

# Introduction

This application form is comprised of 12 sections (detailed below). Please ensure **all sections are complete** before submitting your application. Incomplete applications may be deemed ineligible for assessment.

Please email your complete application to alumni@laosaustraliainstitute.org **by 05:00pm on Monday, 09 May 2022**. If your files are too large to send in an email, please save them to a file sharing service, such as Dropbox or Google Drive and send us a link to the files.

All applications should be completed in English. If you require assistance to complete your application in English, please contact us at alumni@laosaustraliainstitute.org.

Sections to complete:

1. Application Checklist
2. Grant Leader Contact Details
3. Other Grant Member Contact Details
4. Conflict of Interest Declaration
5. Application Form
6. Risk Assessment
7. Work Plan
8. Budget
9. Tranche Payment Schedule
10. Scan of ID
11. Curriculum Vitae
12. Letter of support

# Application checklist

Please ensure *all* documents are completed and attached

|  |  |
| --- | --- |
| APPLICATION CHECKLIST  | Office Use Only |
| [ ]   | 1. Application checklist
 |  |
| [ ]  | 1. Grant Leader contact details
 |  |
| [ ]   | 1. Other team members contact information
 |  |
| [ ]   | 1. Conflict of interest declaration
 |  |
| [ ]   | 1. Application form
 |  |
| [ ]  | 1. Risk assessment
 |  |
| [ ]   | 1. Work plan
 |  |
| [ ]  | 1. Budget (spreadsheet)
 |  |
| [ ]  | 1. Tranche Payment Schedule
 |  |
| [ ]  | 1. ID
 |  |
| [ ]  | 1. CV
 |  |
| ☐ | 1. Letter of Support
 |  |
|  | Signed ……………………… …… Date:……… ………[applications must be signed to be considered] |  |

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| --- |
| INNOVATION TITLE |
| Name of Innovation |  |
| Innovation Dates (overall) | *[dates must be between May 30, 2022 – Nov 25, 2022]* |

# Grant Leader Contact Details

|  |  |
| --- | --- |
|  Contact name | *(please put name of the innovation Team Leader: first name, last name, nickname)* |
| Contact Address |  |
| Contact phone |  |
| Contact email |  |
| Type of Alumni |  |
| University/institutions attended | *(please provide* ***name*** *of institution,* ***location*** *you undertook study and* ***year completed****)* |
| Employment organisation and title (if applicable) |  |
| Is this application being submitted by one alum, or a group of alum?  | *(if other alumni involved, please list all that apply: first name, last name, nickname)* |

# Other Grant members contact details

If this is a group application from two or more alumni, please providedetails of all alumni other than the Grant Leader in this section.

|  |  |  |
| --- | --- | --- |
|  | Alumni grant member no 2  | Alum grant member no 3  |
| First name |  |  |
| Last name  |  |  |
| Nick name |  |  |
| Type of alumni |  |  |
| Institutions studied at |  |  |
| Degree/courses studied |  |  |
| Year studies were completed  |  |  |

# Conflict of Interest Declaration

Grant Leader to complete either Section A OR Section B of the below conflict of interest declaration

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| Section A |
| There are no known conflicts of interest by the grant team listed above which may impact the application for this grant.Signed…………………………………………..Name…………… …………………Date………………………………………………….. |
| Section B |
| The following Grant team members identified in this application declare a conflict of interest with regards to this grant: (please list team members)And the conflict of interest is: (For example, please notify us if the Grant members:work for the Government of Lao PDRwork for the Government of Australiaif they have a personal vested interest in an organization being subcontracted to provide goods or services through the grant- ie they own or work for the organizationif they have knowledge about the project which may put this application at an unfair advantage for receiving the grant. Please provide as much detail as possible). Signed………………………………………………………..Name…………………………………………………………Date………………………………………………………….. |

# Application Form

Please note that innovations working directly with children will not be considered. Please discuss with the Alumni office at the Australian Embassy if you seek clarification.

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| --- | --- |
| 1. Name of Innovation | *[Enter innovation title here. Please make sure it is the same as written above]* |
| 2. Please details which thematic area this application aligns with and how | *[Must align with either Lao-Australian bilateral cooperation, including cultural*, *social and economic relations of the two nations Health Security, Poverty reduction or Economic Recovery to be considered, and this alignment must be demonstrated throughout your application]* |
| 3. What problem does it aim to solve? | *[please describe the main elements of the innovation and how it solves the problem]* |
| 4. What specific outcomes do you plan on achieving? | *[Outcomes should indicate the change in knowledge, skills, behaviour or state that will occur if the innovation is successful. Outcomes should relate to one of the key areas of Lao-Australian bilateral cooperation, including cultural*, *social and economic relations of the two nations Health Security, Poverty reduction or Economic Recovery]*Examples of outcomes indicators and how will success be measured

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| --- | --- |
| Outcome indicators | How will success be measured  |
| Number of trainees improve their tailor skills | XX trainees received sewing training  |
| Farmers in Luangnumtha province strengthen their capacity for organic farming  | XX% of farmers completed the training  |
| Percentage of targeted people living with disability increase knowledge of food security  | XX% increase in knowledge in food processing for long term consumption by participants in practical workshops  |

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| 5. Total cost of innovation (in AUD or LAK) | [This should be aligned with your total cost in the budget template (Excel spreadsheet) and the total indicative amount in section8. Tranche payments schedule] |
| 1. Amount of funding being sought from the Alumni Innovation Fund (in AUD or LAK).
 |  |
| 1. If the amount of funding being sought from the Alumni Innovation Fund is less than the total cost of the Innovation, where do you plan to receive the rest of your funding from?

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| 8. Innovation start date | *[The start date must be by May 30 2022]* |
| 9. Innovation end date  | *[The end date must be by Nov 25 2022]* |
| 10. State/region, city, and township where innovation activities will occur |  |
| 11. Who are the main beneficiaries of the innovation?  | *[Who are the main beneficiaries of this innovation? Please include estimates of the number of people who will benefit]* |
| 12. How will this grant be implemented?  | *[Please provide an overview of how the innovation will be implemented and how challenges will be addressed. Being mindful of current/future Government restrictions around social interaction and travel, how will this innovation/activity be implemented? (How will those outcomes be achieved?) (100-200 words)]* |
| 13. How did you come up with the idea for this grant?  | *[Please provide details of consultations with other Alumni, community groups Lao or Australian organisations etc.]* |
| 14. How will you promote the innovation?  | *[Please detail all social media, as well as Lao media, local networks and other professional or personal networks you will use to promote your innovation? If you have a timeline for promotional activities, please include that here)* |
| 15. How does this innovation involve participation by women and how are women supported through this activity?  | *[Briefly provide details of the inclusive participation strategy which ensures both men and women participate and benefit from this innovation]* |
| 16. How are marginalized groups benefitting from this innovation? Which groups are benefiting? Is the benefit meaningful to the group/s?  | *[Marginalised groups might include persons with disability, women, people from diverse ethnic backgrounds, LGBTI identifying people and others who are underrepresented in society].* |
| 17. Has the Grant Leader previously received Alumni Grants funding? | *[If yes, provide details e.g. innovation, amount, year]* |
| 18. Are any of the team members currently receiving other support from the Australian Government or another Australian organisation?  |  |
| 19. Is there a partnering organization? Who?  | *[If yes, provide attach a letter of support, detail in 12. Letter of support]* |

# Risk Assessment

Please identify 2-4 risks to this grant implementation, including risks associated with the delivery of the activities, achievement of results, the use of grant funding, and the reputation of LAI and DFAT.

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| Please specify the real or potential risks associated with the innovation. Please tick one or more of the boxes below.[x]  Physical risks [ ]  Child protection risks [ ]  Environmental risks [ ]  Political risks [ ]  Economic risks [x]  Social risks |
| Please provide a brief outline of how you will manage these risks (**100-200 words** for each risk identified):* 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.

*At least 1 risk must describe how COVID-19 can impact your project and what steps you will take to ensure your project can still be completed.**For example: The COVID-19 is directly impacted my project in terms of participation and engagement of participants. However, thanks to technological advancements, social media and online connecting platforms such as Zoom, Facebook and WhatsApp, will provide significant opportunities to allow the participants being connected and coordinated with each other. Moreover, to avoid risk of community transmission of the COVID-19 infection, the project will mainly deliver online for the training. The face-to-face meeting can possibly be held only for orientation and closeout meetings. Nevertheless, the project will be flexible and reliable for face-to-face meetings with a close monitoring to the COVID-19 situation in Vientiane and according to the prevention measures and regulations of Emergency Operation Centre.*  |

# Work Plan

Your workplan must include at least two proposed dates that the Embassy along with LAI can visit the project and obtain public diplomacy materials in the form of film or photos. The visit must coincide with when the project is being implemented ***not*** for opening/closing ceremonies, meetings or formal presentations. An example of a previous field visit can be seen [here](https://www.facebook.com/775785649203560/videos/2929507933971603). Please note, these dates will be indicative only and will be confirmed if successful in receiving a grant.

| No | Activity / task(please number these) | Expected Dates /Implementation timeline | Person or people responsible | Indicator / evidence of implementation(how will you know if it is on track or complete?) |
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| Please add extra rows as necessary |
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# Budget

Please attach a Budget spreadsheet using the template provided.

Please include:

* Activity/Task number (from Work Plan above) and sub-activities if applicable
* Budget items (e.g. transport, printing, online meeting room hire) and unit costs against activities/tasks
* Estimated budget overall (sub-totals and totals).
* Please note that small contingency budget will be included in the application to cover unexpected expenses.

*NB: This budget may have to be reviewed if costs do not align with the project proposal.*

*NB: A maximum of 20% of total budget can be allocated to project management fees, consultant fees or other fees which directly benefit the alumni involved in the project.*

# Tranche Payment Schedule

Please read the **Financial Guidelines** and complete your **budget** before completing this section.

NB: The total indicative amount in this section should be aligned with your total cost in the budget template (Excel spreadsheet) and the total cost of innovation in 5. Application form.

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| TRANCHE PAYMENT SCHEDULE A Grant disbursements schedule is to be nominated by you below. This may be subject to negotiation. Your schedule must include at least three and up to five payments. |
| No | Payment date  | Indicative amount in AUD or LAK | Percentage of the overall grant value  | Comment |
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# Scan of ID

Please attach a copy of your personal identification document. This could be your identification card or your passport. Your personal data including name, citizenship and photograph must be shown clearly (applies only for Grant lead/applicant).

# Curriculum Vitae (CV)

Please attach a brief summary of your education, work history and necessary skills and experiences. Keep your CV brief, ideally to a maximum of two pages. (applies only for Grant Leader).

# Letter of support

Please attach letters of support from *all* Lao and Australian organisations collaborating in the proposed project.

*NB: A letter of support is only required if you are partnering with an organisation or if you need support from a ministry to implement the project*