



MMC Australia Project Proposal¹

Project Name	
Name of Partner / Organisation	
Contact Name	
Address	
Contact Details	Tel:
	Fax:
	Email:

Type of Project (please select)

- | | |
|---|---|
| <input type="checkbox"/> Relief | <input type="checkbox"/> Community Development |
| <input type="checkbox"/> Sponsorship/Advocacy | <input type="checkbox"/> Education |
| <input type="checkbox"/> Health | <input type="checkbox"/> Others: Please specify |
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Project description / location / key objectives / target group

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Describe the broad aim of the project and what changes the project is expected to bring about

Who will participate in achieving the objectives?

For *whose benefit* is the project undertaken (who are the target groups)? Who are the *partners*? What are their *responsibilities*?

Strategies planned to achieve objectives / Timeframe (commencement and completion dates)

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What activities will the project staff *do*? How will progress be measured?

What will the project *produce and deliver* and in what *timeframe*?

¹ Additional guidelines for completing project proposal are attached
MMC Project Proposal 2015

Indicators of Achievement

How will *success* be *assessed*?

What indicators will be used to measure the results achieved?

Please provide a statement to the appropriate issues/challenges relating to your project:

- Are there *conditions* which must be satisfied by the partners *before* the project starts?
- Are there *external factors* that may *affect* the implementation and performance of the project?
- Environmental assessment. Refer to **Attachment 1**
- Child protection. Refer to **Attachment 2**
- Family planning issues
- Human rights, terrorism, etc

Funding information in Australian Dollar (AUD)

Total Project Cost	Proposed budget	Amount Requested
AU\$	AU\$	AU\$

Budget Components (If preferred, you may provide information on a separate sheet)

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Have you requested other organizations/agencies for funding assistance? Yes No
If yes, please provide name and amount.

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If your project is approved, funds will be remitted to your nominated bank account. Please provide details.

Bank Name and Address	
Bank Swift code	
Account Name	
Account Number/IBN	
Currency Requested	

Declaration:

I submit this proposal on behalf of my agency/organization and undertake that, if approved, all funds will be used for the purposes for which they are granted. We will assist MMC Australia in accessing all aspects of the project including our financial records and will supply reports as requested.

Signature	
Name of Signatory	
Position	
Date	

GUIDELINES FOR PREPARING A PROJECT PROPOSAL

Notes

1. General

- Project applications are considered to be a supplement to the project holder's local resources. Projects should therefore only be submitted if it is to be expected that the resources will be insufficient. The project owner's local contribution should be as high as possible.
- The repayment of debts and the retrospective financing of projects that have already been started or completed are excluded from funding.
- If the project is approved, the Partner will be required to sign a Memorandum of Understanding with MMC covering the conditions of the funding and its obligations under the agreement
- For projects with an annual or one-time grant sum exceeding AUS\$100,000, an independent audit of the entire project has to be carried out by an auditor accredited in the country, provided that an independent project audit is not carried out in some other way (e.g. through inspection and approval of a building).

2. Planned measures and activities

- Detailed description of activities leading to the achievement of the objectives
- Number, function and qualification of the required employees (full-time, voluntary, freelance), formal qualification, previous experience in the given
- 1. If children and young people are involved details of child protection policy**
- What measures will be in place to protect the physical, mental and sexual integrity of children and young people taken care of will be taken?

3. Schedule of activities

- Provide tabular list of activities as an overview

4. Monitoring and evaluation

- Who verifies whether the objective has been achieved? How is this review carried out?
- How can you identify if the objective has been achieved? (Please define indicators that can be measured.)

5. Sustainability

- What measures will be used to pursue and consolidate the objective in the long term?
- How will you ensure that the affected population feels a lasting responsibility for the project (i.e. takes ownership)?
- If there are running costs: How will the prospective running costs be covered? What measures are envisaged to enable the project to continue without external assistance in the future?

6. Schedule of costs

- Detailed list of total costs, organised by cost categories, in the country's standard currency and in US dollars.

7. Financing plan - in local currency and in US-Dollar

- Total costs
- Local contribution (of the institution and/or target group)
- Contributions from third parties, annotated "requested" or "approved" (please list donor organisations, donors etc. individually)
- Amount requested from MMC
- Other

PROJECT NAME	
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ENVIRONMENTAL ISSUES

The Challenge

While rapid economic growth in the developing world is essential in providing the necessary resources for poverty reduction, some economic growth can also place pressure on social and natural systems. The health of these systems is particularly important to the rural poor as their wellbeing and livelihoods are heavily dependent on productive soil, forests, oceans and fresh water. Without protecting natural systems, there is a risk that livelihood gains made through economic growth and development will not be sustainable over the long term.

Please make a brief comment if you answered **Yes** to any of the following questions:

Q1 Is the activity in an environmentally sensitive location or sector? Yes No

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Q2 Is there potential for the activity to have an impact on the environment? Yes No

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Q3 Is the explicit or implicit aim of the activity to have a positive environmental impact? Yes No

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Q4 Could the activity have significant negative environmental impacts? Yes No

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These questions have been set for your consideration with regard to your request for MMC funding.

Attachment 2 – Child Protection Code of Conduct

PROJECT NAME	
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Please use the following statements to assist you in developing a
Child Protection Code of Conduct appropriate to your project.

CHILD PROTECTION CODE OF CONDUCT

I,

engaged by

agree that while implementing **Marist Mission Centre (MMC)** activities, I will:

- Treat children with respect regardless of race, colour, sex, 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 in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) applicable to the child (*including Part IIIA of the Australian Crimes Act 1914 (Cwlth) as amended*), the child is below the age of consent or the act(s) are an offence under relevant laws.
- 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 or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see below 'Use of children's images for work related purposes').
- Refrain from physical punishment or discipline of children (excluding my own children).
- Refrain from hiring 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 Australian and local legislation, including labour laws in relation to child labour.
- Immediately report concerns or allegations of child abuse in accordance with appropriate procedures.

Adapted from ACFID Child Protection Code of Conduct, June 2008

Attachment 2 – Child Protection Code of Conduct

Use of Children’s images for work related purposes

When photographing or filming a child for work related purposes, I must:

- Before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- Before photographing or filming a child, obtain consent from the child or a parent or guardian of the 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 do not reveal identifying information about a child when sending images electronically.

I understand that the onus is on me, as a person engaged by
to use common sense and avoid actions or behaviours that could be construed as child abuse when
implementing **MMC** funded activities.

Signature	
Print Name	
Date	

It would be greatly appreciated if you would provide us, in English, a signed copy of your Child Protection Code of Conduct together with your project proposal.

Adapted from ACFID Child Protection Code of Conduct, June 2008