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| ***Official use only:****(Mo le Ofisa)* | Date received: APP No. |
|  | **APPLICANT DETAILS / FAAMATALAGA O LE O LOO TALOSAGA** |
| **Name of organisation/group:***(Igoa o le fa’alapotopotoga)* |  |
| **Contact person:***(Igoa o le Ta’ita’i o le Polōketi)***Village:** (*Nuu*)**Telephone:** (*Numera Telefoni*)**Email:** (*Imeli*) |  |
| **Description of your organisation/group:** *(Fa’amatalaga o le fa’amoemoe o le fa’alapotopotoga)* |  |
|  | **PROJECT DETAILS / FA’AMATALAGA O LE POLŌKETI** |
| **Project Name:** *(Igoa o le Poloketi Talosagaina)* |  |
| **Project Description:** *(Fa’amatalaga o le polōketi ma le sini autu)* |  |
| **Development Outcome:** *(Fa’amoemoega ausia o le atina’e)* |  |
| **Implementation timeframe of project:** *(Taimi fa’atulagaina e fa’atino ai le poloketi)* | **Please complete attachment 1** *(Fa’atumu Pepa Fa’apipii 1)* |
|  | **PROJECT FINANCIAL DETAILS / FA’AMATALAGA TAU TUPE O LE POLOKETI** |
| **Total amount requested in Tala (up to SAT20,000):** *(Aofaiga o le seleni talosagaina e le silia ma le $20,000)* | **Please complete attachment 2***. (Fa’atumu Pepa Fa’apipii 2)* |
| **Community contribution:** *Sao o le faalapotopotoga ma le alalafaga i le poloketi* | **Please complete attachment 2***. (Fa’atumu Pepa Fa’apipii 2)* |
| **Have you previously received Australian funding through Civil Society Support Program (CSSP) or the Direct Aid Program? If yes, please indicate.***Sa iai se fesoasoani a Ausetalia sa tu’uina atu muamua i le fa’alapotopotoga? Afai e ioe, fa’amolemole fa’ailoa mai.* |  |
| **Have you applied for funding from other sources? If yes, please indicate source.***Sa saili fesoasoani muamua i ni isi pa’aga? Afai e ioe, fa’ailoa mai.* |  |
| **Please indicate expected completion date for the project and date acquittal will be submitted?** *Fa’ailoa mai le taimi e fa’amoemoe e fa’amaeaina ai le polōketi o lo’o fuafuaina?* |  |
|  | **PROJECT RISKS AND SAFEGUARDS / TULAGA E ONO AAFIA AI LE FAATINOINA O LE POLOKETI** |
| **Are there any risks with the project? If YES, please complete Attachment 3.** *E iai ni tulaga e ono a’afia ai le fa’atinoina o le poloketi? Afai e IOE, fa’amolemole fa’atumu le Pepa Faapipii 3)* |  |
| **Will the project involve contact with Children (0-18 years old):** **If YES, please read and sign Attachment 4.***E ono aofia tamaiti (0-18 tausaga) i le fa’atinoina o le poloketi? Afai e IOE, fa’amolemole faitau ma saini le Pepa Fa’apipii 4)* |  |
|  | **CHECKLIST** |
| **Required supporting evidence: (*required attachments*)***Pepa manaomia ona fa’apipii ma le tusi talosaga* | [ ] Complete implementation plan *(Faatumu Pepa Faapipii 1)*[ ] Complete project budget summary *(Faatumu Pepa Faapipii 2)*[ ] Complete risk management template *(Faatumu Pepa Faapipii 3)*[ ] Supporting letter from village matai, MP or other (Tusi lagolago mai le Sa’o o le nuu, pulenuu, faipule poo isi) |
| **If involving contact with Children:** *Pepa fa’apipii pe afai e aafia tamaiti i le polōketi* | [ ] Signed Child Protection Code of Conduct *(Faatumu Pepa Faapipii 4)* |
| **SIGNATURES** (at least 3 members of the organisation/member to sign) **SAINIA** (e le itiiti ifo ma le 3 sui o le fa’alapotopotoga e saini) |
| NAME | POSITION | SIGNATURE | DATE |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| Please send in this form electronically to **Apia.DAP@dfat.gov.au** or hand in a hard copy to the Australian High Commission and address it to: The DAP Co-ordinator Australian High Commission APIA**NOTE**: All applications will be given careful consideration, but regretfully not all can be accepted. The Australian High Commission will respond to your request once the decision has been made. |

**ATTACHMENT 1 - IMPLEMENTATION PLAN**

**PEPA FAAPIPII 1 - FAATINOINA O LE POLOKETI**

|  |  |  |
| --- | --- | --- |
| **Start Date***Aso Amata ai* | **End Date***Aso Faamaea ai* | **Activity***Galuega faatino* |
| ***E.g.*** *April 2020****F.t.*** *Aperila 2020* | *March 2020**Mati 2020* | *Purchase training materials**Faatauina o mea manaomia mo aoaoga* |
| *March 2020**Mati 2020* | *May 2020**Me 2020* | *Implement training**Faatino aoaoga* |
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**ATTACHMENT 2 - PROJECT BUDGET SUMMARY**

**PEPA FAAPIPII 2 - OTOOTOGA O LE PAKETI MO LE POLOKETI**

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| --- | --- | --- | --- |
|  | **A - DAP Contribution***Fesoasoani talosagaina ($)* | **B - Community Contribution***Fesoasoani a le fa’alāpotopotoga ($)* | **Total Cost (A & B)***Aofaiga atoa* |
| **E.g.** *1. Training refreshments**2. Promotional materials*  | *$500* | *$500* | *$500**$500* |
| *TOTAL* | *$500* | *$500* | ***$1000*** |
| **1** |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| *6* |  |  |  |
| *7* |  |  |  |
| *8* |  |  |  |
| *9* |  |  |  |
| *10* |  |  |  |
| *TOTAL* |  |  |  |

**ATTACHMENT 3 - PROJECT RISK MANAGEMENT**

**PEPA FAAPIPII 3 - ALAFUA FAATAATIA MO LE FOIA O TULAGA E ONO AAFIA AI LE FAATINOINA POLOKETI**

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| --- | --- |
| **Risk** *Tulaga e ono aafia ai le polōketi* | **Risk managment***Gaioiga e faia e mautinoa ai e lē afaina le polōketi i nei tulaga* |
| ***E.g****. Shortage of training materials* ***F.t****. Le lava mea manaomia mo aoaoga* | *Contact multiple suppliers**Faatau mai le tele o faleoloa ae le o le fale e tasi* |
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**ATTACHMENT 4 - CHILD PROTECTION CODE OF CONDUCT**

**PEPA FAAPIPII 4 - TAIALA O LE AMIO PULEA MO LE MALU PUIPUIA O TAMAITI**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_engaged by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree that while implementing and coordinating DAP-funded activities, **we must:**

* treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
* not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
* not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
* wherever possible, ensure that another adult is present when working in the proximity of children
* not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
* not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor’s permission, and ensure that another adult is present if possible
* use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
* not use physical punishment on children
* not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
* comply with all relevant legislation, including labour laws in relation to child labour
* immediately report concerns or allegations of child exploitation and abuse in accordance with appropriate procedures
* immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with the Direct Aid Program that relate to child exploitation and abuse.

**When photographing or filming a child or using children’s images for work-related purposes, I must:**

* + assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
	+ obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain how the photograph or film will be used
	+ ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
	+ ensure images are honest representations of the context and the facts
	+ ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
	+ I understand that the onus is on me, as a person associated with the Direct Aid Program, to use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Office use only*: DAP COORDINATOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_