

# **MATRA FOR EUROPEAN COOPERATION EMBASSY PROGRAMME 2019**

## **Call for Proposals**

### **Introduction**

The Embassy of the Netherlands invites non-governmental organizations to submit project proposals for Matra for European Cooperation Fund before the deadline of 14 December, 2018. The projects applying for funding should at the latest start in June 2019. Matra for European Cooperation is a major programme run by the Dutch Ministry of Foreign Affairs. "Matra for European Cooperation" focuses on activities that contribute to the development of a plural democracy, grounded in the rule of law, with room for dialogue between the government and civil society; to build capacity and strengthen the institutions of civil society and government, and to strengthen bilateral relations. The Embassy reserves the right to select projects within the limitation of the available budget.

### **What types of projects are eligible?**

"Matra for European Cooperation Embassy" Programme is a demand-driven programme and therefore only supports target group initiatives. To be eligible for a "Matra for European Cooperation" grant, projects must promote the process of transformation in the following areas:

1. Rule of Law
2. Good governance
3. Human rights
4. Public awareness and media

### **What are the requirements?**

- Applications must be relevant to "Matra for European Cooperation" objectives.
- The application must relate to one or more of the "Matra for European Cooperation" themes mentioned above.
- The target group should be clearly defined and actively involved in implementing the project.
- The applicant(s) should contribute the project (financial or in kind).
- The applicant must have a minimum yearly turnover of: 50.000 EUR.
- The duration of the project should be between 12-24 months.
- The total project value can be from €100,000.00 up to €120,000.00. The budget will be scrutinized by the Embassy.

### **The following factors will also be taken into account:**

- how the problem, objective, target group and envisaged results are presented;
- activities, timetable and realistic budget;
- active involvement of the target group at all stages of the project;

- extent of the applicant’s own contribution (financially or in kind);
- support for and feasibility/sustainability of the activity;
- management capacity of the implementing organisation;
- distribution over Matra themes;
- the way the project influence Kosovo’s EU integration process and does it stimulate EU integration awareness;
- preference is given to funding that serves as seed money, i.e. which stimulates local processes;
- preference is given to projects which demonstrate implementation of activities by a coalition of NGO’s.

**Not eligible for funding under the Matra for European Cooperation Embassy Programme:**

- humanitarian aid;
- commercial activities;
- business registered organisations
- projects with a predominantly academic focus, i.e. feasibility studies, research, etc;
- projects that exclusively or largely include the delivery of goods or materials;
- infrastructural or construction projects;
- scholarships or education programmes;
- social programmes.

**Co-financing with other donors is possible** provided:

- a) Matra’s visibility is guaranteed;
- b) a clear, transparent description is given of the Matra activities;
- c) the other sources of funding are also specified in the proposal;
- d) the budget balances.

**The application procedure**

- The deadline submitting project proposals is 14 December, 2018
- Consideration of proposals submitted after the deadline depends on availability of the budget;
- Only elaborated applications in accordance with Application Form (Appendix A) will be reviewed;
- Applications must be submitted to the Embassy of the Kingdom of the Netherlands in Kosovo; at PRI-PROJECTS@minbuza.nl
- Applications should be submitted by the project organisers themselves, though they may be assisted by third parties, such as Dutch NGOs;
- Applications should be submitted in the **English** language.
- All documents submitted for the application must be signed by the applicant

**Approval, contract, payment and reporting**

If the project is approved, the applicant will receive two copies of the contract, outlining the conditions of the grant. One copy must be signed and returned to the Dutch Embassy. Upon its receipt, the first instalment of the grant will be transferred.

The maximum duration of projects supported by the “Matra for European Cooperation” programme is two years (24 months). The applicant is required to submit mid-term and final narrative and financial reports on the results achieved. Final narrative and financial reports are to be submitted within two months from the finalisation of the project. The report should describe activities carried out to date, activities still planned (if any), problems encountered, achievements, lessons learned, etc.

Upon approval of these documents, the Embassy will pay the remaining instalment(s). The embassy reserves the right to inspect the project accounts and activities at any time.



## Appendix A: Application form for the Matra Programme 2019

### 1. General project information

Application Date	
Project name	
Area	Please indicate: Rule of law Good governance Human rights Public awareness and media
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)	
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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)	

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

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**5. Description**

Duration of the project	
Starting date- Ending date	
<b>What is the problem?</b> <i>Please provide factual information and name sources for your information.</i>	
<b>What is the main aim of this project?</b>	
<b>Please provide a timeline and detailed description of project activities</b> <i>(How you are going to do it? To what extent the activity contributes to solving above explained problem)</i>	
<b>What are the expected results and how will they be monitored and measured?</b>	
<b>Please provide an assessment of the sustainability of the project</b>	
<b>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.</b>	

<b>Risk factors and risk assessment</b> (briefly describe potential risks that may prevent the achievement of results. See <a href="#">glossary</a> )	
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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)	
<b>Please also provide a detailed budget breakdown per action (excel sheet)</b>	

**Glossary**

SMART	<p>SMART stands for:</p> <p><b>Specific:</b> Is the aim clear and unambiguous?</p> <p><b>Measurable:</b> What are the (measurable/observable) conditions which, when fulfilled, indicate that the objective has been achieved?</p> <p><b>Acceptable:</b> Is this acceptable to the target group and / or management?</p> <p><b>Realistic:</b> Is the goal achievable?</p> <p><b>Time-related:</b> 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> <p>Please also provide explanation on how to mitigate mentioned risk factors.</p>
Contact details	<p>NB. Applications have to be drawn up in English.</p> <p>Please send your application forms to the following address:</p> <p><b>Embassy of the Kingdom of the Netherlands to Kosovo</b>  Xhemajl Berisha 12, Velania – 10000 Pristina – Kosovo  Please direct your proposals to <a href="mailto:PRI@minbuza.nl">PRI@minbuza.nl</a></p> <p><b>Tel. +381 38 516 101</b></p>