



AUSTRALIAN ALUMNI GRANTS FUND



Guidelines Round 7 - 2024

February 2024

Aus4Skills is an Aus4Vietnam Investment - managed by Tetra Tech International Development, on behalf of the Australian Government.

Cover photo: Alumni grant activities

Abbreviations

AAGF Australian Alumni Grants Fund

DFAT Department of Foreign Affairs and International Trade

GEDSI Gender Equality, Disability and Social Inclusion

MOF Ministry of Finance

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A. GUIDELINES FOR APPLICANTS

1. INTRODUCTION

Aus4Skills is a 10-year human resource development partnership between Vietnam and Australia. It supports Vietnam in optimising emerging economic opportunities, achieving long term development and strengthening relationships between Australia and Vietnam.

The Aus4Skills program comprises five key activities: (i) managing the Australia Awards Scholarships, (ii) enhancing alumni engagement, (iii) strengthening Vietnam's vocational education and training sector, (iv) assisting Vietnam's higher education capacity-building, and (v) supporting leadership development in the public service through the Vietnam Australia Centre.

As an important tool in enhancing alumni engagement, the Australian Alumni Grants Fund (AAGF) funds various activities successfully proposed by Vietnamese alumni of Australian educational institutions. In addition to strengthening linkages between Australia and Vietnam, these activities assist alumni in consolidating their professional knowledge and skills, and contributing to organisational change among partners in the Vietnamese Government, private sector, civil society and other sectors. Since 2017, six grant rounds have supported Australian alumni in delivering targeted projects across Vietnam.

2. GENERAL REQUIREMENTS

All AAGF projects must contribute to the following three **Aus4Skills Program Outcomes**:

- **Outcome 1:** Inclusive alumni use new skills and knowledge to make positive contributions in targeted areas of Vietnam's development
- **Outcome 2:** Selected Vietnamese government, private sector, civil organisations, and other partners demonstrate organisational change through improved policies, practices or performance standards in targeted areas
- **Outcome 3:** Australia and Vietnam have stronger sustainable links and partnerships in selected agencies and sectors

Additional principles applied in selection of grant proposals include:

- Proposals must gain relevant approvals from local authorities for the proposed activities.
- Proposals must deliver broad-based outcomes (i.e. not focus only on individuals or small groups).
- Proposals must result in continuous delivery of benefits beyond grant completion.
- Proposals must address issues of gender equality, disability inclusion and inclusion of the rural disadvantaged, including disadvantaged ethnic minority communities.
- Proposals must demonstrate strong considerations for using eco-friendly materials, such as using digital backdrop and holding meetings by hybrid modality.
- Proposals must be written in English and submitted online through the SmartyGrants system. A translation must be submitted with the original if a supporting document is not in English.

- Proposals must be written and submitted by applicants unless an applicant is a person with disability whose health condition does not allow him/her to write and submit the application.
- Proposals must not include applicants named in more than one proposal in any single AAGF round. Different applications submitted by an applicant in an AAGF round will be ineligible for further processing.
- Proposals must not include applicants who have an ongoing or unacquitted grant under the AAGF (i.e. grants cannot be for overlapping periods).
- Proposals must not include any grant recipients formally identified as project leaders within the last two consecutive AAGF rounds.

Before a grant is awarded, successful applicants must sign a [Grant Agreement](#) that includes mandatory financial and reporting requirements.

3. APPLICANT ELIGIBILITY

Following applicants are eligible to apply for AAGF Round 7.

- Vietnamese alumni who have completed their studies in Australian education institutions through Australian Government funded scholarships, including Australia Awards Scholarships, Australia Awards Short Courses, Australia Awards Fellowships, Endeavour Scholarships and Fellowships, and the Australian Centre for International Agricultural Research (ACIAR) Scholarships.
- Vietnamese alumni who have completed their studies in Australian education institutions through Vietnamese Government scholarships.
- Vietnamese alumni who have self-funded their studies or received other scholarship support and completed their studies at Australian education institutions in Australia or Vietnam.
- Vietnamese participants of Aus4Skills Informal Learning Opportunities can be part of an eligible team of alumni who submit an AAGF application, with the condition that the above eligible applicants lead the project.

Note:

- The above mentioned study duration must be the equivalent of at least 5 days study with an Australian education institution.
- Current Aus4Skills staff are ineligible to apply for a grant under the AAGF.
- The above mentioned alumni and participants must be Vietnamese citizens at the time of application.

4. SELECTED PRIORITY AREAS/SECTORS

The **selected priority areas and sectors** for AAGF Round 7 are:

- Agriculture, Fisheries, Forestry (i.e. Agricultural economics, Aquacultural/Fisheries, Forestry, Rural Development)
- Digital transformation (i.e. Cyber security, Digital Business and Innovation, Digital communications)
- Information Technology

- Education (i.e. Education studies/management, Vocational Education and Training, Special Education)
- Environment, Climate Change and Energy (i.e. Environment studies including Water Resources, Mineral Resources, Climate Change Adaptation and Mitigation, Infrastructure and Transport, Sustainable/Renewable Energy Solutions and Innovation, Sustainable Tourism)
- Governance and Economic Growth (i.e. Public Policy Administration, Entrepreneurship and Innovation, Economics)
- Gender Equality, Disability (i.e. Women and Gender Studies, Disability Services, Social policy and social protection)
- Health (i.e. Health policy and services, Public health, Mental Health)
- Regional stability and Human Rights (i.e. International law, Criminology, Maritime security/sustainability, Journalism and media)

5. ELIGIBLE PROJECT CATEGORIES

The following categories of projects are eligible for AAGF funding:

Category 1. Professional and Community Development and/or Capacity Building

This category provides scope for a wide range of research and training activities, including but not limited to workshops, seminars, forums, and train-the-trainer activities which contribute to professional development and/or capacity building within the grantee(s) workplace or community. Applied research activities are included under this category if they have a professional development, community development, or capacity building element.

Category 2. Public Awareness and/or Advocacy Campaigns

This category provides scope for awareness and/or advocacy initiatives to increase public awareness of a particular issue (e.g. disability rights, air pollution, climate change). Awareness content may include explaining why the issue matters to a public audience in an understandable and accessible way and providing ways for the public to address the issue. The objectives of a public awareness and/or advocacy campaign may include increased public support for and knowledge of a particular issue, increased digital engagement on the issue, and/or formulation of community actions and strategies to address the issue.

Category 3. Organisational Change

This category provides scope for innovative activities that contribute to improved policies, practices or performance standards of organisations and/or sectors. They include, among others, promoting a better enabling environment in the workplace and women's advancement.

- *Policy (includes ongoing policy development)*
Work that has or will likely result in products giving instructions to others includes curricula, regulations, and published applied research.
- *Practice*
Work that involves applying skills or procedural changes provided or facilitated by the grant, other than work on policies. Examples include new collaboration or links and demonstrable

cultural, attitudinal and behavioural change, such as improvements in staff attendance or female participation in decision-making.

- *Performance Standards*

Changes to the quality or quantity of an organisation or group's achievements resulting from the grant, such as new or improved outputs or outcomes, other than new or improved policies.

Some examples of relevant results of grant projects might include:

- Sustainable improvements to gender equality, disability and social inclusion in an organisation, professional field or community, including promoting accessibility for people with disability
- Improved capability of alumni, their colleagues and work units to apply new or improved professional approaches
- Improved policies, including alumni work units' policies
- Improved leadership opportunities for alumni, especially women and women with disability
- Improved organisational systems, procedures, practices or policies
- Strengthened productivity of professional networks of Australian alumni
- New or improved linkages and partnerships between Vietnam and Australia
- Improved social and economic conditions among disadvantaged groups or in local communities
- Improved private sector development and engagement
- Contribution to policies, policy dialogues between the Australian and Vietnamese Governments

Note: The following proposal types are **not eligible** for AAGF funding:

- Applications for purchasing equipment only
- Applications for funding of construction
- Applications to merely attend training courses, presentations, events, or present papers/posters at conferences
- Applications that effectively subsidise the commercial activities of an individual applicant, a group of applicants and/or a private sector enterprise,¹ for which the individual applicant, a group of applicants and/or enterprise would normally be expected to invest its own funds
- Research exclusively for completing a PhD or master's degree
- Research that does not include professional development, community development, capacity building, or organisational change

6. DURATION OF GRANT IMPLEMENTATION

The maximum duration for implementing a grant project is 12 months. Grant implementation should commence within two weeks from the date of submission of the signed Grant Agreement.

Grantee(s) must obtain Aus4Skills approval if a change from the originally approved application is needed, including a delay in implementation. Requests to consider proposed changes must be accompanied by justifiable reason(s). In the case of a request for a delay in implementation, the proposed new start date must be within two months from the date of submitting the signed Grant Agreement, and the project end date cannot be extended.

¹ This does not apply to private colleges or universities which are eligible for AAGF funding.

Failure to commence a project by the agreed start date without valid justification may result in the withdrawal of the grant.

7. FUNDING AND ACCOUNTABILITY

An application can be submitted up to the maximum levels below, expressed in Vietnamese Dong (VND):

Number of applicants	Maximum grant
One or two alumni	VND 165,000,000 ²
Three alumni	VND 245,000,000
Four alumni and more	VND 325,000,000

Any project involving an alumni team must demonstrate that it is a team project with specified roles for each alumnus. It should show the added value in a team proposal compared to an individual submission.

Additional funding: Co-funding

Aus4Skills will provide matching funds of 100% of the contribution by the applicant, employer or other relevant Vietnamese/Australian organisation (e.g. industry association, universities) to a maximum of VND50,000,000.³ The co-funding must be in the form of cash (not 'in-kind') contribution provided by applicant(s) or from other sources. It must also be included in the AAGF application's budget. A commitment letter from the co-funding organisation must be provided including clear rationale and the timing of the provision of the co-funding. Such a co-funding arrangement will increase the funds available for a grant application and strengthen the commitment of the applicant/employer/relevant Vietnamese/Australian organisation to the grant project. Aus4Skills will assess in its sole discretion whether 'matching funds' are available. The maximum matching funds are VND50,000,000 regardless of the amount of co-funding amount.

Aus4Skills will not match funds sourced from loans.

² The figures listed here are the approximate equivalent of A\$10,000, A\$15,000 and A\$20,000 respectively.

³ This figure is the approximate equivalent to A\$3,000.

Examples of matching funds are listed below:

	Example 1 (VND)	Example 2 (VND)	Example 3 (VND)
AAGF project grant	165,000,000	165,000,000	165,000,000
Co-funding (e.g. from an employer)	30,000,000	50,000,000	100,000,000
AAGF matching funds	30,000,000	50,000,000	50,000,000
Total	225,000,000	265,000,000	315,000,000

Funding for translation

All applications, progress and completion reports must be written in English. If applicants are not proficient in English, they may claim the costs of translating their application, progress, and completion reports into English up to a maximum of VND5,000,000⁴ per application. Translation costs must be included in the application budget, and receipts must be submitted in acquittal reports.

Ineligible budget items

The following budget items are not eligible for financial support under the AAGF:

- Payments for costs associated to non-Vietnamese nationals, unless adequately justified.
- Payments to media for writing and publishing articles (justifiable expenses including travel associated costs are eligible).
- Fees/salaries paid to successful applicants whose grant applications are awarded for any work/tasks carried out as part of an AAGF-funded activity.
- Fees for formal studies, training or short courses in Vietnam, Australia or any other country (e.g. tuition, enrolment, attendance).
- Office equipment such as televisions, computers, printers, photocopiers, cameras, mobile phones, or any other equipment used primarily for commercial purposes.
- Any gifts, souvenirs and personal items not relevant to the AAGF-funded activity.
- Payments to applicants' employer(s) if proposals are approved.

Disbursements

Grants will be disbursed by bank transfer in VND to a bank account in Vietnam unless otherwise approved in advance by Aus4Skills. Grants are usually disbursed in three payments during the project's implementation in line with Aus4Skills' financial procedures.

Once a grant application has been approved, no further funds will be available for that project.

⁴ This figure is the approximate equivalent to A\$300.

No funding will be released until documents demonstrating local authority approval for grant activities have been provided to Aus4Skills. See *Section B - Financial Guidelines* for further information.

Fraud

Aus4Skills has a zero tolerance policy on fraud. Where the Department of Foreign Affairs and Trade (DFAT) or Aus4Skills have reasonable concerns about how the grantee(s) manage grant funds, Aus4Skills or DFAT will require an explanation and additional supporting documentation. If their concerns are not addressed, Aus4Skills or DFAT may require the grantee to undertake an independent financial audit. In the event of fraud, Aus4Skills will seek to recover funds from the grantee(s).

See *Section B - Financial Guidelines* for further information.

Aus4Skills Equity of Access Fund

The Aus4Skills' [Equity of Access Fund](#) supports alumni with disability and rural disadvantaged alumni (including rural disadvantaged ethnic minority alumni) wishing to participate in events organised by the Australian Embassy or Aus4Skills.

8. OTHER POLICY REQUIREMENTS

Child Protection

Aus4Skills has a zero tolerance policy towards the exploitation of children and is committed to implementing internationally-recognised child protection compliance standards to protect children from exploitation and abuse. Grantees and any associates engaged in the grant activity must comply with [DFAT's Child Protection Policy](#) which sets standards for personal behaviour and must understand their obligation to manage risks to children and act accordingly.

Where the grant activity involves working with children (i.e. direct engagement with children as part of the grant activities), grant recipients will be required to obtain a *criminal record* ('*Lý lịch tư pháp*' in Vietnamese) check and attend child protection training delivered by Aus4Skills prior to grant implementation.

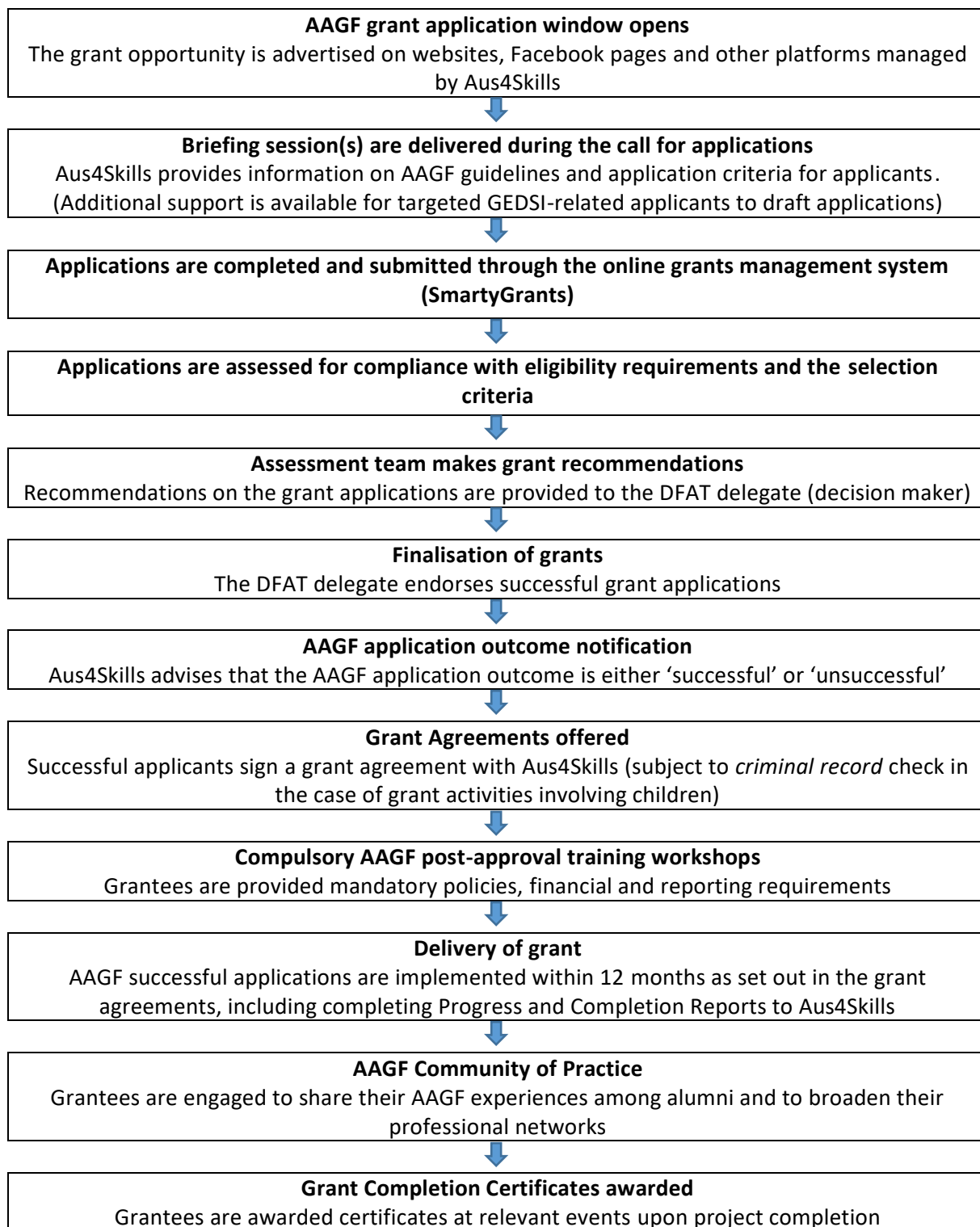
Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

Aus4Skills has a zero-tolerance policy towards sexual exploitation, abuse and harassment. This policy applies to Aus4Skills' and its partners' activities, including grantees. Aus4Skills aims to strengthen safeguarding by enhancing accountability, improving support for people affected, and driving cultural change through strong leadership. Grantees must comply with [DFAT's Preventing Sexual Exploitation, Abuse and Harassment Policy](#). Grantees will be required to attend the PSEAH training delivered by Aus4Skills prior to grant implementation.

Grantees are responsible for immediately notifying Aus4Skills if any person engaged in grant activity is accused of, charged with, or convicted of criminal offences relating to child exploitation and abuse, and sexual exploitation, abuse and harassment.

9. APPLICATION, APPRAISAL AND APPROVAL PROCESS

The process map below provides a brief outline of the AAGF process:



Application platform and process timing

Grant applications must be completed in English and submitted electronically through the SmartyGrants system at <https://vietnam.smartygrants.com.au/AAGFRound7>

AAGF Round 7 opens on Tuesday 20 February 2024 and closes at midnight Monday 1 April 2024 (Vietnam time).

Aus4Skills will not accept applications provided in any manner other than through the online application form. Applicants cannot submit an application in SmartyGrants after the closing time and date.

Selection Criteria

Applicants need to address all the following selection criteria in their application. The level of detail and supporting evidence should be relative to the proposed project size, complexity and grant amount. The application form has mandatory word limits for each criterion. Aus4Skills, at its discretion, may contact applicants to correct or explain the information. Applications can only be resubmitted once.

Selection criteria	Weighted percentage	Information required in the application form
Strategic purpose	20	<ul style="list-style-type: none">• Problem analysis• Project's objectives• Project's expected results• Contribution to stronger linkages between Australia-Vietnam• Contribution to broader impacts
Methodology/ Approaches	20	<ul style="list-style-type: none">• Methodology for delivering the project and achieving the designed outputs• Explain why particular community development/capacity building is necessary and how the capacity building needs assessment was or will be undertaken• Explain why an issue raised by the project matters to the public and provide ways to involve the public in addressing the issue through proposed public awareness and/or advocacy campaigns• Explain how the project contributes to organisational changes through improved policy development and implementation, practices or performance standards• Implementation Plan
Gender, Disability and Social Inclusion (GEDSI)	15	<ul style="list-style-type: none">• Contribution to gender equality including but not limited to women's economic empowerment and women in leadership• Inclusive of/benefit people with disabilities• Benefits for rural disadvantaged, including rural disadvantaged ethnic minorities people• Estimated direct beneficiaries• Estimated indirect beneficiaries

Selection criteria	Weighted percentage	Information required in the application form
Financial and Risk management	20	<ul style="list-style-type: none"> • Budget items • Co-funding and matching fund (if applicable) • Quotation from suppliers • Risk management, including risks related to obtaining necessary approvals from relevant local authorities
Ownership, Sustainability and Communications	15	<ul style="list-style-type: none"> • Applicant(s)' expertise and skills gained from Australian studies contribute to the project • Supported by employer and/or local authority • Lasting benefits/results which continue beyond the project's completion and not being a one-off event • Plan to scale up or replicate the project or its results in other organisations, locations or communities • Promotion of the project's findings, results and outputs to a wide audience
Monitoring & Evaluation	10	<ul style="list-style-type: none"> • Outcomes • Outputs
Total	100	

The assessment and review process will take approximately three months, depending on the number of submitted applications. Unsuccessful applicants will be informed in general terms of why their proposal was unsuccessful. Inquiries and complaints should be made in writing and sent to AAGF@australiaawardsvietnam.org. Appeals against decisions on the selection of grantees will not be considered.

10. SUPPORT FOR ALUMNI

During the call for applications, Aus4Skills will host briefing session(s) on the AAGF guidelines for applicants following the opening announcement. Limited targeted support with writing an application is available for applicants with disability and/or from rural or remote areas or ethnic minority groups, and applicants with applications about GEDSI topics.

Following the approval of grants, training workshops will be delivered to successful applicants on grant project management and reporting skills. The workshops will instruct grantees on financial management and completing progress/completion reports (including financial acquittal reports) on SmartyGrants. Briefing sessions on PSEAH and Child Protection policies will be conducted for grantees prior to grant implementation. Aus4Skills will promote successful project results where feasible.

11. RECOGNITION OF SUCCESSFUL GRANT COMPLETION

When a grant has been successfully implemented and the completion and final financial reports accepted by Aus4Skills, a Certificate of Grant Completion will be awarded to the grantee(s).

12. GRANT PROMOTION AND AUSTRALIAN IDENTITY

AAGF information is published on the [Australia Awards Vietnam website](#), [Aus4Skills website](#), [Aus4Skills Facebook](#), [Australian Alumni in Vietnam Facebook](#), and other relevant platforms managed by Aus4Skills. Successful grant projects and their results are promoted through these and other media channels and at relevant alumni events. Grantees must acknowledge the Australian Government's support of their projects appropriately. This acknowledgment includes using the co-branding logo of Australia Global Alumni and Aus4Skills, acknowledgment text and verbal acknowledgment in all grant project communication materials. These materials include project signs, publications, reports, events, backdrops, standees, leaflets, presentation slides, videos, websites, social media, media releases, speeches and interviews. Grantees should contact Aus4Skills for specific guidance prior to publication and public presentations.

Aus4Skills requests grantees to provide suitable photographs, video footage and other relevant materials for Aus4Skills promotional activities and encourages grantees to publicise project activities through their own networks.

See *Section C - Communication Guidelines* for further information.

13. FURTHER INFORMATION

Further information can be obtained at:

Aus4Skills

Alumni Engagement

Australian Alumni Grants Fund

Level 9, Tower A, Handi Resco Tower

521 Kim Ma, Ngoc Khanh Ward, Ba Dinh District, Hanoi

Phone: +84 24 3939 3991/2

Email: AAGF@australiaawardsvietnam.org

Website: <https://aus4skills.org/> and www.australiaawardsvietnam.org

B. FINANCIAL GUIDELINES FOR GRANTEES

These Financial Guidelines must be used with the Guidelines for Applicants and incorporated into Grant Agreements. AAGF grantees agree to maintain a sound administrative and financial system that verifies all Financial Reports and Acquittals. The funding comes from the Australian Government and may be audited. Therefore, grantees must take personal responsibility for the financial management of grants. Aus4Skills is committed to working with alumni grantees to ensure accountability and value for money and simplify the grant process administration.

The Financial Guidelines assist grantees in completing their financial acquittal responsibility. Failure to acquit may result in funding suspension, the requirement to return all or part of the grant funds and/or further legal action as necessary to resolve the issue.

1. PAYMENT OF GRANT FUNDS

Grants will only be disbursed by bank transfer in VND to a bank account in Vietnam unless otherwise approved in advance by Aus4Skills. Grants usually are disbursed over several payments in response to funding requests received from grant awardees through SmartyGrants based on the following principles:

- **First disbursement may be up to 40% of the total approved Aus4Skills Budget** (equal to Total Aus4Skills & Contingency, and Matching Funds) upon Aus4Skills' receiving a satisfactory First Funds Request.
- **Second disbursement will be up to 40% of the total approved Aus4Skills Budget** (equal to Total Aus4Skills and Contingency, and Matching Funds) upon Aus4Skills' receiving a satisfactory Progress Report, including Financial Acquittal Report and Second Funds Request.
- **Disbursement of the outstanding portion of the grant based on actual costs** will be subject to Aus4Skills receiving a satisfactory Completion Report, including Financial Acquittal Report and Final Funds Request.

Grantees must provide Aus4Skills with satisfactory documented evidence showing the provision and use of co-funding in line with the approved project plan and budget at the first, second or final disbursement requests. Failure to provide evidence to Aus4Skills' satisfaction will result in the withdrawal of the matching funds.

Once a grant application has been approved, no further funds will be available for that project.

Grants are normally disbursed as set out below.

First Disbursement

Grantees must submit the online First Funds Request within two months of the submission date of the signed Grant Agreement. Aus4Skills may request that grantees provide additional information for clarification. Upon approval, grantees will be notified to send the hard copy of signed documents to Aus4Skills. All project members in the approved applications must provide their signatures. The approved first funds will then be advanced.

The following documents are required for the completion of the online First Fund Request:

1. Copies of documents demonstrating necessary approvals from relevant local authorities.
2. Copies of Criminal Record with maximum 6-month validity for all project members, if the project activities involve working with children.
3. Copies of the bank document with the grantee's name and account number to whom the grant funds will be transferred.
4. Documents showing the preparations for grant implementation as planned (e.g. invitation letter, workshop agenda, training materials, list of survey participants, survey questionnaires, communication materials such as backdrops, standees, banners, press releases).
5. Evidence showing that the provision and usage of co-funding (if applicable) aligns with the approved application and budget.

No funds will be advanced unless this step is completed to Aus4Skills' satisfaction.

Second Disbursement

Grantees must complete and submit the online Progress Report (including Financial Acquittal Report) and Second Funds Request within six months from the approval of the First Funds Request. Aus4Skills may request grantees to provide additional information and financial supporting documents for clarification. Upon approval, grantees will be requested to send the hard copy of signed documents with original financial documents to Aus4Skills. All project members in the approved applications must provide their signatures. The approved second funds will then be disbursed.

The documents required for completion of the online Progress Report (including the Financial Acquittal Report) and Second Funds Request include:

1. A scanned copy of all contracts, official invoices, receipts and other forms of documentation in sequence for financial acquittal of the first fund's disbursement.
2. Evidence showing that the provision and usage of co-funding (if applicable) aligns with the approved project and budget.
3. Visible evidence of project activities delivered, including photographs (at least three to five photos with captions), videos, publications and links to social media platforms (e.g. news articles, reports, social media posts, websites) if applicable.

No further funds will be advanced unless this step is completed to Aus4Skills' satisfaction.

Final Disbursement (Final Acquittal)

Grantees must complete project activities listed in the approved applications and submit the online Completion Report (including Financial Acquittal Report) and the Final Funds Request no later than 12 months from the signed grant agreement date. Aus4Skills may request grantees to provide additional information and financial supporting documents for clarification. Upon approval, grantees will be notified to send the hard copy of signed documents with original financial documents to Aus4Skills. All project members in the approved applications must provide their signatures. The approved final funds will then be paid.

The documents required for completion of the online Completion Report (including Financial Acquittal Report) and Final Funds Request are:

1. A scanned copy of all contracts, official invoices, receipts and other forms of documentation in sequence for financial acquittal.
2. Evidence showing that the provision and usage of co-funding (if applicable) aligns with the approved project and budget.
3. Communication materials for promotion of delivered activities, including photographs (at least three to five photos with captions), videos, publications, and links to social media platforms (e.g. news articles, reports, social media posts, website).

No further funds will be paid unless this step is completed to Aus4Skills' satisfaction.

Once the hard copy of funds requests, progress and completion (including financial acquittal) reports, and other financial documents are approved, they must be sent to the following address:

Aus4Skills

Alumni Engagement

Australian Alumni Grants Fund

Level 9, Tower A, Handi Resco Tower

521 Kim Ma, Ngoc Khanh Ward, Ba Dinh District, Hanoi, Vietnam

Phone: + 84 24 3939 3991/2

Aus4Skills may request further documentation as necessary to process acquittal. Grantees are asked to keep copies of all submitted documents for their records.

2. FINANCIAL ACQUITTAL REQUIREMENTS

General Requirements

- All approved expenses in Vietnam over VND300,000 must be accompanied by an official Ministry of Finance (MOF) invoice (*Hóa đơn tài chính*), if possible.
- All approved expenses less than VND5,000,000 are strongly encouraged to be paid by bank transfer. All approved expenses from VND5,000,000 and above must be paid by bank transfer and supported by contracts, including any terms of reference for personnel services.
- All approved expenses outside Vietnam in a foreign currency equivalent to over VND300,000 must have the supplier's receipt(s). They must be converted into VND in accordance with bank statements or based on the reporting date's the Vietcombank exchange rate (Transfer/*Mua chuyển khoản* column). The exchange rate sheet must be attached with foreign currency receipts for financial acquittal.
- Grantees may not use grant funds to pay for items other than those listed in the approved applications unless they have Aus4Skills' prior written approval.
- The unauthorised use of grant funds will result in processing acquittal delays and may result in the grantees paying for the unauthorised expenditure. Note that the unauthorised use of funds may be considered fraud (see the section below on Fraud).

Allowable Expenditures and Required Supporting Documents

Grantees must provide the documentary evidence outlined below for approved expense items being acquitted or reimbursed.

#	Expenditure	Required Supporting Documents	Remarks
1	Economy class airfare	<ul style="list-style-type: none"> - Official MOF invoice (<i>Hóa đơn Tài chính</i>) or Bank statement or online payment notification if purchased online - Itinerary 	Must be the best price on the day of booking.
2	Bus/train fare	<ul style="list-style-type: none"> - Ticket or ticket stub or e-ticket if over VND300,000 	Must be most direct best price on the day of booking. The amount being reimbursed/acquitted must be shown on the ticket.
3	Taxi fare	<ul style="list-style-type: none"> - Official invoice/receipt for trips if over VND300,000 	If two or more people are travelling to the training venue/airport/bus/train station, it is recommended that participants share a taxi.
4	Private car	<ul style="list-style-type: none"> - Official invoice/receipt issued by petrol station if over VND300,000 - Travel expenditure report certified by authorised person/organisation(s) 	Applicable to a distance over 20km and where public transport is not available. Costs related to the driver are not covered.
5	Accommodation	<ul style="list-style-type: none"> - Hotel official invoice/receipt if over VND300,000 	According to UN-EU cost norm 2022
6	Meals & incidentals	<ul style="list-style-type: none"> - Travel expenditure report certified by authorised person/organisation(s) - Bank transfer receipt/receipt from persons receiving meals & incidentals 	According to UN-EU cost norm 2022. The receipt form will be available on request.
7	Training/workshop	<ul style="list-style-type: none"> - Official invoice/receipt if the single item amount of individual expenditure for a workshop such as a venue, refreshment, cleaner, technical assistance, the backdrop is over VND300,000 	

#	Expenditure	Required Supporting Documents	Remarks
8	Professional/general service fees (e.g., interpreter, consultant/general labour/personnel costs)	<ul style="list-style-type: none"> - Contract including the terms of reference - Bank transfer receipt/receipt from interpreter/consultant/worker/etc. - Duly approved timesheet (for full-time/part-time job) 	According to UN-EU cost norm 2022. Forms will be available on request.
9	Consumables/stationery	<ul style="list-style-type: none"> - Official invoice/receipt if over VND300,000 	
10	Equipment/assets	<ul style="list-style-type: none"> - Official invoice/receipt if the amount is over VND300,000 - Contract for items over VND5,000,000 - At least three quotes from suppliers for equipment valued over VND5,000,000 	
11	Conference fee	<ul style="list-style-type: none"> - Receipt issued by conference organiser 	
12	Australian visa	<ul style="list-style-type: none"> - Official receipt 	
13	Hire/rental fee (experiment equipment, venue, etc.)	<ul style="list-style-type: none"> - Contract for items over VND5,000,000 - Official invoice/receipt if over VND300,000 - At least three quotes for items if rental costs exceed VND5,000,000 	
14	Communication	<ul style="list-style-type: none"> - Statement of expenditure supported by service provider's bills or prepaid top-up cards (retail invoice is not encouraged) - If telephone costs exceed VND5,000,000, a bank statement for the service provider(s) must be submitted 	
15	Photocopies/Printing	<ul style="list-style-type: none"> - Official invoice/receipt if over VND300,000 - Contract for printing cost from VND5,000,000 	
16	Fees related to publishing an article in a journal	<ul style="list-style-type: none"> - Official invoice/receipt issued by the publisher 	
17	Fee for Criminal Record paper (type number 1)	<ul style="list-style-type: none"> - Official invoice/receipt 	

Ineligible budget items

The following budget items are not eligible for financial support under the AAGF:

- Payments for costs associated to non-Vietnamese nationals, unless adequately justified.
- Payments to media for writing and publishing articles (justifiable expenses including travel associated costs are eligible).
- Fees/salaries paid to successful applicants whose grant applications are awarded for any work/tasks carried out as part of an AAGF-funded activity.
- Fees for formal studies, training or short courses in Vietnam, Australia or any other country (e.g. tuition, enrolment, attendance).
- Office equipment such as televisions, computers, printers, photocopiers, cameras, mobile phones, or any other equipment used primarily for commercial purposes.
- Any gifts, souvenirs and personal items not relevant to the AAGF-funded activity.
- Payments to applicants' employer(s) if proposals are approved.

Sundry Small Expenses

For an approved item of expenditure with total expenses amounting to VND300,000, official invoices or receipts are not required. However, these expenses must still be listed in the Financial Acquittal Reports and signed by grantees to certify that the expenses are correct and per the actual disbursement of funds on activities. Note that Sundry Small Expenses are not applied when the total accumulated value of all single receipts exceeds VND300,000.

Instead of numbering official invoices or receipts, these expenses will be noted as "Sundry Small Expenses" in the Financial Acquittal Reports.

Taxation

Grantees are responsible for making their own arrangements regarding any tax liabilities arising from the funding award.

Termination or Withdrawal of Funding

Aus4Skills reserves the right to withhold or withdraw funding, terminate a project, or require grantees to return all or part of the grant funds if:

- The grantee fails to comply with the Grant Agreement or the AAGF Guidelines.
- The grantee fails to comply with lawful and reasonable instructions given by Aus4Skills.
- Aus4Skills believes the project's progress is unsatisfactory.
- Aus4Skills believes the grantee has not carried out the project to the professional standard expected of the grantee's experience level in their practice or line of work.
- The grantee does not complete the funded project.
- The grantee provides false or misleading information to Aus4Skills.
- The grantee acts illegally or negligently, leading Aus4Skills to decide it significantly affects the project or may harm the reputation of Aus4Skills or the Government of Australia.
- Aus4Skills suspects fraud has been committed and decides to pursue criminal charges per DFAT's requirements and local laws.

Aus4Skills will determine the amount of funds to be returned, taking into account the following:

- Whether circumstances existed outside of the grantee's control
- Whether the issue can be satisfactorily addressed within a reasonable time frame
- The proportion of the project already completed

Unexpended Funds

If proposed activities included in the approved applications cannot proceed as initially approved, Aus4Skills must be informed immediately. In such situations, Aus4Skills will review the project's status with grantees and advise whether it will continue to support the project and in what form. If Aus4Skills determines in its sole discretion that it will not continue to support the project, any unexpended funds must be returned. If Aus4Skills is not informed immediately, it may seek to recover funds from grantees.

Failure to commence within two weeks from the submission date of the signed Grant Agreement without valid justification may result in the withdrawal of the grant. Similarly, for activities with an extended start date, failure to commence within two months from the submission date of the signed Grant Agreement may result in grant withdrawal.

If unexpended funds need to be returned, grantees must contact Aus4Skills to transfer the funds to the following account:

Account Name: CHUONG TRINH PHAT TRIEN NGUON NHAN LUC O-XTRAY-LI-A-VIET NAM

Account number: 700017172475

Bank: Shinhan Bank

Address: 14 Le Thai To, Hanoi, Vietnam

3. FRAUD

DFAT and Aus4Skills have a zero tolerance policy on fraud. They are committed to minimising the incidence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies. Aus4Skills expects all grantees to comply with DFAT's Fraud Policy Statement and Fraud Control and Anti-Corruption Plan.

The Fraud Policy Statement defines fraud as 'dishonestly obtaining a benefit, or causing a loss, by deception or other means'. This definition extends beyond the legal definition of fraud to include benefits obtained that can be both tangible and intangible. It thus encompasses activities or behaviours broader than the misuse or misappropriation of monies or assets and includes:

- Theft
- Obtaining property, financial advantage or any other benefit by deception
- Causing a loss or avoiding or creating a liability by deception
- Providing false or misleading information or failing to provide information when obligated to
- Making, using or possessing forged or falsified documents
- Bribery, corruption or abuse of position

- Unlawful use of computers, vehicles, telephones and other property or services belonging to the Australian Government or its aid delivery partners
- Divulging confidential information to outside sources
- Hacking into, or interfering with, a computer system belonging to the Australian Government or its aid delivery partners

Where Aus4Skills and DFAT have reasonable concerns about how grantees manage grants, Aus4Skills and DFAT may require an explanation and additional supporting documentation. If this does not alleviate concerns, Aus4Skills and DFAT may require grantees to undertake an independent financial audit. The cost of the audit will be deducted from the AAGF project budget.

Aus4Skills is obligated to report all instances of suspected, alleged or committed fraud or corruption to DFAT within five business days of becoming aware of the case. All cases of fraud and corruption are handled in a confidential, prompt and professional manner.

Where fraud is determined to have occurred, Aus4Skills may pursue criminal charges per DFAT's requirements and local laws.

Further information on DFAT's fraud control strategy is available at: <https://www.dfat.gov.au/about-us/corporate/fraud-control/Pages/fraud-control>.

C. COMMUNICATIONS GUIDELINES FOR GRANTEES

The AAGF Round 7 Communication Guidelines must be used with the Guidelines for Applicants and incorporated into Grant Agreements. AAGF grantees are responsible for acknowledging the Australian Government's support of AAGF projects in project activities. Aus4Skills requests grantees to provide suitable photographs, video footage, AAGF-related news articles and other materials suitable for Aus4Skills promotion activities. Aus4Skills' promotion of the AAGF will include publicising successful outputs and outcomes of grant projects on the [Australia Awards Vietnam website](#), [Aus4Skills website](#), [Aus4Skills Facebook](#), [Australian Alumni in Vietnam Facebook](#), and on other media channels and at relevant events as appropriate. Grantees are encouraged to promote their grants through their own networks.

1. ACKNOWLEDGMENT OF THE AUSTRALIAN GOVERNMENT'S SUPPORT

Branding

Branding enhances the visibility of the Australian Government's support through the AAGF.

Grantees must use the co-branding logo of Australia Global Alumni and Aus4Skills in project communication materials. These include project signs, publications, reports, events, backdrops, standees, leaflets, presentation slides, training documents, videos, websites, social media and media releases. The logo, brand guidelines and templates are available [here](#).

Acknowledgment Text

In addition to branding, grantees must use acknowledgment text in Vietnamese and English wherever possible.

Grantees can adapt the following sentences to suit the context:

- ***[activity] is supported by the Australian Government through the Australian Alumni Grants Fund managed by Aus4Skills***
- ***[hoạt động] được tài trợ của Chính phủ Australia thông qua Quỹ Hỗ trợ Cựu sinh viên Australia do Chương trình Aus4Skills quản lý***

Similarly, a speech or interview should acknowledge that the activity is “*supported by the Australian Government through the Australian Alumni Grants Fund managed by Aus4Skills/được tài trợ của Chính phủ Australia thông qua Quỹ Hỗ trợ Cựu sinh viên Australia do Chương trình Aus4Skills quản lý*”.

Disclaimer

The following disclaimer in English and Vietnamese must be used appropriately in publications and research reports and during training courses and workshops:

This report/research/publication is supported by the Australian Government through the Australian Alumni Grants Fund. The opinions expressed in this report/research/publication are those of the author(s) and do not necessarily reflect the views of the Australian Government.

Tuyên bố miễn trừ trách nhiệm

Báo cáo/Nghiên cứu/Ấn phẩm này do Chính phủ Australia hỗ trợ thông qua Quỹ Hỗ trợ Cựu sinh viên Australia. Mọi quan điểm và nhận định trình bày trong báo cáo/nghiên cứu/ấn phẩm này là của cá nhân tác giả và không nhất thiết thể hiện quan điểm của Chính phủ Australia.

Grantees should contact Aus4Skills for guidance and approval before publication and public presentations.

2. PHOTOGRAPHS AND VIDEOS

Ethical Photography

Photographs and videos are the most effective means to record the implementation of grant activities. When taking photographs or filming, grantees must comply with [DFAT's Guidelines on Ethical Photography](#) and [DFAT's Child Protection Policy](#) to respect human dignity and ensure the rights, safety and well-being of the person(s) associated with AAGF-funded projects. A [consent form](#) for taking or filming images must be completed and submitted with other documents when required.

General Requirements

Grantees are required to provide photos or videos during project implementation. Photos and videos must be suitable for public consumption and used to promote the AAGF broadly. At least three to five suitable photos of high quality must be submitted with captions or explanations that clarify the photo's content. Photo content should include a range of imagery, such as:

- alumni grantees at work
- the progress of the funded project
- the project's benefits to the community.

Where relevant, photos and videos should include the AAGF identifier.

- **File type:** Photos should be in either *.jpg* or *.png* format.
- **Light sufficiency:** Photos and videos should always be taken in good or acceptable lighting to best portray the activities and participants.
- **Content:** Photos should be taken at different angles to demonstrate the activity's nature and actions. At least one group photo should also be included. Videos should capture the activity's purpose and achievements and include beneficiary testimonials where possible.
- **Length:** Videos should be no longer than two to three minutes. Two-minute length is preferred for social media platforms.

Examples of photos in bad lighting



Examples of photos in acceptable lighting



Examples of 'in action' photos



Examples of group photos



Examples of co-branded logos and activity names in photos



3. SOCIAL MEDIA

Grantees should seek opportunities to promote the AAGF and their projects' achievements when creating content for social media. Examples include:

- Communicating an AAGF-funded activity
- Resharing news or articles featuring an AAGF-funded activity
- Conducting monitoring and evaluation visits or visiting an AAGF-funded activity
- Receiving monitoring and evaluation visits by DFAT or Aus4Skills

Grantees should follow the above websites and Facebook pages. They should share or retweet content that includes their handle and encourage others interested in the subject to engage.

AAGF-related posts on social media platforms should include the following hashtags:

- #Aus4Skills
- #AustralianAlumniinVietnam
- #AustralianAlumniGrantsFund
- #AAGF

These hashtags confirm that the AAGF supports the project and allows Aus4Skills to report on and track posts about the AAGF.