

**Order of the Minister of Foreign Affairs of 4 November 2015, no. Minbuza-2015.613008, laying down administrative rules and a ceiling for grants awarded under the Ministry of Foreign Affairs Grant Regulations 2006 (Human Rights Small Activities Fund 2015-2016)**

The Minister of Foreign Affairs

Having regard to article 6 of the Ministry of Foreign Affairs Grants Decree;

Having regard to articles 2.1 and 5.1 of the Ministry of Foreign Affairs Grant Regulations 2006;

Orders:

**Article 1**

The administrative rules appended as an annexe to this Order apply to grants awarded under article 2.1 of the Ministry of Foreign Affairs Grant Regulations 2006 with a view to financing activities aimed at promoting respect for human rights in the framework of the Human Rights Small Activities Fund 2015-1016.

**Article 2**

1. A ceiling of €1.5 million applies from the date on which this Order enters into force until 31 December 2016 to grants awarded under the Human Rights Small Activities Fund 2015-2016 for activities as referred to in article 2.1 of the Ministry of Foreign Affairs Grant Regulations 2006.
2. Of that sum, €230,000 is available for human rights projects involving the medium of culture which are implemented outside the Kingdom of the Netherlands.
3. Multi-year grants may be awarded, subject to the condition referred to in section 4:34 of the General Administrative Law Act, that sufficient funds are made available for them in the applicable budget.

**Article 3**

€0 is available from the date on which this Order enters into force until 31 December 2016 to grants awarded under the Human Rights Small Activities Fund 2015-2016 for human rights activities as referred to in article 5.1 of the Ministry of Foreign Affairs Grant Regulations 2006.

**Article 4**

Grant applications in the framework of the Human Rights Small Activities Fund 2015-2016 may be submitted from the date on which this Order enters into force until 30 September 2016, using the application form stipulated by the Minister and accompanied by the documents stipulated in the form.<sup>1</sup>

#### **Article 5**

The Order of the Minister of Foreign Affairs of 2 December 2014, no. MINBUZA-2014.665442, laying down administrative rules and a ceiling for grants awarded under the Ministry of Foreign Affairs Grant Regulations 2006 (Human Rights Small Activities Fund 2015)<sup>2</sup> is revoked.

#### **Article 6**

This Order enters into force on the day after the date of the Government Gazette in which it appears and lapses with effect from 1 January 2017, with the proviso that it continues to apply to grants awarded prior to that date.

This Order and its accompanying annexe, excluding the appendices, will be published in the Government Gazette.

*R.V.M. Jones-Bos*

*Secretary-General*

*For the Minister of Foreign Affairs*

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<sup>1</sup> The application form can be downloaded from <http://www.rijksoverheid.nl/onderwerpen/subsidies-voor-ontwikkelingssamenwerking-en-europa/subsidies-maatschappelijke-organisaties/mensenrechtenfonds>.

<sup>2</sup> Government Gazette 2014, no. 35508.

## **ANNEXE**

### **Introduction**

The administrative rules contained in this annexe are used to assess applications to the Human Rights Small Activities Fund 2015-2016. A total of €1.5 million is available from this fund for non-ODA<sup>3</sup> grants from the date on which this Order enters into force until 31 December 2016. Of this sum, €230,000 is available for non-ODA human rights projects involving the medium of culture which are implemented outside the Kingdom of the Netherlands. €0 is available for ODA projects.

The available funding is part of the Human Rights Fund, which is designed to finance activities in the field of human rights supporting the objectives and priorities set out in the 2013 letter to parliament on human rights, 'Justice and Respect for All',<sup>4</sup> thereby furthering Dutch foreign policy objectives. These activities may be directed at long-term objectives or respond to current developments, in so far as they have a bearing on Dutch foreign policy. Besides the Ministry of Foreign Affairs Grants Decree and the Ministry of Foreign Affairs Grant Regulations 2006, the following threshold criteria must be satisfied by applications for a grant from the Human Rights Small Activities Fund 2015-2016.

### **Threshold criteria**

To qualify for a Human Rights Small Activities Fund 2015-2016 grant, the activities for which the grant is requested must at least satisfy the following criteria:

- 1) The activities must focus on one or more themes or sub-themes mentioned in the letter to parliament on human rights, 'Justice and Respect for All':
  - protecting and supporting human rights defenders;
  - equal rights for lesbian, gay, bisexual and transgender people (LGBTs);
  - equal rights for women, in particular women's political participation and preventing violence against women;
  - combating the most serious violations of human rights (capital punishment and torture);
  - promoting freedom of expression and internet freedom;
  - promoting freedom of religion and belief;
  - human rights and development;
  - human rights and the private sector, including child labour.

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<sup>3</sup> A definition of ODA can be found at: <http://www.oecd.org/dac/stats/officialdevelopmentassistedefinitionandcoverage.htm>.<sup>4</sup> Parliamentary Papers, House of Representatives, 2012-2013 session, 33 400 V, no. 1.

- 2) a. The maximum remuneration of individual management and board members of the applicant/lead party and any co-applicants established within the EU does not exceed €163,000 per calendar year for a 36-hour working week. This amount includes not only the total of periodically paid salary, profit sharing and bonuses, but also taxable fixed and variable expense allowances and other payments made at set times of year, such as holiday pay, 13th month's salary, the employer's share of pension contributions, etc.
- b. With reference to the data on purchasing power published by EUROSTAT (GDP PPS)<sup>5</sup>, the following income ceilings based on a 36-hour working week apply to the senior management of applicants/lead parties and any co-applicants established in the following countries:
- |              |             |   |                |
|--------------|-------------|---|----------------|
| Norway:      | EUR 292,000 | = | NOK 2,600,000  |
| Switzerland: | EUR 262,000 | = | CHF 273,000    |
| US/Canada:   | EUR 246,000 | = | USD 275,000    |
| Japan:       | EUR 165,000 | = | JPY 22,610,000 |
- c. From the start of the grant period, the maximum remuneration of the managers and board members of an applicant/lead party and any co-applicants established outside the EU, Norway, Switzerland, Japan and the US/Canada is in reasonable proportion to the seniority of their position and to the organisation's geographical location, size and complexity.
- 3) The activities to which the grant application applies must be aligned with Dutch and EU human rights policy.
- 4) The minimum grant application is €75,000 and the maximum grant application €499,000.
- 5) The maximum grant period is four years, with the exception of human rights projects involving the medium of culture which are implemented outside the Kingdom of the Netherlands, which have a maximum duration of one year.
- 6) Activities must involve at least two countries where the Dutch embassy works to promote human rights.<sup>6</sup>

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<sup>5</sup><http://ec.europa.eu/eurostat/tgm/table.do?tab=table&init=1&language=en&pcode=tec00114&plugin=1>.

<sup>6</sup> Information can be obtained from the embassies.

- 7) Activities that already receive funding from the Ministry of Foreign Affairs budget are not eligible for a Human Rights Small Activities Fund 2015-2016 grant.

### **Other criteria**

Besides the threshold criteria, grant applications will also be assessed on the following:

1. Quality of the application's content:
  - The proposal contains specific, measurable, acceptable, realistic and time-delimited goals expressed in terms of results, activities and resources.
  - The proposal clearly describes how the project will promote respect for human rights, in particular the human rights described in 'Justice and Respect for All'.
  - The specific activities involved in the project are described and a schedule of activities is included.
  - A detailed budget, consisting of planned expenditure and funding and including a liquidity forecast, is included.
2. Effectiveness and efficiency.
3. Feasibility, based on realistic assumptions about, among other things, the political context.
4. The project is sustainable and based on sound financial principles, especially with regard to the continuation of activities at the end of the grant period and the diversification of sources of income.
5. The extent to and the way in which the proposed activities are innovative, in a thematic sense, due to improvements to the intervention strategy used (increasing the effectiveness of programmes) or efficiency gains in programme implementation.
6. Quality of the organisation carrying out the activities. Specifically, the organisation should have sufficient financial and management capacity, transparency, sufficient staff capacity and resources, demonstrable experience with similar projects and internal evaluation and monitoring systems.

### **Other provisions**

The following applies to grant awards from the Human Rights Fund:

- Having regard to article 8 of the Ministry of Foreign Affairs Grants Decree, the Minister may decide that only part of the project costs are eligible for a grant, partly in view of the resources available, the extent to which the activities contribute to the objectives of the Human Rights Small Activities Fund 2015-2016 and the need for an even distribution of the available resources over the above-mentioned priorities.
- The grant will be made available as an activities grant; applications requesting funds primarily to cover the applicant's overhead expenses will not be considered for a grant.

### **Procedure**

The grant funds are allocated in the order that applications are received, providing these meet the criteria laid down in these administrative rules and in the Ministry of Foreign Affairs Grants Decree.

Grant applications must be submitted using the application form appended to this annexe.<sup>7</sup> Grant applications can be submitted from the date on which these administrative rules enter into force until 30 September 2016, preferably by email. Applications can be sent by email to [DMM-MRF2016@minbuza.nl](mailto:DMM-MRF2016@minbuza.nl). 'MRF ceiling 2015-2016' must be included in the subject line. Applications can be sent by post to 'MRF ceiling 2015-2016', Multilateral Organisations and Human Rights Department (DMM), Ministry of Foreign Affairs, Postbus 20061, 2500 EB The Hague, the Netherlands. The Ministry will reject all applications received after 30 September 2016.

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<sup>7</sup> The application form can be found at <https://www.rijksoverheid.nl/onderwerpen/subsidies-voor-ontwikkelingssamenwerking-en-europa/inhoud/subsidies-maatschappelijke-organisaties/mensenrechtenfonds>.

## PROJECT APPLICATION FORM

This model application form should be used for project applications for the Human Rights Fund, Small Activities 2015-2016.

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 (minimum 2).
- 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 "Justice and Respect for All" 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 ..
- Percentage of the requested contribution to be spend in ODA-countries<sup>1</sup> and non-ODA-countries
- Duration of the project, from..... till ....
- Current/new project
- If current from (date)....
- Has the Netherlands Ministry of Foreign Affairs already made a contribution? Yes/No (if yes, indicate project number ...).

### 2. Background (appr. 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 policy letter " Justice and Respect for all."
- Coordination with other projects, aid organizations, governments

### 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

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<sup>1</sup> <http://www.oecd.org/dac/stats/officialdevelopmentassistancedefinitionandcoverage.htm>

- 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
- Specify the salary of managers and board members (name of function/position, gross annual salary, other annual compensations/bonuses)<sup>2</sup>.
- Sustainability of the project
- Innovative aspects 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?

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<sup>2</sup> This information is mandatory. The information will be dealt with confidentially.