



**Australia Awards**

Australia Awards  
Papua New Guinea  
Alumni Grants  
Scheme Guidelines

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# Table of Contents

1	Introduction.....	1
1.1	Priority sectors .....	1
1.2	Thematic areas .....	1
2	AGS Objectives .....	1
3	Applicant eligibility.....	2
4	Gender Equality, Disability and Social Inclusion (GEDSI) and climate change.....	2
4.1	GEDSI considerations .....	2
4.2	Climate change .....	3
5	Conditions of participation.....	4
6	Grant activities .....	4
6.1	Grant categories .....	4
6.2	Eligibility Criteria .....	5
7	Ineligible activities .....	6
8	Conflict of interest .....	7
9	Grant duration .....	7
10	Grant assessment .....	8
10.1	Proposed Evaluation Criteria Weighting.....	8
10.2	Grant rounds & activities timelines .....	8
11	Grant Administration .....	9
11.1	Grant application .....	9
11.2	How to apply .....	9
11.3	Grant approval procedures .....	10
11.4	Procurement .....	11
11.5	Grant payments .....	11
11.6	Financial records for grant .....	12
11.7	Monitoring and reporting.....	12
11.8	Grant promotion.....	12
11.9	Acknowledgement of funding.....	12
11.10	Termination of grant.....	12
12	Fraud .....	13

13 Child Protection ..... 13  
14 Preventing Sexual Exploitation, Abuse and Harassment ..... 13  
15 Further information ..... 14

## Abbreviations

AGS	Alumni Grants Scheme
AAPNG	Australia Awards Papua New Guinea
AHC	Australian High Commission
DFAT	Department of Foreign Affairs and Trade
DNPM	Department of National Planning and Monitoring
GEDSI	Gender Equality, Disability and Social Inclusion
PNGAAA	Papua New Guinea Australia Alumni Association
STEM	Science, Technology, Engineering and Mathematics

# 1 Introduction

The Alumni Grants Scheme (AGS) is an initiative of Australia Awards Papua New Guinea (AAPNG), to support alumni to contribute to Papua New Guinea's economic and social development and build strong and positive relationships with Australia.

Alumni across Papua New Guinea (PNG) can access the AGS to fund activities that allow them to deploy and enhance the skills and knowledge developed through their scholarship, and ongoing professional development activities delivered by AAPNG.

This document provides the framework that guides the management of the AGS and is further referred to as the Guideline.

AGS will support development outcomes in the following sectors and thematic areas:

## 1.1 Priority sectors

- Health
- Education
- Law and Justice
- Governance and Public Policy
- Transport and Infrastructure
- Agriculture, including fisheries.

## 1.2 Thematic areas

- Science, Technology, Engineering and Mathematics (STEM)
- Climate change, environment, food security, disaster management and recovery
- Gender equality, women's empowerment, and leadership
- Disability inclusion
- Social inclusion which includes rural and remote locations

The AGS is managed by AAPNG and endorsed by the Australian High Commission (AHC) Port Moresby.

These Guidelines may be adjusted at any time, depending on funding allocations and program priorities as agreed to by the AHC.

# 2 AGS Objectives

The AGS aims to assist alumni, in conjunction with their employers or community organisations, to contribute to sustainable development outcomes in PNG through small value project activities that align to one or more of the AAPNG End of Program Outcomes (EPOO):

**EOPO 1:** Diverse alumni use their skills, knowledge, and networks to contribute to sustainable development in PNG.

**EOPO 2:** Diverse alumni contribute to cooperation between Australia and PNG.

**EOPO 3:** Strengthened PNG tertiary institutions produce quality in-demand graduates.

## 3 Applicant eligibility

AGS are open to alumni who are citizens of PNG and residing in PNG, and meet one of the following criteria:

1. Financial members and associate members of the PNG-Australia Alumni Association (PNGAAA).
2. PNG alumni who completed their Australian tertiary qualification in Australia (sponsored or self-funded) who are *eligible* to be PNGAAA members but who are not currently financial members.
3. PNG alumni who have received their qualification in PNG through Australian Government or AAPNG Private Partner funding, who are *eligible* to be PNGAAA Associate Members but who are not currently financial associate members.

All AGS applicants must have an up-to-date profile on the AAPNG 360Alumni program. Eligible alumni can visit the 360Alumni website (<https://pngaaa.360alumni.com/#/login>) to create, activate or update their profile.

Unless AAPNG is undertaking payments directly to grantee's supplier or service providers, applicants' must be working with and through a PNG organisation with current and valid PNG IPA registration including a valid bank account. **AAPNG will not provide grant funds to a grantee's personal account.**

## 4 Gender Equality, Disability and Social Inclusion (GEDSI) and climate change

### 4.1 GEDSI considerations

AAPNG promote activities that support all people to fulfil their potential by addressing underlying factors to exclusion, and ensuring issues related to access and equity are addressed effectively. Closing equity gaps for women, people with disability, and people from rural and remote locations, will meet the aim to generate collective action for equity, access, diversity, and inclusion.

#### 4.1.1 Gender Equality

Gender equality and empowering women is an important part of achieving PNG's growth, development, and stability goals. The Australian Government aims to ensure at least 80 per cent of aid investments effectively address gender equality issues, including grant programs like the AGS.

In line with this target, **all** applications for the AGS must include approaches that support gender equality and women's empowerment, either direct outcome or as a secondary outcome.

- **Direct outcome** grant activities that empower women might include a project that reduces the risk of gender-based violence or provides after-school tutoring for young women studying STEM.
- **Secondary outcome** grant activities that empower women might include a project that increases access or quality of health care in remote communities or increases the classroom resources available to a teacher in a co-educational classroom.

All applications must demonstrate consideration of how the grant will ensure women have access to grant activities. For example, if the grant delivers training, a minimum 50 per cent of training participants should be women.

#### 4.1.2 Disability support

Supporting people with disability to realise their full potential promotes development, and improves the lives of people with disability, their families, and communities. While it is not mandatory for people with disability to be able to access activities delivered through the ASG, grant applications which aim to improve the access and inclusion of people with disability, either directly or as a secondary outcome, are strongly encouraged.

- **Direct outcome** grant activities that impact on people with disability might include a project that improves physical accessibility or provides additional specific teaching and learning resources suitable to a student with disability.
- **Secondary outcome** grant activities that impact people with disability might include a project that increases access or quality of health care in a community where a person with disability resides or increases the classroom resources available to a teacher who is teaching one or more students with a disability as part of a mainstream education program.

You may not be aware of the presence of people with disability when you commence the project. You may only find out as you are implementing. Please ensure your completion report stated where your activity **does** benefit people with disability.

## 4.2 Climate change

Development activities such as AGS can address climate change, by lowering emissions, increasing a community's adaptation and resilience and/or protecting biodiversity.

Applicants are welcome to submit grant applications directly addressing climate change. For grant activities that do not directly address climate change, applicants should consider if activities may have a positive impact as a secondary benefit.

- **Direct outcome** grant activities that could impact on climate change might include improving disaster management and preparation, using alternative energy, attending a climate change academic forum in Australia, changing farming practice to reduce the use of burning, or protecting/replanting a mangrove intertidal zone.
- **Secondary outcome** grant activities might include increased preparedness to address communicable diseases, or a more reliable water supply at a remote health clinic.

For more information on the Australia Government's approach to climate change action, visit <https://www.dfat.gov.au/about-us/publications/climate-change-action-strategy>

## 5 Conditions of participation

The following conditions apply for AGS applicants and their organisations:

- Sign and adhere to the terms and conditions as outlined in the Grant Agreement.
- Alumni and their organisations with a current continuing grant cannot apply for another grant
- Alumni and/or their organisations that have not fulfilled the requirements of previous Grant Agreements are not eligible to submit new grant proposals.

**A Grant Agreement is a legally binding document.** Grantees must comply with all reporting and financial acquittal requirements outlined in the Grant Agreement. Failure to meet agreed obligations may preclude the grantee from future AAPNG activities and may result in legal action for the return of funds provided to the Grantee by AAPNG under the Grant Agreement.

## 6 Grant activities

### 6.1 Grant categories

There are two categories for grants, depending on the grant value and activities. Each category has different application procedures and approval processes.

Across all categories, **all** activities must clearly contribute to one of the three AAPNG EOPO (refer to Objectives section 2).

#### 6.1.1 Category 1: Simple procurement up to K5,000

- **Medical kits** procured by AAPNG for nursing and midwifery alumni who are practicing or undertaking outreach visits in rural or remote health centres.
- **Teaching kits** procured by AAPNG for alumni who teach daily in the classroom. Priority will be given to teachers located in rural and remote areas and alumni working in teaching institutions. Consideration may be given to alumni who are not teachers, but who are supporting a teacher in remote areas through the donation of the kit.
- **Small value** projects that will support the alumni or organisation contribute to AAPNG EOPO. An example might be to travel to Australia to attend a conference or symposium

related to the Grantees area of specialisation where AAPNG will pay specified costs up to the grant amount.

Category 1 grants must be completed within three months.

### 6.1.2 Category 2: Simple activities up to K10,000

- **Knowledge sharing activities** for the alumni and for their organisation. This could include **delivery** of training, seminars, or workshops, development of white papers or journal articles, presentation at conferences, joint research with Australian learning or research institutions, participation in professional associations and peak bodies, professional visits to exchange expertise, skills, and knowledge; and strengthening of people-to-people links between PNG and Australia.
- **Capacity building and outreach activities** that support the alumni to contribute to the development of a particular aspect of an organisation that improves the lives of people and promote better services. For example, improving water security at a health clinic where the alumnus works through installation or repair of water tanks.

Alumni seeking funding for Category 2 activities are encouraged to work with Australian organisations and/or to seek co-funding where appropriate. Written agreements for co-funding agreements must be in place prior to submission of AGS applications.

Category 2 grants must be completed within six months.

## 6.2 Eligibility Criteria

Regardless of category, all AGS activities must meet a range of criteria.

### 6.2.1 Demonstrate purpose.

All AGS activities must:

- Address at least one of the priority sectors or thematic areas of AGS (Section 1.1 and 1.2 above); and
- Contribute to at least one AAPNG Program Objectives (Section 2 above).

### 6.2.2 Implementation approach including clear outputs and outcomes.

All AGS activities must:

- Demonstrate tangible outputs and outcomes that will benefit the community or organisation.
- Have activities that are realistic, clear, and feasible.
- Be innovative, sustainable and resource effective.
- Have a well-defined work plan and timeline for delivery.

Outputs and Outcomes are defined below.

**Output:** Tangible product such as training delivered, a medical kit, a journal article, a workshop delivered, etc.



**Outcome:** A positive change or impact. For example, nursing staff at a remote medical clinical obtaining resources for village outreach visits, In-service Teacher training participants having increased skills in classroom management or increased publicly available knowledge on climate change mitigation and resilience in PNG with the publication of a journal article.

### 6.2.3 Ownership

All AGS activities must demonstrate ownership and sustainability of activities, by:

- Demonstrating links to the knowledge and skills gained through the alumni's study in PNG or Australia.
- Demonstrating organisation commitment to the grant activity and goals.

### 6.2.4 Complementarity

Activities must complement and enhance other initiatives underway in the target organisation. Activities **must not** duplicate other funded activities or initiatives.

### 6.2.5 Financial investment

All proposals must:

- Include a detailed and itemised budget.
- Represent value-for-money.
- Demonstrate commitment of co-funding from organisation or in-kind support, where applicable.

### 6.2.6 Equitable access

All applications must demonstrate consideration of how the grant will ensure women have access to grant activities.

All activities must apply principles of do no harm, ensuring that they do not exacerbate existing gender inequalities or circumstances for people with disabilities.

## 7 Ineligible activities

Although applicants to the AGS are encouraged to consider innovative projects or new activities, some activities are not eligible for funding. The major types of activities that are ineligible include:

- Any form of partisan political activity
- Fees (tuition, enrolment, attendance) for formal studies, training, or short courses in PNG, Australia or elsewhere or graduation ceremonies
- Religious activities
- Activities for which applicants already receive funding from the Australian Government or which outcome of proposed activity does not meet AGS objectives.
- Purchase of plant or capital equipment

- Procurement of personal protective equipment.

In addition, the following expenses are not eligible for funding under any circumstances:

- Recurrent costs such as office rental, salaries and allowances, vehicle running expenses, office supplies, transportation costs, and electricity bills.
- Standard office equipment such as computers, photocopiers, cameras, and mobile phones etc. Only equipment specifically required for implementing activities, such as research materials, will be considered.
- Expenses involving the procurement of land and/or compensation payments of any type.

## 8 Conflict of interest

The AGS has a strict conflict of interest expectation for alumni. Grantees listed in the AGS application proposal cannot not be paid for their participation in the grant activity or have a direct financial interest in any organisation that will benefit from the grant. For example, the grant cannot be used to sub-contract an organisation or service provider connected to the grantee. Applicants need to submit a completed 'Conflict of Interest Form' with their grant proposal.

Where a conflict or potential conflict of interest arises after the Grant has been approved, a Grantee should immediately discuss the issue with AAPNG.

Where an un-declared conflict of interest is discovered, this will be regarded as fraud by AAPNG. In these cases, the Grant will be terminated, and the Grantee will be asked to return funds to AAPNG.

## 9 Grant duration

Grant implementation should commence within three months of funding approval. In case of a delay in commencement, the grantee should notify AAPNG immediately and propose a new start date not exceeding six months from the grant approval date, with new implementation timelines. Failure to commence within the stipulated time period may result in withdrawal of the grant.

Grant activities must be completed within the maximum timeframe for each grant category.

# 10 Grant assessment

## 10.1 Proposed Evaluation Criteria Weighting

Applications will be competitively assessed on the evaluation criteria discussed in Section 6.2, above with the following weighting proposed to the Selection Panel. Note: The Selection Panel may choose to adjust the weighting, however all applications in each category will be assessed like for like with the same weighting scale.

Criteria	Category 1	Category 2
Purpose	30%	30%
Ownership	20%	20%
Methodology	20%	20%
Complementarity	N/A	N/A
Financial Investment	15%	15%
GEDSI	15%	15%
TOTAL	100%	100%

## 10.2 Grant rounds & activities timelines

AAPNG will aim to hold up to three rounds each calendar year. The opening of each round of applications will be advised through email, 360Alumni, social media and traditional media. The application and assessment process timeline are outlined below.

Grants application activities	Applications Open	AAPNG Assessment	Selection Panel Convenes	AAPNG responds to Panel Feedback	Agreement in place
Time frames	Five weeks	Three weeks	One Week	Three weeks	Two Weeks

# 11 Grant Administration

## 11.1 Grant application

Grant applications must be completed via the online Australia Awards SmartyGrants platform. Applicants must have a SmartyGrants account to submit an application.

Applications will be assessed on what is submitted through SmartyGrants, therefore all supporting documents must be submitted with the application through this platform.

## 11.2 How to apply

All applicants should use the following link to start a new grant application: Login or Register - Australia Awards PNG(<https://australiaawardspng.smartygrants.com.au/r1-24> )

Information on how to use the system to apply is provided below.

### 11.2.1 Logging in or registering

Alumni who **have an existing** account on SmartyGrants should click 'login' and use their existing details to login.

Alumni who **do not** have an existing account should click on "Register," enter their preferred email address, and create a password. Once this is completed, the user will be able to start a new grant application submission for the grant round.



### 11.2.2 Accessing a new grant application round

To start a new grant application, log in using your registered user details.

If you have a previous grant application, it will appear on your home page.

If the grant application round is open, you will see an option to start a new grant application.

### 11.2.3 Completing your application

You will automatically be logged out of your application if you have not saved your progress or navigated between pages after **30 minutes**.

To allow you to easily collaborate with others in your organisation, and ensure spelling and grammar are all correct, we recommend drafting your response using a Word document. You can then transfer the information into each section of the application form.

The application form has a **Navigation Bar** which allows you to quickly jump to various pages in the application form. You can also use the **Next Page** and **Previous Page** buttons to navigate between pages.

#### 11.2.4 Saving your application

When you start a new grant application, please save your progress regularly (we recommend every 5 to 10 minutes). You can do so by clicking the **Save Progress** button.

Should you wish to save your application and close it at any stage, you can do so by clicking the **Save and Close** button. You can return to your saved application under **My Submissions** at any time and continue from where you stopped. Remember, do not forget your login details, keep it safe.

#### 11.2.5 Attaching files to your application

The maximum file size that can be uploaded is **25 megabytes**, although we strongly recommend keeping files **under 5 megabytes**. To attach a file to your application, follow the steps below:

1. Click "Attach a file."
2. Navigate to the file you wish to upload and click "**Select.**" The file will begin to upload. The progress bar will indicate that the file is being uploaded.
3. When the file is uploaded successfully, the progress bar will disappear and a link to the uploaded file will show, with the option to remove the file.

#### 11.2.6 Submitting your application

Review your application carefully before submission. You will not be able to make any changes after it has been submitted.

When you have completed the last page of your application, you can review it by clicking on **Review**. When you are satisfied with the application, you can press **Submit**. You will receive a confirmation email when your application has been successfully submitted.

You can either print or download a copy of your application before submitting it by clicking on **Download PDF** or log back into SmartyGrants at any time to view the completed submitted application. You will also receive a copy of the application via email after submission.

### 11.3 Grant approval procedures

Submitted applications are assessed on a competitive basis overseen by the Alumni Grants Assessment Panel comprising representatives of the Australia Awards PNG Joint Steering Committee.

Applicants may be asked to provide additional information, including resubmitting the proposal if required. Applicants may also be requested to attend an interview to discuss proposal details and implementation arrangements.

The proposal assessment is completed within six weeks of close of submissions.

All Assessment Panel decisions are final.

Approved grant applicants will sign a Grant Agreement with Tetra Tech International Development (as the managing contractor for AAPNG) which sets out the terms and conditions for payment of the Grant and the obligations of the Grantee.

## 11.4 Procurement

For medical and teaching kits AAPNG will directly cover the cost of the kits as well as courier costs as required.

AAPNG will work with grantees to identify the most appropriate approach to procurement.

If a grantee does not have a suitable partner organisation which can receive AAPNG funds, AAPNG will undertake the payment of services to service providers. However, the grantee is expected to undertake all procurement processes and have suppliers/service providers submit their invoice to AAPNG for payment.

In cases where procurement is likely to involve purchases over the value of K1,000, the grantee will be required to prove they sought at least three quotes for the service or product, and they chose the service or product that offers the best value for money.

### Value for Money (VfM).

The Australian Government, and thus AAPNG, applies the following principles in deciding which quote is considered VfM.

Economy	Efficiency	Effectiveness	Ethics
<ul style="list-style-type: none"> <li>▪ Cost consciousness</li> <li>▪ Encouraging competition</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence based decision making</li> <li>▪ Proportionality</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance and Risk Management</li> <li>▪ Results Focus</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accountability and transparency</li> </ul>

## 11.5 Grant payments

All funds approved and received must only be used for expenditure on the activities specified in the approved Grant Proposal.

AAPNG reserves the right at any time to withhold grant payments if it is not satisfied with the performance of a grantee.

If tranche funding is required for the grantee to facilitate small cash payments, funds will be paid to the organisation for them to make payments, not to the individual alumni. If necessary and appropriate, the local PNGAAA Chapter can act as the facilitating organisation, although this should be confirmed with AAPNG.

Payment amounts must be fully acquitted for with the appropriate documentation. A payment schedule in the Grant Agreement will outline the payment of grants and the deliverables that will trigger each tranche.

Any unspent grant funds must be repaid by the grantee's partner organisation to AAPNG at the completion of the grant.

## 11.6 Financial records for grant

Grantees must retain all financial records for the implementation of the grant activity for a period of seven (7) years following the completion of the grant.

## 11.7 Monitoring and reporting

Grantees must report on and acquit their activities using the approved AAPNG templates, which will be provided on commencement of the activity.

All grantees must provide an Activity Completion Report within 30 days of activity completion.

All awardees are encouraged to compile 'photo essays' which capture important milestones and activities during the grant implementation stage.

AAPNG will keep in regular contact with grantees to monitor implementation progress and may ask for additional progress reporting via meetings and emails. AAPNG will on a case by case basis visit grantees during implementation of projects and on completion to capture success stories and lessons learned.

## 11.8 Grant promotion

Showcasing AGS achievements and outcomes is an important part of achieving the overarching objectives for the AGS, AAPNG overall and the broader PNG-Australia Partnership. Grantees are encouraged to publicise the grants and their results through their own networks.

AAPNG may also promote individual AGS activities, participants and impacts through a range of mediums, including events, social media, traditional media (newspaper, radio, and television) and through Australia-based channels. To support AAPNG in this, grantees may be asked to provide suitable photographs and other relevant materials.

## 11.9 Acknowledgement of funding

Australian Government funding through the PNG-Australia Partnership, should always be acknowledged. This includes acknowledging the source of funding in publications, reports, at training courses and workshops, and in presentations at conferences and other public events. Grantees should contact AAPNG for specific guidance prior to publications or public presentations.

The grantee should also make it clear that they are solely responsible for the information provided in publications and/or reports on their grant, and that this is not necessarily endorsed by the Australian Government or AAPNG.

## 11.10 Termination of grant

AAPNG may suspend immediately and then terminate a grant if it reasonably believes the grantee has:

- Breached the terms and conditions of the Grant Agreement; or

- Provided false or misleading statements in their application for the grant; or
- Engaged in serious misconduct including acting illegally, negligently, or fraudulently; or
- Performed unsatisfactorily at any time during the implementation of the grant activity.

## 12 Fraud

AAPNG has a zero-tolerance policy on fraud and is committed to minimising the possibility of fraud for program activities.

Fraud means dishonestly obtaining a benefit, or causing a loss, by deception or other means, and includes alleged, attempted, suspected, or detected fraud.

Grantees and any of their associates engaged in the grant activity must not engage in any fraudulent activities and must undertake appropriate measures to prevent and detect fraud. Grantees are responsible and accountable for preventing and reporting any alleged, attempted, suspected, or detected fraud to AAPNG within five (5) days of becoming aware of these circumstances/events.

## 13 Child Protection

AAPNG has a zero-tolerance policy toward the exploitation of children and is committed to upholding and implementing the Australian Government's mandatory child protection compliance standards aimed at protecting children from exploitation and abuse.

Grantees and any of their associates engaged in the grant activity must understand their obligation for managing risks to children and act accordingly. Grantees must comply with Tetra Tech's Code of Conduct which sets standards for personal behaviour, which will be provided in the draft Grant Agreement.

AAPNG expects grantees to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse in the course of their grant implementation. Grantees are responsible and accountable for immediately notifying AAPNG if any person engaged in grant activity is accused of, charged with, arrested for, or convicted of criminal offences relating to child exploitation and abuse.

## 14 Preventing Sexual Exploitation, Abuse and Harassment

AAPNG has a zero-tolerance policy towards sexual exploitation, abuse, and harassment of any kind. This applies to our own staff and activities and extends to those activities conducted by our partners, including alumni grantees. AAPNG, alongside many other organisations in PNG, works to protect vulnerable people through safeguarding polices and



approaches that enhance accountability, improve support, and drive cultural change through strong leadership.

Grantees **must** comply with DFAT's Preventing Sexual Exploitation, Abuse and Harassment Policy (available here: <https://www.dfat.gov.au/sites/default/files/pseah-policy.docx>) which sets out expectations and requirements in this area. Grantees are responsible and accountable for immediately notifying AAPNG if any person engaged in grant activity is accused of, charged with, arrested for, or convicted of criminal offences relating to sexual exploitation, abuse, or harassment.

## 15 Further information

Any queries in relation to the AGS, including applications or activity proposals, should be sent to the AAPNG Scholar and Alumni Engagement Team at:

Address: Australia Awards Papua New Guinea, Ground Floor, Stage 2, Westpac Building, Waigani Drive, NCD

Phone: 675 321 1766 Fax: 675 321 1828

Email: [grants@australiaawardspng.org](mailto:grants@australiaawardspng.org)

Website: [www.australiaawardspng.org](http://www.australiaawardspng.org)

AAPNG SmartyGrants: Login or Register;  
<https://australiaawardspng.smartygrants.com.au/r1-24>

