

ANCP ADPlan Header 2024-25

Form Preview

ANCP ADPlan Header

Annual Development Plans (ADPlans) and Annual Performance Reports are two key milestones in the ANCP annual program cycle. Information provided in these reports is shared within the Department of Foreign Affairs and Trade (DFAT) and with the public.

In line with Department of Foreign Affairs and Trade's (DFAT) commitment to transparency and accountability, **a summary of every project included in the ADPlans will be published on the DFAT website.** Please consider this when entering information into the Project level forms.

In ANCP Online, ADPlans are submitted through the NGO Application Form. Within this application, the ADPlan has been separated into a three-tier structure:

- **Header Form:** This is the overarching application form, which contains the executive summary, contact details and all financial information. **This form is mandatory.**
- **Program Form:** The use of the program form supports NGOs to report in line with a programmatic approach to development and to give a logical structure to ANCP Online. NGOs are not required to complete the program form if their organisation does not operate at a program level. However, this form must be accessed to set up project forms.
- **Project Form:** In ANCP Online, all projects exist within a program. The Project Form is completed after the Program Form has been completed (or after an NGO accesses the Program Form and advises they do not operate at this level). The Project Form contains information on projects, including implementing partners, project description and financial information. **This form is mandatory.**

Once an NGO has completed all relevant forms, the ADPlan must be approved by the relevant Authorised Officer. A link to the ANCP Program Certification Form is available on the final page of the Header Form and should be signed by an Authorised Officer in hard copy, scanned and attached to ANCP Online. ADPlans will not be considered final without this Certification being completed and attached to the Header Form.

WARNING:

You may be logged out automatically after 30 minutes if you don't save, which will cause you to lose any unsaved work.

Go [here](#) for additional information.

Organisation Details

Organisation Name

Trading as

Accreditation Type

Base

Full

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ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

NGO Financial Year Period

For example: July to June

Postal Address

Address

Suburb State Postcode

Street Address

Address

Suburb State Postcode

Business Phone

Must be an Australian phone number including the area code

Website

Must be a URL

Contact Details

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Some NGOs may only have one contact for all the categories below. In these cases, please duplicate the name of the contact across all relevant categories. This section should be revised by the NGO if there are any staffing changes during the ADPlan period.

Head of NGO

Head of NGO

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Phone

Must be an Australian phone number including area code

Email

Must be a valid email address

Executive Assistant to the Head of NGO

Executive Assistant

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Phone

Must be an Australian phone number

Email

Must be an email address

Authorised Officers

Please provide a list of people and positions authorised to sign the following documents on behalf of your organisation:

- Grant Agreements;
- ADPlans and Annual Performance Reports;
- Acquittals; and
- RDE worksheets.

Authorising Officer

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Authorising Officer
Position**

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Board Member

Board Member

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Phone Number

Must be an Australian phone number.

Email

Must be an email address.

ANCP Contact

The key ANCP contact, who DFAT can contact with in relation to any ANCP issues during the ADPlan period. Providing an alternate contact (ANCP Contact 2) ensures coverage for urgent matters. ANCP Contacts 1 and 2 will be included in the mailing list for the ANCP Bulletin.

ANCP Contact 1

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Phone

Must be an Australian phone number including area code

Email

Must be a valid email address

ANCP Contact 2

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Phone

Must be an Australian phone number including area code

Email

Must be a valid email address

Monitoring and Evaluation

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The key contact for M&E matters for the NGO. This contact will not be used during the ADPlan approval process but will be contacted with any ongoing M&E matters.

M&E Contact

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Phone

Must be an Australian phone number including area code

Email

Must be an email address

Finance Contact

The Finance Contact will be contacted with any queries about bank details, invoices or other financial issues that arise in making payment to the NGO.

Financial Officer

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Phone

Must be an Australian phone number.

Email

Must be an email address.

Child Protection Officer

Child Protection Officer

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Phone

Must be an Australian phone number.

Email

Must be an email address.

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Communications Officer

Communications Officer	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>		
Phone	<input type="text"/>		
	Must be an Australian phone number.		
Email	<input type="text"/>		
	Must be an email address.		

Accreditation Officer

Accreditation Officer	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>		
Phone	<input type="text"/>		
	Must be an Australian phone number.		
Email	<input type="text"/>		
	Must be an email address.		

Executive Summary

Organisational Overview

Provide a brief introduction outlining the structure, operating model (including membership of international alliances or networks) and strategic priorities of your organisation, describing its operating context (e.g. geographic reach, sector/s, etc.) and any other defining features of your development activities. NGOs that have an overarching strategic plan or developmental approach that underpins all of their programming, including under the ANCP, may wish to summarise that here. NGOs may wish to attach their vision or mission statement, or other document that explains their development approach. This section will be used by DFAT to provide internal stakeholders with an overview of accredited NGOs. Details here may be used as background information for briefings, up to Ministerial level. This section should **not**:

- be a duplication of the information contained in individual program or projects (except if related);
- be a duplication of the NGO's accreditation application;
- replicate marketing or fundraising materials.

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Organisational Overview

Word count:

Must be no more than 300 words.

Attach a file

Attach a file:

NGOs can attach additional information to clarify their Organisational Overview

Expected Participants

The following expected participant figures are **automatically calculated** from summing the participant figures entered in the projects.

The following information is provided for your use.

Total Participants

The following definitions apply to all beneficiary values:

- **Expected:** The number of people expected to be reached during the financial year who will directly benefit from the project.

Total Expected

Must be a number. This number/amount is calculated.

ANCP Program Budget Summary

DFAT ANCP Funding this ADPlan period

This section records the total ANCP funding available for the ADPlan funding period, which is the sum of ANCP funding received, unspent funds and interest rolled over from the previous year and estimated interest earned this financial year.

The Total ANCP Funding available in this ADPlan period must equal the total Estimated ANCP Expenditure in this ADPlan period (section below). The Total ANCP Funding must be acquitted in the corresponding ANCP Performance Report and Acquittal.

The information required in this section includes:

- **Rolled over funds:** Funds received in the previous ADPlan period that are unspent and rolled over to this period. NGOs may need to revise this figure after finalising acquittals with implementing partners and submitting the Performance Report on 30 September. These funds need to be identified for accounting purposes but do not need to remain attached to the projects that they were originally unspent against. Rolled over funds must be allocated to projects. If there are no rolled over funds or interest to report, please enter zero.

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- **Rolled over interest:** Interest earned on funds received in the previous ADPlan period, not yet programmed and rolled over to this ADPlan period.
- **ANCP grant:** DFAT ANCP grant received in this ADPlan period. Please record the **exact dollars and cents** amount as specified in the initial ANCP Annual Grant Agreement.
- **Estimated interest, ADPlan period:** Estimated interest on grant received in this ADPlan period.

Rolled over funds (excluding interest)

\$
Must be a dollar amount

Interest from rolled over funds

\$
Must be a dollar amount

ANCP grant

\$
Must be a dollar amount

Estimated interest, ADPlan period

\$
Must be a dollar amount

TOTAL ANCP FUNDING

\$
Must be a dollar amount. This number/amount is calculated.

Estimated DFAT ANCP expenditure this ADPlan period

The Total Estimated ANCP Expenditure (below) must equal the Total ANCP Funding (section above).

Note: The Total rollover allocated to projects (below) must equal the sum of rolled over funds and rolled over interest (above).

The DFAT ANCP total grant allocated to projects, rollover, and estimated interest are automatically calculated from summing the financial figures entered in the project forms. To adjust these figures, make adjustments in the corresponding financial fields at the project level. Planned Administration/overheads (up to 10% of your annual ANCP grant amount) should be entered manually.

Use this excel tool to assist in totalling Project Financials - [Financial Summary Table Excel Tool](#)

Total ANCP grant amount allocated to projects

\$
This number/amount is calculated.

Total Rollover allocated to Projects

\$
This number/amount is calculated.

Total Rollover interest allocated to Projects

\$
This number/amount is calculated.

Funding Validations

ANCP Funding minus Expenditure validation

\$
Must be equal to \$0.00. This number/amount is calculated.

Admin 10% Validation

Must be no more than 10. This number/amount is calculated.

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Total estimated interest, ADPlan period, allocated to projects

\$

This number/amount is calculated.

Planned Administration / Overheads

Include cents

Pass Down to Local Partners

\$

This number/amount is calculated.

TOTAL ESTIMATED ANCP EXPENDITURE

\$

This number/amount is calculated.

Design, Monitoring and Evaluation Proposed Expenditure

Proposed Design, Monitoring and Evaluation expenditure

\$

Must be a dollar amount. This number/amount is calculated.

DME Validation

DME 10% Validation

Must be no more than 10. This number/amount is calculated.

NGO Contribution

Total NGO contribution must be a minimum 20% match – that is, for every \$5 of ANCP funding, the NGO must contribute \$1. Please note from 2021-22 the program is reverted to established standard contribution amounts.

NGO Contribution

\$

Must be a dollar amount. This number/amount is calculated.

NGO contribution Validation

NGO contribution 20% Validation

Must be at least 20. This number/amount is calculated.

Mandatory minimum \$10,000 funding to local partners for locally identified needs (Mandatory)

This section provides information on the mandatory minimum \$10,000 to local partners. In 2024-25 this funding is able to be used for purposes beyond administrative and overhead costs.

The funding can be used by local partners for their self-identified priorities. This could include capacity building/organisational strengthening activities, project activities (related to their ANCP project), or administrative and overheads costs (a list of what constitutes administration expenses can be found in the [ANCP Manual](#)).

Please provide a brief description of how the funding will be used in the table.

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Partner Name	Partner Country	Partner Type	Partner Relationship	Amount	Purpose of Funding	Funding Type
				Must be a dollar amount.		
				\$		

Total Pass Down to Local Partners

Must be at least 10,000. This number/amount is calculated.

Locally Led Development

Locally led development and the process of localisation are a powerful means of leveraging Australia's development assistance to achieve improved development impact and build capability in partner countries. It progresses both Australia's strategic foreign policy interests and development objectives, as it empowers local leadership to implement priorities, deliver essential services, and functions, which in turn builds sovereign state capability, legitimacy, enabling economic growth and resilience. Investing in local partners and local systems can also maximise value for money by eliminating parallel systems, strengthening local institutions, and developing improved delivery mechanisms.

In addition to the pass-down to local partners, please describe specific activities that will be implemented using ANCP funding during 2024-25 to further promote locally led development. Examples could include capacity development for local partners, locally-led project design, or monitoring and evaluation activities involving local experts and organisations. For further information refer to section 7.10 of the [ANCP Manual](#).

ANCP funding to local partners

\$
This number/amount is calculated.

Localisation

ANCP Program Certification

The following declaration must be completed for all ADPlans. The PDF version of the Certification Template must be signed by an authorised officer and attached before the ADPlan can be submitted. Applications submitted without the signed approval attached will not be considered complete and will not be reviewed by DFAT.

Please note, once a Form (Header, Program or Project) has been submitted, it can only be unsubmitted by contacting the ANCP team.

Approval

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Please attach a signed copy of the above declaration, signed by the relevant Authorised Officer prior to submission.

Certification Template available [here](#).

Copy of signed attached:

Attach a file:

Authorised Officer details:

Authorised Officer

Title

First Name

Last Name

Position

Date of Approval

Must be a date