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# **Australian Alumni Grants Round 2023-2024**

# **Australian Embassy, Brazil**

**Australian Alumni Grants Round**

**Invitation to Submit an Application**

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## Section 1: Eligibility

Instructions for Applicants:

The Australian Embassy is seeking grant applications for the Australian Alumni Grants Round in Brazil. Please read the Guidelines to ensure you are eligible.

### Australian Alumni Grants Round - Purpose

The purpose of the Australian Alumni Grants Round in Brazil is to support Brazilian alumni of Australian institutions to undertake projects which strengthen Brazil-Australia collaboration in education, science, research and innovation.

The expected outcomes of the Grants Round are:

* **Concrete project achievements in education, science, research or innovation**
* **Strengthened people-to-people, institutional and community networks, collaboration and connections between Brazil and Australia**

### Eligible sectors

Projects may be in any field that supports the Embassy’s objectives in:

* **Strengthening Brazil-Australia collaboration in education, science, research and innovation**
* **Strengthening trade, investment and other business linkages between Australia and Brazil**
* **Leveraging the position and influence of alumni to support the Australia – Brazil relationship and G20 thematic outcomes; such as sustainable development, climate change, and women’s empowerment**

### Eligible applicants

Institutions are expected to apply, with the project lead to be an alumnus. Alumni are Brazilian nationals residing in Australia or Brazil who studied at a recognised Australian educational institution, including:

* + - Recipients of Australian Government scholarships
    - Private fee-paying students
    - Recipients of Australia Awards Fellowships and Short Courses Awards
    - Individual alumni
    - Groups led by alumni (the group may include non-alumni members)
    - Organisations involving alumni
    - Exchange students

Applicants *must* provide a copy of their testimonial, statement of graduation or other documentary evidence to prove their eligibility.

### Grant amount and timelines

Grants of AUD5,000 up to a maximum of AUD8,000, to be implemented within 1 year. A detailed project plan is due in mid-May 2024 and full acquittal by May 2025.

### Eligible Activities

* + - Training, workshops, seminars
    - Capacity building, mentoring or coaching
    - Academic Research, R&D and innovation
    - Knowledge or technology transfer
    - Networking programs
    - Public awareness campaigns
    - Organisational strengthening
    - Community development activities

### Ineligible activities and expenditure

* + - Any personal items not relevant to the implementation of the grant activity
    - Individual activities such as attendance at conferences or contributions to further study
    - Fixed assets or property
    - Administrative salaries and standard operating costs
    - Activities for which the expense has already been incurred
    - Activities which discriminate against any group, or which promote a particular political or religious viewpoint.

## Section 2: Deadlines

Applications close at 5:00pm (Brasilia time) on 29 February 2024. Late applications will not be accepted.

Applications may be deemed ineligible if they are incomplete, do not include the requested documentation or do not address the selection criteria.

|  |  |
| --- | --- |
| Table 1: Invitation Details | |
| Name of Program: | Australian Alumni Grants Round |
| Closing Time: | 5:00pm (Brasilia time), 29 February 2024 |
| Contact e-mail: | Alumni.Brasilia@dfat.gov.au |

## Section 3: Application Form

Instructions for Applicants:

Applicant *must* complete Sections 3.1 to 3.6 of this form.

Section 3.1: Applicant Details

|  |  |  |
| --- | --- | --- |
| Table 2: Applicant details | | |
| Name of applicant institution |  | |
| Name of alumni lead applicant/s |  | |
| Type of Alumnus | Did you receive an Australian Government scholarship (Australia Awards scholarship or other?) |  |
| Education – please attach evidence of your studies at an Australian institution | Provide details of your education:   * Australian university or institution * Vocational education and training * Certificate * Diploma * Degree * Masters * PhD |  |
| Name of main contact person (including title ie Mr/Mrs/Dr etc) |  | |
| If working with other Australia Alumni, please include names of all alumni applicants and whether they received an Australian government scholarship. |  | |
| Physical address (including city, postcode, country) |  | |
| Work phone number |  | |
| Mobile phone number |  | |
| Email address |  | |
| Name of partner institution in Australia and/or Brazil (if applicable) |  | |
| Partner institution details:  Name of partner institution;  Point of contact;  Address;  Phone number;  Email. |  | |
| Have you previously received funding from the Australian Government? If yes, please give details:  Name of activity; Funding period; Funding amount. |  | |

Section 3.2: Proposal Summary

|  |  |
| --- | --- |
| Table 3: Proposal Summary | |
| Proposal Title/Program Name |  |
| Geographical Location |  |
| Project Start Date |  |
| Project End Date |  |
| Short summary and objective(s) |  |
| Total Funds requested from Australia | AUD |
| Any institutional contribution (including in-kind) |  |
| Have you sought funding for this project from any other source? If yes, give details. |  |
| Total Project Cost | AUD |

Section 3.3: Detailed Project Proposal

|  |  |
| --- | --- |
| Table 4: Detailed Project Proposal – Maximum 2 pages in total | |
| 1. Brief Background to the Situation [one paragraph] | |
| *Outline the relevant background to the project – why is it needed?* | |
|  | |
| 2. Brief Background to Applicant [one paragraph] | |
| *Provide a brief introduction to the Applicant and their role in the program.* | |
|  | |
| 3. Project Activity Description [Maximum one page] | |
| 1. *Outline the planned activities, breakdown of funds against each activity and schedule of the project.* 2. *Identify who will be the implementing partner institutions/stakeholders and how you will work them.* 3. *Describe what, if any, publicity will be used.* | |
|  | |
| 4. Direct and Indirect Beneficiaries [Maximum one paragraph] |
| *Provide numbers of people who will directly and indirectly benefit from the program. Assess who the program will benefit.* |
|  |
| 5. Project Outcomes and Impact [Maximum two paragraphs] |
| *Project outcomes need to be clear, realistic and measurable within the project timeframe. Four project-specific results should be outlined, as well as how the results will be monitored and measured.* |
|  |

Section 3.4: Proposed Budget

Instructions for Applicants:

Applicants must complete this table, but columns may be deleted as appropriate.

Total funding requested from Program:

Total budget for the Project (including other contributors):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Table 5: Proposed Budget | | | | | |
| Description | Applicant contribution | Counterpart/ Partner Contribution | Third Party Contribution | Australian Embassy funds requested | Total |
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| TOTAL |  |  |  |  |  |

Section 3.5: Referee Information

Applicants *must* attach contact details (phone and email) of two external referees.

|  |  |  |
| --- | --- | --- |
| Table 6: Referee details | |  |
| Name of Referee | Position and Institution | Phone and Email |
|  |  |  |
|  |  |  |

Applicants *must* ensure that their nominated referees:

1. are not employees of the same organisation as the applicant, or the holder of a current executive office (or similar position) within the same organisation, or have a business association with the organisation or a subsidiary organisation of the organisation
2. are not their immediate family members, have no direct financial interest in this activity
3. are not current or former Australian Embassy Employees
4. are available to be contacted in the 3-week period after the closing time
5. are able to provide comments in English

‘Former Australian Embassy Employee’ means a person who was previously employed by the Embassy, whose employment ceased within the last nine (9) months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of the program with which this grant program is associated.

Section 3.6: Applicant’s Certification

|  |
| --- |
| Applicant’s Certification |
| * I have read the information provided in the Australian Alumni Grants Round Guidelines. |
| * The statements in this proposal are true to the best of my knowledge |
| * I acknowledge that if I am found to have made false or misleading material claims or statements in this proposal or in this certification, the Australian Embassy will reject at any time any proposal lodged by me. |
| * I acknowledge that this proposal will be assessed on its merits, and compared to other proposals, and that it may not be funded, or it may not be funded at the amount requested. |
| * I warrant that I will use my best endeavours to ensure that all personnel involved in the Activity are of good fame and character. |
| * I warrant that I have not received grant funding for this Activity from another source other than that declared in Section 3.2 of this proposal. |
| * I warrant that this proposal has not been prepared with the assistance of any current Australian Embassy employees or Former Australian Embassy Employees or with improperly obtained information. |
| Signature: |
| Name in Full: |
| Position in Organisation: |
| Date: |

Section 3.7: Selection Criteria

Applications will be assessed against the following criteria.

|  |  |  |
| --- | --- | --- |
| Criteria | Weighting A | Assessment Question |
| 1. Development Need | 20% | Does the project address a priority areas such as education, research, trade/investment, building linkages between Australia and Brazil and supporting Australia’s G20 engagement with Brazil? |
| 2. Links with Australia | 20% | Does the project involve Australians? Does it strengthen links between Australian and Brazilian  organisations? |
| 3. Project Design | 20% | Will proposed activities result in the expected outcomes? Are they sufficient? Is the approach or thinking  innovative? |
| 4. Value for Money and Scale Up | 10% | Will other Brazilian or Australian organisations contribute financially to the cost of  the project? Does the project represent value for money?  Would more  people benefit if the project was expanded or delivered again with a  follow-on grant? |
| 5. Social Inclusion and Sustainability | 10% | Will beneficiaries continue to experience expected results after the project ends?  Will the project strengthen organisations to ensure that results are sustained?  Will the project benefit people who belong to marginalised or  disadvantaged communities? |
| 8. Risk Management | 10% | 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? |
| 9. Communications | 10% | Will other Australian alumni see the project story as being interesting? Does it have value as a communications piece to the Australian Embassy in Brazil? |
| Total Score | 100% |  |