Project Proposal

* indicates a required field

Project Summary

Name of Project *

Word count:
Must be no more than 20 words

What will you build in this project? Describe what it will be when it is finished *

Word count:
Must be no more than 200 words.

Type of Project *

Start Date *

Must be a date

End Date *

Must be a date

Project Location

Project Country *

○ Solomon Islands

Province *

Constituency *

Ward *

Project Details

* indicates a required field

Project Objectives

Select one or more of the Objectives below.

Which of the following are objectives of this project? *

☐ Climate Change Mitigation ☐ Infrastructure - Gender Equality or Disability

☐ Infrastructure - Cultural or Community Sporting ☐ Infrastructure - Health or Sanitation

☐ Infrastructure - Disaster or Humanitarian ☐ Other: _____

☐ Infrastructure - Education

Why does the community need this project? *

Word count:
Must be no more than 200 words.

How will this project be accessible to people with disabilities? *

Word count:
Must be no more than 200 words.

How will this project benefit women in your community? *

Word count:
Must be no more than 200 words.

What are the expected outcomes of this project? *

Word count:
Must be no more than 200 words.

How will you know if these outcomes have been achieved? *

Word count:
Must be no more than 200 words.

Once the project is complete, who will take responsibility for future costs and maintenance? *

Word count:
Must be no more than 200 words.

Undertaking of Community Responsibilities

I understand that if my project is successful, I must complete it within 12 months of funding. *

○ Yes

I understand that if my project is successful, the Australian High

○ Yes

Commission is not responsible for labour, training or insurance for this project. *

Who in the community will provide the labour for delivering this project? *

Word count:
Must be no more than 200 words.

Risk identification and management

What problems will be encountered in delivering this project? *

☐ Child Safety
☐ Environmental risks
☐ Land Ownership Risks
☐ Political risks
☐ Social Risks

Provide more information for the particular risks within the categories you selected above: *

Word count:

How do you plan to manage these risks? *

Word count:
Must be no more than 200 words.

Consider the impacts of natural disaster events (cyclones, strong winds, floods, earthquakes, tsunamis etc) can have on infrastructure.

How will you consider natural disasters in your project planning? *

Word count:
Must be no more than 200 words.

Are there any climate risks to your project? Ie is the project site subject to flooding or sea level rises? *

Word count:
Must be no more than 200 words.

Beneficaries

Who will benefit from this project? *

Word count:
Detail the estimated number, gender, age of those who will benefit.

Applicant Details and Referees

* indicates a required field

Applicant Organisation and Contact Details

Organisation Name *

Organisation Name

Type of Organisation *

○ Community Group

○ Member of Parliament (National)

○ Member of Provincial Assembly

Postal Address

Address

Primary Contact *

Title   First Name   Last Name

Position *

Phone Number *

Must be an international phone number

Email *

Must be an email address

Previous Projects

Have you previously received funding from Australia? *   ○ Yes   ○ No

If Yes, what was the funding for and how much was it?

Project Name	Name and Contact	Currency Type	Amount Funded	Dates

Referees

Referee One

Name *

Title

First Name

Last Name

Position *

Phone Number

Must be an international phone number

Email *

Must be an email address

Referee Two

Name *

Title

First Name

Last Name

Position *

Phone Number

Must be an international phone number

Email *

Must be an email address

Project Coordination Team

* indicates a required field

The Project Coordination Team will be responsible for submitting this application and implementing the project if successful. You need 5 people to fill the below positions.

Project Coordinator

Name *

Title

First Name

Last Name

Phone Number *

Email *

Must be an email address.

Relevant qualifications / experience *

Assistant Project Coordinator

Name * Title   First Name   Last Name

Phone Number *

Email *

Must be an email address.

Relevant qualifications / experience *

Project Secretary

Name * Title   First Name   Last Name

Phone Number *

Email *

Must be an email address.

Community Women's Representative

Name * Title   First Name   Last Name

Phone Number *

Email *

Must be an email address.

Community Representative / Elder

Name * Title   First Name   Last Name

Phone Number *

Email *

Must be an email address.

Have any of the Project Coordination Team ever been convicted of a crime or are subject to a fraud investigation? *

○ Yes   ○ No

Provide details *

Do any of the Project Coordination Team have experience with delivering funded projects from Australia or other donors? *

○ Yes   ○ No

Provide details *

Funding & Budget

* indicates a required field

Payment of invoices for building materials and transport to project site

The Australian High Commission does not give cash grants to communities. If your project is successful, the Australian High Commission will pay the invoices of genuine suppliers of hardware building materials and transport options for your project.

The Australian High Commission reserves the right to decide which invoices we approve for payment, in line with our procurement processes and guidelines around accountability and transparency.

*

☐   I understand that if my project is successful, the Australian High Commission will pay for reasonable building materials.
☐   I understand that the Australian High Commission reserves the right to determine which suppliers' invoices will be supported for my project.
☐   I understand that if my project is successful, the Australian High Commission will pay for reasonable transport costs.
☐   I understand that the Australian High Commission reserves the right to determine which transport suppliers invoices will be supported for my project.
At least 4 choices must be selected.

Budget

Please provide a detailed budget.

- Ensure all costs quoted in the budget are in **SBD.**
- You need to enter them as whole numbers only (eg 5, not SBD5 or 5.5).

Possible Project Items include:

- Building materials
- Transport or freight
- Building Tools
- Training **
- Labour, salary, wages **
- Consumables **
- Insurance **

** Must be community or CDF contribution

Click "Add more" to insert additional lines

Item	Cost per item	Number of Items	Total cost	Applicant contribution	MP contribution	Australia Contribution
EG: SBD20 per metre	EG: SBD20 per metre	EG: 50 metres	Must be a whole number (no decimal place).	Must be a whole number (no decimal place).	Must be a whole number (no decimal place).	Must be a whole number (no decimal place).

Total Cost *

This number/amount is calculated.

Total Applicant Contribution *

This number/amount is calculated.

Total MP Contribution *

This number/amount is calculated.

Total Australia Contribution *

This number/amount is calculated.

Validation: Total Cost less [Total Applicant Contribution + Total MP Contribution + Total Australia Contribution]

This number is calculated and must be equal to zero.

Compulsory Attachments

* indicates a required field

Building sketch / design

Upload your building sketch design which shows a cross section of the building plans.

Building sketch / design *

Attach a file:

Building Materials

The Australian High Commission requires two different quotes from genuine hardware suppliers to demonstrate value for money.

First quote from your hardware supplier *

Attach a file:

Second quote from your hardware supplier *

Attach a file:

Transport to project site

The Australian High Commission requires two quotes from genuine transport providers to demonstrate value for money.

First quote from transport provider *

Attach a file:

Second quote from transport provider *

Attach a file:

Working with Children agreement

Contact with children is defined as working on an activity or in a position that involved or may involve contact with children, either under the position description or due to the nature of the work environment. Solomon Islands-Australia Community Partnerships considers a child to be a person under the age of 18.

Please sign the Child Protection Policy agreement and upload your signed copy.

Download the agreement here.

Signed Child Protection Policy agreement *

Attach a file:

Community Support

Is your project supported by your community?

Upload your minute of a community meeting, detailing

- clear support for this project and submitting an application
- election of a Project Committee (Project Coordinator, Assistant Project Coordinator, Secretary, Women's Representative, Community Representative / Elder)

Minute of community meeting *

Attach a file:

Land ownership agreement

Who owns the land where your project will be? If it's not you, do you have agreement from the landowner for this project?

Please sign the Land Ownership agreement document and upload it.

Download the agreement here.

Signed Land Ownership agreement *

Attach a file:

Education Infrastructure

Does your project involve working at a school or rural training centre? *

○ Yes   ○ No

If yes, then upload your Letter of Support from the Ministry of Education Senior Executive showing support for this project.

Letter of Support *

Attach a file:

Health Infrastructure

Does your project involve a health clinic or hospital? *

○ Yes   ○ No

If yes, then upload your Letter of Support from the Ministry of Health and Medical Services Senior Executive showing support for this project.

Letter of Support *

Attach a file:

Financial Support from MP or MPA

Has your MP or MPA agreed to fund part of this project? *

○ Yes   ○ No

If yes, upload a copy of written agreement from the MP or MPA which clearly states the amount they will fund for this project.

Written Agreement *

Attach a file:

Application Submission Details

* indicates a required field

This application is submitted by:

Name *

Title	First Name	Last Name

Position *

Date *

Must be a date.