PROJECT APPLICATION FORM

This model application form can be used for project applications for the Call for Proposals 2018 (use is recommended, but not obligatory!).

N.B. The listing of the number of pages per component of the project proposal is indicative. If necessary, you can deviate from this.

1. Title page

- Project name
- Location/countries.
- Applicant organization, with address, phone, e-mail, contact person and bank details (IBAN and SWIFT).
- Implementing organization.
- Dutch policy relevance, which priority/ies of Dutch policy is/are addressed.
- Total project budget (in the same currency as used for financial reporting).
- If applicable, own contribution organization and partners.
- If applicable, (strong) commitments made by other donors.
- Requested contribution.
- Amount of total project budget not (yet) funded. If there is an unsecured balance: indicate how this will affect the performance of the activity (eg, proportionally fewer results or deleting regions) and what this means for the decision to finance this activity.
- Other (non-financial) contributions of relevance to the implementation of the activity, such as use of volunteers, provision of buildings, materials, etc ..
- Duration of the project, from….. till ….
- Current/new project
- If current from (date)….
- Has the Dutch Ministry of Foreign Affairs already made a contribution? Yes/No (if yes, indicate project number …).

2. Background (max. 1 page)

- Brief description of the human rights situation in the countries of the project / in the region.
- Contribution of the project to the improvement of the human rights situation and link with the Dutch policy.

3. Project description (2 – 4 pages)

- Target, numbers, geographic location.
- Objectives of the project.
- Description of progress indicators used.
- Description of outcome indicators used.
- Description of the (logical) relationship between the activities, results and objectives.
- Concrete outcome, quantified. OECD/DAC definitions for outcome is used: the intended or achieved short-term effects of an intervention's outputs, usually requiring the collective effort of partners. Outcomes represent changes in development conditions which occur between the completion of outputs and the achievement of impact.
- Concrete output, quantified. OECD/DAC definition for output is used: the products and services which result from the completion of activities within a development intervention.
- Time schedule.
- Sustainability of the project.
- Summary of project costs per sub-activity, sub-location and main cost item.

4. Risk analysis (max. 1 page):

- Risk analysis: corruption/fraud, regional/ethnic instability, governance/human rights, other risks.
- Which measures did you take to reduce the risks?

5. Organization (max. 1 page):

- What experience does the organization have with implementing human rights projects?
- Short description of the financial and administrative management of the organization.
- Does your organization have an anti-fraud policy? If yes, give brief description.

6. Control (max. 1 page):

- How will the implementation of the project be monitored by the implementing organization and/or applicant organization? Including risk description.
- When and how are reports to be submitted on the implementation of the project?
- Is the applicant organization planning project missions for monitoring, technical advice or evaluation?