



### Application form – Matra Programme

<b>1. General project information</b>	
Application Date	
Project name	
Area	<p>Please indicate:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Law, legislation and the judiciary;</li><li><input type="checkbox"/> Public administration and good governance;</li><li><input type="checkbox"/> Media (freedom, literacy and pluralism);</li><li><input type="checkbox"/> The workings of (parliamentary) democracy;</li><li><input type="checkbox"/> Building resilient (civil) societies;</li><li><input type="checkbox"/> Climate and sustainability.</li></ul>
Please specify the geographical location (s) where project activities take place	
Why has this location been chosen?	

<b>2. Details of applying organization/applicants</b>	
Name	Both in Turkish and English
Address	
Telephone	
E-mail	
<b>Contact persons:</b> <u>1.</u> Name and position (title) of the person who have the right to <b>sign the contract</b> <u>2.</u> Name and position (title) of the person who will be the <b>contact person</b>	
Bank account number ( <b>Euro</b> ) & Branch name and number	
IBAN number	

Account name	
Contact details of the bank (Address of the bank)	
Aims of organization	Background (history) information, activities, projects etc. (max 6 lines)
Former projects with this embassy	Name, main aim, project period, (use 1 line per project in bullets)
Personnel capacity	Employees, members, volunteers
Financial capacity of the organization (list income and expenditures of last 3 years)	Last three (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)	Max 5 lines
Their role in this project	Max 5 lines

### 4. Summary of the project

Give a short description of the project including aim, project activities, and expected results in max. 20 lines.

### 5. Project description

Duration of the project	... days / weeks / months
Starting date- Ending date	
<b>What issue/problem will be addressed by the activity?</b> Please provide factual information and name sources for your information.	State in max. 30 lines
<b>Why does the activity help to address the issue/problem?</b>	State in max. 30 lines
<b>Who is/are the target group(s) and why?</b>	
<b>Who are the other main stakeholders?</b>  <b>To what extent have stakeholders been involved in formulating the proposal?</b>	

<b>What is the main aim of this project?</b>	<p>The aim should be <b>SMART</b> -, max. 10 lines</p> <p><b>Example:</b></p> <p>- We want raise the number of mayors from 10 to 50% that are aware of the problem of child labour in hazelnut harvesting in Ordu and have implemented an action plan within one year</p> <p>Note: for more examples please see glossary</p>
<b>Planned project activities:</b> How you are going to reach the aim and to what extend the activity contributes to solving above explained problem	<p>List project activities; explain how activities lead to results and how these results contribute to the above stated aim(s). In describing activities be as specific as possible (ie. Dates, target audience, people involved etc.), 20 lines max.</p> <p>Preferable make use of bullets per activity and make sure to establish clear links between activities, results and aims of the project).</p>
What are the main <b>OUTPUTS</b> (services and products) that will be delivered through the activity?	Please list expected results of the project, use one line per result- max 20 lines
What are the main <b>OUTCOMES</b> (changes and effects for the target groups) that will be achieved through the activity?	<i>Please list expected results of the project, use one line per result- max 20 lines</i>
<b>Is it sustainable?</b>	What will happen to the above mentioned problem one year after finishing the project, max 10 lines
Do you know if other projects have been implemented in this field ? If so what what will be the added value of your project when compared to the other projects or studies implemented in this field?	Please explain if any other projects were implemented in this field? And why they succeeded or failed?- max 20 lines
<b>Risk factors and risk assessment</b>	Please provide an introductory risk paragraph where you mention about the general situation in the country (information that should be taken into account and linked to the project theme such as corruption, media freedom, violence against women etc.). (max 20 lines)

Please describe which risk(s) at which area are identified and which measures are foreseen.			
Identified risk (risk description)	Probability of Risk occurring (Low/Medium/High + explanation)	Potential Impact on outputs of activity (Low/Medium/High + explanation)	Mitigating measures
Please define the risk factor	Please assess the possibility of having this risk factor and please include one of the above given levels (low/medium/high) and please explain the reason of the defined risk level.	Please specify the impact of the defined risk level on the project activities and outputs.	Please explain how defined risk factor will be mitigated.
Pandemic/natural disastrous etc.			
Legislation/culture			
Fraud and corruption risks			<b>In addition to the explanation, please provide us with supporting documents such as organization's policy on how to combat fraud and corruption.</b>
Political/conflict			
integrity policy and inappropriate behavior			<p>Please explain/provide information on the following points:</p> <p>Can staff be held accountable regarding certain behaviors? If yes, please describe shortly how the system works?</p> <p>Does the organisation have a channel for reporting incidents, such as an integrity adviser? If yes, please describe shortly how the system works?</p> <p>Does the organisation have whistleblower regulations in place? If yes, please describe shortly how the system works?</p> <p>Does the organisation reports on incidents in its social annual report? If yes, please describe shortly how the system works?</p>
Please list <b>other</b> risk factors that might be related/relevant to this specific project.			

## 6. Budget

General overview of the budget ( <b>Euro</b> )	Please breakdown in activity-results-aim (max. 10 lines) The budget should clearly show what budget is needed to reach your objectives in a cost-effective way.
Other donor(s) contribution	If yes, please indicate who and when
Own contribution (money, material, work, etc.) ( <b>TL/Euro</b> )	
Requested Netherlands contribution ( <b>Euro</b> )	
Total budget ( <b>Euro</b> )	
Please use also the provided Budget application form (excel sheet)	

## 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> <p><b>Example 1:</b></p> <p><b>Non Smart aim:</b> in order to increase the level of awareness, 90% of youth participants will participate in lessons on youth rights. This objective is not SMART because it is not specific, measurable or time-phased. It can be made SMART by specifically indicating who will do the activity, by when, and who will participate in lessons on youth rights and what will be the increased level of awareness.</p> <p><b>SMART aim:</b> By the end of the school year (2015), X NGO experts (2 experts) will have delivered 10 training session on youth rights to 90% of students of Y school in Adana and the level of awareness will be increased from 20% to 40%.</p> <p><b>Example 2:</b></p> <p><b>Non Smart aim:</b> Teachers will be trained on child labour. This objective is not SMART since it is not specific, measurable and there is no time-phased.</p> <p><b>SMART aim:</b> The level of knowledge on child labour of 500 high school teachers in X province will be increased from 50% to 90% by the end of 2016.</p>
Explanation on how to fill in the 'Risk assessment' field	<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>
	<p>NB. Applications have to be drawn up in English.</p> <p>Please send your application forms to the following address:</p> <p><b>ANK-MATRAHR@minbuza.nl</b></p> <p>For questions please contact:</p>

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