



Appendix A: Application form for the Matra and Human Rights Programme 2021

1. General project information

Application Date	
Project name	
Area	Please indicate: <input type="checkbox"/> Strengthening the rule of law with a focus on fighting corruption; <input type="checkbox"/> Enhancing the position of civil society organisations in judicial reforms; <input type="checkbox"/> Increasing women's representation in politics; <input type="checkbox"/> Addressing issues of property ownership for women; <input type="checkbox"/> Strengthening the position of LGBTI community in areas outside of Pristina; <input type="checkbox"/> Improving the implementation of the Law on Languages; <input type="checkbox"/> Promoting investigative journalism;
Please specify the geographical location(s) where project activities take place	

2. Details of applying organization/applicants

Name	
Address	
Telephone	
Fax	
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 <i>Please indicate the grounds for cooperation and adequately describe the division of tasks</i>	

4. Summary of the project (use SMART method, see Glossary)

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5. Description

Duration of the project	
Starting date- Ending date	
What is the problem? <i>Please provide factual information and name sources for your information. Use maximum 5 lines to describe</i>	
What is the main aim of this project? <i>Please use maximum 3 lines to describe</i>	
Please provide a timeline and detailed description of project activities <i>How you are going to do it? To what extent does the activity contribute to solving above explained problem?</i>	

<p>What are the expected results and how will they be monitored and measured? <i>Please list the results and use bullets</i></p>	
<p>Please provide an assessment of the sustainability of the project</p>	
<p>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?</p>	
<p>Risk factors and risk assessment <i>Briefly describe potential risks that may prevent the achievement of results. See glossary</i></p>	

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)	
<p><i>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.</i></p>	

Glossary	
SMART	<p>SMART stands for:</p> <p>Specific: Is the aim clear and unambiguous?</p> <p>Measurable: What are the (measurable/observable) conditions which, when fulfilled, indicate that the objective has been achieved?</p> <p>Acceptable: Is this acceptable to the target group and / or management?</p> <p>Realistic: Is the goal achievable?</p> <p>Time-related: By when must the goal be achieved?</p>
Risk assessment	<p>Identify the relevant risks in the context. Pay attention to regional/ethnic instability, institutional instability, the quality of governance, human rights aspects and other risks that could impede the achievement of objectives.</p> <p>Also pay attention to fraud and corruption – country level and specific risk of corruption to the activity.</p>

Contact details	<p>Please also provide explanation on how to mitigate mentioned risk factors.</p> <p>NB. Applications have to be drawn up in <u>English</u>.</p> <p>Please send your application forms to PRI-PROJECTS@minbuza.nl</p> <p>Tel. +383 38 516 101</p>
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