

HAKLARA DESTEK PROGRAM

APPLICATION FORM

Submission Deadline: June 30, 2022, 5 p.m.

SAMPLE DOCUMENT

1 INFORMATION ON THE ORGANISATION

1.1 Contact Information

Official name of Applicant Organisation	
Abbreviation of the organization	
Postal address	
City/District	{choose from the box}
Phone number	
Fax number	
Website	
Social media accounts (if applicable)	
E-mail address	
Contact person	
Contact person phone number	
Contact person e-mail address	
Authorized person (must have signatory authority)	
Authorized person phone number	
Authorized person e-mail address	

1.2 Organisational Profile

1.2.1 Legal Status

Legal Status (Applications will be limited to these three types of organizations)	<ul style="list-style-type: none">• Association• Foundation• Cooperative (non-profit, or where profits are not distributed to shareholders)
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Date of Establishment	
Is there a head office to which your branch is linked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify its name.	

1.2.2 Focus Areas

Main Focus Areas (Please check all that apply)	<ul style="list-style-type: none"> • Right of access to justice • Right to fair trial and due process • Minority rights • Right to peace • Environmental rights • Children's rights • Digital rights • Rights of persons with disabilities • Rights to equality and non-discrimination • Youth rights • Animal rights • Rule of law • Defending human rights defenders • Human Rights- fundamental rights and freedoms • Women's rights • The right to the city
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	<ul style="list-style-type: none"> • LGBTI rights • Refugee rights • Student rights • Other (Please specify).....
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SAMPLE DOCUMENT

2 RELEVANCE TO THE PROGRAMME

2.1 Who are the founders of your organisation? What need is your organisation aiming to fulfil?

2.2 Which field of rights is your organisation focused on? How does your work for these rights differ from works conducted by similar organisations or institutions?

2.2.1 Please explain the main studies you will be undertaking the next two years and how these studies relate to your rights-based work.

2.3 How would you describe your organisation's contribution to human rights and your target group on a local and national level?

2.4 How do your organisation's activities contribute to minority rights and/or fight against discrimination? Please provide examples from your previous work.

2.5 Is your organisation involved in any collaborations/partnerships? (i.e., with civil society /public/academic/private institutions)

3 ORGANISATION'S FOCUS AREAS, IMPACT AND CONTRIBUTION

3.1 Please explain how the activities you are planning to undertake over the course of the next two years will impact your organisation, your target group and focus areas by listing concrete goals.

3.2 What kind of relationship does your organisation have with its target group? Does the target group have adequate representation and a voice within the organisation?

3.3 How does your organisation promote gender equality in its work? Please give concrete examples.

3.4 Are you planning on using creative and innovative methods in the projects your organisation is planning on undertaking the next two years? How will you be promoting gender equality and positive environmental impact in these projects?

3.5 Please indicate potential risks and the measures your organisation has taken to prevent them for the next two years.

3.6 Does your organisation conduct monitoring work? If yes, in what areas and how often?

4 ORGANISATIONAL MANAGEMENT AND DEVELOPMENT

4.1 Organisational Management

4.1.1 How does your organisation distribute tasks with regards to organisational management and the execution of main activities? Please describe the roles and responsibilities of board members, staff, and volunteers.

4.1.2 In terms of task distribution for the daily activities of your organisation, please explain the criteria used for balancing the workload between volunteers and staff, and also the mechanism used for management review.

4.1.3 The number of members, employees, and volunteers at your organisation:

Total members	Women: Men: Other/Prefer not to disclose:
Number of paid employees working full/part time	<u>Full time</u> <u>Part time</u> Women: Men: Other/Prefer not to disclose:
Number of full/part time volunteers (for 2021)	

4.1.4 Who is responsible for managing your organisation's finances and accounting? How is this management carried out?

4.1.5 Please summarize the work experience your board members (and other managers, if applicable) have in civil society.

Name and	Role in Management	Occupation	E-mail address	Civil Society Experience

Surname				

4.1.6 For the years 2020 and 2021, please disclose your total income as stated on your annual return documents. (Please include income derived from commercial enterprises, if any):

Income for 2020 (TL)	Income for 2021 (TL)

4.1.7 What types of financial resource development methods have often been used by your organisation to date? Please explain your resource development capacity/policy, including information on donations, aid in-kind, and other supporting tools.

4.1.8 Has your organisation received any grants in the past?

Yes / No

(If yes)

Type of Grant (project-based grant, institutional grant, etc.)	Funding Organisation for the Grant	Currency and Amount	Period

(If no) What are the reason(s) your organisation has not received any grants to date?

4.2 Capacity Development

4.2.1 Please describe the strengths and weaknesses of your organisation by listing up to four items for each.

4.2.2 How do you think the capacity development support you receive from the Haklara Destek Program would affect your strengths and weaknesses? Please write your concrete expectations.

4.3 Is your organisation part of a local/national/international network? If so, please briefly tell us about the network.

4.4 Is joining a network (i.e., becoming a member of a network or platform) or strengthening ties with other organisations among your organisation's development goals? Please explain briefly.

5 BUDGET

5.1 Has your organisation made any grant applications whose results have not yet been announced, and/or grants that you were awarded but have not yet received funds for, for 2023-2024? Please list all applications, including the name of the funding organisation, the grant amount, the activities that are/will be supported, and the grant period.

5.2 Please briefly explain how the grant you are requesting from Haklara Destek Programme would contribute to your organisation.

6 ANNEX

ANNEX:

The documents that must be filled out and uploaded on the BELLEK Grant Management System are listed below:

Application Form

Budget Form

Annex G-Declaration on Honour

SUPPORTING DOCUMENTS:

Documents that must be uploaded to the system as a PDF file before submitting the application:

- a) Articles of Incorporation (By-laws/Foundation Deed/Charter, etc.)
- b) For the last two years (2020 and 2021): For associations and foundations, financial statement submitted to the Department of Associations or General Directorate of Foundations. For cooperatives, an official document proving income and showing that profits are not being distributed (e.g., financial statement)
- c) Activity Report for the full year of 2021
- d) Current Operating Certificate, obtained within the last three (3) months
- e) Strategic Plan (if available)

- **ANNEX G- DECLARATION ON HONOUR**

Before you submit your application, you need to complete the checklist and sign the Declaration on Honour. After completing these steps and making final revisions, you can click on the [Submit the Application] button to finalize your application. **After clicking on the [Submit the Application] button, you will not be allowed to make any changes to your application.**

APPLICATION CHECKLIST	Mark the applicable
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	answer below.	
	Yes	No
1. The legal status of the applicant organisation is either association, foundation, or non-profit cooperative.		
2. During the last two years, the applicant organisation has implemented at least one activity related to human rights (i.e., developing human rights or defending human rights defenders)		
3. The requested grant from the Haklara Destek Programme is between €25.000 and €45.000.		
4. The total expected income of the organization is equal to or greater than 10% of the requested grant.		
5. The organisation's declared income for 2020 does not exceed 2,000,000 TL.		
6. The application form is filled out completely and accurately.		
7. The BELLEK Budget form is filled out completely and accurately, using € (Euro) as the base currency.		
8. All supporting documents listed below (except the Strategic Plan) are filled out completely and accurately and uploaded to the system. <ul style="list-style-type: none"> a. By-laws/Foundation Deed/Memorandum of Association, etc. b. For the last two years (2020 and 2021): For associations and foundations, financial statement submitted to the Department of Associations or General Directorate of Foundations. For cooperatives, an official document proving income and showing that 		

<p>profits are not being distributed (financial statement, etc.)</p> <p>c. Activity Report (for full year of 2021)</p> <p>d. Current Operating Certificate (obtained within the last 3 months)</p> <p>e. Strategic Plan (submit only if available, otherwise not compulsory)</p>		
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- I, the undersigned, hereby request a grant from the Haklara Destek Program of EUR <grant amount> on behalf of my organisation.

I certify all information contained in this application and the annexes is complete, accurate and reliable, and is substantiated by adequate supporting documents which can be verified.

I hereby attest the applicant organisation exists as a legal person, and it has the financial and operational capacity to complete the proposed activities. The applicant organisation has a holistic understanding of human rights; I declare that the applicant organisation's name is not associated with hate speech, discrimination and violence in accordance with the principle and values of commitment to human rights.

Comply with the European Commission's rule of not using double financing applied under this grant; I agree that only one grant will be used for each item of expenditure and that no duplicate European Community funding will be used for the same expenditure.

By signing this declaration on honour, I accept all the conditions set out in the Guidelines of the Haklara Destek Programme and the Annexes related to the conditions under which I apply.

Date:

Name and Surname of the applicant

Position:

Signature:

Stamp of the applicant organisation, Authorized Signatures:

SAMPLE DOCUMENT