



**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 inter-faith or intra-faith projects that:

- directly contribute to strengthening understanding and acceptance between communities of different faiths at the grassroots level
- promote peace-building and anti-violence messages

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***

Legally-constituted agencies and groups invited by the SGIDU Secretariat to bid for a grant may submit project proposals.

### ***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, possibly including women and youth

- demonstrate how benefits derived from the proposed grant would be maximized
- are located in either Metro Manila or central and western Mindanao, including the Zamboanga Peninsula, the Sulu archipelago and 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
- 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 not be provided until a SGIDU Project Grant Agreement has been signed between the Australian Embassy and the successful applicant organization
- must be accounted for and acquitted fully within one year
  - official receipts and/or vouchers must be produced for all expenditure

- can only be used for items specified in the approved project proposal
- cannot fund activities retrospectively
- must not end up, directly or indirectly, supporting terrorism
- may, as appropriate, be issued in tranches, based on project performance
- must be re-paid if the successful applicant organisation breaches the terms and conditions of its Grant Agreement.

### **Eligible Projects**

Project proposals eligible for consideration under the SGIDU Program are those that strengthen grassroots interfaith understanding and acceptance, 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 or conflict management training courses
- dissemination of appropriate messages in the mass media, including on television and radio
- intrafaith activities that promote interfaith understanding

Project proposals with commercial or profit-making aims are not eligible for consideration under the SGIDU Program.

The SGIDU Program encourages project proposals focused on women and youth issues. It would also welcome projects involving the Balik Islam community and projects in the media and education sectors.

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
- projects involving revolving funds, re-lending or social credits
- 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 in Schedule 1 of the signed funding 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 is comprised of members of the Australian Embassy in Manila.

Correspondence, queries and appointment requests should be directed to:

Ms. Nicole Guihot  
 Coordinator, SGIDU Program  
 Australian Embassy  
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 6819 Ayala Avenue  
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### **Deadline**

Applications are due no later than \_\_\_\_\_

Please contact the SGIDU Secretariat if you are struggling to compile the supporting documentation.

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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:



## 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:

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).