



## AUSTRALIAN HIGH COMMISSION

### PROJECT SUBMISSION FORM

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21, Gregory's Road,  
Colombo 07.

Telephone : 2463200  
Fax : 2686393

Please provide a project submission in the following format and send to the above address:

**1. Project Name:**

**2. Name of Organisation, Address, phone, telex and fax**

**3. Executive Office of Organisation for contact**

Name:  
Phone:

**4.(a) If a non-government organisation:**

- 4.1. is organisation registered as an NGO with the Government of Sri Lanka: provide details
- 4.2. Objectives of organisation
- 4.3. brief description of organisation
- 4.4. types of projects previously implemented by organisation

**4(b) If a government organisation:**

- 4.1. How the proposed project conforms to government priorities
- 4.2. Why the project is needed
- 4.3. Details of any other government programs to address similar or same needs.

**5. Project details**

- 5.1. brief statement of objectives
- 5.2. description of major components
- 5.3 details of those who will benefit from the project
- 5.4 location, duration and timing
- 5.5 inputs and costs  
- costing of input items funded by Australia and by the organisation (eg: land, building equipment)

N B we will not normally fund ongoing operational costs such as salaries/subsidies

- attach budget statement or cost summary

5.6. Phasing

- identify major items or activities with expected period of start t completion for each
- alternatively, give expected percentage completion rate for each item on a quarterly basis (to be used in quarterly monitoring if approved)

5.7. manner in which Australian government funding will be recognised. (for example, plaque or sticker on equipment)

5.8 other sources of funding not provided by Australia or the organisation

5.9 participation by intended beneficiaries in project design

5.10 alternatives considered

5.11 expected benefits

- list, and quantify if possible, the main benefits
- include economic, social, environmental, institutional, technical as appropriate
- detail benefit to women
- assess any risks in achieving benefits

## **6. Implementation of project**

6.1 details of project management structure and supervision

6.2 local participation in implementation

6.3 authorisations from authorities

6.4 monitoring and reporting arrangements

## **7. Maintenance**

7.1 maintenance procedure after project completion

7.2 how will recurrent cost be funded - (this is most important. Australian High Commission is not able to fund activities where the recurrent costs are not sustainable)

## **8. Financial**

8.1 provide exact information about the implementing organisation bank account including:

- name of bank, branch account number
- exact name of account
  
- list of signatories to operate the account
- how many must sign to effect a withdrawal