

**Q: Where can I find the Migration and Development 2019-2022 Grant Policy Framework and application form?**

A: The Migration and Development 2019-2022 Grant Policy Framework and application form is published on: <https://www.government.nl/documents/publications/2018/09/28/migration-and-development-grant>

#### THRESHOLD CRITERIA CONCERNING THE APPLICANT

**Q: Is this Grant Policy Framework only intended for Dutch organisations?**

A: No. Also international organisations, NGOs that are funded/based in other countries than the Netherlands, and local organisations are eligible for funding, as far they meet the criteria regarding the organisation, such as criterion D.1 and D.2.

**Q: Is the list with (sub) themes per country, concerning the activities for which a grant may be requested, exclusive?**

A: Yes. Taking Kenya as an example, only applications concerning III c and III d are eligible for a grant. Applications concerning, for example, I c (protection) will be rejected.

**Q: While the application states that a legal personality is needed at the time of the application, our organisation is still in the process of registering as a coalition. However, individual organisations within the coalition are registered - would this be enough to fulfil the legal personality requirement?**

A: The lead party and the co-applicants have to meet the requirements of D.1. A consortium as a whole has to meet the requirements of D.3. If the coalition intends to be lead party or co-applicant it will have to have legal personality itself.

**Q: Can an organisation be the lead at one project proposal and partner at other project proposal(s)?**

A: Yes, it can.

**Q: Can an organisation be the lead at two project proposals?**

A: Yes, it can.

**Q: Can the Ministry look at the personal track record of the organisation's principal officers instead of the organisation's history per se, to show it has at least two years' experience of implementing activities in the target country on the theme or sub-theme for which the grant is being requested in the period 2013-2018.**

A: No, the criterion is directed at the organisation as such, not at its founders or employees. If it cannot be substantiated that the organisation can meet this requirement itself, joining a consortium to obtain the required experience would be advisable.

**Q: May businesses submit an application for a grant under Migration and Development 2019-2022 Grant Policy Framework?**

A: Yes. Grants for improving prospects for refugees and vulnerable host communities and for migration management are intended to be implemented by non-governmental organisations, businesses and/or knowledge institutions, see paragraph 3.1 and criterion D.1 in the Migration and Development 2019-2022 Grant Policy Framework. An organisation however cannot make profit with the subsidy. See D.12 for details, as well as article 14 of the Ministry of Foreign Affairs Grant Decree.

**Q: Can the track record include projects that are currently still under implementation, or should these only be finalized projects?**

A: To establish the applicant's experience it is necessary that you can indicate to what extent outputs and

outcomes have been realized or have not been realized and what lessons have been learned from that. To that end a project will need to be finalized or at least furthered to a stage in which the applicant can provide that information.

## COLLABORATION

***Q: Are foreign organisations required to have a Dutch partner organisation?***

A: No.

***Q: May proposals be submitted that are drawn up by a consortium?***

A: Yes.

***Q: May a Dutch organisation form a consortium with a foreign organisation?***

A: Yes.

***Q: May a knowledge institution be part of a consortium?***

A: Yes.

***Q: Can a consortium include Dutch NGOs?***

A: Yes

***Q: Can local departments of UN organisations be part of a consortium?***

A: No, also co-applicants have to meet threshold criterion D.1. UN-organisations and their local departments do not do so.

***Q: Is it possible to use funds to pay local organisations that will be involved in implementing the programmes being developed?***

A: Yes, this is allowed. These organisations must be mentioned in the application.

***Q: Do the cases for the track record have to be written for the consortium as a whole, or may they concern individual consortium members?***

A: A case for the track record may be supplied either by the applicant/lead party or jointly by the lead party and co-applicants. Its aim is in any case to show that the consortium as a whole has the necessary experience.

***Q: Can a Dutch university be the leading organisation in the project proposal?***

A: The Migration and Development 2019-2022 Grant Policy Framework states at D.1. that the applicant (or in the case of a consortium: the lead party and each of the co-applicants) must be a non-governmental organisation, a business or a knowledge institution which does not qualify as a non-governmental organisation. Universities in the Netherlands have legal personality. Please note that the application should be in name of the University, NOT by a specific department, as a University department as such normally does not have legal personality.

***Q: Our organisation consists of many different members. A joint application with all these members would be too complicated. Can we submit an application as the overarching organisation?***

A: If the overarching organisation itself meets the necessary requirements of par. 5.1 , it can be eligible for a grant. The applicant will then be assessed as a single applicant, not as a lead applicant submitting the application on behalf of a consortium. The members in that case aren't part of a consortium because they are not contributing as such. A consortium is a partnership between two or more partner organisations that carry out a joint project to which each party contributes. In certain cases, the members could be considered local implementing

organisations, because they are used to implement the project of certain of its components. For more information see paragraph 3.1 in the Migration and Development 2019-2022 Grant Policy Framework.

If the members are in fact a consortium with the overarching organisation being the lead applicant, the requirements of D.3 concerning the consortium will have to be met and an agreement will have to be drafted and signed for the course of the project. Please note that the applicant has to make clear whether or not the application is submitted on behalf of a consortium. It is the applicant's responsibility to meet the applicable criteria.

***Q: We are an umbrella organisation. We would like to apply as the sole applicant but once the grant is awarded, we would implement the project via our membership by signing memoranda of understanding. Activities would be implemented by staff members hired by us as consultants but deployed in the local centres and operating from there. Is such an operational structure allowed?***

A: Please note that your application has to concern a project; applications may not concern the core funding of regular activities. If it is indeed a project, the following applies:

If the overarching organisation itself meets the necessary requirements of D.1, D.2, D.4 and D.5 and implements the project completely by itself, you can submit an application as such. The applicant will then be assessed as a single applicant, not as a lead applicant submitting the application on behalf of a consortium. The members in that case aren't part of a consortium because they are not contributing as such. A consortium is a partnership between two or more partner organisations that carry out a joint project to which each party contributes. In certain cases the members could be considered local implementing organisations, because they are used to implement the project or certain components of the project.

If the members are in fact a consortium with the overarching organisation being the lead applicant, the requirements of D.3 will have to be met and an agreement will have to be drafted and signed for the course of the project.

Please note that the applicant has to make clear whether or not the application is submitted on behalf of a consortium. It is the applicant's responsibility to meet the applicable criteria.

***Q: Can we keep some of our partners and countries anonymous in the application for confidential purposes?***

A: The application needs to meet criterion D.6 and this should be shown in the application. When working with local partners you are requested to provide the information as stated in criterion D.4 However, your application will be dealt with confidentially. If your application has been granted you can request this information not be made public.

***Q: Are we required to submit only our HQ annual accounts, or also the annual accounts of the relevant country offices?***

A: In case of a consortium, the lead party and all co-applicants must meet the criterion of D.4 of the Migration and Development 2019-2022 Grant Policy Framework together. They must supply, in accordance with the threshold criteria in the application form (D.4), annual accounts as Annexes C1-C5. These accounts should be the accounts of the legal personality that is applying or acting as a co-applicant.

## HOW

***Q: May a proposal be submitted in a language other than Dutch or English?***

A: No.

***Q: All appendix and attachment documents are in another language than Dutch or English. Is it obligatory to translate it or do we have a possibility to submit these documents in those languages?***

A: As set out in paragraph 4.12 of the Grant Policy Framework, all appendices have to be translated in either English or Dutch. Please note that this does not have to be a certified translation.

***Q: How should a proposal be submitted?***

A: Applications may be submitted by email after the publication of the grant policy framework. Please note that the Ministry's email system will reject emails with attachments larger than 14MB. If the file you are sending is larger than 14MB, you may divide it into smaller files and send them in separate emails. In this case, however, please note that your application is complete only once all the emails have been received; the moment of receipt of the last email counts as the moment of receipt of the application. Please number your emails, clearly indicating the email number and the total number of emails making up the application in the 'Subject' line (for example: 'email 1 of 5', 'email 2 of 5', etc. up to 'email 5 of 5').

***Q: Can an application be submitted via other means than provided for in the grant policy framework (notably email and regular mail)? For example via WeTransfer?***

A: No, applications are to be submitted via email or, if need be, via regular mail, as stated in the grant policy framework, paragraph 4.7 and 4.8. You may also deliver your application personally or by courier. For further details, see paragraph 4.9 in the Migration and Development 2019-2022 Grant Policy Framework.

***Q: Is the application form also available in English?***

A: Yes, all forms needed in order to apply are available in English. Please be referred to the government's English website:

***Q: Are the application form and the annexes really mandatory?***

A: Yes, you must use the published application form in order for your application to be processed. The fixed format ensures the uniformity of applications and of their assessment, thus contributing to a level playing field for all applicants.

***Q: Is there a budget template that we should use and if so, where can we find it?***

A: No, there is not an obliged budget template. For further details, see the form for the concept note (Annex 2), paragraph 2.3.1.

***Q: What appendices must be sent with the application?***

A: The documents that must be included with the application as appendices are listed at the very end of the document 'Application form and threshold check'.

***Q: May an organisation submit more than one proposal, even within the same thematic issue (but in different countries)?***

A: Yes, but they must be genuinely different proposals, thus concerning different activities, see paragraph 4.1 in the grant policy framework.

***Q: Do the threshold criteria have to be filled out again if the organisation has been selected for another grant award before, for example as a strategic partner or for a different project?***

A: Yes.

***Q: Is it possible to submit a proposal aimed at a country where also other activities are being implemented with a subsidy from the Ministry of Foreign Affairs. If yes, can these activities be implemented with the same partner organisation or should it involve different partner organisations?***

A: Yes, it is possible to submit a proposal focusing on a country where already other activities are being

implemented with a subsidy from the Ministry of Foreign Affairs. However, the proposed project(s) should be genuinely different from the already existing project in that country and these activities should clearly be taken into account. Of course, also the requirements of criterion D.12 have to be met, concerning financing by the Ministry of Foreign Affairs. If these requirements are met, it is allowed to work together with the same local implementing organisation.

## WHAT

***Q: What is the minimum and maximum project duration?***

A: Projects must have a duration of between two and four years. Projects must start no earlier than 1 January 2019 and no later than 1 January 2020, and end no later than 30 June 2023. See criteria D.9 and D.10.

***Q: Does the Ministry have any preference with regard to the duration of the projects, or is this not relevant as long as it is within the already set frame?***

A: No, there is no preference. The project duration is maximum of 4 years/48 months, a minimum of 2 years/24 months, and should start no earlier than 1 January 2019 and no later than 1 January 2020, and end no later than 30 June 2023, as stipulated in D.9 and D.10.

***Q: If my proposal serves objectives under multiple themes, may I submit it for consideration under more than one theme?***

A: You may not submit a proposal for consideration under more than one theme. You should choose one theme, taking account of the requirement laid down in criterion D.7 of the Migration and Development 2019-2022 Grant Policy Framework.

***Q: Are future activities eligible when they are in fact following up to activities that are currently being implemented?***

A: Yes, new activities financed through Migration and Development 2019-2022 Grant Policy Framework can be follow up activities that are currently being implemented. Through the Ministry of Foreign Affairs, activities will not be eligible for funding twice nor will they be eligible if they have already been started. New activities can be similar to or a follow-up to activities that have been funded or started in earlier projects, but they have to be genuinely new activities in order to be eligible for funding through the Migration and Development 2019-2022 Grant Policy Framework.

## COCA

***Q: Does an organisation have to demonstrate that it has a valid, positive COCA, PARTOS ISO-9001 certification, or Framework Partnership Agreement (FPA) with the EU's DG ECHO even if it is already a selected partner (e.g. for Dialogue and Dissent)? Does an organisation also have to demonstrate this if the Ministry has awarded it a grant before?***

A: Yes, even a previously selected partner or grant recipient must demonstrate on request that it has a valid COCA which is maximally four years old (reference date 1 July 2018), a PARTOS ISO-9001 certification, or a valid Framework Partnership Agreement (FPA) with the EU's DG ECHO. Organisations have to demonstrate that they possess one of the above mentioned certificates before the full proposal is assessed in stage two of the selection process. In case the organisation does not hold any of the above mentioned certificates, the organisational capacity of the applicant/lead party is assessed through the COCA format (which, like the template for the full proposal, will be sent with the invitation to submit a full proposal) which has to be handed in by the applicant/lead party together with the full proposal. For more information, see paragraph 3.3 of the Migrant and Development 2019-2022 Grant Application Framework.

***Q: Can the Ministry of Foreign Affairs provide information about whether or not an organisation has previously submitted a COCA and if this COCA was assessed positively?***

A: No, it is the responsibility of the applicant to show its organisational capacity.

***Q: What is "Partos 9001"?***

A: It is a certification that can be obtained by NGOs. The certification assures that an organisation meets the Organisational Capacity as required by the Ministry of Foreign Affairs. Please refer to:

- [www.partos.nl/fileadmin/files/Documents/Partos\\_9001-2015\\_EN.pdf](http://www.partos.nl/fileadmin/files/Documents/Partos_9001-2015_EN.pdf).
- [www.partos.nl/en/about-us/](http://www.partos.nl/en/about-us/)

or contact the organisation at [info@partos.nl](mailto:info@partos.nl)

## PROCESSING

***Q: How soon will a decision be taken on my application?***

A: The dates of notification for the first stage of the selection process (concerning the threshold check, track record, and concept note): Applicants whose application concerns improving prospects for refugees and vulnerable host communities that have not been selected will be notified of this outcome on 21 December at the latest. Applicants who have been selected will be informed on 21 December at the latest that they may submit a full proposal. Applicants whose application concerns migration management will be notified of rejection on 18 January 2019 at the latest. Applicants who have been selected will be informed on 18 January 2019 at the latest that they may submit a full proposal. See paragraph 3.3 in the grant policy framework.

The dates of notification for the second stage of the selection process (concerning the organisational capacity and the full proposal): For timely submitted full proposals for improving prospects for refugees and host communities a decision will be communicated on 22 February 2019 at the latest. For timely submitted full proposals for migration management a decision will be communicated on 15 March 2019 at the latest. See paragraph 3.3 in the grant policy framework.

***Q: May the Ministry of Foreign Affairs ask additional questions even if the application form is complete?***

A: Supplementary information can be requested if a proposal cannot be assessed without it, *if* there is still enough time for this before the deadline for submitting applications. In this case, the date on which the supplementary

information is received will be taken as the date of receipt of the application. You should therefore ensure that your application is complete and that you have fulfilled all the requirements as best you can when submitting it. This is entirely the applicant's responsibility.

## REPORTING, PLANNING, MONITORING, EVALUATION

### **Q: For all questions about IATI**

A: For all questions concerning IATI, please see <https://support.iatistandard.org/hc/en-us> and <https://www.government.nl/documents/publications/2015/12/01/open-data-and-development-cooperation> .

### **Q: Must organisations use an IATI dataset for their reports?**

A: Organisations that are not yet able to report in line with IATI will, within a certain period that is set in the grant decision, get the opportunity to facilitate the reporting in line with IATI standards.

## FINANCING

### **Q: What are the rules for overhead costs?**

A: Annex ii to the grant policy framework specifies the costs that must be counted as overhead costs. No more than 8% of the budget may consist of overhead costs in the case of an application by a single organisation, and no more than 9% in the case of an application on behalf of a consortium (including an additional 1% for the lead party), see criterion D.11. For more information, see annex ii.

### **Q: The documentation regarding the Migration and Development 2019-2022 Grant Policy Framework says the project can start January 1, 2019. Does that mean funding, if approved, can be applied to expenditures already made before the funding is released?**

A: Before the date of submission of the grant application, no expenses can be funded from this grant. Any project expenses made between the application and the decision being made will only be funded in case of a positive decision. In case of a negative decision, these costs will not be reimbursed. This follows from article 9 of the Ministry of Foreign Affairs Grants Decree, as referred to in paragraph 4.14 of the Migration and Development 2019-2022 Grant Policy Framework.

### **Q: Can an application be submitted for 100% of the project budget?**

A: An application can be submitted for 100% of the project budget, as long as criterion D.8 is met, stating that the grant amount requested should be an annual average of no less than €500,000 and no more than €2 million for improving prospects for refugees and vulnerable host communities; and an annual average of no less than €500,000 and no more than €1 million for migration management. Moreover, the other criteria should be met.

### **Q: If additional financial contributions are required but not yet confirmed in writing, can an application still be submitted?**

A: Yes. If contributions are not yet secured an application can still be submitted. In the concept note, the applicant should specify the grant amount requested, divided by outcome and by year. If part of the costs for implementing the activities are financed from other sources than the grant requested, it must be shown how the availability of these sources is guaranteed. See paragraph 4.6 in the Migration and Development 2019-2022 Grant Policy Framework .