



Proposal details

Proposals MUST cover all the items listed below:

- Title
- Type of activity
- Background and purpose
- Expected outcomes
- Program details and location
- Target audience
- Overall project budget/budget breakdown
- Program activity timeline

Part 1: Sectoral Group Activity Proposal Form	
Title of the proposed activity	
Sectoral group – Please indicate which sectoral group will implement the activity: <ul style="list-style-type: none"> • Agriculture • Development • Disability Networking Group • Education • Health • Infrastructure • Media & Communication • Sports/Recreational 	
Key implementers - Please list any/all alumni members of the sectoral group will be involved in implementing the proposed activity, and nominate one overall lead (if multiple alumni involved)	
Type of activity- Please select one from below: <ul style="list-style-type: none"> • Community development • Training/workshop/talk show • Networking event to increase alumni engagement • Activities promoting social inclusion (e.g. women, people with disability, rural communities) 	

<p>Timeline/Duration – <i>When will this activity take place (and for how long)?</i></p>	
<p>Location – <i>Please indicate the location (e.g. Dili or other municipality) you intend to implement the proposed activities</i></p>	
<p>Background – <i>please describe the proposed activity. (Why do you think this activity is significant, include any preliminary assessments carried out to determine whether the project is beneficial)</i></p>	
<p>Purpose – <i>what is the purpose of the proposed activities? (Please indicate if the outcomes will directly benefit women, people with disability, people living outside of Dili)</i></p>	
<p>Expected outcomes – <i>what do you plan to achieve through the proposed activities?</i></p>	
<p>Target audience – <i>Who are the primary beneficiaries of this sectoral activity? How many individuals will benefit (e.g. women, men, people with disability)? How will you ensure gender equality, disability, and social inclusion as part of the proposed activities?</i></p>	
<p>Proposed budget – <i>(The total budget proposed for this activity) Please use annex 2 for the budget breakdown.</i></p>	<p>USD \$ _____ <i>(maximum amount of USD 3000.00)</i></p>
<p>Program details – <i>Provide a brief, clear summary of all activities to be carried out. Make sure key activities are described clearly including the location and duration of any community-based</i></p>	

<i>training or events. Please use the budget template on Annex 2 to provide more details about the activity.</i>	
<i>Will this activity involve working with children? If it does, how will you ensure that child rights are protected in line with DFAT's Child Protection Policy?</i> https://www.dfat.gov.au/sites/default/files/child-protection-policy.pdf	
Attachment	

Annex 1: Sectoral Activity timeline

Date	Activity	Objective	Location

Annex 2: Proposed Budget breakdown

Description of Activity	# of Units	Unit Cost	Frequency	Total Cost (USD)
Total Budget Proposed (USD)				

Part 2: Acknowledgement – you need to be able to respond YES to each of the following statements in order for your application for TL3A sectoral group fund to be considered

I/We have read and understood TL3A sectoral group guidelines.	<input type="checkbox"/>
I/We have fully completed the TL3A sectoral group application form.	<input type="checkbox"/>
I/We have provided a clear and accurate description of how the funds will be used.	<input type="checkbox"/>
I/We understand that should my/our sectoral group application be successful, I/we will be required to read and sign the following policies: <ul style="list-style-type: none"> • Palladium International Code of Conduct • Palladium International Child Protection Code of Conduct 	<input type="checkbox"/>
I/We agree to provide a full acquittal of grant funds and a completion report upon completion of the activity.	<input type="checkbox"/>
I/We agree to be involved in publicity of the activity if required and participate in surveys and/or interviews to share the outcomes/impact of the grant in terms of contributions to development outcomes in Timor-Leste.	<input type="checkbox"/>

Date: ____ / ____ / ____

Name

Signature

Acknowledgement from Sectoral Group Coordinator:

Name

Signature

Submission of sectoral group proposal

Please submit your proposal to the Australia Awards Timor-Leste Alumni Secretariat Office. Applications may be submitted either in person at the AATL office or by email to alumni@australiaawardstl.org or alfredo.isac@thepalladiumgroup.com