



**Australian Government**  
**Department of Foreign Affairs and Trade**



**Australian Alumni Grants Scheme (AAGS)**  
**Pilot Program in India**  
**2020**

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## 1. AAGS Purpose and Objectives

Following consultations with Australian alumni networks across India, the Australian Consulate General Chennai (ACG) has developed a pilot grant scheme to support the application, sharing of knowledge and experience gained by Indian alumni during their studies in Australia. The Australian Alumni Grants Scheme (AAGS) is intended to strengthen ties between both nations, support alumni in their professional endeavours and improve 'Australia literacy' in India. The key objectives are to:

- encourage innovation and collaboration in one or more of the ten sectors identified in the [India Economic Strategy](#) including: Education (Edutech); Resources and Mining, Equipment, Technology, Services; Science and Innovation; Agribusiness; Energy; Health; Infrastructure/Urban Development; Financial Services; Sports; Tourism;
- provide alumni with opportunities to enhance and capitalise on their knowledge and skills to improve practice in their professional fields and communities;
- develop, maintain and strengthen professional linkages and partnerships between alumni and the Australian government, and Australian businesses, organisations and educational institutions;
- connect alumni to each other across disciplines and professions, organisations and institutions, and geographic areas in order to share good practice and create opportunities for collaboration;
- develop a network of alumni who view Australia's capabilities and credentials in a positive light; and
- showcase Australia's excellence as a global provider of high quality education and research.

## 2. Eligibility

The AAGS is open to all Indian nationals (or Australian nationals with a valid Overseas Citizenship of India card) who have graduated from a recognised Australian tertiary institution, including recipients of Australian Government scholarships, Government of India scholarship recipients, and private fee-paying students.

The AAGS is also open to all Indian nationals who have completed short-term tertiary courses at registered Australian institutions through Australia Awards Fellowships and Short Courses, have undertaken research with Australian institutions or have participated in Australian government hosted programs.

Applicants may be required to provide a copy of their testamur, statement of graduation or other documentary evidence to prove their eligibility. All applicants must be based in India at the time of submitting their application.

## 3. Project grants and eligible activities

Project grants will be awarded to alumni to implement a specified project that supports the objectives of the AAGS. It will include **grants of up to INR10 lakh (approx. AUD 20,000)**.

Projects that include partnership with Australian businesses or institutions are encouraged. The ACG will accept proposals for project grants from individual alumni, a group led by an alumni or organisations involving alumni. Groups should be led or co-led by alumnus and may include non-alumni. There is no limit to the number of individuals within a group.

Applicants must be able to travel to attend briefings and/or other events hosted by the ACG, Chennai. The cost of any such travel should be included in the budget submitted with the project proposal. Projects must normally be completed within one year of commencement.

The AAGS supports a range of projects and activities that contribute to its objectives, including but not limited to:

- Training, workshops, seminars
- Capacity building, mentoring or coaching
- Academic Research
- Research and Development (R&D) and Innovation
- Knowledge or Technology transfer
- Startup seed funding
- Organisational strengthening
- Community development activities
- Public awareness campaigns

Project grant funds cannot be used for the following purposes:

- Subsidies for formal studies, trainings or short courses in country- or in Australia;
- Participation at an activity for which applicants already received funding from the Government of Australia;
- Any personal items not relevant to the implementation of the grant activity;
- Repayment of loans;
- Fixed assets or property;
- Activities for which the expenses has already been incurred;
- Purchase of land, buildings, or major assets such as vehicles;
- Construction of buildings and other structures;
- Activities contrary to the interest of Australia or India;
- Activities which are the responsibility of other funding bodies or other government agencies; and
- Activities which discriminate against any group, or which promote a particular political or religious viewpoint.

#### 4. Application process

Project grants will be offered for the first time in February 2020. The ACG advertises application rounds for the AAGS on our website, social media platforms and via email to Australian universities and the Australia Alumni Association India (AAAI) in order to attract a range of applicants from across the alumni network.

Applicants will have six to eight weeks from when applications open to submit their proposals on the Smarty Grants portal. All applications must be received by midnight (Indian standard time) on the advertised closing date. The ACG regrets that late applications cannot be accepted.

Applicants may submit more than one application at a time, but the Consulate will only provide funding for one of these per application round. If an applicant submits two different applications, that is one as an individual and one as a member of a group application, then the ACG will consider both applications on a case by case basis. Applications may be deemed ineligible if they are incomplete, do not include the requested documentation, or do not address the selection criteria. Unsuccessful applicants and previous grantees are welcome to submit applications in subsequent application rounds.

Applications for project grants should be made through the Smarty Grants online portal. The ACG regrets that it cannot accept applications sent via email or post, however applicants with disability are encouraged to inform the ACG should special assistance be required to fill out the online application. Information requested through the AAGS online application form includes:

- The name of the project;
- A brief description of the project (including a list of its main activities);
- The proposed objectives and anticipated outcomes of the project;
- The beneficiaries of the project;
- How the project addresses the selection criteria;
- How the outcomes of the project will be assessed (including performance targets);
- The potential risks to the project and how these will be managed;
- How the project will be publicised and promoted, and,
- The proposed budget and schedule of activities.

Where a project involves a partnership with an organisation, business or other institution, applications must include a letter of support. This can be uploaded through the Smarty Grants online portal. Guidelines for preparing grant proposals and budgets can be found in Annex A. Applications must be submitted in English. Budgets should be submitted in INR, except where they include expenses in other currencies.

## 5. Selection criteria

Selection of the project grant is competitive and merit-based. Applications are assessed against the following criteria:

1. The project has clearly defined objectives consistent with one or more objectives of the AAGS.
2. The project is linked to the knowledge and skills gained through the applicant's study program in Australia and/or professional experience.
3. The project addresses an issue of strategic value to Australia and/or India in relation to at least one of the 10 economic sectors as identified in the [India Economic Strategy](#).
4. The project offers potential to establish sustainable linkages between Australia and India and /or showcase Australia's capabilities and credentials.

5. The project will have measurable outcomes. The application should demonstrate how this impact will be measured.
6. The project has a clear and realistic strategy for achieving its objectives within the stated timeframe, including sufficient budget and an appropriate assessment of risk.
7. The project represents value for money, including by leveraging contributions from third parties. Value for money is defined as economy (spending less), efficiency (spending well), effectiveness (spending wisely), and equity (spending fairly). Further guidance on the DFAT's policy on value for money can be found on the Department's website.

## 6. Selection process

The selection process for project grants consists of the following stages:

**Stage 1:** All applications received prior to the deadline will be screened by the ACG. Only applications that are complete, meets objectives and contains all requisite supporting documentations will be considered as eligible.

**Stage 2:** The selection committee at the ACG (and other participating Australian missions across India) will score eligible applications against the selection criteria, each of which is assigned a weighting. Applications that receive a total score of 7 or higher are recommended to the delegate for possible funding. ACG will conduct due diligence on recommended applications.

**Stage 3:** The delegate makes final selection and approves funding for shortlisted projects.

**Stage 4:** The ACG advises applicants of the outcome of their application in writing (via email). Applicants will normally be advised six weeks from the closing date for applications.

**Stage 5:** The ACG publishes details of the grants awarded and the profile of the grantee(s) on the website and other social media platforms.

**Stage 6:** Successful applicants are required to enter into a grant agreement with the ACG, and expected to commence project activities within two months of signature.

## 7. Grant terms and conditions

### General terms and conditions

Successful applicants are required to sign grant agreements with ACG on behalf of the Commonwealth of Australia represented by DFAT. The full terms and conditions of the grant will be set out in the grant agreement.

Grant funds cannot be paid until ACG receives a signed grant agreement. Grants must normally be utilised within 12 months of being awarded. Applicants should advise ACG in writing of any anticipated delay in implementing the activity. Where funds have already been transferred to an individual or organisation for a project that does not go ahead within the year, the recipient will have to return those funds.

Grantees are responsible for all administrative arrangements associated with their project, including visa and travel arrangements. All administrative costs associated with the project or activity should be detailed in the budget submitted with the grant proposal.

Grant funds may only be used for carrying out the activities for which the grant has been awarded. Any changes to the nature of a project or activity must have prior approval from the ACG. Grant activities may not be carried out by any other person or organisation other than the grant recipient without prior approval from ACG.

### **Termination or withdrawal**

ACG reserves the right to withhold or withdraw funding, terminate a project or activity, or require grantees to return all or part of the grant funds if:

- the grantee fails to comply with the grant agreement or the AAGS Guidelines;
- the grantee fails to comply with lawful and reasonable instructions given by ACG;
- ACG believes there has been unsatisfactory progress in carrying out the project;
- ACG believes the grantee has not carried out the project or activity with reasonable care, thoroughness, and competence and to a standard that would be expected for the grantee's level of experience in their practice, profession or line of work;
- the grantee does not complete the funded activity;
- the grantee provides false or misleading information to ACG;
- the grantee acts illegally or negligently at any time during the funding period, and ACG believes this action significantly affects the project or activity, or is likely to harm the reputation of ACG or the Government of Australia; and/or
- ACG suspects that fraud has been committed. Where fraud is determined to have taken place, ACG may pursue criminal charges in accordance with the DFAT's requirements and local laws.

In the event termination/withdrawal of funds is necessary, the ACG will determine the amount of funds to be returned, taking into account:

- whether there were any circumstances outside of the grantee's control;
- whether the issue can be satisfactorily addressed in a reasonable time frame; and
- the proportion of the project that has already been successfully completed.

### **Taxation**

Grantees are responsible for making their own arrangements regarding any taxation liabilities that may arise from the award of funding.

### **Insurance**

Grantees are required to obtain any insurance that is necessary or prudent for undertaking their project. This includes any necessary insurance for equipment. Grantees undertaking any travel outside their home country as part of their project are required to purchase comprehensive travel insurance prior to travel. Travel insurance must include medical and hospital coverage, including for medical evacuation, permanent disability and accidental death. ACG does not accept any liability for any medical, hospital or evacuation costs incurred by participants in projects funded by ACG.

Grantees must provide ACG with evidence of their insurance policy promptly on request, as required by the grant agreement. Grantees undertaking travel must confirm that they have read the current Australian Government travel advice for the country prior to travel.

## 8. Grantee support

ACG will deliver a Grant Orientation (GO) for grantee(s) prior to commencement of the project. The GO event is an opportunity for grantee(s) to share information on their projects and develop networks with other alumni. It allows the Australian Government officers to engage with alumni.

During the orientation, ACG provides grantees with information relevant to the management of their grants, including requirements for:

- Performance monitoring and evaluation;
- Publicity and branding;
- Reporting and acquittal of funds;
- Risk management and fraud;
- Child protection; and,
- Gender and social inclusion.

ACG staff will continue to provide advice on these matters to grantees throughout the funding period. ACG will also invite selected grantees to showcase their projects, and reconnect with other alumni and the Australian Government officials at selected events.

## 9. Performance monitoring and evaluation

The ACG provides support to grantees to monitor, evaluate and report on the outcomes of their projects. Grantees are required to report against a number of indicators depending on the type of project, as well as to provide more qualitative analysis of project achievements and impact.

In addition, the ACG carries out compliance monitoring of grant agreements throughout the funding period to minimise fiduciary risk. ACG may contact grant recipients at any time to seek information on the progress of projects and activities.

## 10. Reporting and acquittal of funds

Grantees must in a timely manner, provide narrative and financial reports on their grant projects on the Smarty Grants. Recipients of project grants required to report mid-way (at 6 months) through their project as well as at the completion of their project.

Guidelines for preparing Grant Completion Reports, as well as Interim Financial Reports and Financial Reports are provided in the Smarty Grants portal.

Grantees must acquit the grant funds received within 30 days of the completion of the project through the submission of a Grant Completion Report and Financial Report. Original invoices/receipts and other forms of documentation for all the approved expenditure items should be submitted. Grantees must return any unspent funds to ACG.

Grantees are required to retain copies of original receipts and records relating to the grant for a period of at least seven years as per ACG's policy and Generally Accepted Accounting Principles (GAAP). Grantee must make copies of original receipts and records available upon request from ACG.

## 11. Gender equality and social inclusion

The Australian Government is committed to promoting gender equality and empowering women and girls in the Indo-Pacific region. DFAT's Gender equality and women's empowerment strategy establishes three priorities to guide Australia's work on gender equality:

- enhancing women's voice in decision-making, leadership and peacebuilding,
- promoting women's economic empowerment, and
- ending violence against women and girls.

Disability-inclusive development is also a priority for Australia's international engagement. DFAT's Development for All 2015-2020: Strategy for strengthening disability-inclusive development in Australia's aid program (May 2015) guides Australia's aid program in supporting people with disabilities in developing countries.

Proposals should consider demonstrating how the grant will contribute to empowering women and girls, promoting gender equality, disability and social inclusion. Ensure that barriers to women's, people with disabilities and rural disadvantaged peoples' participation are identified and addressed. All activities must apply principles of do no harm, ensuring that they do not exacerbate existing gender inequalities for people with disabilities. ACG encourages female alumni and alumni with disability to apply to the AAGS for grant funding.

## 12. Risk Management

Grantees are required to regularly review and manage the risks identified in their proposals throughout the grant period. The ACG requires grantees to report key risks and risk response in a timely manner. This includes risks to the achievement of the program's objectives, fiduciary risks, and risks to the reputation of ACG or the Australian Government.

DFAT's approach to identifying and assessing risk in aid investments follows the principles of the International Standard on Risk Management (AS/NZ 31000:2009). Further information on risk management in the aid program is available on the DFAT website.

ACG has 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. ACG expects all grantees to comply with DFAT's Fraud Policy Statement and Fraud Control and Anti-Corruption Plan.

The Fraud Policy Statement defines fraud as 'dishonestly obtaining a benefit, or causing a loss, by deception or other means'. This definition extends beyond the legal definition of fraud to include benefits obtained that can be both tangible and intangible. It thus encompasses activities or behaviours broader than the misuse or misappropriation of monies or assets and includes:

- theft
- obtaining property, a financial advantage or any other benefit by deception;
- causing a loss or avoiding or creating a liability by deception;
- providing false or misleading information, or failing to provide information, where there is an obligation to do so;
- making, using or possessing forged or falsified documents;
- bribery, corruption or abuse of position;

- unlawful use of computers, vehicles, telephones and other property or services belonging to the Australian Government or its delivery partners;
- divulging confidential information to outside sources; and
- hacking into, or interfering with a computer system belonging to the Australian Government or its delivery partners.

Grantees/ACG is obligated to report all cases of suspected, alleged or committed fraud or corruption to DFAT within five business days of becoming aware of the fraud or corruption. All cases of fraud and corruption are handled in a confidential, prompt and professional manner. Further information on fraud is available in DFAT's Fraud and Anti-Corruption Guidance for DFAT Partners.

### 13. Publicity and Australian Identity

The ACG encourages grantees to promote their projects in traditional, online media and through their own networks. Australian Government funding should be appropriately acknowledged in publications, reports, at training courses and workshops, and in presentations at conferences by using the disclaimer provided below:

***Disclaimer:*** *This report/research/publication is supported by the Australian Government. The opinions expressed in this report/research/publication are those of the author(s) and do not necessarily reflect the views of the Australian Government.*

Grantees should contact ACG for appropriate specific guidance prior to publications or public presentations. The grantee will be solely responsible for any discrepancy that is reflected in the publications and/or reports of their grant. The results of the grants may not necessarily be the view endorsed by DFAT or the ACG.

The ACG would appreciate hard or soft copies of any media coverage or publications resulting from grant activities. All grantees are required to provide five good quality high-resolution digital photographs, together with a brief description of the project for use on the Global Alumni, ACG and/or DFAT websites or social media platforms.

### 14. Intellectual property

Grantees retain the right to any intellectual property produced using grant funds or as a result of grant projects. Intellectual property means any trade marks, copyright, designs, rights in computer software, databases and lists, rights in any inventions, technology, experimental methods and results, processes, systems, concepts, protocols, techniques and know-how of any nature, patents, plant variety rights, and all other intellectual property, as that term is generally understood, whether registered or unregistered.

### 15. Privacy and Freedom of Information

Information provided by applicants is used to process and assess the application. This information is stored on the Australia Global Alumni in Indonesia system and in ACG's systems. It is available to employees of Australia High Commission and the Consulate Generals in India and the Governments of Australia and India on a need-to-know basis. The information provided by the applicant may be made public through national and local media

or via the Global Alumni, ACG, Australian Missions or DFAT websites and/or social media platforms.

The ACG and DFAT may also publish this information, excluding personal information, in Annual Reports. In other circumstances, the ACG only uses and/or discloses personal information in accordance with the Privacy Act 1988. Applicants should also note the provisions of the Freedom of Information Act 1982 apply to documents in ACG and DFAT's possession. Further information is available in DFAT's privacy policy.

## 16. Child protection

DFAT's Child Protection Policy (2014) aims to create and maintain protective environments for children and to protect them from exploitation and abuse of all kinds in the delivery of Australia's overseas aid program. All individual grantees must sign DFAT's Child Protection Code of Conduct (see Attachment 2 of the Child Protection Policy) and obtain a police check if in contact with children. Organisations seeking a grant must provide evidence that the organisation has a child protection code of conduct that is compliant with DFAT's Child Protection Policy (see Attachment 1 of the Child Protection Policy).

## 17. Complaints and appeal

Feedback, inquiries and complaints in relation to the processing and selection of applications should be made in writing and sent to [chennaiaustralianconsulate@dfat.gov.au](mailto:chennaiaustralianconsulate@dfat.gov.au). Appeals against decisions on the selection of grantees will not be considered.

## 18. Contact details

Australian Alumni Grants Scheme (AAGS) Team  
Australian Consulate General  
9th floor, Express Chambers, Express Avenue  
49-50L, Whites Road, Royapettah  
Chennai 600014 – India  
Tel: +91 44 459 213 00

## Annex A: AAGS Expression of Interest Application Guideline

Selection	Required Information	Notes
<b>Applicant Details</b>		
<b>Name of Applicant</b>	Name of Individual (Lead)	
<b>Contact</b>	<ul style="list-style-type: none"> <li>Personal email</li> <li>Office email</li> <li>Office phone number</li> <li>Personal phone number</li> </ul>	Only for the lead applicant
<b>Type of alumnus</b>	Applicant (lead) is alumnus of : <ul style="list-style-type: none"> <li>Australia Awards Scholarship/Endeavour Awards Scholarships;</li> <li>Other GOA Scholarship;</li> <li>Government of India Scholarship;</li> <li>Australian University Scholarship</li> <li>Self-funded studies; or</li> <li>Other</li> </ul>	<ul style="list-style-type: none"> <li>If Australia Awards Scholarship, please mention type of scholarship; Master/PhD., or Short-Term Awards;</li> <li>If other GOA Scholarship please mention the scholarship programs, i.e. Endeavour Programs, AIYD etc</li> </ul> If other, the applicant should write in what type of alumnus he or she is
<b>Education</b>	<ul style="list-style-type: none"> <li>University attended in Australia</li> <li>Degree</li> </ul>	
<b>Type of Applicant</b>	<ul style="list-style-type: none"> <li>Individual</li> <li>Group of individuals</li> <li>Organisation</li> </ul>	
<b>Project Team Members</b>	<ul style="list-style-type: none"> <li>Name</li> <li>Organisation name</li> <li>Position in organisation</li> <li>Email address</li> </ul>	Please complete this section only if you are applying as a group or organisation. Only for project team member(s).
<b>Lead Organisation</b>	<ul style="list-style-type: none"> <li>Name of Organisation</li> <li>Name of Work Unit</li> <li>Address</li> <li>Website</li> <li>Position (of lead applicant)</li> </ul>	Please complete this section only if the organisation applies for a grant and if the lead applicant works in the organisation.
<b>Collaborating Organisation</b>	<ul style="list-style-type: none"> <li>Name of collaborating Organisation</li> <li>Role of collaborating Organisation</li> </ul>	Please complete this section only if the lead applicant, project team members or lead organisation collaborate with other organisation(s) in the delivery of the proposed project.
<b>Australian Organisation</b>	<ul style="list-style-type: none"> <li>Name of Australian Organisation</li> <li>Role of Australian Organisation</li> </ul>	Only applicable for a project involving an Australian organisation.



Project Details		
<b>Project Dates</b>	<ul style="list-style-type: none"> <li>• Start Date</li> <li>• End Date</li> </ul>	The end date should not be more than one year after the start date
<b>Project Objectives and Outcomes</b>	<ul style="list-style-type: none"> <li>• Objectives of grant project</li> <li>• Expected outcomes of project</li> </ul>	<p>Objective should indicate the intention of the project. Outcomes should indicate the change in knowledge, skills, behaviour or state that will occur if the project is successful. Outcomes here should be tied to one or more of AAGS' six end-of-program outcomes.</p> <p>For example, Objective: To deliver a 5-day in-service training course to 100 teachers in Tamil Nadu. Outcome: Improved knowledge among 100 teachers in Tamil Nadu about the new curriculum and effective classroom practices.</p> <p>Outcomes are changes and improvements that the direct beneficiaries and indirect beneficiaries will experience as a result of the proposed project.</p>
<b>Project Description</b>	<ul style="list-style-type: none"> <li>• Rationale</li> <li>• Project summary</li> <li>• Activities</li> <li>• Schedule of activities</li> <li>• Project location</li> </ul>	<p>Project rationale should answer; Why is the proposed project important? What problem or need exists that the project will address?</p> <p>Project Summary should explain what will be done in the project including the strategy for ensuring the objectives and outcomes are achieved.</p> <p>Project activities should consist of main activities that will take place in the proposed project. Please note that the activities described should correspond to the list of activities in the schedule and budget. The list of activities in the project description should correspond to the list of activities in the schedule and budget.</p> <p>Schedule of activities could be the date of an event, or the start or completion date of an activity.</p>
<b>Project Beneficiaries</b>	<ul style="list-style-type: none"> <li>• Direct beneficiaries</li> <li>• Indirect beneficiaries</li> <li>• Marginalised Groups</li> <li>• Geographic Focus Area</li> </ul>	<p>Direct beneficiaries could be intermediaries; indirect beneficiaries could be those who receive a service of intermediaries.</p> <p>For example, the project trains health workers (direct beneficiaries) who provide services in pre-natal health clinics serving women (indirect beneficiaries).</p>



<b>Priority Development Area</b>	<ul style="list-style-type: none"> <li>• Education (Edutech)</li> <li>• Resources and Mining, Equipment, Technology, Services</li> <li>• Science &amp; Innovation</li> <li>• Agribusiness</li> <li>• Energy</li> <li>• Health</li> <li>• Infrastructure/Urban Development</li> <li>• Financial Services</li> <li>• Sports</li> <li>• Tourism</li> </ul>	<p>The project provides solution to one or more issues common to India and Australia from the IES priority sectors encouraging partnerships, professional links, alumni, government, business and institutional links</p>
<b>Sustainable Linkages</b>	<ul style="list-style-type: none"> <li>• Linkages between India and Australian organisations that will continue after project.</li> <li>• Use of Australia's capabilities and credentials that will continue after project.</li> </ul>	
<b>Expected results/ Type of Change</b>	<ul style="list-style-type: none"> <li>• Delivery of goods and services to project participants (direct beneficiaries).</li> <li>• Change in knowledge, attitude, skills, capacity or aspirations of the direct beneficiaries.</li> <li>• Change in behaviour, practices or performance of the direct beneficiaries of the project</li> <li>• Change in access, conditions or state of the indirect beneficiaries of the project i.e. those who receive services from the direct beneficiaries of the project.</li> </ul>	
<b>Monitoring</b>	<p>Monitoring activities for measuring achievement of outcomes. Consider appropriate Indicators and targets for activities and participants.</p> <ul style="list-style-type: none"> <li>• Training or workshop evaluation forms;</li> <li>• Review of documents produced in the project</li> <li>• Pre and post-testing of beneficiaries</li> <li>• Interviews with / surveys of beneficiaries or other project stakeholders;</li> <li>• Observations of beneficiaries; case studies</li> </ul>	<p>Indicators can be qualitative and/or quantitative. For example, in a public awareness campaign on water conservation success can be measured by: (1) the number of people trained; (2) changes in behaviour witnessed after a period of time; and (3) reduction in ground water used (litres/percentage). This will require baseline statistics, such as measurement of ground water in community well prior to activity, and again after a period of time (3 months).</p> <p>A target for activities or participants should be a number, and disaggregated by gender where possible.</p>



<b>Sustainability and Scale up</b>	<ul style="list-style-type: none"> <li>• Sustainability</li> <li>• Scale up</li> </ul>	<p>Please describe the expected outcomes of the project that will last beyond the end of the project. Please describe the strategy for ensuring that these results are sustained.</p> <p>Please describe which project activities or results could be rolled out in other organisations or communities. How many other stakeholders could benefit from the project activities or results if they are rolled out? Please describe the plan for rolling out these activities or results.</p>
<b>Risk and Risk Management</b>	<ul style="list-style-type: none"> <li>• Type of Risk (Potential risks to project success)</li> <li>• Risk Management (Activities to mitigate or manage risks)</li> </ul>	<p>The applicant should identify 2-4 risks, including risks associated with the delivery of the activities, achievement of results, the use of grant funding, and the reputation of ACG and DFAT. The likelihood of the risk occurring should be rated either: very low, low, medium, high, or very high. Each risk rated medium, high or very high should have mitigation activities associated with it. The risk rating should reflect the degree of risk before the mitigation activities are delivered.</p>
<b>Publicity and Promotion</b>	<ul style="list-style-type: none"> <li>• Target audience</li> <li>• Promotion channels and Materials</li> </ul>	
<b>Project budget</b>		
<b>Activity-based costing</b>	<ul style="list-style-type: none"> <li>• Activities</li> <li>• Start Date</li> <li>• End Date</li> <li>• Budget</li> </ul>	<p>This information is in a tabular format. That is, each activity is listed with a start and end date and a budget for the activity.</p>
<b>Expenditure based budget</b>	<ul style="list-style-type: none"> <li>• Expenditure item</li> <li>• Associated activities</li> <li>• Unit cost</li> <li>• Number of units</li> <li>• Budget</li> </ul>	<p>This information is in a tabular format. That is, each expenditure item is listed, with the unit cost, number of units and total cost for each expenditure item. As well, the associated activity is listed for each expenditure item. The list of activities in the Activity-based budget and the activities listed in the expenditure-based budget should correspond.</p>
<b>Sources of funding</b>	<ul style="list-style-type: none"> <li>• Alumni Grant</li> <li>• Third party funding</li> </ul>	

## Annex B: Weighting of selection criteria

Criteria	Weighting	Assessment Questions
<b>1. Relevance to priority sectors</b>	20%	Does the project address a priority development need recognised by the Indian government? Will it focus on one of the ten priority sectors in the India Economic Strategy?
<b>2. Links with Australia</b>	15%	Does the project involve Australians? Does it strengthen links between Australian and Indian organisations?
<b>3. Project Design</b>	10%	Will proposed activities result in the expected outcomes? Are they sufficient? Is the approach or thinking innovative?
<b>4. Value for money</b>	10%	Will other Indian or Australian organisations contribute financially to the cost of the project?
<b>5. Geographic focus areas</b>	10%	Will the project benefit people in one or more locations (cities/states)? Will it focus on one of the ten priority states in the India Economic Strategy?
<b>6. Social inclusion</b>	5%	Will the project benefit people who belong to marginalised or disadvantaged communities?
<b>7. Sustainability</b>	10%	Will beneficiaries continue to experience expected results after the project ends? Will the project strengthen organisations to ensure that results are sustained?
<b>8. Scale up</b>	5%	Could the project be replicated in other communities or organisations? Would more people benefit if the project was expanded or delivered again with a follow-on grant?
<b>9. Risk management</b>	5%	Is the assessment of the risks to project success comprehensive and realistic? Will the proposed responses to the risks reduce the likelihood of the risk occurring?
<b>10. Communications</b>	10%	Will other alumni see the project story as being interesting? Does it have value as a communications piece to ACG and DFAT communications personnel?
<b>Total Score</b>	<b>100 %</b>	

## Annex C: Grant completion report

Selection	Required Information	Notes
<b>Information on the Project from the Application</b>		
<b>Project name</b>	<ul style="list-style-type: none"> <li>Name of project</li> </ul>	
<b>Project Budget</b>	<ul style="list-style-type: none"> <li>AAGS Grant</li> <li>Third-party contribution</li> </ul>	
<b>Project Objectives and outcomes</b>	<ul style="list-style-type: none"> <li>Objectives of grant project Expected outcomes of project</li> </ul>	
<b>Project Description</b>	<ul style="list-style-type: none"> <li>Narrative description</li> <li>Summary of main activities</li> </ul>	
<b>Name of Applicant</b>	<ul style="list-style-type: none"> <li>Name of individual (lead)</li> <li>Name of group or organisation</li> </ul>	
<b>Gender</b>	<ul style="list-style-type: none"> <li>Male Female</li> </ul>	
<b>Organisation / Employment</b>	<ul style="list-style-type: none"> <li>Name of Organisation</li> <li>Name of Work Unit</li> <li>Address</li> <li>Website</li> <li>Position (of lead applicant)</li> </ul>	
<b>Contact</b>	<ul style="list-style-type: none"> <li>Personal email</li> <li>Office email</li> <li>Office phone number</li> <li>Personal phone number</li> </ul>	
<b>Group Members</b>	<ul style="list-style-type: none"> <li>Name and organisation name</li> <li>Position in organisation</li> <li>Email address</li> </ul>	
<b>Report on Project Implementation</b>		
<b>Project Status</b>	<ul style="list-style-type: none"> <li>Planning underway</li> <li>Activities underway</li> <li>All activities completed</li> <li>Project completed</li> </ul>	Explain any variance with what was planned
<b>Project dates</b>	<ul style="list-style-type: none"> <li>Actual start date</li> <li>Actual end date</li> </ul>	Explain any variance with what was planned
<b>Implementation</b>	<ul style="list-style-type: none"> <li>Describe the project delivered</li> <li>List the main activities delivered</li> </ul>	Explain any variance with what was planned
<b>Collaborating Organisations</b>	<ul style="list-style-type: none"> <li>Name</li> <li>Role in project</li> </ul>	Explain any variance with what was planned
<b>Report on Project Achievements</b>		
<b>Project Objectives and outcomes</b>	<ul style="list-style-type: none"> <li>Objectives achieved</li> <li>Outcomes achieved</li> <li>Innovations achieved</li> </ul>	Explain any variance with what was planned

Project indicators and targets	<ul style="list-style-type: none"> <li>Report on the indicators of achievement of outcomes</li> <li>Report on the achievement of targets for activities and participants</li> </ul>	Explain any variance with what was planned
Beneficiaries in India	<ul style="list-style-type: none"> <li>Actual beneficiaries in Indonesia</li> </ul>	Explain any variance with what was planned
Benefits	<ul style="list-style-type: none"> <li>Benefits to Australia-India relationship</li> <li>Linkages established between India and Australian organisations at individual, community and institutional level</li> <li>Benefits to Indonesia's development</li> <li>Benefits to grant recipients' professional development</li> <li>Benefits to community or organisation</li> </ul>	Explain any variance with what was planned
<b>Project Promotion</b>		
Publicity and promotion	<ul style="list-style-type: none"> <li>Promotion products and activities delivered</li> </ul>	Explain any variance with what was planned
Publications	<ul style="list-style-type: none"> <li>Attach publications in media or social media</li> <li>Attach research papers</li> </ul>	
Multimedia	<ul style="list-style-type: none"> <li>Attach photographs</li> <li>Attach links of videos or infographic (if any)</li> </ul>	
Testimonials	<ul style="list-style-type: none"> <li>Attach testimonials from project participants and project beneficiaries in India</li> <li>Attach testimonials from Australians (if any)</li> </ul>	
Feedback to ACG	<ul style="list-style-type: none"> <li>Effectiveness of Grant Guidelines and other materials</li> <li>Effectiveness of AAGS Management team</li> <li>Effectiveness of GO workshop</li> <li>Effectiveness of AAGS technical support</li> </ul>	Explain any variance with what was planned
<b>Final Acquittal Report</b>		
Statement of financial expenditure	<ul style="list-style-type: none"> <li>Statement of Financial Expenditure</li> </ul>	Explain any variance with what was planned
Original receipts	<ul style="list-style-type: none"> <li>Attach original receipt</li> </ul>	