

## Sustainable Development Fund Helpline - operation and limitations explained

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**Before engaging Development Action to help with your application or reporting to SDF, organisations are encouraged to familiarise themselves with the scope and limitations of the service.**

Your SDF Application or Concept Note will be read carefully and assessed based on the following areas (in order of importance):

1. **Eligibility** – does the proposed Activity fall reasonably within published SDF Guidelines, including a focus on SED?
2. **Realistic** – does the proposed Activity have realistic Goals, Outcomes, and Outputs, especially with relation to the budget?
3. **Clarity** – are answers ambiguous, vague or incomplete? Will assessors need to clarify what has been written?
4. **Best Practice** – regardless of the Activity's alignment (or otherwise) with SDF, does the proposed Activity represent best development practice that will make a difference to the most vulnerable? Does it build the capacity of the partner organisation to ensure sustainability?

An overall grade will be assigned to each draft (note that each draft incurs its own invoice). Grades break down as follows:

<b>A</b>	Draft meets all of the assessment criteria listed above. The proposed Activity is eligible within SDF, realistic in what it proposes for the budget stated, answers are clear and good practice has been exemplified.
<b>B</b>	Draft meets most of the assessment criteria listed above. The proposed Activity is eligible within SDF, realistic in what it proposes for the budget stated, answers are clear. However, some thought should be given to incorporating development best practice.
<b>C</b>	Draft meets some of the assessment criteria listed above. The proposed Activity is eligible within SDF, and realistic in what it proposes for the budget stated. However work needs to be done to clarify or complete answers. It is likely that MFAT assessors will ask questions which may delay the application process.
<b>D</b>	The proposed Activity is likely to be inelligible within SDF, regardless of how well it has been written.

## Prices for assessment

Per draft assessed:

- Concept Note - \$70 (+GST)
  - SDF Application - \$120 (+GST)
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## Disclaimer

By employing Development Action to undertake an assessment of your organisation's application or concept note, clients recognise and agree to the following:

1. Development Action is not employed by MFAT to deliver advice or assessments of any kind.
  2. The opinions represented in Development Action's assessment are those of the Development Action assessor. The opinions are based on our best interpretation of MFAT IDG public documents, most notably the SDF/HRF Guidelines. MFAT IDG's internal assessors may have different interpretations of questions on the Concept Note and SDF Application Forms, and the concepts outlined in the SDF Guidelines.
  3. At all times, organisations who are applying to SDF should read and interpret the SDF Guidelines and other relevant information from MFAT for themselves. Advice from MFAT IDG has more relevance than recommendations given by Development Action.
  4. Organisations are under no obligation to take Development Action's advice, and conversely, Development Action cannot be held responsible for the final decision related to the SDF Application or Concept Note that has been assessed.
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## SDF analysis

Development Action has made a commitment to monitor the decision outcomes related to SDF during each funding round. To do this, we need to have access to your organisation's applications. We encourage you to consider taking part in this anonymous analysis.

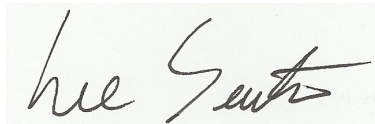
Information related to the process can be found on the Development Action website, or by contacting Lee Sentes directly.

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Feel free to contact Lee Sentes with any questions related to the assessment process.

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Good luck with your application!



Lee Sentes  
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Development Action