**APPLICATION FORM**

The Embassy of the Kingdom of the Netherlands in Budapest has opened its annual call for applications from Hungarian organizations for a grant out of the Human Rights Fund.

**About the Human Rights Fund 2025**

The Human Rights Fund (HRF) is a mechanism of the Ministry of Foreign Affairs of the Netherlands to support activities of civil society around the world with the goal of achieving tangible results in improving human rights.

The HRF is meant to support activities in line with the five priorities of the Dutch human rights policy:

* Supporting human rights defenders;
* Freedom of expression, internet freedom and independent journalism;
* Equal rights for LGBTIQ+ persons;
* Equal rights for women and girls;
* Freedom of religion and belief.

**Funding criteria**

Project proposals need to meet the following criteria in order to be considered:

* The applying organization must be based in Hungary.
* If your organization has been financially supported by the Embassy in previous years, the previous project should be finished in a satisfactory manner before the starting date of a new project (or have a different target group and objective).
* The project must start in 2025. The proposed projects should finish within three years after the starting date.
* The requested contribution should fall within the range of 5.000-15.000 euro per project.
* A detailed budget should be enclosed with the application form in a separate document in Excel format or Word table format.
* The proposal should include clear and feasible goals and sustainable expected results.
* Project proposals must be concise and focus on the intended activities and results.
* Only the detailed budget and short addendums elaborating on the requested information in the standard application form will be accepted as attachments. Please do not send any attachments, such as letters of recommendation or other background documents, supporting your application as they will not be taken into consideration.
* Focus of the project should be on at least one of the priority areas of the Dutch human rights policy mentioned above.

**Application procedure**

* The deadline for submitting project proposals is Sunday, 23 February 2025, 11.59 PM.
* Project proposals must be submitted to the Embassy of the Netherlands in Budapest, via e-mail to bdp-hrf@minbuza.nl. Only proposals sent to this email address will be taken into consideration.
* Subject of the e-mail should be “HRF25 [name of applying organization]”.

Page 1/4

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| **1. Applicant** |
| 1.1  | Official full name of the organization. |  |
| 1.2 | Name contact person (job title). |  |
| E-mail and phone number. |  |
| 1.3 | Address of organization. |  |
| 1.4 | Did your organization receive financial support from the Netherlands Government in the past five years? If so, in which year(s)? |  |
| 1.5 | Please give a short description of the applying organization, for example, mission statement, strategy, goals etc. (max 100 words). |  |
| 1.6 | Other remarks that might be relevant. |  |

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| **2. Project** |
| 2.1 | Project title. |  |
| 2.2 | Short description of overall project. Please outline the objectives of the project and its components (max 200 words). |  |
| 2.3 | What is the output of the project (event, workshop, conference, etc.)? |  |
| 2.4 | Which human rights issue does the project address (max 100 words)? |  |
| 2.5 | How will you ensure the project has long lasting effects beyond the initial funding period or planned activities? (max 200 words)? |  |

Page 2/4

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| **3. Calendar and Milestones** |
| 3.1 | Start date of project. |  |
| 3.2 | End date of project. |  |
| 3.3 | Outline of the key dates of the project, along with the corresponding activity, project component or milestone[[1]](#footnote-1) (For example, campaign, workshop, screening, etc.). |  |
| 3.4 | Other remarks that might be relevant. |  |

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| **4. Target audience & reach** |
| 4.1 | How many people do you expect to reach? |  |
| 4.2 | If applicable: What media attention do you expect? |  |
| 4.3 | How will you reach your audience? What will you do to promote the project? Refer to communication strategy, promotional activities, PR marketing plan, online media, press meetings and releases, etc. |  |

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| **5. Budget** **You must attach a specified and transparent project budget to the application**, including an estimate of the expenses and revenues, which items you expect to be borne by the side of this Netherlands diplomatic mission, what the contribution of your organization is and what will be funded, or expected to be funded by third parties. |
|  |  | Amount in foreign currency (if applicable)  | Amount in EUR |
| 5.1 | Total budget of the project. |  |  |
| 5.2 | Requested Netherlands support. |  |  |
| 5.3 | Own contribution.  |  |  |
| 5.4 | Other paying parties (funds, sponsors…)(if applicable). |  |  |
| 5.5 | Remarks that might be relevant. |  |  |

Page 3/4

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| **5.6 Please provide a detailed overview of your project's budget, including all anticipated expenses and revenues. You may add this as a separate attachment to your application.**  |
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| **6. Risks** |
| Please describe which risk(s) your organization has identified and which measures it foresees.

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| Identified risk | Impact on project | Level(high/moderate/low) | Type of risk mitigation (accepted/avoided/limited/transferred | Mitigating measures |
| **Example:** Covid19 |  | Choose an item. | Choose an item. | Implement advised local Covid19- measures/digital meetings |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |

**Explanation:**A risk concerns the likelihood that a project will fail to meet its objectives. Risks can appear in the area of context/finance/ health/HR/weather/external organizations etc. Management of the risks aims to increase the likelihood and impact of positive events and decrease the likelihood and impact of negative events in the project. One can 1) identify the threats, 2) assess the vulnerability of critical assets to specific threats, 3) determine the [risk](https://en.wikipedia.org/wiki/Risk) (i.e. the expected likelihood and consequences of specific types of attacks on specific assets), 4) identify ways to reduce those risks and 5) prioritize identified risk(s).Four types of risk mitigation: a risk can be 1) accepted (no reduction of any effects to an identified risk), 2) avoided (no exposure to an identified risk), 3) limited (some action taken to limit exposure to an identified risk) and 4) transferred to a third party.A risk can be leveled as 1) high, 2) moderate or 3) low. |
| Remarks that might be relevant. |  |

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| **7. Signature block**Signatory states place, date and signs the form. Please note that by signing this form, you confirm that all information at all sections of the application form and its addenda is correct. |
| 7.1 | Name and Job title applicant. |  |
| 7.2 | Date. |  |
| 7.3 | Signature.  |  |

Page 4/4

1. 1A milestone is a clear statement of results, describing a specific achievement such as completing an activity, producing a document or other deliverable, reaching a set number of people, acquiring essential equipment, or achieving a measurable outcome [↑](#footnote-ref-1)