Application Form
Partnership Application Fiji (April to June 2023)

The requested funds must be used for the purposes detailed in the partnership application program guidelines provided. The maximum amount is FJD $150,000 for the first year of funding. The deadline for submission of this application is **7 May 2023.**

1. Organisation details

Organisation Name	
Address	
Contact person	Name: Role: Email: Phone Number:
Is the organisation legally registered?	
Organisation vision and mission statements	
Briefly outline how your organisation aligns with Mary Mackillop Today's Vision, Mission and Principles **Website:** **www.marymackilloptoday.org.au/who-we-are/**	
Please provide a brief summary of what your organisation does, describing how your organisation demonstrates effective programming, advocacy and/or research (200 words)	
What is the governance and management structure of the organisation? (150 words)	
Are the financial accounts audited regularly by a registered external auditor? If so, how often? (50 words)	

How does the organisation currently manage, acquit and report on project funds? **Mary MacKillop Today will require submission of six-monthly and end of year narrative reports, and quarterly financial reporting, as well as an external yearly audit report and financial assessment. Please describe how your organisation is equipped to manage these requirements.** **(150 words)**	
Does the organisation collaborate with other stakeholders? If so, please provide a list of the stakeholders. (100 words)	

2. Project details

Project Name	
Location	
Start date (No earlier than 1 July 2023)	
End date (maximum 30 June 2024)	

3. Description of the project

Context Analysis
Please detail the situation that your project wishes to address (max. 1000 words)

Project description
Please provide a brief description of the project. (max. 500 words)

Goal

Please provide any short and long-term results that the project seeks to achieve (max. 1000 words)

Outcomes and Outputs

Please list the expected changes you expect to see through this project (outcomes) and the tangible products, services and skills delivered (outputs) that lead to the achievement of the goal.

Project Participants

Please describe the key participants (also known as primary participants or beneficiaries) of your project in the table below, disaggregating the participants by the categories listed, and including numbers of participants in each category. Please add rows for the different kinds of direct and indirect participants your project will work with.

| | Total | Without disability | | | | | | With disability | | | | | | | | | |
		Adult Male	Adult Female	Adult Other	Child Male	Child Female	Child Other	Adult Male	Adult Female	Adult Other	Child Male	Child Female	Child Other	Urban	Rural	Indigenous	Non-indigenous
Direct*																	
Indirect**																	
TOTAL																	

*Direct participants or primary stakeholders must include the key target groups, but also stakeholders in the wider community who have some influence over the project, or who may be impacted by project activities.

** Indirect participants include those who will receive some benefit without directly participating in the project. This may also include other stakeholders who have an indirect interest or influence in the project.

![Mary MacKillop Today logo]

Activity plan
Please describe the proposed activities to implement the project with an estimated timeline for each activity (max. 1000 words)

Sustainability Plan
Please describe how benefits of the program will be maintained by your organisation and key stakeholders in the future (max. 1000 words).

Monitoring and evaluation
Please describe the monitoring, evaluation and learning mechanisms that will be used to monitor project activities and results (max. 1000 words)

4. Project budget

Please provide budget figures in Australian Dollars (AUD) and in the local currency

	AUD (exchange rate to be used is 1 AUD: 1.5 FJD)	Local Currency (FJD)
Total 3- Year Project Budget		
Year 1 Budget (Pilot year)		
Project Activity Budget Year 1		
Program Support Budget Year 1 (*see note below)		
Total Contribution Requested from MMT for Year 1 (maximum of $150,000 FJD)		

Budget notes

Please provide any further information about the budget, such as flexibility of this budget, possibility to increase or decrease depending on participants, or if there are any other organisations contributing to the budget, and what percentage contribution of the budget is requested from Mary MacKillop Today. Would you require any additional human resources, professional or organisational development or other investment to effectively manage this project?

*Please note: Program support can be included within your budget (human resources, office costs, MEL, capacity building), however it should not exceed the total activity budget for each year. Please consider the following:

a. *Design, Monitoring and Evaluation costs can be included as yearly budget lines*
b. *Capacity development training/staff training can be included in each year's budget if the training is relevant to the project*
c. *Office costs including administrative staff support and other office costs can be included in each year's budget under Program Support, however ideally should not exceed 20% of the total budget. The personnel who work directly implementing the project are not included in this percentage; they are considered as a direct expense of the project.*