Introduction

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The Australia-Cook Islands Community Grants Program (ACCGP) is a flexible, small grants program funded by the Australian Government, available to non-government organisations, community groups and others to respond to community priorities across a wide range of sectors. The program cannot support private businesses.

The Australian High Commission in Rarotonga Community Grants 2024-25 (ACG24) is available to community groups, NGOs, and other entities engaged in development activities in Cook Islands' local communities. The objective of ACG24 is to support a range of small-scale activities and projects, that meet the needs and priorities of the Cook Island communities in which they are delivered, with a direct, practical and immediate impact.

Favourable consideration will be given to applications:

- where applicants and/or communities make a contribution in labour, materials, transport or cash;
- which pursue interesting approaches, projects and partners;
- that are achievable and have sustainable outcomes; and/or
- that provide educational or occupational skills training and have a clear plan for measuring the success of training.

For the grant opportunity ACG24, AUD100,000 is available in FY2024-25. The maximum grant amount is **AUD15,000 per year per applicant**.

The ACG24 application round is open from 14 February 2025 to 23 March 2025. Late applications cannot be accepted.

Detailed information for the ACG24 opportunity is in the **Guidelines** (available here). **You must read these guidelines before filling out an application.**

This document sets out:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grants applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- the responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Foreign Affairs and Trade according to the Commonwealth Grants Rules and Principles (CGRPs).

Questions: Please contact the Office Manager at the Australian High Commissioner in Rarotonga by phone +682 22223 or by email, ahcrarotonga@dfat.gov.au for any questions.

Eligibility

Please ensure you have read the grant guidelines prior to answering these questions.

Please complete the following 'Confirmation of Eligibility' questions before commencing this application form to ensure you do not spend time applying for an unsuitable grant. Incomplete applications will NOT be considered.

Confirmation of Eligibility

I confirm that I (the applicant):

- have read and understand the Australian High Commission in Rarotonga Community Grants 2024-25 (ACG24) Grant Opportunity Guidelines
- am able to demonstrate alignment between the grant purpose and objectives of the ACCGP
- am able to address all eligibility criteria and assessment criteria as outlined in the guidelines and attach the supporting documentation including a proposed timeline and an indicative budget with itemised expenses
- all grant activities are located in Cook Islands
- am a Cook Islands residents, Cook Islands registered community organisations or entities with an existing partnership with a Cook Islands organisation, a non-government organisations and charitable trusts operating in Cook Islands; or other entities engaged in development activities in Cook Islands
- am not an Australian parent entity not participating in the National Redress Scheme for Institutional Child Sexual Abuse; or a national, state, territory and local government agency or body (including government business enterprises)
- all personnel working on the grant activity to adhere to the DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy; DFAT Environmental and Social Safeguard Policy; and DFAT Child Protection Policy
- have a bank account which grant funding payments can be made
- complete all proposed grant activity within 1 (one) year from the date of signing the grant agreement
- ensuring that my application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* and will exclude your application from further consideration

I confirm all of the above ○ Yes   ○ No
*

Applicant Details

* indicates a required field

Applicant Organisation and Contact Details

Name of Individual or Organisation *

Organisation Name

[   ]

Type of Organisation *

○ Individual   ○ Overseas NGO
○ Community Group   ○ Other:
                      [   ]

○ Local NGO

Address *

Address

Address Line 1 and Suburb/Town are required.

Primary Contact *

Title   First Name   Last Name

Position *

Work Phone Number *

Local phone number

Mobile Phone Number

Email *

Must be an email address

Project Proposal

* indicates a required field

Project Summary

Name of Project *

Word count:
Must be no more than 20 words.

Project description *

Word count:
Must be no more than 200 words

Start Date *

End Date *

Project Location

Project Country *

○ Cook Islands

Primary Location of Project *

Additional Locations

Project Objectives

Select one or more of the Objectives below.

Which of the following are objectives of this project? *

☐ Agriculture   ☐ Gender equality   ☐ Small scale infrastructure

☐ Community development   ☐ Health   ☐ Sporting activities

☐ Disability   ☐ Human rights   ☐ The environment

☐ Economic Empowerment   ☐ Rural development   ☐ Youth Empowerment

☐ Education

Working with Children

DFAT considers a child to be a person under the age of 18 years.

Will this project involve working with children? *   ○ Yes   ○ No

Does your project adhere to DFAT's child protection policies?   ○ Yes   ○ No

Do you have child protection guidelines for your project? *   ○ Yes   ○ No

If Yes, attach a copy of the guidelines *   Attach a file:

Project Details

* indicates a required field

Criteria 1: Relevance of proposed grant activity

You must demonstrate this by identifying:

- What eligible grant activity themes (see Section 5.1 of the grant guidelines) does your grant activity focus on?
- How does your grant activity advance development outcomes for local communities in Cook Islands?

- How does you grant activity align with Australia's interests in the Pacific (for example. development, climate, gender equality, disability and social inclusion etc)? How can it increase Australia's engagement with local communities?
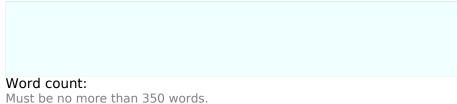
Criteria 1 Response *

Word count:
Must be no more than 350 words.

Criteria 2: Impact of the grant

You must demonstrate this by identifying:

- What are the intended outcomes of your grant? What positive impact will it have on the people of Cook Islands?
- How will the impact of the grant be measured and monitored?

Criteria 2 Response *

Word count:
Must be no more than 350 words.

Criteria 3: Delivery of the grant activity

You must demonstrate this by identifying:

- How will you deliver your proposed grant activity? What arrangements are in place to ensure the grant funding will be used and managed effectively?
- What are the risks associated with your project, if any? How will you manage the risks?

Criteria 3 Response *

Word count:
Must be no more than 350 words.

Risk identification and management

Could you identify any challenges and constraints that may impact on your capacity to deliver the desired outcomes of your project? *

Word count:
Must be no more than 200 words.

How will you overcome these challenges? *

Word count:
Must be no more than 200 words.

What other problems may be encountered in delivering this project?
☐ Child related risks   ☐ Project Management risks   ☐ Fraudulent activity risks
☐ Environmental risks   ☐ Work Health and Safety risks   ☐ Reputational risks
☐ Financial risks

How will your organisation work to overcome each risk identified in delivering this project? *

Word count:
Must be no more than 200 words

Please attach all relevant document e.g. organisational policies or processes to mitigate the risks you have outlined *
Attach a file:

Beneficiaries

Who will benefit from the project? *

Word count:
Must be no more than 150 words.
Describe the estimated number, gender, age and location/region of these participating in the project.

Funding

* indicates a required field

Please outline the total amount of funds you are requesting and breakdown of what the money will be spent on here. This includes materials, transportation of goods, building services

Please note it is not sufficient to simply refer to quotes, a detailed budget must be outlined here. Please attach two quotes for the purchase of any products.

Currency Type *   ○ AUD - AUSTRALIAN DOLLAR   ○ NZD – NEW ZEALAND DOLLAR

Total Project Cost *

What is the total budgeted cost of your project?

Total Amount Requested *

What is the total amount being requested for this project?

Applicant's contribution *

What contribution is the applicant providing to the project?

Please attach evidence that your organisation is financially solvent [nb. grants cannot be used to cover debts]

Attach a file:

Attach a financial/ statutory declaration

Budget

Please provide a detailed budget of all activity costs, including those paid for/provided by the applicant and by any other donors contributing to the project. You may be able to modify/confirm budgeted costs before final assessment.

If relevant, you may include details about quotations or appraisals for goods or services

NOTE: Ensure all costs quoted in the budget are in the same currency type as the **Total Project Cost**

Click "Add More" to insert additional lines as needed.

Item	Cost per item	Quantity	Total cost	Applicant contribution	Contribution from other donors	Grant Amount Requested
EG: water pipe	EG: $20 per metre	EG: 50 metres	Must be a number	Must be a number	Must be a number	Must be a number

Attach quotes for purchase of products here

Attach a file:

Recurrent Costs

Funding cannot be used for recurrent costs. (*Recurrent costs are the costs of maintaining and operating a given programme once the initial, one-off investment has been completed e.g. rent. salary payments*)

Will the project have recurrent costs? *   ○ Yes   ○ No

Explain how you will recover recurrent costs *

Refer to the Guidelines (section 5.4) for other activities the grant money cannot be used for.

Funding Agreement

* indicates a required field

Conditions of funding

As a condition of this funding, your organisation must ensure that no support or resources, including training, is provided to any criminal, illegal or terrorist entity.

Accordingly, your organisation must take all necessary steps to ensure that funding provided by us does not, directly or indirectly, contribute to any criminal, illegal or terrorist individuals or entities.

Does your Organisation directly or indirectly, contribute to any criminal, illegal or terrorist individuals or entities? *   ○ Yes   ○ No