



Project Guidelines

Introduction: About Make A Mark Australia (MAMA)

In accordance with its mission, MAMA focuses on providing impoverished children in underdeveloped communities access to reliable schooling and education.

MAMA believes in not only educating the individual, but importantly, also assisting the community in fostering a supportive and sustainable economic environment for all children to grow, develop and excel.

Purpose: MAMA's Project Guidelines

MAMA's *Project Guidelines* are intended to assist potential project partners to prepare their applications for project funding from MAMA.

General Criteria

MAMA supports community-based and non-government organisations to deliver projects that:

- Respond to clearly identified deficiencies or inadequacies in a child's learning environment;
- Benefit communities and/or individuals at the lower end of the socioeconomic spectrum that have limited access to appropriate educational and developmental resources; and
- Result in positive change and opportunity in the lives of recipients.

The amount of project funding provided by MAMA will be determined on a case-by-case basis, in accordance with value for money principles and subject to a *Funding Agreement*.

The maximum duration of any one project is within six months from the time of project proposal approval. Multi-year funding may be considered in special cases.

Project proposals will not be accepted from:

- Profit-making organisations; or
- Organisations with formal religious and/or political affiliations.

Funding will generally not be available for the following:

- Items of a recurrent cost nature (such as property rental, salaries etc);
- Planning and co-ordinating costs (such as meetings, consultations etc);

- Specialist expertise costs (such as legal, planning fees);
- Operational costs (such as transport, general office supplies); or
- Bursaries for formal studies.

Mandatory Requirements

Project proposals must be written in English and provide the following mandatory information. If the required information is not available or considered relevant, an explanatory note must be provided:

- **Project summary.** No greater than 200 words summarising the project proposal.
- **Organisation.** Provide a brief background of your organisation.
- **The problem.** Summarise what problem your organisation has identified.
- **Objectives and overall outcome.** What is the aim of the project? What will change/improve as a result of the project?
- **Community setting.** List intended beneficiaries of the project, and any communities, groups or individuals that may also be impacted (positively or negatively). Explain what involvement the beneficiaries have had/will have in project development and implementation.
- **Cross-cutting issues.** How will the project ensure gender equality is addressed in project implementation. How persons with a disability will have full access to project benefits? Are there any environmental implications?
- **Implementation plan.** How will the project objectives and outcome be achieved? What are the resources (people, equipment, materials) that will be required to deliver the project? Include the expected duration of the project.
- **Sustainability.** Explain how you will ensure project sustainability beyond MAMA's involvement.
- **Budget.** How much funding is being requested? The budget should include a break-down of anticipated costs (Note that reputable and substantial quotes must be provided before funding is allocated by MAMA).
- **Constraints and risks.** Explain any constraints to implementing the project and how you will deal with these. Identify any risks that may affect the project and how these will be managed.
- **Monitoring and Evaluation.** How does your organisation define project success? How will your organisation monitor quality and efficiency of project delivery and evaluate achievement of the desired outcome?
- **Organisation point of contact.** Who can MAMA contact regarding the project proposal? Provide their contact details, including phone, email, website, and mailing address.

Project proposal submission

Completed, signed project proposals should be emailed to makeamarkaustralia@gmail.com.

The final decision regarding acceptance/non-acceptance of the project proposal lies with the MAMA management committee. Decisions taken by the management committee are governed by MAMA's *Rules of Operation*, which can be accessed at

www.makeamarkaustralia.org.au. MAMA is committed to conducting a project selection process that is guided by:

- Integrity,
- Consistency,
- Transparency, and
- A fair go for all.

Potential project partners will be advised immediately upon the MAMA management committee's decision regarding either:

- acceptance of the project proposal and particular project implementation and reporting requirements; or
- non-acceptance of the project proposal, outlining deficiencies and further requirements noted by the management committee.

If a project proposal is not accepted, there will be an opportunity to re-submit based on feedback provided to you.

Final remarks

The MAMA management committee wishes potential project partners all the best in developing a project proposal that will contribute to the realisation of MAMA's vision of a world where every child has access to education and the power to grow, develop and excel.