

## **THE MATRA (Social Transformation Programme) FUND IS OPEN FOR NEW PROPOSALS**

**The Embassy of the Kingdom of the Netherlands and the Consulate General in Istanbul invites Turkish civil society, non-profit educational institutions, semi-governmental organizations and municipalities to submit new proposals to get support for their work.**

### **WHEN TO APPLY FOR MATRA?**

For 2021, we will have multiple shorter calls for proposals. The amount of calls and exact dates will depend on available funding. The latest information will be published on this website and our social media channels. Please be aware that project applications will be considered on the basis of a first-come, first-serve principle. **Interested partners are therefore encouraged to submit their applications as early as possible.**

**THE CURRENT CALL FOR PROPOSALS WILL RUN FROM 1<sup>st</sup> of November 2020 to 15<sup>th</sup> of JANUARY 2021.**

### **ADVICE**

Due to the high amount of proposals we receive, only applications that are fully in line with the instructions on our application form will be assessed. Before submitting, please make sure that your proposal is meeting all requirements. Proposals that do not meet these requirements will not be assessed. An organization may apply with more than one application, but only one application per applying organisation can be approved. In case of multiple proposals, you can indicate a list of preference.

### **WHO CAN APPLY?**

Matra Social Transformation Programme Fund is open for applications by local NGOs, non-profit educational institutions, semi-governmental organizations and municipalities in Turkey. Twinning with Dutch organisations and with partners from other countries is allowed.

### **PRIORITY AREAS**

Matra works with country specific priority areas. Priority areas for Turkey are identified within the overall framework of rule of law:

- Legislation and law;
- Governance, public order and police;
- Human rights and minorities;
- Independent media.

### **APPLICATION PROCEDURE**

The standard application, supplier sheet, and budget forms, found on this website should be submitted electronically to the [ANK-MATRAHR@minbuza.nl](mailto:ANK-MATRAHR@minbuza.nl) address. These forms should be completely filled out, otherwise the proposal will not be taken into consideration.

The project proposal (both pdf and word format) should include:

- An application letter (signed and stamped)
- A SMART project description

- Information on the applicant organisation and its most important achievements
- A detailed and transparent budget (**both pdf and excel format**), estimating all costs and specifying each source of income, as well as all contributions from other partners and own contribution (in kind or monetary),
- The supplier sheet should be filled and submitted together with the application forms,
- A bank statement or a previous invoice/transfer document (dekont in Turkish) of the organisation, showing: name of the organisation, name of the bank, and the bank account details (including IBAN).
- Documents on organizations` internal policy (if there is any) on fraud, corruption and code of conduct should also be submitted together with all other relevant documents.

## **FINANCIAL ASPECTS**

The following financial aspects should be taken into account when applying to the Matra programme:

- Project proposals with budgets ranging from €25.000 to €100.000 may apply. The budget form should be drafted in **Turkish liras and NOT in Euros**;
- Projects in general should not be smaller than €25.000;
- The maximum project duration is 24 months. Projects running longer than 12 months should include a yearly **liquidity forecast**. This forecast should provide an estimation of how much funding will be spent per year.

Organisations must prove that they are able to manage the project sum in a satisfactory manner; the embassy/consulate-general may request reports by auditors.

Co-financing with other donors is possible if:

- Matra's visibility is guaranteed;
- a clear, transparent description is given of the Matra activities;
- the other sources of funding are also specified in the proposal and;
- the budget balances.

## **EXEMPTIONS**

Not eligible for funding under Matra are:

- projects repeating previous projects or that were already under way before the application was submitted;
- commercial activities;
- projects with a predominantly academic focus, i.e. research;
- projects that largely or exclusively involve the delivery of goods or materials;
- infrastructural or construction projects;
- bursaries or education programmes;
- humanitarian aid;
- feasibility studies and other research;
- vehicles etc.
- books more than 200 copies;
- Running costs (rent, electricity, heating etc.);
- Hardware.

## **GUIDELINES FOR ASSESSING PROPOSALS**

Please note that the project proposals will be evaluated according to the following guidelines:

- The application must relate to one or more of the Matra priority areas mentioned above;
- The Aims, Results, Activities and Means are clearly described in detail and realistic;
- The aims are feasible, sustainable and acceptable to all concerned, there should be enough moral support by the relevant parties for the project;
- The expected outcomes are measurable and the time path for realizing the project is clear and realistic;
- The target group and/or the implementing organization is clearly defined and actively involved in implementing the project and bears part of the burden of the project (financial or in kind).

**Further information**

If you are interested in the Matra programme, please contact the following addresses:

Embassy of the Kingdom of the Netherlands

e-mail address: [ANK-MATRAHR@minbuza.nl](mailto:ANK-MATRAHR@minbuza.nl)

Consulate-General of the Kingdom of the Netherlands

e-mail address: [IST-MATRA@minbuza.nl](mailto:IST-MATRA@minbuza.nl)