



Human Rights Grants Scheme

Application Guidelines
2012-2013

The Human Rights Grants Scheme provides short-term funding to support non-government organisations and human rights institutions to implement projects that help to enhance human rights.

Stage 1: 2012-2013 Human Rights Grants Scheme commences **17 July 2012**.

Stage 2: Expressions of Interest must be lodged with the relevant Australian diplomatic mission by 4pm (local time) **17 August 2012**.

Stage 3: Australian diplomatic missions will notify successful Expression of Interest applicants to proceed with a Full Application by **1 September 2012**.

Stage 4: Full Applications must be lodged with the relevant Australian diplomatic mission by 4pm (local time) **1 October 2012**.

Step 5: Recipient organisations will be announced on Human Rights Day, **10 December 2012**.

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- academic research

Amount and duration of funding

Grants will be awarded as a single payment valued between AUD20,000 – AUD100,000.

Project activities may take place over maximum of two years. All 1 year projects must be completed by May 2014. All two year projects must be completed by May 2015.

Funding will not be provided for travel expenses exceeding 20 per cent of total project costs. Likewise the provision of equipment, freight or buildings, may not exceed 10 per cent of the total project cost. Costs associated with the required certified statement of expenditure must be reasonable and in accordance with project activity and budget.

Application process

Organisations should submit an **Expression of Interest** (Attachment A) to the relevant Australian diplomatic mission by 4pm (local time) **17 August 2012**. This form must be no longer than 2 pages.

By **1 September 2012**, Australian diplomatic missions will review, on a competitive basis, Expressions of Interest and will invite up to 2 organisations per eligible country to submit a **Full Application** (Attachment B).

Organisations requested to do so should submit a **Full Application** to the relevant Australian diplomatic mission by 4pm (local time) **1 October 2012**.

A list of relevant Australian diplomatic missions and addresses is at Attachment C.

Late applications will **not** be accepted, except where the applicant organisation has negotiated a late submission with the relevant Australian diplomatic mission prior to the closing date.

All applications must be submitted in hardcopy by mail or delivered in person to the relevant Australian diplomatic mission. Envelopes should be clearly labelled 'Human Rights Grants Scheme'.

All applications must be typed and in English.

All applications must be represented in Australian dollars.

All queries should be directed to the relevant Australian diplomatic mission.

Selection process

Australian diplomatic missions will assess Expressions of Interest against the following criteria:

- Does the organisation meet eligibility criteria as per page 2?
- Does the project meet eligibility criteria as per page 3?
- To what extent does the project address a need to enhance human rights within an eligible country (rated 1 - 10)?



An independent panel of human rights experts will assess Full Applications against the following criteria:

- Does the organisation meet eligibility criteria as per page 2?
- Does the project meet eligibility criteria as per page 3?
- Does the budget represent value for money?
- If the project involves working with children, does the organisation have a current Child Protection Policy?
- To what extent will the project address a need to enhance human rights within an eligible country (rated 1 - 10)?
- To what extent will the organisation promote the project and Australian Government funding (rated 1 - 10)?
- To what extent will the project involve participation by both men and women (rated 1 - 10)?
- To what extent will the project involve participation by marginalised groups (rated 1 - 10)?
- If the project involves potential risk, to what extent will the organisation manage those risks well (rated 1 - 10)?

Additional documentation

If requested to submit a Full Application and the organisation has not previously received funding support from the Australian Government (under the HRGS or otherwise), the organisation will be required to provide the following documentation:

- a copy of the organisation's constitution or articles of association;
- an audited annual financial statement certified by a public accountant who is not a member of the organisation;
- a copy of the organisation's annual report, or an equivalent document; and
- an outline of the organisation's annual plan or program of work activities.

If the organisation is unable to provide any of these documents a written explanation must be provided within the Expression of Interest.

Funding and reporting requirements for recipient organisations

Organisations awarded a grant must enter into a funding agreement with AusAID. The funding agreement will set out all terms and conditions relating to the grant, including implementation of project activities, accountability, outcomes required, funding arrangements and project reporting.

Within 6 weeks of the completion of the project the organisation must provide:

- (a) 100% acquittal for funds provided under the HRGS via a certified statement of expenditure
- (b) A case study depicting outcomes of the project (maximum 2 pages)

Templates for both will be provided at a later date.

The Australian Government will, from time-to-time and at its own expense, monitor, review and/or evaluate the project in consultation with the successful organisation.