

# Australia Awards Fellowship Application R20

## Form Preview

### Instructions

Only Australian organisations with an Australian Business Number may apply for an Australia Awards Fellowship. Individuals and organisations based outside Australia are not eligible to apply. Completion and submission of this application form is restricted to authorised employees of Australian organisations.

The Application form must be completed in accordance with the Australia Awards Fellowships Round 20 Guidelines.

The acceptance of your submission in no way implies any commitment to fund it. The approval of funding under the Australia Awards Fellowships program is at the discretion of the Department of Foreign Affairs and Trade (DFAT) and subject to a competitive selection process.

Enquiries may be directed to the Australia Awards Fellowships Secretariat at [fellowships@dfat.gov.au](mailto:fellowships@dfat.gov.au)

### Checklist

Applicants must:

- read the Australia Awards Fellowships Round 20 Guidelines carefully and fully understand the contents before submitting an application;
- read the relevant DFAT country brief and thematic documents listed in the Guidelines;
- complete all sections of the application form marked with an asterisk (\*);
- provide a budget (for multi-country provide ratio of budget per country);
- provide a proposed total number of Fellows (include list of partner organisation names and breakdown of numbers per country); and
- declare you have the full agreement of the proposed Overseas Counterpart organisation(s) for the activity.

### Australian Host Organisation (AHO) Details

\* indicates a required field

If the application is successful, DFAT will enter into a legally binding funding agreement with the Australian organisation listed (subject to sufficient grant funding being available to DFAT). If there is more than one Australian organisation, please indicate the lead organisation.

**NOTE:** Organisations based outside of Australia are **not eligible** to apply. There is a limit to the number of applications AHOs can submit, only six (6) compliant applications received from each organisation will be assessed.

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**Organisation Name \***

Please ensure your organisation name matches your registered business name in the box below. Please complete the organisation name in capital letters ie. DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

**Trading As**

**ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

### Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN

**Is your ABN currently active? \***

☐ Yes

☐ No

Only Australian Organisations with a **currently active ABN** are eligible to apply under the Australia Awards Fellowship program.

Based on your response above, your organisation does not hold a currently active ABN and so is **not eligible to apply**.

The validation below will prevent submission of this application.

**Organisation Type \***

- ☐ Federal Government
- ☐ State Government
- ☐ Local Government
- ☐ University / Tertiary Institution

- ☐ NGO
- ☐ Industry Body / Group
- ☐ Private or Business

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**Postal Address \***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.  
(This will be used to send the Australia Awards branded merchandise)

**Street/Business Address \***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### Main Contact Person

This is the main contact person with whom DFAT will correspond.  
Please ensure where possible that the nominated contact person will be available during the entire funding round and post-Fellowship to ensure continuity through to completion.

**Contact Officer \***

Title	First Name	Last Name

**Position \***

**Phone Number \***

Must be an Australian phone number.

**Email Address \***

### Alternate Contact Person

**Alternative Contact Officer \***

Title	First Name	Last Name

**Position \***

**Phone Number \***

Must be an Australian phone number

**Email Address \***

### Authorised Signatory

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The name of the person authorised to sign must be a representative of the AHO authorised to sign on behalf of the organisation. Their name will appear on the Funding Agreement if successful.

**Person authorised to sign Funding Agreement deed if successful \***

Title

First Name

Last Name

**Position \***

## Previously funded Australia Awards Fellowships

**Has the Australian organisation previously received Australia Awards Fellowship funding? \***

☐ Yes

☐ No

Click "Add More" to insert additional lines and click "Maximise" to view a larger version of the table below.

Which round?	Name of arrangement funded	Amount received	Did the grant meet its objectives and deliverables?	If no, why?
Enter a number between 1 and 19.		Must be a dollar amount.		Must be no more than 150 words.
		\$	<input type="radio"/> Yes <input type="radio"/> No	

## Other funding from Commonwealth of Australia

**Are you receiving any other funding from the Commonwealth of Australia? \***

☐ Yes

☐ No

Click "Add More" to insert additional lines.

Grant Name	Value	Issuing Agency
	Must be a dollar amount.	

## Fellowship Proposal

\* indicates a required field

### Summary

**Please provide a statement summarising the proposed Fellowship, including its overall goal and how it will contribute to the priority development area (as listed in guidelines).**

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### Summary \*

Word count:

Must be no more than 200 words.

### Details

Please use plain English and do not identify "DFAT", "Fellowship" or your organisation name in the title. Refer to country/region names in parenthesis at the end of the title.

*Example: "Reforming national teaching standards in primary schools in Tonga and Fiji (Pacific)".*

### Program Name \*

Word count:

Must be no more than 12 words and use plain English. Do not include technical explanations.

### Program Type \*

☐ Bilateral

☐ Multi-country

A bilateral Fellowship involves Fellow(s) from one overseas country only. A multi-country Fellowship involves Fellows from more than one overseas country.

### Main Priority Area \*

### Secondary Priority Area

### Mixed-Mode or Flexible Delivery

#### Does the proposal include flexible or mixed-mode delivery? \*

☐ Yes

☐ No

Mixed-mode and flexible delivery will allow Fellowships to take advantage of the variety of modes of delivery that are available including in Australia, in Australian off-shore campuses, in partner country institutions, through distance or online learning and partner country pre and post Fellowships activities.

### Proposed Fellowship Duration and Dates

The Fellowship proposal should include a minimum of two (2) weeks in Australia for each Fellow.

Overseas travel time to and from Australia cannot be included in the calculation.

The duration should include the entire period of Fellowship (Australia and In-Partner Country activities) and must not be over 52 weeks.

**If your proposal includes more than one cohort, please ensure that the total duration of all the cohort equals the total duration of days in Australia.**

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**Estimated Start Date of Fellowship \***

Must be a date no earlier than 1 October 2025

**Estimated End Date of Fellowship \***

This date should be the last date that all Fellow activities have been completed (at Partner Country) but can be no later than 29 March 2027 (no exceptions).

**Is your total duration more than 52 weeks? \***

☐ Yes

☐ No

**Duration of Days in Australia \***

Must be a number and at least 14.

See <https://www.timeanddate.com/date/duration.html>

**Duration of Days in Partner Country/ies \***

Must be a number. See <https://www.timeanddate.com/date/duration.html>

**The program is more than 52 weeks. Therefore, the application does not meet our eligibility requirements.**

## Fellowship Activities

\* indicates a required field

### Australian Activities

**Provide a brief overview of the activities planned and how these contribute to the Fellowship's objectives and expected outcomes \***

Word count:

Must be no more than 250 words.

### Partner Country Activities

**Provide a brief overview of the Partner Country activities planned and how these contribute to the Fellowship's objectives and expected outcomes \***

Word count:

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Must be no more than 250 words.

**Mode of delivery \***

☐ Face to Face

☐ Online

☐ Hybrid

**Location of Partner  
Country Activity \***

### Overseas Counterpart Organisation(s) (OCO) Details

Click "Add More" to insert additional OCOs

**Organisation Name \*****Contact Officer \***

Title

First Name

Last Name

**Position \*****Phone Number \***

Provide International calling code.

**Email Address \***

Must be an email address.

**Country \***

**I declare the following have been obtained: (1) The agreement to host the Australia Awards Fellowships. (2) An agreement to source Fellow(s) from the above-named Overseas Counterpart Organisation (OCO) \***

☐ Yes

☐ No

Agreement to host the Australian Awards Fellowships and source Fellows MUST be obtained to be eligible to submit this application.

Based on your response(s) above, this criterion has not been met.

The validation below will prevent submission of this application.

Proposed Number of Fellows

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Click "Add More" to insert additional lines.

Country	Overseas Counterpart Organisation	Male DFAT Funded	Female DFAT Funded	Other DFAT Funded	Male AHO/OCO Funded	Female AHO/OCO Funded	Other AHO/OCO Funded
		Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.

Total DFAT Funded Fellows \*

This number/amount is calculated.  
Must be no more than 15.

Total AHO/OCO Funded Fellows \*

This number/amount is calculated.

If only one (1) DFAT Funded Fellow, explain the value proposition when compared to a larger cohort? \*

Word count:  
Must be no more than 200 words.  
Use plain English.

## Fellowship Proposal - Selection Criteria

\* indicates a required field

### Fellowship Alignment 35%

How does the Fellowship align with one of priority development areas and relevant DFAT country and regional programs?

In answering this criterion, the following should be considered:

- how does the Fellowship contribute to at least one of the priority development issues;
- how does the Fellowship contribute to shared priorities with proposed partner country(ies).

Fellowship Alignment \*

Word count:  
Must be no more than 500 words and use plain English. Do not include technical explanations.

### Fellowship Outcome 35%



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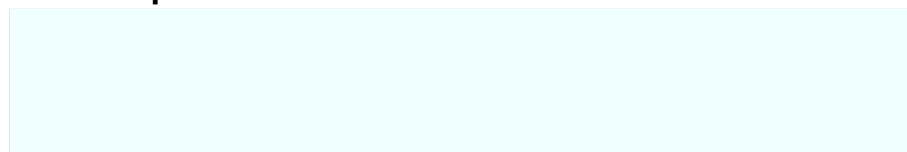
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### **How will the Fellowship build relationships and deliver outcomes between Australian and partner institutions and individual Fellows?**

In answering this criterion, the following should be considered:

- the development outcome(s) that the Fellowship is intended to support and how it will build capacity, skills and knowledge to advance the outcome(s) and the partner organisation;
- why the Fellowship approach is appropriated to build capacity and meet specific needs of Fellows in the partner organisation;
- strategies for maintaining and strengthening partnerships and linkages following the Fellowship with the partner organisation and Fellows; and
- engagement with government, private and civil society sectors, both in-Australia and in-country, including through co-funding.

### **Fellowship Outcomes \***



Word count:

Must be no more than 500 words and use plain English. Do not include technical explanations.

## Organisational Capability 30%

### **How will the AHO effectively manage contractual and other program requirements?**

In answering this criterion, the following should be considered:

- track record of the AHO in meeting contractual and other requirements for Australia Awards and other programs;
- how the AHO and partner organisations demonstrate viability and commitment to the Fellowship, including the value add and/or comparative advantage the AHO has in delivering the Fellowship;
- policies, processes and internal controls that are in place to allow the organisation to meet contractual and other program requirements (on fraud, CP and PSEAH) including overall project management, risk management, Fellow management/oversight and records management;
- how the AHO maintains a proper and reliable financial management system (including appropriate supporting records) to support project management and accurate acquittal reporting (including co-contributions);
- how the AHO will manage the daily living allowance for individual participating Fellows;
- how the AHO has utilised the lessons learnt from previous Fellowships and other programs to address past performance concerns (if applicable);
- flexible delivery modes and innovative approaches such as split site study (in-Australia and in-country) as well as distance and online learning to improve the effectiveness of the Fellowship and promote best practice; and
- access to on-award activities (that enhance Fellows' experience and establish linkages with Australia) and support alumni engagement opportunities.

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### Organisational Capability \*

Word count:

Must be no more than 500 words and use plain English. Do not include technical explanations.

### Disability Equity and Rights

**Will the Fellowship take specific actions or achieve specific outcomes in relation to disability equity and rights? \*** ☐ Yes ☐ No

### How do you plan to address Disability inclusive development \*

Word count:

Must be no more than 200 words.

### Engagement with First Nations Australians

**Does your proposal include engagement with First Nations Australians? \*** ☐ Yes ☐ No

### Provide details of First Nation engagement \*

Word count:

Must be no more than 200 words.

## Fellowship Budget

\* indicates a required field

The budget amount must be:

- In compliance with the eligible costs in the [Round 20 Guidelines](#) - If you are successful, at the end of fellowship activities, you will be asked to fully acquit the awarded budget against the line items detailed in the guidelines. Any cost outside those noted as eligible for DFAT funding will be the responsibility of the Australian Host Organisation to pay.
- Entered in AUD
- GST exclusive

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- Enter \$0 for all the non-applicable contributions

***Accurate budgeting is vital.***

**Include budget amounts in the following tables for each of the countries you selected on Page 3 in the "Proposed Number of Fellows" table.**

**They have been provided here for ease of reference.**

This question is read only.

### Proposed Budget

Excluding assistance for disability in Australia and program overhead fees. Enter these into their respective tables further below.

*Click "Maximise" to view a larger version of the table before completing the required information.*

*Click "Add More" to insert additional lines.*

Country	DFAT Funding Requested	AHO Co-Contribution	OCO Co-Contribution	Total Cost
	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.

Additional assistance for disability considerations, including reasonable accommodations, in Australia

*Click "Maximise" to view a larger version of the table before completing the required information.*

*Click "Add More" to insert additional lines.*

Country	DFAT Funding Requested	AHO Co-contribution	OCO Co-contribution	Total Cost
	Must be a number.	Must be a number.	Must be a number.	This number/amount is calculated.

### Program Overhead Fees

Program Overhead Fees (up to a maximum of 10 per cent of **"Total DFAT Funds requested (excluding overheads)"** and up to a maximum of \$25,000).

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Program Overhead Fees excludes additional assistance for disability.

Click "Maximise" to view a larger version of the table before completing the required information.

Click "Add More" to insert additional lines.

Country	DFAT Funds Requested
	Must be a number.

**Total Program Overhead Fees \***

\$

No greater than 10% of "Total DFAT funds requested (excluding overheads)" and cannot exceed 25000.

### Validations

**Total DFAT Funds Requested (excluding overheads and disability considerations) \***

\$

This number/amount is calculated.

**Total Programs Overhead Fees ÷ Total DFAT Funds Requested \***

Must be equal to or less than 10.

### Grand Total

**Grand Total DFAT Funds Requested \***

\$

This number/amount is calculated.

**Grand Total AHO Co-contribution \***

\$

This number/amount is calculated.

**Grand Total Counterpart Co-contribution \***

\$

This number/amount is calculated.

**Grand Total of All Costs \***

\$

This number/amount is calculated.

### DFAT Funded Cost per Fellow

The amount below is automatically calculated and cannot be edited.

The cost per fellow is calculated excluding Additional Assistance for Disability in Australia.

**Cost per Fellow \***

\$

Calculated as: (Proposed Budget + Program Overhead Fees) ÷ Total Number of DFAT Funded Proposed Fellows

### Additional Information

Attach any additional documents here that you believe will support your application.

**Additional Attachments**

Attach a file:

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### Communication

\* indicates a required field

#### **Where did you hear about the Australia Awards Fellowships program?**

Choose one and provide specific details.

##### **Communication \***

- |  |   |
|--|---|
| <input type="radio"/> DFAT/Australia Awards website    | <input type="radio"/> Other Government Department/Official                |
| <input type="radio"/> Other website                    | <input type="radio"/> Australian Education Centre or Academic Institution |
| <input type="radio"/> Email                            | <input type="radio"/> Australian Embassy or High Commission               |
| <input type="radio"/> Other Publication                | <input type="radio"/> Media article                                       |
| <input type="radio"/> DFAT Representative in Australia | <input type="radio"/> Other   |

##### **Provide details**

### Declaration

\* indicates a required field

#### ***This declaration MUST be completed by an appropriate office bearer of the Australian organisation with the authority to commit the organisation to the funding and program proposal***

I, an officer duly authorised by the AHO to make this declaration on its behalf, make the following declaration:

- 1.I have completed and submitted this form on behalf of an Australian Organisation.
- 2.I, on behalf of the AHO and OCO have read and understood the [Round 20 Guidelines](#) and [Pre-departure Guidelines](#).
- 3.The AHO has received agreement from the OCO(s) listed in this applicant to partner with AHO for this proposal.
- 4.The program duration will not exceed more than 52 weeks, from the date a funding agreement is entered into with DFAT.
- 5.The AHO acknowledges that this proposal, if approved, will **not** give rise to any expectation of, or commitment to, funding by DFAT of any future activity.
- 6.Funding for this proposal will be subject such grant funding being available to DFAT and to the terms and conditions of a funding agreement, to be signed by the AHO and DFAT.
- 7.The AHO consents to the Australian Government using and disclosing extracts of this application and the proposed Fellowships program for assessment and promotional purposes.
- 8.I warrant that the organisation will use its best endeavours to ensure:
  - that individuals or organisations named in the proposal or involved preparing the proposal and submitting it to DFAT are in no way linked, directly or indirectly, to organisations and individuals associated with terrorism.

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- that the funding is not proposed to be used in any way to provide direct or indirect support or resources to organisations and individuals associated with terrorism.

9.I warrant that individuals, persons, entities or organisations named in the proposal or involved in preparing and submitting the proposal to DFAT are not:

- directly or indirectly engaged in, preparing, planning, assisting in or fostering the doing of a terrorist act;
- listed on the Criminal Code Act List;
- listed on the Sanctions List;
- listed on the World Bank List;
- acting on behalf of, or at the direction of, individuals, persons, entities or organisations mentioned in subsections (i) to (iv); and/or
  - listed on the Criminal Code Act List;
  - listed on the Sanctions List;
  - listed on the World Bank List;
- acting on behalf of, or at the direction of, individuals, persons, entities or organisations mentioned in subsections (i) to (iv).

### NOTE:

**Criminal Code Act List** means the list of organisations that are specified as a “terrorist organisation” by regulations made under the Criminal Code Act 1995 (this list is currently available at <https://www.nationalsecurity.gov.au/what-australia-is-doing/terrorist-organisations/listed-terrorist-organisations>)

**Sanctions List** means the list of individuals, entities or organisations designated or listed by the United Nations Security Council, its committees or the Australian Government for targeted financial sanctions or similar measures (this list is currently available at <http://dfat.gov.au/international-relations/security/sanctions/pages/consolidated-list.aspx>).

**World Bank List** means a list of organisations maintained by the World Bank in its Listing of Ineligible Firms or Listings of Firms, Letters of Reprimand posted [World Bank Listing of Ineligible Firms Individuals](#)

\*

☐ I agree

**Authorised AHO Officer Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Authorised AHO Officer Address \***

Address

**Authorising AHO Name \***

Organisation Name

## AHO Referee Details

**The Referee must not be an employee of the AHO.**

**AHO Referee \***

☐ Individual

☐ Organisation

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Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**AHO Referee Email \***

**AHO Referee Phone Number \***

Approving Officer Details

**Approving Senior Officer \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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The name of the Australian Organisation Senior Officer approving this application

**Date of Approval \***