) will be obligated to return these to Australia Awards.

- In case the activity needs to be re-scheduled, the grantee(s) must provide substantial evidence to support the request in order to hold the unexpended funds.

- In case the activity has failed to occur due to the grantee(s) own negligence, the grantee(s) may be requested to return the total amount of funds or any unexpended funds. If it is possible for the activity to take place at a future date, the grantee(s) will be expected to complete the activity without any additional funding through this scheme.

- In case grantee(s) misuse the grant funds for personal benefit, the grantee(s) maybe be blacklisted from all future alumni activities and a procedure will be initiated to recover the full amount of the grant in accordance with DFAT's Fraud Control Plan.

Participation in the Regional Workshop is dependent on the successful completion of the activity and the submission of the Financial Acquittal Report and the Activity Completion Report.

Grant Monitoring and Reporting

The following reports will be required from Grant recipients once the approved activity has been initiated:

Bimonthly 30-second video updates on the pilot initiative to be recorded (on a Smart Phone or GoPro, for example) and submitted to the Australia Awards office for editing and uploading to the Global Alumni Website and other Australia Awards and DFAT social media.

Completion Report to be submitted within two weeks of activity completion, using the Activity Completion Report template (Annex 5). Where a group of alumni are the recipients of a small grant, a single Activity Completion Report will suffice.

Recipients may be contacted by the Australia Awards office at any time to seek information on the implementation and progress of activities for audit/review purposes.

Fraud and Misuse of Funds

The Australian Government has a zero tolerance to fraud and has robust systems and procedures in place to protect public money and property from fraud and corruption. The Australia Awards plays a critical role in minimising exposure of Australian aid funding to fraud and corruption.

All recipients of a small grant MUST attend a Fraud Briefing, either face-to-face or via Skype, delivered by the Australia Awards Office, before funds are transferred to the grantee.

Misuse of funds will be treated in line with DFAT's Fraud Control and Anti-Corruption Plan. Please read DFAT's Fraud Policy Statement and Fraud and Anti-Corruption Guidance for DFAT Partners before submitting an application for a grant.

Child Protection

All recipients of a small grant must read, sign and abide by the DFAT Child Protection Policy and Code of Conduct, including the guidelines for photographing and filming children. Recipients who seek to work directly with children in their pilot initiative must first complete a child protection risk assessment, in line with DFAT's Child Protection Policy 2017. The Australia Awards office can provide support with this.

Application Form

Applicant Details	
Individual alumnus/a [ ]	Group of alumni [ ]

For individual alumni:	
Applications will not be accepted from alumni who are not registered on the Australia Global Alumni Database	

Full name of alumnus/a:	
Course studied in Australia (in full):	
Institution/university:	
Year of completion:	
Type of Award*:	
Current employer:	
Position:	
Telephone:	
Email address:	
Do you have a Reintegration Plan, Return to Work Plan or Development Impact Plan? YES [ ] NO [ ] If Yes, please attach the document to this application	
Are you currently registered on the Australia Global Alumni Database? YES [ ] NO [ ]	

Only alumni from the Australian Government-funded Australia Awards Scholarships, Australia Awards Fellowships, or Short Course Awards; the former AusAID-funded Australian Development Scholarships, and/or Australian Leadership Awards programs, (or earlier programs like the Colombo Plan, John Crawford Scholarship Scheme, Australian International Development Assistance Bureau (AIDAB) Scholarships and other Government of Australia scholarships); the Endeavour Scholarships and Fellowships Program; or the Australian Centre for International Agriculture Research Scholarships Program are eligible to participate.

For groups of alumni:	
Please complete a full section for each separate alumnus. Each group may contain 2-5 alumni. All group members must be Australia Awards alumni and registered on the Australia Global Alumni Database.	

Full name of alumnus/a 1:	
Course studied in Australia (in full):	
Institution/university:	
Year of completion:	
Type of Award*:	
Current employer:	
Position:	
Telephone:	
Email address:	
Do you have a Reintegration Plan, Return to Work Plan or Development Impact Plan? YES [ ] NO [ ] If Yes, please attach the document to this application	
Are you currently registered on the Australia Global Alumni Database? YES [ ] NO [ ]	

Full name of alumnus/a 2:	
Course studied in Australia (in full):	
Institution/university:	
Year of completion:	
Type of Award*:	
Current employer:	
Position:	
Telephone:	
Email address:	

Do you have a Reintegration Plan, Return to Work Plan or Development Impact Plan? YES [ ] NO [ ]
If Yes, please attach the document to this application
Are you currently registered on the Australia Global Alumni Database?   YES [ ]   NO [ ]

Full name of alumnus/a 3:	
Course studied in Australia (in full):	
Institution/university:	
Year of completion:	
Type of Award*:	
Current employer:	
Position:	
Telephone:	
Email address:	

Do you have a Reintegration Plan, Return to Work Plan or Development Impact Plan? YES [ ] NO [ ]
If Yes, please attach the document to this application
Are you currently registered on the Australia Global Alumni Database?   YES [ ]   NO [ ]

Full name of alumnus/a 4:	
Course studied in Australia (in full):	
Institution/university:	
Year of completion:	
Type of Award*:	
Current employer:	
Position:	
Telephone:	
Email address:	

Do you have a Reintegration Plan, Return to Work Plan or Development Impact Plan? YES [ ] NO [ ]
If Yes, please attach the document to this application
Are you currently registered on the Australia Global Alumni Database?   YES [ ]   NO [ ]

Full name of alumnus/a 5:	
Course studied in Australia (in full):	
Institution/university:	
Year of completion:	
Type of Award*:	
Current employer:	
Position:	
Telephone:	
Email address:	

Do you have a Reintegration Plan, Return to Work Plan or Development Impact Plan? YES [ ] NO [ ]

If Yes, please attach the document to this application

Are you currently registered on the Australia Global Alumni Database?   YES [ ]   NO [ ]

Summary of Activity. 250 – 300 words (expand the cells below for more space to respond)

Activity Title:

Which Australian Government priority development sector does the activity align with? See the Aid Investment Plan on the website of the Australian Embassy or High Commission in your country.

Activity start and end dates:

Where will the activity be implemented?

Describe the problem that your activity aims to address:

Please describe the activity in detail, including its purpose:

What are the expected outcomes of the activity?

List the indicators that will be used to measure the results 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	Data collection methods	Planned date of achievement

Please describe the direct and indirect beneficiaries and how they will benefit from the activity:

Synergies – how will the activity be complemented and/or sustained by other activities funded from other sources?
Which organisations, if any, are you going to collaborate with in implementing this activity?
Are you aware of any existing, or potential future intellectual property rights attached to the activity? If so, please describe.
What are the potential risks facing the activity and how will you mitigate against them?

Activity Costs in Australian Dollars	AUD
Overall budget for activity. Please attach detailed budget using the template in Annex 3.	
Amount requested from the Small Grants Scheme (up to a maximum of AUD 3,000):	
Are there other sources of funding? If so, how much will be provided?	
Total:	
If this grant is approved, will it be sufficient to complete this activity?	YES/NO
If you have applied for other sources of funding, would this activity proceed if this grant is approved but funds from other donors are not forthcoming?	YES/NO

Certification	
I / We certify that the information in this application is true and accurate.	YES/NO
I / We agree to provide a full acquittal of grant funds and a completion report upon completion of the activity.	YES/NO
I / We agree to participate in a Fraud Awareness and Child Protection Briefing before receiving funds	YES/NO
I / We agree to be involved in publicity of the activity if required.	YES/NO
I / We agree to participate in surveys and/or interviews to share the outcomes/impact of the grant.	YES/NO

Name:	Signature:	Date:
1.		
2.		
3.		
4.		
5.		

All queries on grant applications should be directed to Australia Awards South and West Asia's Regional Communications & Alumni Coordinator: on +94 11 577 2977-80 or
alumni@australiaawardssouthwestasia.org

Annex 1: Activity Work Plan Template

SN	Activity	Responsible	Budget (AUD)	May	Jun	Jul	Aug	Sep	Oct	Nov
1										
2										
3										
4										
5	*Submit 30-second video update to Australia Awards*					■				
6										
7										
8										
9										
10	*Submit Financial Acquittal Report*								■	
11	*Submit Activity Completion Report*								■	
12	*Regional Alumni Workshop (Dhaka)*									■
		TOTAL								

Please add rows to the plan as necessary.

Annex 2: Budget Template

Applicant's Country:
Title of Activity:

Income (in AUD)	
Source	**Amount**
1. Small Grants Scheme	
2. Other sources of funding	
TOTAL	

Planned Expenditure (in AUD)*				
Item	**Unit**	**Unit Cost**	**# of Units**	**Amount**
TOTAL EXPENDITURE				

DECLARATION:

I (applicant).., certify that,

a)   the above information is an accurate and complete representation of planned expenditure;

b)   the expenditure of the small grant will be solely for the activity;

c)   the interim and final acquittals will include correct record of income and expenditure for this activity;

d)   There will be compliance with all terms and conditions of the agreement and all necessary disclosures will be made.

Signature: _____   Position: _____

Name: _____   Date: _____

Mobile No: _____   Email Address: _____

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

…………………………………………………*Office Use Only*…………………………………………………….

Grant Disbursement

Instalment	Amount	Date Disbursed
1st Instalment		
2nd Instalment		

Annex 3: Application Checklist

Please complete this checklist before submitting your Small Grants Scheme application

If you have any questions, please contact the Australia Awards South and West Asia Regional Communications & Alumni Coordinator on +94 11 577 2977-80 or alumni@australiaawardssouthwestasia.org

SN	Checklist	Yes/No
1.	I/We have read and understood the guidelines	
2.	I/We have read and understood DFAT's Fraud Control & Anti-Corruption Plan, and Child Protection Policy 2017	
3.	I/We have provided an accurate and complete Application Form	
4.	I/We have provided an accurate and complete Activity Work Plan (Annex 1)	
5.	I/We have provided an accurate and complete Activity Budget (Annex 2)	
6.	I/We have provided a clear description of how the Grant will assist the proposed activity and make a positive development contribution	
7.	I/We have provided copies of national identity cards or passports	
8.	I/We have registered on the Australian Government Global Alumni Website: https://globalalumni.gov.au/	

Annex 4: Financial Acquittal and Declaration

Date	Details of Expenditure	Expenditure Reference	Actual Expenditure (AUD)	Budgeted Expenditure (AUD)
TOTAL EXPENDITURE				
TOTAL SMALL GRANT RECEIVED				
NET SUM DUE TO BE RETURNED (if any)				

DECLARATION:

I (grant recipient)..., certify that:

a) the above information is accurate and complete;

b) the expenditure of the small grant received to date has been solely on the activity outlined in the application and described in this report;

c) Any balance funds not disbursed or any income earned is returned;

d) the interim or final acquittal is a correct record of income and expenditure for this Project/Activity;

e) there is no matter or circumstances of which I am aware that would constitute a breach by us of any term of the Small Grant Agreement between us and Australia Awards dated [_____] that has not been notified to the Australia Awards.

Signature: _____   Position: _____

Name: _____   Date: _____

Mobile No: _____   Email Address: _____

Please <u>email</u> or <u>post</u> your completed interim or final acquittal report and supporting documentation to the focal point at the Australia Awards Office within 14 days of the activity ending.

<u>**Office use only**</u>:

Committee Approval: Name, Signature & Date	Payment Reference:	GL Code/ Activity Code/ Country Code:

Annex 5: Completion Report Template

Activity Title:	
Name(s) of Grantee:	
Name of Mentor:	
Date Prepared:	
Thematic Area:	
Activity Start and End Dates:	
Activity Description:	

Consistency with Activity Outcomes:

What were the achieved outcomes of the Activity?			
List the performance indicators presented in the proposal, and the achievements against them			
Indicator:	**Target:**	**Achieved:**	**Reasons for Variance:**

Target Groups:

Describe how the innovation has contributed to the development of country/region/ district /community
Describe how the project has impacted on men and women, specifically.
Explain how the project has contributed to have a positive impact on people with disabilities
Explain how the project has contributed to have a positive impact on children

Activity Beneficiaries:

Direct :		
Beneficiary type: (explain who they are)	**Female**	**Male**
Indirect (if relevant)		
Beneficiary type: (explain who they are)	**Female**	**Male**

People with disability, benefitting from the Activity:		
Beneficiary type: (explain who they are)	Female	Male

Consistency with Collaboration Outcomes:

Did the activity foster linkages/partnerships with other organizations and/or individuals?
Synergies – how has the activity been complemented and/or sustained by other activities funded from other sources?

Challenges:

Explain the hindering factors that impacted on the progress of the activity and how you overcame.
Unintended Outcomes: Describe positive or negative outcomes that the activity has unintentionally brought.

Lessons Learned:

Describe what worked well. What aspects of the project were particularly successful and why?
What went wrong and why?
What would have been done in a different way to bring better outcomes?