



**STRENGTHENING GRASSROOTS
INTERFAITH DIALOGUE AND
UNDERSTANDING (SGIDU) PROGRAM**

PROJECT PROPOSAL GUIDELINES

AND

FUNDING APPLICATION FORM

Strengthening Grassroots Interfaith Dialogue and Understanding (SGIDU) Program

PROJECT PROPOSAL GUIDELINES

The Program

The Strengthening Grassroots Interfaith Dialogue and Understanding (SGIDU) Program is a small grants scheme managed by the Australian Embassy in Manila.

The SGIDU Program offers funding assistance to reputable community groups, non-government organisations and some national government agencies for stand-alone interfaith or intra-faith projects that:

- directly contribute to strengthening respect, understanding and cooperation between communities of different faiths at the grassroots level;
- promote peace-building and anti-violence messages; and
- support interfaith cooperation and promote community cohesion.

The SGIDU Program aims to assist where other support is either: not available, inadequate or inappropriate.

Applicant organisations are expected to provide some form of cost-sharing contribution to the proposed project, including by meeting their own general administrative and overhead expenses, costs of resource persons belonging to that organisation, as a demonstration of their commitment to the proposal.

Project proposals should be submitted on the attached *SGIDU Funding Application Form*.

Eligible Applicant Organisations

Organisations that are duly registered and/or accredited by the Philippine Government are eligible to apply for a grant under the SGIDU program.

Selection Criteria

Preference will be given to projects that:

- strengthen interfaith understanding and/or exchanges at the grassroots level;
- target communities that would benefit from improved interfaith understanding;

- promote peace-building and anti-violence messages;
- impact on all sectors of the target faith-based communities, in particular women and youth, as well as the Balik Islam community;
- involve the media and education sectors;
- demonstrate how benefits derived from the proposed grant would be maximized to facilitate interfaith cooperation and promote community cohesion; and
- are located in either **Metro Manila** or **central and western Mindanao**, including:
 - the Zamboanga Peninsula,
 - the Sulu archipelago, and
 - other conflict-affected areas.

Preference will also be given to applicant organisations that:

- employ their own resources, including in the form of labor, secretariat and technical support (such as provision of resource persons, documenters, facilitators, moderators), administrative costs, materials and existing assets and cash; and
- demonstrate a capacity to plan, implement and evaluate their proposed project(s) effectively.

The SGIDU Program is a competitive funding mechanisms and the approval of a grant is at the discretion of the Australian Embassy.

Only project proposals consistent with these Guidelines will be considered.

Project proposals do not need to be channelled through local government offices or religious institutions, but the SGIDU Secretariat would be happy to receive project endorsements and details of any patrons or sponsors.

Funding Assistance

Project proposals over **PhP800,000.00** will only be considered if there are special circumstances.

SGIDU grant funds:

- will be provided only after a SGIDU Project Grant Agreement has been signed between the Australian Embassy and the successful applicant organisation;
- can only be used for activities specified in the signed SGIDU Project Grant Agreement;
- can only be used for activities which have not occurred as at the date of signing the SGIDU Project Grant Agreement;
- must not end up, directly or indirectly, supporting terrorism;
- must be accounted for and acquitted fully within 30 days from the project completion date - official receipts and/or vouchers must be produced for all expenditure;
- must be re-paid if the successful applicant organisation breaches the terms and conditions of its Grant Agreement, or does not complete all the activities specified in the signed SGIDU Project Grant Agreement.

Eligible Projects

Project proposals eligible for funding under the SGIDU Program are those that strengthen grassroots interfaith dialogue, respect, understanding and cooperation, including but not limited to:

- dialogue-based activities, such as seminars, workshops, sister school relationships, church-mosque dialogues;
- activity-focused exchanges, such as youth peace camps;
- capacity-building activities, including training courses on conflict management, human rights, and the promotion of a culture of peace;
- dissemination of appropriate messages in the mass media, including on television and radio, print and digitally;

- intra-faith activities that promote better community understanding of the value of interfaith dialogue and cooperation;
- interfaith cooperation that promote community cohesion, for example by encouraging cooperation to achieve more effective:
 - environmental sustainability;
 - disaster management;
 - health and sanitation management;
 - leadership capacity in areas such as project management, resource mobilization, and financial management; and
 - community consultation with local officials and other community stakeholders such as media, business sector; community exposure and immersion activities).

Part-funding of projects will be considered.

Ineligible Costs

SGIDU cannot fund:

- general secretariat expenses;
- research or other study opportunities;
- infrastructure, vehicles or other large-scale items;
- proposals with commercials or profit-making aims;
- projects involving revolving funds, re-lending or social credits; or
- multi-year projects.

Project Monitoring and Reporting

At the completion of each SGIDU-funded project, the funding recipient must prepare a Project Completion Report that includes:

- a statement of expenditure **based on the budget details found at Annex A to Schedule 1 of the signed Grant Agreement**
- all financial records relating to the grant, including billing statements, bank statements and officials receipts or vouchers (preferably original copies); and
- certification that the purposes and conditions of the SGIDU grant were complied with.

The SGIDU Secretariat and/or its nominated representatives may undertake on-site visits and evaluations of SGIDU-funded projects.

SGIDU Secretariat

The SGIDU Secretariat comprises members of the Australian Embassy in Manila.

Correspondence, queries and appointment requests should be directed to:

Mr Jonathan Gilbert
First Secretary (Political)
Coordinator, SGIDU Program
Australian Embassy
Level 23 - Tower 2, RCBC Plaza
6819 Ayala Avenue
Makati City, Metro Manila

Email: Jonathan.Gilbert@dfat.gov.au

Telephone: (02) 757 8256
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and/or

Ms. Ria Constantino-Go Tian
Project Officer, SGIDU Program
Telephone: (02) 757 8210
Email: Ria.Go.Tian@dfat.gov.au

Please contact the SGIDU Secretariat if you require further information to compile the supporting documentation.

Strengthening Grassroots Interfaith Dialogue and Understanding (SGIDU) Program

FUNDING APPLICATION FORM

A. GENERAL INFORMATION

1. Name of proposed project:

2. Name of applicant organisation and project proposal contact person (include phone, fax, email and postal address):

3. Name and contact details of applicant organisation's partner organisation(s) and their roles and responsibilities in the proposed project (if applicable):

4. Location of proposed project:

5. Estimated project start and finish dates:

START DATE:
FINISH DATE:

6. Estimated total project cost (pesos):

7. Amount of SGIDU funding requested (pesos):

8. Proposed project's target beneficiaries (number, profile--eg village, religion, men, women, youth etc):

B. PROJECT DESCRIPTION

1. Objectives of proposed project:

2. Outline of the situation the proposed project is intended to address :

3. Outline of criteria used to select the target beneficiaries:

4. Description of how project benefits would be distributed among men, women and youths:

C. PROJECT IMPLEMENTATION PLAN

1. Describe the specific activities that would be implemented to achieve the objectives of the proposed project (include their timing):

2. Describe the outputs that would be produced by each of the proposed specific activities:

3. Resource requirements: list the main human and material resources required to undertake the activities described above and who will supply them:

4. Monitoring: Outline what project monitoring you would undertake. What evidence or information would you collect to show that (a) project outputs had been completed satisfactorily, and (b) the project had achieved its objectives? (ref. the "Project Monitoring and Reporting" section of the SGIDU Project Proposal Guidelines):

5. Cost estimates:

[A] Fill-out the following table, providing an estimate (in pesos) of the proposed cost of each of the activities described above and any other major identifiable cost elements, as well as the cash and/or in-kind contributions of your organisation and any other funding sources:

Budget Item (categories of expenditure)	SGIDU Funding	Cash Contri- -butions	In-kind Contri- -butions	Source of Other Contri- -butions	Total
TOTAL					

NOTE: For any individual proposed expenditure item over PhP80,000 please provide, at Annex A, written quotations from at least two suppliers.

[B] List any other applications you have made for the funding of this project:

6. Managing Risk: identify possible risks to the success of the proposed project. What are the chances of these risks occurring and what would you do to reduce or eliminate them?:

D. INSTITUTIONAL CAPABILITY OF APPLICANT ORGANISATION

1. Describe your organisation's relevant experience and capability in implementing and managing the proposed project. Include a list of past projects implemented and grants received in the last five years.

2. Please attach as Annex B copies of your organization's registration documents, including certificate and by-laws (notarized).

3. Please list the names of the members of your organisation's Board and Executive and provide contact details for each of them:
Please indicate total number of members and (if applicable) number of members by faith and cultural background (i.e., Muslims, Christians, Indigenous People)

4. Please attach as Annex C your organisation's latest notarized Income and Expenses Statement)

5. Please attach as Annex D your organisation's latest bank statement or a photocopy of your organisation's bank passbook (notarized)

6. Please attach as Annex E a copy of a resolution of the Board of your organisation designating its authorized representative to negotiate and sign documents--notably grant agreements--on behalf of the organisation.

7. Please attach as Annex F any signed undertakings from partner organisations that they will support the project and how (if applicable).

8. Please attach as Annex G any letters of recommendation or support (if applicable).