

MODEL APPLICATION FORM FOR GRANTS (2016-2019)

Call for proposals: Women, Peace and Security 2016-2019 (minbuza-2016.242245)

Published in the Government Gazette, 12 May 2016, no. 24150

Introduction

This model application form must be used by organisations wishing to apply for grants under the above-mentioned call for proposals.

The model application form is based on the administrative rules published in the Government Gazette referred to above. These rules, in particular the criteria listed in chapter 4 of the administrative rules, are the *main* point of reference for the assessment of applications. Where differences in terms of substance or interpretation occur, the administrative rules will prevail.

Where differences in terms of substance of interpretation occur between the Dutch and English documents concerning Women, Peace and Security 2016-2019, the Dutch version will prevail.

The model application form reproduces the administrative rules in a practical format. Applicants wishing to apply for a grant *must* use the model application form. One model application form should be filled in for each application and submitted with the appendices specified in the form.

Sections of the model application form

The model application form must be completed in full in order to qualify for a grant. The form is divided into the following sections:

- I. General information about the applicant
- II. Threshold criteria
- III. Quality criteria relating to the theory of change and the programme proposal
- IV. Applicant's signature
- V. Compulsory appendices: the application must include all compulsory appendices and any other relevant documentation.

Assessment and timetable

The administrative rules describe how applications will be assessed and presents a timetable for the assessment procedure.

More information

The administrative rules for this call for proposals and the appendices were published on the Central Government website (www.officielebekendmakingen.nl) on 12 May 2016.

Submitting applications

The Ministry of Foreign Affairs must receive your application form accompanied by the compulsory appendices no later than 15:00 CET on 15 August 2016.

It is recommended that you submit your application in digital form. In view of the size of the application including the appendices, and the difficulty of opening zip files, it is recommended that you not send individual files by email, but rather use modalities such as WeTransfer, a DVD or a USB stick.

An overview of the options:

- You can send digital files to DSO-NAP-tender@minbuza.nl
- Applications (including all appendices) sent via WeTransfer must have been received in the DSO-NAP-tender@minbuza.nl mailbox no later than 15:00 CET on 15 August 2016. Please note: if an application (including all appendices) was uploaded to WeTransfer by that time, but no WeTransfer confirmation email of the upload was received in the DSO-NAP-tender@minbuza.nl mailbox, the application will not be considered to have been submitted on time. WeTransfer is not considered a Ministry of Foreign Affairs data processing system within the meaning of section 2:17, subsection 2 of the General Administrative Law Act.
- Applications (including all appendices) sent by post must be delivered no later than 15:00 CET on 15 August 2016 to the following address:

Ministry of Foreign Affairs
Attn. TFVG - NAP
Postbus 20061
2500 EB The Hague
Netherlands

- If you wish to deliver your application in person or by courier, it may be handed in at the Ministry's mail desk (deliveries), Prinses Irenestraat 6, The Hague, no later than 15.00 CET on 15 August 2016.

Application requirements

- Applications should be complete and without reservations, signed by an officially authorised signatory (state name and position) on behalf of the applicant, and submitted – preferably in digital form – to the address given above. It is not possible to submit a provisional application.
- The application and all appendices must be submitted in Dutch or English, except for the constitution of Southern co-applicants, which may also be submitted in French. Non-compulsory appendices will be not be taken into account during the assessment. Please do not include informative or illustrative books, USB sticks or films about your organisation with your application.
- Applications sent by post (apart from those using a ‘postage paid’ envelope) and postmarked on a date before the application deadline are considered to have been submitted on time, provided they are delivered no later than one week after the deadline for applications has passed.
- Applications sent by post using a ‘postage paid’ envelope are considered to have been submitted on time if they are delivered to the Ministry before 15:00 CET on 15 August 2016. An item is not considered delivered until it has been recorded by the Ministry’s mail department. Incoming mail is not recorded in the evenings or at weekends.
- If applications are not sent by registered post, the sender bears the risk of their being received late or not at all. Applications submitted after the deadline will not be processed. The applicant bears sole responsibility for ensuring that the application is complete and submitted on time.

With regard to the application procedure, particular attention is drawn to article 7, paragraph 3 of the Ministry of Foreign Affairs Grants Decree. If an incomplete application is submitted, the Minister may request a supplement. In this case, the date of receipt of the application will be the date on which the application was supplemented. It follows from this that supplements to applications must be submitted before the deadline. Incomplete or insufficiently reasoned applications may be rejected based on the threshold or quality criteria. If the application is submitted less than two weeks before the deadline of 15:00 on 15 August 2016, the applicant runs the risk that, if it is incomplete, the minister will not use her discretionary powers to request a supplement, because it cannot be submitted before the deadline. In that case, the application would have to be assessed as it stands.

Additional questions

Questions about this model application form and the administrative rules published can be emailed to DSO-NAP-tender@minbuza.nl until 15:00 CET on 9 June 2016. These questions will be anonymised and aggregated and the answers will be published on the Central Government website no later than 23 June 2016.

Practical instructions concerning your application

General instructions for drawing up your grant application

- Your application must be accompanied by a number of compulsory appendices. These are mentioned in the relevant sections of this document. A checklist of all compulsory appendices is also included at the end of the form.
- Where indicated, you may refer to third-party documents in your responses. Please specify the page number and paragraph of the text that you are referring to, and number all appendices.
- Complete the form as fully as possible. Ensure as far as possible that your answers contain reasoned arguments rather than simply a factual description. If applicable they should also refer to the relevant passage/page of the appendix.

Contents

Your application should follow the order and numbering given below, including sections and page numbers.

- I. General information about the applicant

- II. Threshold criteria

- III. Criteria relating to the quality of the theory of change and the programme proposal
 - a. Criteria relating to the quality of the theory of change
 - b. Criteria relating to the quality of the programme proposal

- IV. Applicant's signature

- V. Compulsory appendices: the application must include all compulsory appendices and any other relevant documentation.

I. General information

General information about the applicant and the application

a. Name of organisation	
b. Address	
c. Telephone no./fax no.	
d. Email	
e. Director(s) (please provide title, i.e. Ms/Mr)	
f. Name and email address of contact person for the application (please provide title, i.e. Ms/Mr) and telephone number where the contact person can be reached	
g. Would you like the Ministry of Foreign Affairs to send correspondence, including official documents such as decisions, to you by email? If so, what email address should be used for this purpose?	
h. Give the names of all co-applicants, their full address, directors and contact persons. You may provide this information in a numbered appendix.	
i. Applicant's bank and bank account number (IBAN)	
j. Applicant's income (total amount of annual organisational budget and the income of each co-applicant)	2013 2014 2015

(total amount of annual organisational budget per organisation)	
k. Grant amount requested, per year and total amount	2016 2017 2018 2019 Total:
l. In which of the eight focus countries (Afghanistan, Colombia, Democratic Republic of the Congo, Iraq, Libya, South Sudan, Syria and Yemen) will the activities be carried out? (No more than one country)	
m. Does your organisation and/or that of any of the co-applicants receive any other grants from the Ministry of Foreign Affairs? If so, which grants, what are the amounts involved, what is their duration and for what activities have they been granted (activity number)? You may provide this information in a numbered appendix.	

II. Threshold criteria

An application that does not satisfy all of the threshold criteria will be rejected and will not be considered further. These criteria are listed below and explained where necessary.

The organisation must satisfy the following criteria:

D.1: *The lead party is a Dutch non-governmental, not-for-profit organisation which possesses legal personality.*

A Dutch organisation is an organisation established in the Netherlands under Dutch law that has its registered office in the Netherlands. A non-governmental organisation (NGO) is a not-for-profit organisation neither established by a public authority nor connected to a public authority either de facto or under its constitution, which possesses legal personality under civil law in the country where it has its registered office.

Notes: Include a copy of your organisation's constitution with your application. Provide references to the appropriate articles.

D.2: *On 15 May 2016 the lead party and the Dutch co-applicants are signatories to the National Action Plan on Women, Peace and Security 2016-2019.*

D.3: *A co-applicant is a Dutch or Southern not-for-profit NGO which possesses legal personality.*

A Southern NGO is an NGO that has its registered office in the country or region where the intended activities will be carried out (target country). Conflicts in various target countries have in recent years made it difficult for local NGOs to establish their registered office in the target country. Therefore the following definition applies to local NGOs working for the

benefit of these countries: an organisation that has its registered office in the region and demonstrably carries out activities for the benefit of the target countries.

Notes: Include a copy of the organisation's constitution in Dutch, English or French with your application, and if necessary an annual report which provides evidence of specific activities in the target country. Provide references to the relevant articles.

D.4: *The lead party submits the application on behalf of a consortium consisting of the lead party and at least two co-applicants as referred to in criterion D.3.*

D.5: *The lead party must demonstrate that, as of 1 January 2016, at least 25% of the consortium's annual income derives from sources other than Ministry of Foreign Affairs contributions. Grants awarded under Women, Peace and Security 2016-2020 will not exceed 75% of the consortium's total annual income.*

Because this criterion applies to the consortium as a whole, if one organisation derives less than 25% of its annual income from sources other than Ministry of Foreign Affairs contributions, this may be offset by the co-applicants in the consortium. Funds which are derived directly or indirectly from the budget of the Ministry of Foreign Affairs (e.g. a grant or contribution from a Dutch embassy) do not count towards the applicant's own income, but do count towards its total annual income.

Notes: The applicants must demonstrate this. The applicant/lead party must demonstrate this plausibly on the basis of the organisation's income over the years 2013 to 2015, according to its annual accounts for those years, which must be attached.

Total expected income as of 1 January 2016, excluding Ministry of Foreign Affairs contributions: €.....

Total annual income in 2015: €..... Of which non-BZ: €.....

Total annual income in 2014: €..... Of which non-BZ: €.....

Total annual income in 2013: €..... Of which non-BZ:

If the requested grant amount (per year) is more than twice the applicant's average own income, the applicant must establish satisfactorily that the organisation will enjoy a higher own income during the grant period, for instance due to amounts already pledged. Include copies of your organisation's annual accounts (refer to relevant pages) with your application and the annual accounts of your co-applicants. If applicable, include firm commitments by donors relating to the grant period.

D.6: *A. The maximum remuneration of individual management and board members of the lead party and any Dutch co-applicants does not exceed €168,000 per calendar year based on full-time employment, as from the start of the period for which the grant is being requested. 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.*

The maximum level of remuneration is derived from the salary of the Director-General for International Cooperation at the Ministry of Foreign Affairs. The Director-General for International Cooperation falls under the collective labour agreement (COA) for civil servants under which a 36-hour working week constitutes full-time employment. If a management or board member is employed for less than 36 hours per week, the

maximum remuneration of €168,000 is pro-rated by the part-time factor of their employment (extent of appointment / 36 * €168,000). If the organisation gives the part-time factor in the grant application, this will be the basis for calculating the reduced maximum remuneration. If no part-time factor is given, the management or board member is assumed to work a 36-hour working week.

Notes: Specify below the amount of individual management and board members' remuneration (salary, profit sharing, bonuses, taxable fixed and variable expense allowances, and other payments made at set times of year) for your own organisation and any Dutch co-applicants, indicating as well the extent of the appointment (official working hours) to which the remuneration relates. For organisations that fall within the scope of the Public and Semi-public Sector Senior Officials (Standard Remuneration) Act (WNT) a reference to the WNT data submitted digitally to the Ministry of the Interior and Kingdom Relations suffices.

B. The maximum remuneration of the managers and board members of co-applicants established in one of the target countries must be in reasonable proportion to the seniority of their position and to the organisation's geographical location, size and complexity, as from the start of the period for which the grant is being requested.

Notes: Specify below the amount of individual management and board members' remuneration (salary, profit sharing, bonuses, taxable fixed and variable expense allowances, and other payments made at set times of year) for any Southern co-applicants. Explain why these amounts are in reasonable proportion to the seniority of their position and to the organisation's geographical location, size and complexity.

D.7: *The lead party is capable of proper financial management. The lead*

party can ensure effective and efficient implementation of the activities due to its expertise regarding the activities for which grant funding is sought.

Notes:

a) Applicants certified in accordance with PARTOS ISO-9001 are deemed to satisfy threshold criterion D.7.

b) for applicants that are not so certified, their satisfaction of criterion D.7 should be evident from a valid organisational check or COCA (Checklist for Organisational Capacity Assessment) with a positive outcome, conducted within the last four years on behalf of the Minister, in connection with a grant application. The applicant demonstrates this by giving the activity number of the grant obtained or, if the grant application was ultimately rejected on grounds other than lack of organisational capacity, by indicating the policy framework under which it applied and his application.

c) If facts and circumstances have changed significantly since the organisational check mentioned under b, rendering the outcome of that check wholly or partly out of date, the applicant must indicate what has changed, below, and provide supplementary documentation if necessary.

d) If the applicant already has a grant-based relationship with the Ministry of Foreign Affairs, but the organisational check with a positive outcome or the COCA conducted on the Minister's behalf took place more than four years ago, the applicant may use the short COCA form included in appendix 3.

The applicant demonstrates the existence of a grant-based relationship by giving the activity number of the grant obtained.

e) If the applicant has not had a valid organisational check or COCA with a positive outcome, and does not hold PARTOS ISO-9001 certification, they must complete the COCA enclosed with this application form (see appendix 2).

D.8: *The programme involves activities aimed at one of the following target countries: Afghanistan, Colombia, Democratic Republic of the Congo, Iraq, Libya, South Sudan, Syria or Yemen.*

Notes: This should be evident from the proposal.

D.9: *The activities for which grant funding is sought will be carried out between 1 November 2016 and 31 December 2019. The grant amount for applications focusing on Afghanistan, Colombia, Democratic Republic of the Congo, Iraq, Libya or Syria is €2 million for the entire duration. The grant amount for applications focusing on South Sudan or Yemen is €1.5 million for the entire duration.*

A budget for the entire duration of the programme, including a cost estimate for the technical assistance needed to develop and strengthen an M&E framework. The budget should be drawn up in accordance with the model in appendix 4. An amount should be reserved in the budget to cover the travel expenses of local partners taking part in the annual policy talks at the Ministry of Foreign Affairs. The budget should be accompanied by an explanatory memorandum.

Notes: This should be evident from the proposal and the accompanying budget and explanatory memorandum. The memorandum should describe the cost types in the budget in greater detail.

D.10: *The lead party and the co-applicants work together on the basis of a partnership agreement between the lead party and the co-applicants, setting out the various roles and added value of the lead party, co-applicants and local organisations within the programme, and explanatory notes to the agreement proving an equal partnership exists between the*

members of the consortium.

The agreement should in any event lay down:

- (i) how each of the parties will contribute to the consortium's activities
- (ii) how decisions are made within the consortium
- (iii) how costs and risks are shared among the parties
- (iv) how the fulfilment of obligations towards the Minister in respect of the grant will be ensured
- (v) how the consortium will work together with the Dutch embassy in the target country and the National Action Plan country group.

Notes: Include a partnership agreement with your application.

D.11: *The programme does not relate to commercial services, investment or other commercial activities.*

Notes: This should be evident from the proposal.

III. Criteria relating to the quality of the theory of change and the programme proposal

The quality of the theory of change and the proposed programme are assessed on the basis of the following criteria:

a. Criteria relating to the quality of the theory of change

The quality of the theory of change is assessed on the basis of the following detailed criteria, which relate to the components that every theory of change should include:

P.1: *The extent to which the theory of change contains a sound, gender-sensitive context, actor and conflict analysis of the target country.*

A gender-sensitive context, actor and conflict analysis of the target country is drawn up based on the following questions:

1. What are the social, economic and political factors that can hinder or facilitate gender equality on the chosen theme or themes in the target country? And what are the main problems and underlying causes behind those factors?
2. How do local, regional, national and international actors engage with men, women and gender minorities?
 - Do these actors attempt to bring about positive change in the problem areas and on the selected theme or themes, or do they actually obstruct positive change? If so, how?
 - What influence do these actors have on bringing about change?
 - Assess the various actors' legitimacy.
 - Assess the specific role (positive and negative) played by the various actors.
3. What are the main issues, underlying causes and factors that lead to the conflict? And to what extent do these factors influence women, men and gender minorities differently?

4. What role are men, women and gender minorities expected or able to play in drawing up, implementing, monitoring and evaluating interventions?

P.2: *The extent to which the proposal's theory of change is a logical extension of the National Action Plan's theory of change and is based on the gender-sensitive context, actor and conflict analysis.*

This should be made evident as follows:

1. The theory of change provides a coherent and convincing vision in relation to the National Action Plan's theory of change.
2. The proposal contains a detailed description of the strategic interventions selected to achieve the envisaged goal (input, output and outcome), relating to the National Action Plan's theory of change.
3. The theory of change promotes sustainable changes to the enabling environment (changes to policy, structures and processes), which will ultimately lead to equal opportunities, rights and security for women and girls in the target country.
4. The vision presented in the theory of change follows on logically from the gender-sensitive context, actor and conflict analysis and in doing so pays attention to the chances for change and the addressing of problems.
5. Short- and medium-term objectives with an accompanying vision and short- and medium-term interventions.

P.3: *The extent to which the theory of change provides an effective system for monitoring inputs, outputs and outcomes, including indicators, that ties in with the vision and objectives of the theory of change.*

This should be made evident by:

- An M&E framework, that clearly refers to the theory of change and the indicators presented in it, including a description of the estimated technical assistance required to develop and strengthen an M&E framework for the target country. An indication by the lead party of which monitoring and evaluation methods will be used to monitor progress on goals and lessons learned.
- A monitoring framework that defines the outputs, results and outcomes and links them logically to the short-, medium- and long-term objectives.
- A monitoring system that allows for measurement of complex change processes which are only partly within the applicant's control, to be recorded.

P.4: *The extent to which a) the theory of change explicitly mentions the assumptions it is based on and b) the consortium is able to make changes if these assumptions need to be adjusted.*

Notes: This should be evident from the proposal.

b. Criteria relating to the quality of the programme proposal

The quality of the proposed programme is assessed on the basis of the following criteria:

P.5.: *The extent to which the programme is relevant to policy. This is assessed on the basis of the following factors:*

- (1) *the extent to which activities follow on logically from the gender-sensitive context, actor and conflict analysis of the target country;*
- (2) *the extent to which activities are logically underpinned by the theory of change;*

(3) the extent to which a) the substantive focus of the activities relates to the theory of change of the National Action Plan on Women, Peace and Security and b) the activities contribute to the objective or secondary objectives of this policy framework.

The objective is to foster structural change of norms, laws and institutions, giving women and men equal rights and opportunities and enabling them to participate fully in peacebuilding and reconstruction.

The extent to which activities focus on all three interconnected secondary objectives:

- (1) protecting women and girls in conflict and post-conflict situations;
- (2) combating gender norms that form obstacles to sustainable peace;
- (3) fostering equal participation by women in conflict prevention and resolution, peacebuilding, assistance and reconstruction.

Notes: This should be evident from the proposal.

P.6: *The extent to which the programme is complementary to other activities undertaken in the target country by the consortium and other NGOs or multilateral agencies.*

Notes: This should be evident from the proposal.

P.7: *The extent to which the programme helps build the capacity of partners in the target country.*

Capacity building must be aimed at strengthening the expertise, management and financial management of partner organisations, as well as developing the core capabilities and skills needed to remain relevant in a changing context and to continue to achieve results.

Notes: This should be evident from the proposal and the partnership agreement.

P.8: *The extent to which local partners can effectively influence the programme.*

This should be evident from local partners' involvement and role in:

- (1) developing the programme, for instance as co-applicant,
- (2) implementing the programme,
- (3) evaluating the programme and taking corrective action.

Notes: This should be evident from the proposal and the partnership agreement.

P.9: *The extent to which satisfactory risk management is in place.*

Risk management should comprise:

- (1) a risk analysis,
- (2) mitigating measures,
- (3) a risk monitoring system.

Notes: This should be evident from the proposal.

P.10: *The extent to which the proposal provides a detailed SMART description of the envisaged outcomes, outputs, proposed activities.*

General note on this section

The OECD/DAC definitions of 'outcomes' and 'outputs' should be used in formulating programme objectives and results.

Outcomes and outputs should be expressed in SMART terms as much as

possible. The relevant concepts are explained in detail below.

Specific: *The envisaged outcomes and outputs must precisely target one or more priority areas.*

Measurable: *Clear success criteria must be linked to the outcomes and outputs, so that the achievement of the intended results can be determined as objectively as possible.*

Acceptable: *The outcomes and outputs should be acceptable to the target group or other stakeholders. If the results have added value for the target group, they will be prepared to work towards achieving them (also see section 5.5 d).*

Realistic: *The envisaged output volume should be realistic: not too little and not too much. Whether or not the outputs are realistic depends in part on the assumptions on which they are based. Excessively optimistic assumptions about contributions from third parties (target group, other donors), for instance, compromise the programme's level of realism.*

Time-bound: *The programme, including realistic indications of milestones, should be planned within a realistic timeframe. The extent to which the theory of change includes an effective system for monitoring inputs, outputs and outcomes, including indicators, that ties in with the vision and objectives of the theory of change.*

This should be evident from:

- An M&E framework at country level that clearly refers to the programme and makes use of indicators expressed in SMART terms. The lead party indicates which monitoring and evaluation methods will be used to monitor progress in achieving goals and learn lessons.

- A monitoring framework that defines the outputs, results and outcomes and links them logically to the short-, medium- and long-term objectives.

P.11: *The extent to which the programme makes a clear and realistic connection between the outputs to be achieved and the resources necessary to do so.*

Notes:

This should be evident from the proposal and the accompanying budget and explanatory memorandum.

IV. Applicant's signature

I declare that I have truthfully completed the application form and all accompanying documents.

Name of applicant	
Name of authorised signatory	
Date	
Town/city	
Signature	

V. Appendices

The following documents should be included with your application. Please number the appendices and use these numbers when referring to appendices in your application.

- 1.1 Copies of the constitution (*statuten*) and deeds of incorporation (*oprichtingsakten*) of the applicant organisations and organisations participating in a consortium, drawn up in English, French or Dutch. An official translation is not required.
- 1.2 Contact details of the applicant organisation and all co-applicants (names of directors and contact persons, postal address, email address, telephone and fax numbers).
- 1.3 Annual reports for 2013 to 2015 of the lead party and organisations participating in a consortium. A link suffices for this purpose. If the documents are not available online, the original documents must be enclosed.
- 1.4 Annual accounts for 2013 to 2015 of the lead party and organisations participating in a consortium.
- 1.5 Does your organisation and/or any co-applicants receive any other grants from the Ministry of Foreign Affairs? If so, which grants, what are the amounts involved, what is their duration and for what activities have they been granted (activity number)?
- 1.6 A partnership agreement between the lead party and the co-applicants, signed by all the organisations in the consortium, setting out the various roles and added value of the lead party, co-applicants and local organisations within the programme, and explanatory notes to the agreement proving an equal partnership exists between the members of the consortium.

The agreement should at a minimum specify (i) how each of the parties will contribute to the consortium's activities, (ii) how decisions are made within it, (iii) how costs and risks are shared among the parties, (iv) how the fulfilment of obligations towards the Minister in respect of the grant is ensured, and (v) how the consortium will work together with the Dutch mission in the target country and with the National Action Plan country group.

- 1.7 Proof of PARTOS ISO-9001 certification, or a reference to a still valid COCA or organisational check with a positive outcome.
- 1.8 Only for applicants/lead parties whose circumstances have changed since the last organisational check or COCA to such an extent that its results are wholly or partly out of date: an explanation of what has changed, with supplementary documentation if necessary.
- 1.9 Only for applicants/lead parties with a COCA with a positive outcome that is more than four years old: a completely filled in short organisational check form.
- 1.10 Only for applicants/lead parties without an organisational check or COCA with a positive outcome, which do not hold PARTOS ISO-9001 certification: a completely filled in organisational check in COCA format.
- 1.11 Theory of change addressing the components and criteria mentioned in sections 3.2 and 4.2 of the policy framework, in so far as this has not already been done in the application form.
- 1.12 Detailed programme proposal addressing the components and criteria mentioned in sections 3.2 and 4.3 of the policy framework, in so far as this has not already been done in the application form.
- 1.13 A budget accompanied by an explanatory memorandum and a liquidity forecast for the first programme year.

