



ALUMNI SECTORAL GROUP FUND GUIDELINES



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Australia Awards

ALUMNI SECTORAL GROUP FUND GUIDELINES

Summary

This document addresses step-by-step the TL3A procedures for the approval for the proposal, specifically the TL3A sector projects and activities.

Objective

To outline the steps for the proposal submission and approval process, eligibility and requirements for sectoral group proposal of Timor-Leste Australia Alumni Association where funding are the individual and sector groups alumni.

Funding Range

Alumni may submit their proposal for any proposed activities up to a maximum amount of **\$3000**.

Process of the proposal

1. All proposal must be submitted to the TL3A Secretariat office
2. Alumni Secretariat Coordinator confirming that the proposal is aligned with the alumni engagement strategy and Timor-Leste's strategic plan before submitting it to the TL3A board members
3. Secretariat ensures that the board members are aware of the details of the program or activities proposed and the budget breakdown after the submission of the proposal
4. The proposal will be selected according to the criteria and final approval will be given by the TL3A board members and announced by TL3A secretariat.

Eligibility

1. Have completed an Australian Award Scholarships **AAS, EDUKA, ACIAR, Endeavour, and ALA**).
2. Be a member of TL3A sectoral groups or willing to participate in the alumni sectoral group activities
3. Are conducting projects or activities at community level in Timor-Leste and promote GEDSI participation (gender equality, disability and social inclusion)
4. Have been previously awarded the sectoral team grant and can demonstrate strong progression of the implementation and completion of activities.

Eligible activities

1. Utilize the skills and knowledge gained by alumni from their studies in Australia
2. Contribute to Timor-Leste development, the activity proposals (community development activities, trainings, workshops) should be based on priority themes

- that have set by Timor-Leste Australia Alumni Association (TL3A) and/or related to alumni skills/knowledge gained from their working experiences possibly relevant to the Timor-Leste Strategic Development Plan 2011-2030 (SDP), responding to Timor Leste's Economic Recovery Plan.
3. Be able to complete the proposed activities within the budget and timeframe specified under the grant proposal.
 4. The duration of the project should be less than 3 months, however special circumstances, with strong justification and supporting documents will be considered.
 5. Alumni must submit their final report according to TL3A guidelines after the conclusion of the activities.

Consent

All activities involving children under 18 years old should have consent form from their parents

Examples of activities:

1. Community development activities (alumni and those working in rural areas are encouraged to apply).
2. Organizing informative events, videos, talk-shows, workshops, training in all municipalities (Timor-Leste only)
3. The activities that will increase alumni engagement in TL3A align with alumni engagement strategy.
4. Activities improving social inclusion, women, people with disabilities, financially disadvantages and rural community.

Not funded by TL3A sectoral group

Any activities that will take place outside of Timor-Leste

Any form of political activities

Recurrent costs such as office rental, salaries for other participants (including allowances), vehicle running expenses (e.g. repairs, spare parts and electricity bills etc);

Examples of expenses will not be covered

1. Salaries for alumni to carry out activity and salaries for other participants

Cost related to purchasing 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 diem and transport fee:

Per diem or transport fees are only applicable where activities require travelling across municipalities. The following is a table for per diem and transport fee for travel within Timor-Leste.

Per diem (AATL staff, GIP, alumni)

Per diem	Amount	When
Breakfast	\$5.00	Departure before 8am OR when breakfast is not provided by hotel
Lunch	\$10.00	Trip outside of Dili during lunch time (11-2pm). Lunch not provided during program activity.
Dinner	\$15.00	Trip overnight or outside of Dili during the evening/dinner time (after 7pm). Dinner not provided during program activity.
Incidentals	\$5.00 OR	Trip outside of Dili (more than 4 hours)
	\$10.00	Trip with an overnight stay

- **Maximum per diem** = \$40/day (24 hrs. travel)
- If program provides meals for staff/participants during an activity, it cannot be claimed under per diem

Selection criteria

1. **Relevance:** The relevant utilization of the skills and knowledge gained by alumni from their studies in Australia/relevant area of expertise. The relevance of the activities with the Alumni strategic plan and toward the strategic development plan of Timor-Leste and responding to Timor Leste's Economic Recovery Plan.
2. **Outcomes:** There is clear outcomes of the activities, tangibles benefit giving back to community (GEDSI) or to develop linkages with Australia.
3. **Activity plan or budget breakdown:** the proposed activity plan and budget is detailed and realistic. The implementation of the project should have clear activity plan and budget breakdown with detailed information.

Notification

The result notification will be sent via emails by the TL3A secretariat.

Payment

The successful applicant will be notified by the secretariat and a valid ID card must be presented to the Alumni Secretariat. All the petty cash and procurement process (if any) will follow the normal rules from AATL office.

Responsibility of the alumni (who receive the fund)

1. Implement the activity based on the timeline on the proposal.
2. Must keep on track all the expenses from the fund (with expenses diary);
3. Must provide final report within 2 weeks of the completion of the activity.
4. Must report back to TL3A secretariat if there are any changes in the activity.

5. Late completion report and not submitting the final report might affect the next funding allocation

Final report submission

The final report MUST include

1. Details of the activities (*Activities/project names, location, participants Female & Males, sectoral group details or individuals' details, date of implementation and preparation meeting details*),
2. Project Successes (*list and describe the highlight and key success factor of the project/activity, participation of GEDSI as beneficiary of the activity*)
3. Unexpected event (if any) (*list and describe any unexpected event that occurred during the project, the impact that those events may have had on the project and actions taken to address them*)
4. Project/activity performances (*Approved budget, spent budget, variance in \$, provide information if it is under budget or over budget.*)
5. Feedbacks (*any feedbacks from the participants, stakeholders on how to improve, room for improvements, suggestion, follow-up activities.*)
6. Documentation (*photos of the activities/projects, preparation meeting, wrap-up meetings, logbook of all the receipts, TOR of speakers if any, partnership agreement if any, participant attendance list.*)