

Application Guidelines

Application Dates: Sept 9th, 2019 – November 8th, 2019

Contents

1. Haklara Destek Programme	3
1.1 Objectives and Scope of the Programme	3
1.2 Grant Amount and the Budget	4
2. Haklara Destek Programme Rules for This Call for Proposal	4
2.1 Eligibility Criteria	4
2.1.1 Eligibility of Applicants	4
2.1.2 Eligibility of Actions	5
2.1.3 Eligibility of Costs	8
2.1.5 Ethics Clauses and Code of Conduct	9
2.2. How to Apply and Procedures to Follow	9
2.2.1 Application Documents	9
2.2.3 Deadline for Submission of Applications	10
2.2.4 Support to be Given During Application Process	10
2.3 Evaluation of Applications and Selection	11
2.3.1 Administrative Checks	11
2.3.2 First Phase Assessment	11
2.3.3 Second Phase Assessment	12
2.3.4 Verification of Documents	13
2.4 Notification of the Decision	14
2.4.1 Content of the Decision	14
2.4.2 Indicative Timetable	14
2.5. Conditions for Implementation After the Decision to Award a Grant	15
3. Contact Information	15
4. List of Annexes	16
4.1 Documents to be Completed – Application Stage	16
4.2 Documents to be Completed - Verification Stage	16
4.3 Documents for Information	16
4.3.1 Contract and its Annexes	16

1. Haklara Destek Programme

1.1 Objectives and Scope of the Programme

Prepared in partnership with Hakikat Adalet ve Hafıza Çalışmaları Derneği (Hafıza Merkezi) and Heinrich Böll Stiftung (HBS), and funded by EU, the Programme aims to increase the capacity of rights-based organizations to contribute to the development and institutionalization of human rights and democracy in Turkey.

In order to achieve this purpose, the Programme is designed as two mechanisms to be carried out simultaneously for the duration of one year:

- Provide one-year operational grants to **50 rights-based organizations in Turkey** (1,750,000 Euro in total); and
- Implement a **mentoring program** that will help develop the institutional capacities and strengthen the impact of the rights-based organizations benefiting from the Programme.

The main feature distinguishing operational grant support from a project-based grant is that candidate rights-based organizations do not have to develop a new project for the application stage. In other words, candidate civil society organizations (CSOs) will be able to apply for coverage of their fixed organizational costs for basic needs or to conduct planned activities to achieve their objectives. Organizational costs may include office rent and other operating expenses, equipment and human resources.

All CSOs benefiting from the Programme are also expected to carry out activities for institutional capacity development with guidance from experts and trainers for one year in parallel to the institutional grant support.

Thus, with the support of operational grants within the framework of the Programme, the aim is to enable rights-based organizations to focus on sustaining their existence and main objectives, while the simultaneous mentoring program aims to support organizational capacity development and the strengthening of the organization's impact.

Haklara Destek Programme will be carried out as a sub-granting mechanism within the scope of the "Building Resilience, Strengthening Human Rights: Human Rights Support Mechanisms in Turkey" grant project financed by the Delegation of the European Union to Turkey and conducted by Hafıza Merkezi and Heinrich Böll Stiftung.

A sub-grant contract will be signed between the rights-based organizations that will benefit from the support Programme and Hafıza Merkezi. The organizations entitled to receive support from the Programme will be obliged to comply with the provisions of this agreement, which they will sign during the terms of the contract phase. Hafıza Merkezi and Heinrich Böll Stiftung will take all necessary measures to ensure the entire process is carried out with respect to the principles of mutual trust, transparency, cooperation and equal treatment; will inform the parties in cases of breach and reserve the right to impose sanctions in accordance with the terms of the grant contract.

Data related to the working areas and geographical distribution of rights-based CSOs in Turkey show that 40% of all the rights-based organizations in Turkey are founded in four cities (Istanbul, Ankara, Izmir and Bursa), and that the remaining 60% are dispersed in other cities. In order to achieve an adequate geographical distribution in terms of the number of rights-based organizations that will be supported within the Programme, the call for applications is divided into two geographical groups:

Group 1: 20 CSOs are expected to benefit from the Programme under group 1, to which candidates (rights-based associations, foundations and non-profit cooperatives) in Istanbul, Ankara, Izmir and Bursa are invited to apply.

Group 2: 30 CSOs are expected to benefit from the Programme under group 2 to which candidates (rights-based associations, foundations and non-profit cooperatives) outside of Istanbul, Ankara, Izmir and Bursa are invited to apply.

All rules related to the application call, which are detailed in the following sections, apply equally to both groups.

1.2 Grant Amount and the Budget

Within the scope of the Haklara Destek Programme, the total amount of the grant to be awarded to approximately 50 rights-based organizations under two application groups is determined as 1,750,000 Euros. HM and HBS reserve the right not to grant all available funds.

The minimum and maximum amount of grants that can be applied for both groups are as follows:

Minimum grant amount: € 20,000

Maximum grant amount: € 50,000.

Applicant CSOs will be asked to provide a budget detailing the costs they request from the Haklara Destek Programme for the year covering the grant period and an expected sources of funding table for the same period. Any grant requested under this call for proposals (for both groups) may not exceed a maximum of 90% of the total of the expected sources of funding for the grant period and shall not include ineligible costs described under section 2.1.3.2 Ineligible Costs of this Programme Guidelines.

Group 1: (Applications of rights-based organizations based in Istanbul, Ankara, Izmir and Bursa): Approximately 20 rights-based organizations will be supported.

Group 2: (Applications of rights-based organizations established in other cities than Istanbul, Ankara, Izmir and Bursa): Approximately 30 rights-based organizations will be supported.

The rights-based organizations to be supported in both groups will be determined in such a way that the total amount of the grants allocated does not exceed EUR € 1,750,000.

If the number of organizations to be supported in both groups is not achieved due to insufficient quality or number of applications received, HM and HBS reserve the right to reallocate the remaining funds to the other group or to not distribute them.

2. Haklara Destek Programme Rules for This Call for Proposal

2.1 Eligibility Criteria

2.1.1 Eligibility of Applicants

2.1.1.1 Who can Apply?

Applicants for Haklara Destek Programme can be **associations, foundations or a non-profit cooperations** who:

Are legally registered before **January 1st, 2018** according to **Turkish legislation in Turkey;**

- **2018 income does not exceed 3,500,000 TL;**
- **Have implemented at least one action related to the development of human rights in Turkey in the last two years.**

Non-profit cooperatives should submit their Charter with other supporting documents in the application stage, where a provision prohibits the distribution of profit to shareholders. In the absence of this provision, the cooperative will have to prove profit is not distributed to shareholders through a financial audit report covering the last three years. In addition, the Board of Directors must have taken an irrevocable decision stating profit will not be distributed to shareholders in the following years.

2.1.1.2 Number of Applicants

Some CSOs may have branches with independent legal entities. Branches with independent legal entities can apply to the Programme separately. The number of applications is not limited. However, in such cases, the following limitations will be applied:

- **Only 2 grants per branch can be awarded for CSOs that have up to 20 branches;**
- **Only 3 grants per branch can be awarded for CSOs that have more than 20 branches.**

These limitations are global, meaning they represent the total numbers for applications to both geographical groups.

2.1.1.3 Who cannot Apply?

- Companies,
- Professional organizations, chambers, workers' and employers' unions, chambers of commerce, other professional organizations, their federations and confederations,
- Universities and research institutes,
- Initiatives, civil society coalitions and networks without a legal entity,
- Turkey representatives of International CSOs
- Individuals

cannot apply to Haklara Destek Programme.

2.1.2 Eligibility of Actions

This Programme aims to support rights-based CSOs.¹¹ Rights-based CSOs mean organizations working in the thematic areas listed below, which include **but are not limited to**:

- Human rights - fundamental rights and freedoms
- Rule of law
- Right to freedom from arbitrary arrest and detention
- Right to fair punishment and fair enforcement of punishment
- Right to peace
- Right to equality and freedom from discrimination
- Women's rights
- LGBTI+ rights
- Children's rights
- Disability rights
- Environmental rights
- Animal rights
- Minority rights

¹¹ For a brief guide explaining the rights-based approach with examples, see Rights-Based Approach document at www.haklaradestek.org/Documents/RightsBased.pdf

- Refugee rights
- Urban rights
- Digital rights
- Defending human rights defenders

Priority will be given to HR CSOs focusing on:

1. **Right to life;**
2. **Right not to be subjected to torture or to cruel, inhumane or degrading treatment or punishment;**
3. **Right to freedom of opinion and expression;**
4. **Right to freedom of peaceful assembly and association.**

These rights are identified as crucial for the development of human rights law and democracy in Turkey.

Rights-based organizations whose work emphasizes **gender and minority issues** as cross-cutting issues will also be given additional priority.

CSOs meeting program priorities will be advantageous in the evaluation process.

The applicants should have a wholistic approach to, understanding of and be committed to human rights. The main principles include being against the use of violence, racism and discrimination, supporting peace and tolerance, being in favour of human rights for all groups and identities. The definition of the principles is based on international human rights instruments and conventions and case-law on human rights law. Attitudes, discourses and activities contrary to any of these principles may lead to the exclusion of an organization from the Programme.

2.1.2.1 Duration

The implementation period of the Programme is 12 months. It is foreseen that the implementation start date will be 1 June 2020 and the expiry date will be 31 May 2021. Planning should be executed according to this time frame while preparing the applications.

2.1.2.2 Location

The core activities of applicants should be carried out within the boundaries of Turkey.

2.1.2.3 Eligible Actions

Applicant rights-based organizations may request grants for the activities listed below for one-year period (1 June 2020-31 May 2021) for the duration of the Programme. These activities are listed as an example and could be extended if needed.

- a) Organizational and institutional capacity-building (including sustainability issues): (Development of organizational management mechanisms and to improve internal democracy and ethical conduct via developing democratic internal governance, improving decision-making processes, increasing equal representation of women, youth, LGBTI+ and disabled; developing strategies / action plans and their implementation for capacity building of internal governance, financial and project management, fund raising, campaigning, funding diversification, advocacy and lobbying, research and analysis; developing human resources management capacity for effective volunteering/membership and strengthening ties among volunteers/members; establishment of corporate audit mechanisms);
- b) Monitoring/Documenting the implementation of human rights: (Improving monitoring mechanisms at national level, human rights situation analysis at local and national level;

- public policy reforms in general; public action monitoring and reporting; mobilize and facilitate empowerment of final beneficiary groups; application to international human rights mechanisms and shadow reporting; documentation of human rights violations);
- c) Supporting accountability mechanisms: (Strengthening local forums and other local accountability mechanisms through establishing complaint mechanisms at local level; monitoring and inspection of the implementation of international human rights standards),
 - d) Advocacy at local, national and international level for implementation of human rights: (Awareness-raising and communication plan at local level, engaging community groups with responsible government agencies, local advocacy on human rights issues identified/raised by NGOs, policy-making at various levels; developing monitoring and evaluation tools or mechanisms for the advocacy initiatives and supporting local actions; improving vibrant dialogue mechanisms with other CSOs, public sector, private sector and academic environment for better and more effective advocacy, lobbying, policy influence; creating advocacy groups to develop common strategies on thematic issues; improving vibrant dialogue mechanisms with the other CSOs, public sector, private sector and academic circles for better and more effective advocacy, lobbying, policy influence);
 - e) Support and training: (Psycho-social and legal support for victims, formal and non-formal education for strengthening and improvement, enhancing research and data management skills (knowledge on tools for data collection, storage, analysis and dissemination) through cooperation and transfer of knowledge and practice from academic, educational or research institutions, developing problem-solving skills, strategic analysis and policy-making skills);
 - f) Outreach and visibility: Any aspect of visibility and outreach including web sites, logos, design, publication, videos, webinars, visualizations, reports and other publications, campaigns, activities to improve communication/technology capacity to increase visibility);
 - g) Cooperation and solidarity: (Networking, forming and developing platforms, with local, national and international human rights organizations, creating advocacy groups to work on legal regulations and reforms, to evaluate existing drafts);
 - h) Lobbying: (Improving tools for the accountability and transparency of CSOs for more effective advocacy, lobbying, and dialogue with the public institutions, developing cooperation with decision-making actors, more effective advocacy, lobbying and dialogue with public institutions to influence legal regulations);
 - i) Defending human rights defenders: (National and international campaigns, monitoring and reporting, legal support).

Visibility

Applicants must take all necessary steps to announce the European Union is financing the project if they qualify for the support program. The visibility principles detailed in the **Communication and Visibility Guidelines**, may not be applied in exceptional cases by CSOs with a preliminary written authorization from HM and HBS if it presents an identifiable and justified risk to the beneficiary. For guidance, see:

www.haklaradestek.org/Documents/IletisimveGorunurlukRehberi.pdf

2.1.2.4 Ineligible Actions

Grants **cannot be requested** for the types of activities listed below:

- a) Activities concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- b) Activities concerned only or mainly with individual scholarships for studies or training courses;
- c) Activities supporting political parties;
- d) Activities aiming predominantly at charitable donations and profit-making activities;
- e) Activities already funded by other programmes and undertaken before the date of contract signature;
- f) Actions intended to solely raise funds and/or promote the visibility of the applicant or its partner(s);
- g) Actions which consist of capital expenditure, e.g. land, buildings and vehicles;
- h) Sub-granting activities.

2.1.3 Eligibility of Costs

The most distinguishing feature of the operational grant support is the applicant institution does not have to develop a project specific to this application. CSOs benefiting from the operational grant can meet the costs of the activities they are conducting or are planning to carry out and/or their fixed institutional expenses with the financial support they will receive from this Programme. The operational grant is given to strengthen the Human Rights field and support the sustainability and continuity of organizations working in this field.

Applicant CSOs will be asked to provide a budget detailing the costs they request from the Haklara Destek Programme for the year covering the grant period and an expected sources of funding table for the same period. Only eligible costs - listed below - which are not covered by another funding source can be requested from the Programme. The categories of costs that are eligible and non-eligible are indicated below.

2.1.3.1 Eligible Costs

The following direct costs of the Beneficiary(ies) shall be eligible:

- a) The cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs (salaries and costs shall not exceed those normally borne by the Beneficiary(ies));
- b) Travel and per diem expenses for staff and other persons taking part in the Action;
- c) Any expenditure related to the main activities of the applicant (conference, training, meeting, etc.);
- d) Research and publications, expenses necessary to disseminate them;
- e) All kinds of corporate visibility and publicity expenses;
- f) Translation costs;
- g) Expenditures for organizational capacity development;
- h) Impact assessment and external audit expenses;
- i) Campaign and other advocacy activities;
- j) Membership fees of national / international networks and platforms;
- k) Equipment (purchase or rental) and cost of supplies (The requested amount cannot be more than 30% of the total requested budget);
- l) Overhead costs including office rent, office expenses, fees, electricity, water, heating, telephone / internet and others.

2.1.3.2 Ineligible Costs

The following costs are not eligible, and under this Programme grants cannot be requested for:

- a) Taxes, including Value-Added Tax (VAT);
- b) Costs incurred before the signing of the grant contract;
- c) Car rentals and fuel costs;
- d) Debts and debt service charges (interest);
- e) Provisions for losses or potential future liabilities,
- f) Costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through European Development Fund (EDF)) grant or by any other national or international funding organization;
- g) Purchases of land or buildings and/or all types of motor vehicles;
- h) The exchange rate conversion costs and costs as well as the foreign exchange losses related to the project-specific euro account and other financial expenses;
- i) Credit or sub-granting to third parties;
- j) In kind contributions;
- k) Fines, financial penalties and court costs.

2.1.5 Ethics Clauses and Code of Conduct

2.1.5.1 Absence of Conflict of Interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in this respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the independent evaluators, evaluation committee, the project team and project partners during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of the application.

2.2. How to Apply and Procedures to Follow

Applications are made through the **BELLEK Grant Management System** which can be accessed on the website (www.haklaradestek.org/basvuru)²². Instructions for creating a user profile and completing the online application are available at www.haklaradestek.org. If you encounter any technical problems when using the application system, please send e-mail teknik@haklaradestek.org. Technical support will be provided on weekdays from 13:00 to 18:00 until the application deadline.

Hard copy applications will only be accepted in exceptional cases. A potential applicant who cannot apply online must notify the Programme with their justifications and, if accepted, the request can be approved in writing. The justification e-mails shall be sent to basvuru@haklaradestek.org for the evaluation of special circumstances until September 30th, 2019.

2.2.1 Application Documents

Application documents, the standard sub-grant contract sample and annexes are available on the Programme website for information purposes.

Applicants must create a user profile in the BELLEK Grant Management System at www.haklaradestek.org/basvuru. In addition, the Annex A Application Form, Annex B Budget Form and Annex G Declaration of Honour form should be completed during the application stage.

²² Link to the BELLEK Grant Management System guideline www.haklaradestek.org/Belgeler/BellekRehberi

In addition, the following documents should be uploaded to the relevant fields in the application system (in pdf format) to complete the application:

- a) Statute, Foundation Deed, Charter;
- b) Financial statements submitted to the Associations Department or General Directorate of Foundations and official documents proving income and that profits were not distributed for cooperatives provided in the last two years (2017 and 2018);
- c) Activity Report (full year, 2018);
- d) Operating Certificate (Provided in the last 3 months);
- e) Strategic Plan (to be added if available);
- f) CVs of the main two people who will work in this Programme during the grant period.

Any errors, omissions, or any inconsistencies in the application form and its Annexes (e.g. if the numbers in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the evaluators from conducting an objective assessment.

Only the Annex A Application Form, Annex B Budget Form, Annex G Declaration of Honour and uploaded supporting documents will be evaluated. It is therefore of the utmost importance that these documents contain ALL the relevant information concerning the action.

No additional annexes should be sent.

The language of application is Turkish.

2.2.2 Where and How to Send Applications

Applications are made through the BELLEK Grant Management System, which can be accessed at www.haklaradestek.org/basvuru. On November 8th 2019, 17:00 local time, the application system will be closed automatically.

2.2.3 Deadline for Submission of Applications

Applications for the Haklara Destek Programme shall be done between September 9, **2019** and **November 8, 2019**. The application period will end on November 8th, 2019 at 17:00 local time.

2.2.4 Support to be Given During Application Process

2.2.4.1 Information Sessions

After the announcement of the Haklara Destek Programme, the Programme team will hold five information sessions in Adana, Ankara, Diyarbakir, Istanbul and Izmir. The introduction of the Programme, application process and evaluation criteria will be explained to CSOs planning to apply. A webinar will be held on the date announced by HM on its website and social media accounts for institutions that cannot attend these meetings.

The location, time and content of the information sessions will be published on the Programme website and social media accounts of Hafıza Merkezi (Facebook – Hafıza Merkezi, Twitter – Hafıza Merkezi @hakikatadalet, Instagram – hakikatadalet).

2.2.4.2 More Information

For more information about the Programme, please visit www.haklaradestek.org, where you can find answers to some of your questions in Frequently Asked Questions www.haklaradestek.org/FAQ. You

can send questions you cannot find in Frequently Asked Questions to basvuru@haklaradestek.org. New questions and answers from the candidates will be published collectively on the Programme website on the second day of the following week without specifying the person/CSO asking the question.

The latest date to send questions about the Haklara Destek Programme is **October 25th, 2019, 17:00** local time. All questions will be answered no later than November 1st, 2019.

2.3 Evaluation of Applications and Selection

The evaluation will be completed in four stages: Administrative Checks, First Phase Assessment, Second Phase Assessment and Verification Documents.

If the examination of the application reveals the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

Any CSO who is identified as violating Ethics Clauses and the Code of Conduct at any stage of the Programme will be excluded from the Programme.

2.3.1 Administrative Checks

During the administrative check, the following will be assessed:

- **Application is completed before the deadline (This clause is for hard copy applications only - if any - with prior written permission)**
- **Establishment of CSO before 01.01.2018**
- **Eligibility of the CSO's legal status**
- **Implementation of at least one action on human rights in the last two years**
- **2018 income does not exceed TL 3,500,000**
- **Eligibility of the requested budget amount**
- **Grant requested is equal to or less than 90% of the total expected sources of funding that is stated in the Expected Sources of Funding sheet of the Annex-B Budget Form,**
- **Implementation period is between June 1, 2020 and May 31, 2021**
- **The Annex-A Application Form, Annex-B Budget Form and Annex-G Declaration of Honour are fully completed**
- **Electronic copies of the supporting documents requested are correctly uploaded in the system.**

The applications that pass the administrative checks will be evaluated for their relevance to the program and the design of the proposed action.

2.3.2 First Phase Assessment

In the First Phase Assessment, the compliance of the applicant institution and planned activities with the Programme priorities will be examined and scored in detail. The eligibility criteria for the Programme are described in detail in Section 2.1 Eligibility Criteria in this document.

In the first assessment phase, applications are evaluated over a total of 50 points using the distribution in the evaluation grid below. A score of 1 to 5 is given to each sub-heading of the evaluation criteria based on the applicant's answers and the documents submitted: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Applications for group 1 and group 2 are evaluated in their own right and, at the end of the First Assessment Phase, two lists of candidate CSOs are created for each group.

#	Evaluation Criteria	Points
1	Relevance to the Program	25
1.1	How relevant is the CSO, the program objectives specified in the application guide?	5x2**
1.2	Is the mission and objectives of the CSO clearly defined? Are the documents and activities carried out in compliance with this definition?	5
1.3	How did the CSO contribute to the target groups and the field of work with its rights-based activities?	5
1.4	Do the past activities of the CSO comply with the priorities set out in the Guidelines?	5
2	Design of the Annual Activities	25
2.1	Are the CSO's activities to be implemented during the grant period rights based?	5
2.2	Are the activities to be implemented during the grant period appropriate to the priorities set out in the application guidelines?	5
2.3	Is there an organization risk analysis for the activities of the CSO during the grant period?	5
2.4	Is the contribution of the CSO to the field of study and the target group in the grant period proportional to the activities it will perform?	5
2.5	Do the activities of the CSO during the grant period highlight gender and / or minority rights as an area of intersection?	5
	Total	50

Table 1

** This score is multiplied by 2 because of its importance.

Firstly, only the applications with a score of at least 30 will be considered for pre-selection.

Applications are ranked according to their scores separately for each group. Starting from the application with the highest score, a pre-selection list is formed by ranking applications until it reaches 300% of the number of organizations to be awarded grants. The remaining applications are eliminated.

2.3.3 Second Phase Assessment

All applications in the pre-selection list shall be subjected to the second stage evaluation, in which the implementation and impact of the submitted action plan, financial and operational capacity of the applicant, the budget and financial efficiency of the activity will be evaluated. The evaluation criteria in the following evaluation table will be used in this evaluation.

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

#	Evaluation Criteria	Points
1	Relevance to the Program	25
	Pre-assessment score will be transferred	
2	Design of the action	25
	Pre-assessment score will be transferred	
3	Implementation & Impact	15
3.1	Are the activities of the CSO in the grant period clearly stated and applicable?	5
3.2	Are the CSO's institutional development goals detailed and realistic?	5
3.3	Are the impact assessment and monitoring methods of CSO sufficient?	5
4	Financial and Operational Capacity	20
4.1	Does the CSO have sufficient in-house experience to implement the organization's target, mission, and planned activities ?	5
4.2	Does the CSO have organizational management mechanisms to carry out its planned activities?	5
4.3	Are the activity reports, financial reports provided by the CSO consistent with the financial competence specified by the CSO?	5
4.4	Does the applicant have stable and sufficient sources of finance or capability to generate resources?	5
5	Budget	15
5.1	Are the budget items compatible with the objectives and activities of the CSO?	5
5.2	Are the estimated costs for budget items realistic?	5
5.3	Are the costs foreseen for the budget items proportionate with the expected results of the activities?	5
	Total	100

Table 2

If the financial and operational capacity section point is less than 10 points, the application will be automatically rejected. If the score for at least one of the subsections under financial and operational capacity is 1, the application will also be automatically rejected.

2.3.3.1 Provisional selection

After the second phase assessment, the first and second phase assessment scores of the organizations are collected and a sequential list is formed for both groups. Applications with the highest scoring are conditionally selected until the total amount of the grant for this Programme is reached.

After the evaluation of applications, e-mails will be sent to all applicants, indicating whether the application was evaluated or not and the provisional results of that evaluation.

2.3.4 Verification of Documents

All applicants whose applications have been provisionally selected will be informed in writing and the eligibility verification will then be performed on the basis of the supporting documents supplied in the form of originals, or notary approved copies of the said originals listed below:

- The statutes or articles of association of the applicant;
- Financial statements submitted to the Associations Department or General Directorate of Foundations and official documents proving income and showing profit is not distributed for cooperatives provided in the last two years (2017 and 2018);
- Authorized signature identification for the organization representatives;

- **Financial identification form** of the applicant conforming to the model attached as Annex C of these guidelines, certified by the bank to which the payments will be made. This bank should be located in Turkey;
- Signed and stamped original of Annex-G Declaration on Honour.

All supporting documents listed above should be submitted to the following address no later than 15 days after the written notification:

Hakikat Adalet ve Hafıza Çalışmaları Derneği
Haklara Destek Programme
Ömer Avni Mah. İnönü Cad. No 14 Kat 1 Beyoğlu 34427 İstanbul

If the above-mentioned documents are not provided before the deadline indicated in the written notification, the application may be rejected.

The declaration by the applicant (Annex G Declaration on Honour) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting documents or any incoherence between the declaration by the applicant and the supporting documents may lead to the rejection of the application on this sole basis.

After the documents are verified, a list of institutions that are eligible for a grant will be created.

2.4 Notification of the Decision

2.4.1 Content of the Decision

The applicants will be informed in writing by e-mail sent to the registered e-mail address of the final decision concerning their application.

2.4.2 Indicative Timetable

Indicative Timetable		
		Date
1	Information meetings	
	Istanbul	Sep 19th, 2019
	Adana	Sep 23th, 2019
	Ankara	Sep 25th, 2019
	Diyarbakir	Sep 26th, 2019
	Izmir	Sep 27th, 2019
2	Deadline for the questions to Hafıza Merkezi	Oct 25th, 2019
3	Last date for the responses by Hafıza Merkezi	Nov 1st, 2019
4	Deadline for submission of applications	Nov 8th, 2019 (until 17:00 pm)
5	Announcement of the Evaluation Results	April, 2020
6	Contract signature	April-May 2020

Table 3

This indicative timetable refers to provisional dates (except for dates and hours 2, 3, and 4) and may be updated during the implementation of the Programme. In such cases, the updated timetable will be published on the website of the Haklara Destek Programme.

2.5. Conditions for Implementation After the Decision to Award a Grant

A standard grant contract will be signed with the CSOs awarded a grant (see 4.3.1 Contract and the Annexes).

Under the Programme, the grantees are required to submit periodic reports to the grant provider during the implementation of the Programme and after the Programme is completed. It is planned that the Programme team and the consultants will conduct visits to the institutions on a periodic basis, organize trainings, provide tailored consultancy to the institution, and organize meetings to share the experiences of the organizations entitled to receive the grant.

During the implementation of the Programme, it may be necessary to work with independent individuals or institutions to carry out monitoring and impact assessment studies of supported CSOs, if needed. The Programme team can carry out additional studies (analyses of CSO requirements, trainings, etc.) when needed. **The organizations entitled to receive the grant are expected to participate in these studies, to support them and to complete the activities expected from them on time.**

3. Contact Information

Hakikat Adalet ve Hafıza Çalışmaları Derneği

Haklara Destek Programme

Ömer Avni Mah. İnönü Cad. No 14 Kat 1 Beyoğlu 34427 İstanbul

e-mail address: basvuru@haklaradestek.org

4. List of Annexes

4.1 Documents to be Completed – Application Stage

- Annex A: Application Form (digital format)
- Annex B: Budget Form (digital format)
- Annex G: Declaration on Honour (approved on the internet)

4.2 Documents to be Completed - Verification Stage

- Annex C: Financial Identification Form (signed and stamped original)
- Annex G: Declaration on Honour (signed and stamped original)

4.3 Documents for Information

4.3.1 Contract and its Annexes

Contract

- Annex C: Financial Identification Form (signed and stamped original)
- Annex D: Standard Request for Payment
- Annex E: Financial Report Formats
- Annex F: Narrative Report Formats
 - Annex F1: Activity Monitoring Report
 - Annex F2: Implementation Evaluation Report