**Appendix A: Application form for the Matra and Human Rights Fund 2025**



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| **1. General project information** | |
| Application Date |  |
| Project name |  |
| Area | Please indicate / erase what is not applicable:   1. Promoting Rule of Law and strengthening transparency and accountability of public and justice institutions; 2. Promoting the European Integration agenda; 3. Promoting reconciliation between communities via civic engagement and supporting efforts on the internal dialogue; 4. Preventing radicalization and violent extremism; 5. Increasing cyber security capacities; 6. Strengthening the LGBTI+ community, media freedom and women’s rights. |
| Location(s)  *Please specify the geographical location(s) where project activities take place* |  |
| **2. Details of applying organization/applicants** | |
| Name |  |
| Address |  |
| Telephone |  |
| E-mail |  |
| Contact person |  |
| Bank account number (**EUR**) & Branch name and number |  |
| IBAN number |  |
| Account name |  |
| Contact details of the bank |  |
| Aims of organization |  |
| Former projects with this embassy |  |
| Personnel capacity |  |
| Financial capacity of the organization (list income  and expenditures of last 3 years) |  |
| **3. Name other partner(s) in the project (if applicable)** | |
| Name of the partner organization(s) |  |
| Brief information about the partner organization(s) |  |
| Their role in this project  *Please indicate the grounds for cooperation and adequately describe the division of tasks* |  |

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| **4. Summary of the project (use SMART method, see Glossary)** | |
| *- Max 5 lines – Please be as short as possible.* | |
| **5. Description of the project** | |
| Duration of the project |  |
| Starting date- Ending date |  |
| What is the problem?  *Please provide factual information and name sources for your information.*  *Use maximum* 5 lines *to describe* |  |
| What are the main objectives of this project?  *Please use maximum 3 lines to describe* |  |
| Who is the target group and who are the main stakeholders? |  |
| To what extent have stakeholders been involved in formulating this proposal? |  |
| Timeline  *Please provide a timeline and short description of project activities.*  *How you are going to do it? To what extend does the activity contribute to solving above explained problem?* |  |
| Results  *What are the expected results and how will they be monitored and measured?*  *Please list the results and use bullets* |  |
| Sustainability  *Please provide an assessment of the sustainability of the project* |  |
| Do you know if other projects have been implemented in this field? If so, what will be the added value of your project when compared to the other projects or studies in the field? |  |
| Risk factors and risk assessment  *Briefly describe potential risks that may prevent the achievement of results. See glossary* |  |

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| **6. Budget** | |
| General overview of the budget (EUR) |  |
| Other donor(s) contribution |  |
| Own contribution (money, material, work, etc.) (EUR) |  |
| Requested Netherlands contribution (EUR) |  |
| Total budget (EUR) |  |
| ***NB: Please also provide a detailed budget breakdown per action by using the enclosed budget template in Appendix B. Appendix B contains an example. Please remove the information and adjust the template to your project.*** | |

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| **Glossary** |  |
| SMART | SMART stands for:  **Specific**: Is the aim clear and unambiguous?  **Measurable**: What are the (measurable/observable) conditions which, when fulfilled, indicate that the objective has been achieved?  **Acceptable**: Is this acceptable to the target group and / or management?  **Realistic**: Is the goal achievable?  **Time-related**: By when must the goal be achieved? |
| Risk assessment | Identify the relevant risks in the context. Pay attention to regional instability, institutional instability, the quality of governance, human rights aspects and other risks that could impede the achievement of objectives.  Also pay attention to fraud and corruption – country level and specific risk of corruption to the activity.  Please also provide explanation on how to mitigate mentioned risk factors. |
| Contact details | NB. Applications have to be drawn up in English.  Please send your application forms to the following address:  PRI-PROJECTS@minbuza.nl |