

Matra Social Transformation Programme Fund is OPEN for new proposals

The Embassy of the Kingdom of the Netherlands and the Consulate General in Istanbul invites Turkish civil society, non-profit educational institutions, semi-governmental organizations and municipalities to submit new proposals to get support for their work.

WHEN TO APPLY FOR MATRA?

In a break with previous years, this year the Netherlands Embassy will have an OPEN call for proposals that fit within the MATRA programme. Applications can be submitted throughout the year and will be considered based on first-come, first serve principle until all funds have been allocated.

If you are interested in submitting your project proposal for MATRA funding programme, please visit the links below for additional information, including the general requirements for a proposal.

ADVICE

Due to the high amount of proposals we receive, only applications that are fully in line with the instructions on our application form will be assessed. Before submitting, please make sure that your proposal is meeting all requirements. Proposals that do not meet these requirements will not be assessed. An organization may apply with more than one application, but only one application per applying organisation can be approved. In case of multiple proposals, you can indicate a list of preference.

WHO CAN APPLY?

Matra Social Transformation Programme Fund is open for applications by local NGOs, non-profit educational institutions, semi-governmental organizations and municipalities in Turkey. Twinning with Dutch organisations and with partners from other countries is allowed, but the Turkish partner organization should be the main implementer of the project.

PRIORITY AREAS

Matra works with country specific priority areas. Priority areas for Turkey are identified within the overall framework of rule of law:

- Legislation and law;
- Governance, public order and police;
- Human rights and minorities;
- Independent media.

APPLICATION PROCEDURE

- The standard application, supplier sheet, and budget forms, found on this website should be submitted electronically to the ANK-MATRAHR.minbuza.nl address. These forms should be completely filled out, otherwise the proposal will not be taken into consideration;
- The project proposal (both pdf and word format) should include:
 - An application letter (signed and stamped),
 - A SMART project description,
 - Information on the applicant organisation and its most important achievements,
 - A detailed and transparent budget (both pdf and excel format), estimating all costs and specifying each source of income, as well as all contributions from other partners,
 - The supplier sheet should be filled and submitted together with the application forms,
 - Supporting relevant documents (depending on the specific activities proposed), such as CVs of experts, letters of support, etc. should be submitted together with the application form,

- Documents on organizations' internal policy (if there is any) on Fraud, corruption and code of conduct should also be submitted together with all other relevant documents.

EXEMPTIONS

Not eligible for funding under Matra are:

- projects repeating previous projects or that were already under way before the application was submitted;
- commercial activities;
- projects with a predominantly academic focus, i.e. research;
- projects that largely or exclusively involve the delivery of goods or materials;
- infrastructural or construction projects;
- bursaries or education programmes;
- humanitarian aid;
- feasibility studies and other research;
- vehicles etc.
- books more than 200 copies;
- Running costs (rent, electricity, heating etc);
- Hardware.

FINANCIAL ASPECTS

The following financial aspects should be taken into account when applying to the Matra programme:

- Project proposals with budgets ranging from €25.000 to €100.000 may apply. The budget form should be drafted in **Turkish liras and NOT in Euros**;
- Although there is no minimum, projects in general should not be smaller than € 25.000;
- Projects up to 24 months could be financed and please provide a **liquidity forecast** for projects more than 12 months.

Organisations must prove that they are able to manage the project sum in a satisfactory manner; the embassy/consulate-general may request reports by auditors.

Co-financing with other donors is possible if:

- Matra's visibility is guaranteed;
- a clear, transparent description is given of the Matra activities;
- the other sources of funding are also specified in the proposal and;
- the budget balances.

GUIDELINES FOR ASSESSING PROPOSALS

Please note that the project proposals will be evaluated according to the following guidelines:

- The application must relate to one or more of the Matra priority areas mentioned above;
- The Aims, Results, Activities and Means are clearly described in detail and realistic;
- The aims are feasible, sustainable and acceptable to all concerned, there should be enough moral support by the relevant parties for the project;
- The expected outcomes are measurable and the time path for realizing the project is clear and realistic;
- The target group and/or the implementing organization is clearly defined and actively involved in implementing the project and bears part of the burden of the project (financial or in kind).

APPROVAL, CONTRACT, PAYMENT AND REPORTING

If the project is approved, the applicant will receive two copies of the contract, outlining the conditions of the grant. One copy must be signed and returned to the Netherlands Embassy in Ankara or the Consulate-General in Istanbul. Upon its receipt, the first instalment of the grant will be paid.

Within one month of finalization of the project, the applicant is required to submit a narrative and financial report on the results achieved. The standard reporting formats which could be found on this website should be used and the financial report should refer clearly to the budget in the application and the narrative report should describe:

- activities carried out to date;
- project sustainability;
- problems encountered;
- achievements;
- lessons learned.

Further information

If you are interested in the Matra programme, please contact:

Embassy of the Kingdom of the Netherlands
e-mail address: ANK-MATRAHR@minbuza.nl

Consulate-General of the Kingdom of the Netherlands
e-mail address: ist-matra@minbuza.nl