



ALUMNI SECTORAL GROUP FUND 2025 GUIDELINES



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ALUMNI SECTORAL GROUP FUND GUIDELINES

Summary

This document describes the process for proposal development, submission and approval for Timor-Leste Australia Alumni Association (TL3A) sectoral group activities.

Objective

To outline the steps for the proposal submission and approval, as well as the eligibility and requirements for TL3A sectoral group activities.

Funding Range

Alumni members of TL3A sectoral groups may submit activity proposals up to a maximum value of **USD \$3000** annually.

Process of the proposal

1. All proposals must be submitted via email to the TL3A Secretariat.
2. The Alumni Secretariat will confirm that proposals are aligned with the Alumni Engagement Strategy and Timor-Leste's development priorities. AATL will also review proposals (narrative and budget) to ensure information is complete, clear and compliant before submission for review by the TL3A Board.
3. The Board will review proposals based on three criteria (relevance, outcomes, and activity plan & budget), offering relevant feedback and suggestions to sectoral group members.
4. The TL3A Board will approve proposals based on criteria scoring and the result will be announced by the Alumni Secretariat. AATL will endorse all approved proposals prior to implementation.

Eligibility

1. Proposals are to be implemented by Australia Awards Scholarship alumni who have completed their studies in Australia (including AAS, EDUKA, ACIAR, Endeavour and ALA scholarship streams).
2. Alumni should be members of the relevant TL3A sectoral group and/or willing to participate in alumni sectoral group activities.
3. Proposals should be for projects or activities at community level in Timor-Leste and should actively promote gender equality, disability and social inclusion (GEDSI).
4. Alumni who have been awarded an alumni small grant in the same year should not be the principal/main individual leading sectoral grant activities (to prevent overcommitting/delays).

Other requirements

1. Proposed activities should utilise the skills and knowledge alumni have gained from their studies in Australia.
2. Proposed activities should contribute to Timor-Leste's development and address priority themes identified in either Government of Timor-Leste or TL3A plans/strategies.
3. Proposed activities must be able to be executed within the budget and timeframe specified in the proposal.
4. The duration of the project should be less than 3 months, however in special circumstances (and where a strong justification or rationale is provided), a longer period of implementation may be considered.
5. Participating alumni must submit a concise final report according to TL3A guidelines after the conclusion of activities.

Consent

All activities involving children under 18 years old should have a clear process of obtaining parental consent (e.g. a signed consent form).

Examples of activities:

1. Community development activities (alumni and those working in rural areas are encouraged to apply);
2. Informative events, videos, talk-shows, workshops, trainings (Timor-Leste only);
3. Activities designed to increase alumni engagement in TL3A;
4. Activities promoting inclusion of women, people with disability, financially disadvantaged and rural communities.

Activities that will not be approved

- Any activities taking place outside of Timor-Leste;
- Any form of political activity;
- Recurrent costs such as office rental, electricity, vehicle operating expenses (e.g. repairs, spare parts, etc.);

Expenses that will not be covered

- Salaries for alumni to carry out the activity and/or monetary incentives for participants.
- Purchases of vehicles or capital equipment. Buying equipment with more than US\$100 should have details of the use of the equipment and it will be returned to the TL3A Secretariat.

Per diems and accommodation

Per diem or transport fees are only applicable where activities require travelling across municipalities. The following table details maximum per diem fees payable for travel in Timor-Leste.

Per diem	Rate (USD)	When
Breakfast	Up to \$5	Departure before 8am OR when breakfast is not provided by hotel
Lunch	Up to \$10	Trips outside of Dili during lunch hours (11-2pm). Lunch NOT provided during activity. When the lunch provides during the activity/hotel, the lunch allowance will be deducted
Dinner	Up to \$15	Trip overnight or outside of Dili during the evening/dinner time (after 7pm). Dinner NOT provided during the activity.
Incidentals	(a) Up to \$5 OR (b) Up to \$10	(a) Trip outside of Dili (more than 4 hours) OR (b) Trip with an overnight stay

Note: In case that meals will be provided at the training or workshop in the municipalities, there will be no per-diem provided based on the time and dates of the activities. Per diem for breakfast will also not be offered if the hotel also offers breakfast.

Selection criteria

Prior to approving sectoral activity proposals, the TL3A Board will review and evaluate each proposal based on the following criteria.

1. **Relevance:** The proposed activities appropriately utilise the skills and expertise of the participating alumni. This criterion also considers the relevance of the proposed activities to Timor-Leste's development priorities and plans.
2. **Outcomes:** The proposed activities will produce positive outcomes and tangible benefits for participants. Strategies to ensure inclusion of diverse participants (e.g. women, people with disability, and other marginalised groups) are clearly outlined.
3. **Activity plan & budget:** The proposed activity is clearly described and achievable in the specified timeframe. The budget is detailed, realistic and aligned to the activity plan.

Where the Board has questions or feedback about proposed activities, the Alumni Secretariat will support communication and adjustment (if required) of the proposed activities before final approval.

Notification

Once proposals have been reviewed by the TL3A Board, the Alumni Secretariat will communicate the result via email to sectoral group coordinators/members.

Payment

Successful applicant(s) will be notified by the Secretariat, and a valid ID card must be presented to the Alumni Secretariat before the implementation of sectoral group activities commences. All petty cash and procurement processes (if any) will follow standards and procedures of Australia Awards Timor-Leste.

Responsibilities of the alumni (who are entitled to claim for the fund):

1. Implement activities based on the description and timeline included in the proposal. Any delays should be communicated promptly through the Alumni Secretariat, and significant delays will require Board approval.
2. Inform the Alumni Secretariat of any major changes to the activity (e.g. changes to the target area, implementation mechanisms, participants, etc.).
3. The Alumni secretariat will keep track of all the expenses from the fund (in the excel spreadsheet) and share with leading alumni for reporting propose.
4. Prepare and submit a final report within 2 weeks of completing all proposed activities. Late completion or non-submission of final reports may negatively impact future funding applications.

Final report submission

The final report MUST include:

1. Details of all the activities implemented, including the project name, location, dates of implementation, participants (men/women, people with disability, etc.), and sectoral group details including names of alumni leading the activities.
2. Project successes (list and describe any highlights and success factors);
3. Unexpected events (if any) (list and describe any unexpected events that occurred during the project, actions taken to address them, and the impact those events may have had on project outcomes);
4. Budget execution including approved budget, budget expended (and the variance), including explanation for any under or overspend.
5. Feedback and recommendations – including feedback from participants and other stakeholders about how the activity could be improved, recommended follow-up activities.
6. Documentation of project/activities – including meeting logs and participant lists, logbook of receipts, TORs of speakers/facilitators, photos and/or video documentation.