

Stretem Rod Blong Jastis (SRBJ)

Part of the Policing & Justice Support Program Vanuatu (PJSPV)

**ENGLISH - INSTRUCTIONS FOR COMPLETION OF THE APPLICATION FORM**

**Who may apply**: Agencies within the Ministry of Justice & Community Services and organisations that fall within the sector, including relevant non-government organisations may make applications for a grant under the *Stretem Rod Blong Jastis* (Vanuatu Law & Justice) Partnership Grants Facility.

**The application form**: The information required in completing the application form is intended to replicate as far as possible with the information that is required for DSPPAC grant application but for the requirements that it align with the *Stretem Rod Blong Jastis* (Vanuatu Law and Justice) Partnership (SRBJ) components.

**Applications will be considered four times a year**: For applications for funding to be considered by the Partnership Management Group (PMG) for the next quarterly meeting the applications must be received by *Stretem Rod Blong Jastis* the day before the PMG meet. Applications for funding may be received by the SRBJ at any time. However applications that are not received at least one day before the PMG meeting may not be considered until the PMG meeting designated for the consideration of grants on the next occasion. **Applications should be made no less than 4 weeks before the funding is required**.

**Grant approvals**: Funding of the Grants will be approved by the PMG comprising the Director General of the Ministry of Justice & Community Services, a DFAT representative and the Partnership Coordinator (or delegate) four times a year. The applicant will be notified in writing by the PMG once a decision has been made by the PMG.

**Criteria for approval (required for section 11 in the project outline and description below)**:

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| From 2015 the grant **must** support one or more of the following three criteria:1. Cross sector coordination and collaboration and / or is aligned with one or more of the eight strategies articulated in the Justice and Community Services Sector Strategy 2013-17 (see <http://www.mjcs.gov.vu/images/policy/Strategy_for_the_Justice_and_Community_Services_Sector_2014-2017.pdf> or please request a copy if needed).
2. Capacity development that is aligned with the approach of the Justice and Community Services Sector Capacity Development Strategy.
3. Improved outcomes for women, children or youth.
4. Consideration of gender and disability inclusiveness.

In addition, the quality of the grant application will be measured against the following criteria in competition with other grant applications:1. Relevance
2. Effectiveness
3. Efficiency
4. Sustainability
5. Equity across the sector
6. Equity between Port Vila and other parts of Vanuatu
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**Infrastructure**: If the grant application relates to infrastructure then the grant application must demonstrate how the infrastructure support will result in the expansion of services and preference may be given to applications for support for infrastructure outside Port Vila.

**Monitoring & Evaluation**: The application for funding must provide some assessment of the current baseline and include a process for monitoring a change in knowledge, attitudes or practice at the completion of the relevant activity.

**Lodgement of applications**: applications may be sent electronically to Joanna.Garae@vljp.com.au or in hard copy to Ms. Joanna Garae, Stretem Rod Blong Jastis Partnership Office, Villa Picardie, Rue de Picardie, Nambatu, Port Vila, tel: 24491.

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| **PROJECT OUTLINE AND DESCRIPTION** |
|  | **Project Title**  | *(Provide the name of the proposed project)*  |
|  | **Agency or Organization**  | *(Provide the name of agency or organisation making the application).*  |
|  | **Department Sponsoring the Project (if any):** | *(Provide the name of the department sponsoring the project)*  |
|  | **Agency/Organisation** **Implementing the Project:** |  *(Provide the name of the implementing Agency or organisation if different).*  |
|  | **Contact for the Project:**  | *(Provide the name and contact details of the person with the overall oversight of the implementation of the program)*  |
|  | **Commencement & Duration:** | *(Planned commencement date of the project, any flexibility in the commencement date and the overall length of the project)*  |
|  | **Is the application being made at least 1 month prior to the proposed activity or funding being required?**  | *(Provide the expected commencement date and duration of the project).*  |
|  | **Location** | *(Provide the location of the project)*  |
|  | **Name of authorised person(s) responsible for the preparation and management of the activity’s budget and the transparent of funds to Australian Government’s requirements.** | *(Contact details of the person at the agency /institution who will be responsible for management of the project’s budget and the transparent and correct acquittal of funds)*  |
|  | **Number of People Affected** | *(Identify the proposed target group. How were they identified/selected? How are the participants involved in planning and evaluation of the activity?)*  |
|  | **Purpose and objectives of the project demonstrating how these are aligned with one or more criteria listed above:** | *(List of overall outcomes that the proposed activity aims to achieve and how this is aligned with the criteria listed in the application form instructions above being the desired outcomes of the Partnership.)*  |
|  | **Project Benefits:** | *(Explain how the project will benefit the intended beneficiaries).*  |
|  | **Project Description: Implementation and Management**  | *(Describe the content of the project including how it will be implemented and managed, by whom, when,* *where and why?)*  |
|  | **Detailed plans/locality maps (where constructions are involved)** | *(Provide designs and locality plans)*  |
|  | **How does the project fit with the PAA and Sectoral Strategy of the Ministry for Justice and Community Services?** | *(Describe how the project fits with the PAA and the MJCS Sectoral Strategy)*  |
|  | **Project Monitoring & Evaluation** | *(Explain how the project will meet its objectives and outcomes and how it will be monitored, and make sure the cost is included in the budget. Provide an outline of the current baseline and the proposed monitoring and evaluation mechanisms intended to measure the outcome of the project activity).*  |
|  | **Risks** | *(Describe what risks to the project you can foresee and how you will mitigate those risks).*  |
|  | **Project sustainability** | *(Explain how the project will be sustained after project funding. Briefly provide evidence of sustainability of the proposed assistance. How will it generate internal incentives for change and performance enhancement, which strengthen and improve access to justice or service delivery in the longer term)*  |
|  | **Assessment of any benefit in the project to women and vulnerable groups eg. disability** | *(Specify any benefits of the project to women and vulnerable groups).* |
|  | **Environmental Impact Assessment** | (Provide any environmental impact the project might have on the population) |
|  | **Social Impact Assessment** | *(Provide any social impact the project might have on the population.)* |
|  | **Level of Discussions with Donors**  | *(Provide information on discussions held with other donors - have other donors been approached to fund this project? Provide contact details of the representative of the donor(s)? Have other donors responded positively to the application for funding?).*  |
|  | **Other ongoing programs / agencies with which coordination is needed?** | *(Are there links with other programs or the work of other agencies/organisations that needs to be coordinated? If so, with whom and how?)*  |
| **PROJECT BUDGET**  |
|  | **Vanuatu Government Funding Source:** | *(Specifically future government recurrent cost implications)*  |
|  | **Future Maintenance Requirement:** | *(Specifically future government recurrent cost implications)*  |
|  | **Additional Staff Required:** | *(e.g. counterparts)*  |
|  | **Proposed TA Positions:**  |  *(TOR must be included for all T/A positions.)*  |

**(Attach here completed Grant Application Budget Template in excel)**