ETKİNİZ APPLICATION GUIDELINES

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# ****1. Human Rights Monitoring and Civil Society Organisations****

****ETKİNİZ** supports non-governmental organisations, networks, platforms and civil initiatives for monitoring the compliance with International Human Rights Framework.**

For ETKİNİZ, CSO means Civil Society Organisations. ETKİNİZ describes non-governmental organisations, networks, platforms and civil initiatives as CSO. It is a requirement to be a civil society organisation to benefit from ETKİNİZ supports. You do not have to be an officially registered organisation to receive support.

WHAT IS HUMAN RIGHTS MONITORING?

Human rights monitoring comprises (1) gathering, (2) verifying and (3) using the information for advocacy (3) with the aim of improving human rights.

# 2. Who can apply?

Associations, foundations, non-profit cooperatives, civil society networks or platforms, civil initiatives, communities, networks, unions, bar associations and professional organisations operating in right areas[[1]](#footnote-1) in the international human rights standards and norms can apply for ETKİNİZ supports.

Organisations that Complete the Registration Process to ETKİNİZ and Receive a Username and Password can Start Applying for Support!

# 3. What are the issues supported by ETKİNİZ?

ETKİNİZ provides its supports under two main headings:

1. Supports for human rights monitoring
2. Supports for access to international human rights mechanisms

## I. Supports for Human Rights Monitoring

* Strengthen your monitoring efforts with international human rights standards;
* Create a strategic basis for your monitoring efforts;
* Identify key indicators for your monitoring efforts;
* Collecting and verifying data on your research topic;
* Converting the collected data into statistical information;
* Read and interpret existing data given in other studies in this field;
* Issue internationally recognized monitoring reports according to your results;
* Disseminate your findings and reports, and broaden outreach;
* For this purpose, publish your results in easily understandable formats such as video or visual information;
* Carrying out campaigns and lobbying activities related to your results;
* Engage in dialogue and establish partnership with organisations operating in similar fields and develop key strategies;
* Reach the public through press and media activities;
* Share your work with public managers;
* Participate in webinars on the internet or request webinar trainings for urgent training needs;
* Request trainings for your needs;
* Come together with different organisations, institutions and establishments to engage in dialogue for your human rights monitoring and advocacy activities;
* Request guiding experts to support long-term capacity building and work together in your monitoring processes, or
* For other issues related to human rights monitoring that we cannot think about,

YOU CAN APPLY FROM “SUPPORTS FOR HUMAN RIGHTS MONITORING” SECTION!

### Supports Envisaged for Human Rights Monitoring

Venue rental

Food and catering

Transportation

Accommodation (covers room and breakfast only)

Daily expenditure support (EUR 10 per day)

Stationery costs

Translation (translation of reports, brochures, videos etc.)

Interpretation (simultaneous or consecutive)

Sign language translation

Equipment rental (Equipment purchase is not an appropriate support item. For equipment rental, the total rental price should not exceed 1/3 of the purchasing price of the equipment)

Website design, software and management

Software purchase and membership expenses (Database, storage, design, etc.)

Design and management of social media tools

Domain name and hosting

Design of the publicity, information, promotion etc. materials

Redaction of the publicity, information, promotion etc. materials

Printing of the publicity, information, promotion etc. materials

Dissemination of the publicity, information, promotion etc. materials

Expert supports (refers to the expert support provided from the ETKİNİZ expert pool (the budget allocated for short/long term expert support is not included in the maximum support amount which is EUR 3,000 and all expenditures of the experts are covered by ETKİNİZ.)

## II. Access Exchange of International Human Rights Mechanisms

This support category, relating to the monitoring of human rights, is designed to support the working visits between Turkey, EU Member States, candidate countries and the European Neighbourhood and Partnership Instrument (ENPI) countries[[2]](#footnote-2), the examination of good examples in place and participation in the events with the items given below.

### You can request for support from "ACCESS TO INTERNATIONAL HUMAN RIGHTS MECHANISMS" section if you need support to ensure that your works are included in the United Nations, the Council of Europe and other similar international monitoring mechanisms or to access these mechanisms!

**Supports Envisaged for Access to International Human Rights Mechanisms**

Transportation abroad

Accommodation Abroad (Accommodation item covers room and breakfast only)

Daily expenditure support (EUR 50 per day)

Event participation fee

Passport fee (maximum 5-year of maroon passport fee is supported under the Program)

Visa fee (The visa process is the responsibility of the person applying for visa. ETKİNİZ Technical Assistance Team only refunds the visa fee).

Travel insurance

Departure fee

Interpretation and/or sign language translation (applicants are expected to work with volunteer consecutive interpreters. Travel, accommodation, etc. costs of the translator can be requested from ETKİNİZ)

Written Translation

Expert supports (refers to the expert support provided from the ETKİNİZ expert pool; the budget allocated for short/long term expert support is not included in the maximum support amount which is EUR 3,000 and all expenditures of the experts are covered by ETKİNİZ.)

# 4. How Can You Benefit from Expert Support?

ETKİNİZ expert pool is created to facilitate the collaboration of CSOs with experts in the areas they need.

Applicants should clearly state their need for expert support in application process.

If you request a specific expert by name, the reason for preference should be stated within the applications.

CSOs can request expert support from ETKİNİZ expert pool in the fields such as **training, consultancy, communication expertise, facilitation or moderation for events and meetings, survey and field research and guidance support and human rights law consultancy, monitoring evaluation, impact analysis, guidance, translation services, etc.**

If the applications for expert support are approved, CSOs will be contacted by the **ETKİNİZ Technical Assistance Team** to plan the process.

We will also organize forums and capacity building trainings to improve the monitoring and advocacy capacities of civil society organizations within the scope of the ETKİNİZ EU Programme. We will also announce forums and capacity building trainings on our website and social media accounts.

# 5. What You Should Know Before the Application?

ETKİNİZ is not a grant programme, but a support programme in kind. Therefore, supports are provided in kind, not in cash.

The payment of all budget items within the scope of the request is made by ETKİNİZ to suppliers. Logistic adjustments within the work are made by the Technical Assistance Team in line with the suggestions and preferences of the applicant. ETKİNİZ plays a supporting and facilitating role in this process and makes payments to suppliers/third parties.

The order of request is taken as a basis in the applications, applications are subject to the eligibility check according to the order and the eligible ones are supported in the same order.

As long as the resources are sufficient and ETKİNİZ Technical Assistance Team's implementation capacity is not exceeded, ETKINIZ supports are always open for application.

The maximum amount of support for each category is EUR 3,000. ETKİNİZ may exceptionally increase the amount of support in kind by 50 percent.

ETKİNİZ Technical Assistance Team assesses justified requests of CSOs in special conditions (increasing needs due to the changes in political agenda, extra costs needed to achieve the purpose of the work, etc.) for 50 percent of increase to the maximum amount of EUR 3,000.

During the 2019-2020 period, each CSO may apply more than once, but may receive a maximum of EUR 12,000. Additional information is given to the supported works. The activities planned within the application must start within 6 months from the date of application.

# Applications involving academic, commercial, political activities, for-profit works and scholarship requests are not eligible. Outputs of the works cannot include personal or political interests.

# 6. How to Apply to ETKİNİZ?

First, you have to register in ETKİNİZ Information System. Go [www.etkiniz.eu](http://www.etkiniz.eu) and click on the **"INFORMATION SYSTEM"** button.

If you login ETKİNİZ Information System for the first time, click **"REGISTER"** button, fill all required information and click **"REGISTRATION IS COMPLETED"** button. You will see a statement of **"Your registration has been successfully completed"** on your screen if you fill all required information. A “username and password" will be sent automatically to the registered user via e-mail.

All users accept the recording of their personal data by approving ETKİNİZ Clarification and Consent Text for Processing of Personal Data to register ETKİNİZ Information System. The relevant text is automatically presented to users for approval during the registration to Information System.

After you get your username and password, you can make your online application from ETKİNİZ Information System. When you complete the application, click **“SAVE YOUR APPLICATION”** button to forward your application to ETKİNİZ. You will receive an automatic e-mail to your address registered in the Information System about the completion of your application.

Supporting about 60 applications is planned in the period of July 2019- July 2020.

You can contact ETKİNİZ support desk if you have any problems in your application to the Information System (destek@etkiniz.eu).

Persons who do not have technical equipment and internet access or do not have computer literacy can reach the support desk by calling +90 312 447 7960 / + 90 539 857 5960

# ETKİNİZ Technical Assistance Team may send regular surveys to registered CSOs with approved/unapproved applications for the evaluation of the program process. By participating in these assessments, you can contribute to the development and measurement of the ETKİNİZ Programme.

# 7. ETKİNİZ Support Desk

All civil society organisations can ask ETKİNİZ support desk about their applications:

**E-mail:** **destek@etkiniz.eu**

Phone: +90 312 447 7960/+90 539 857 5960

# You can call ETKİNİZ Support Desk by phone between 13.30-16.30 on weekdays and make an appointment for a face to face meeting. E-mails sent to the support desk will be answered within 48 hours.

# 8. How are the Applications Evaluated?

Applications for ETKİNİZ supports are evaluated on a monthly basis. The results of the applications made by 25th of each month will be announced by the 25th of the following month at the latest. All the applications made in each month will be evaluated by **ETKİNİZ Support Team** in the order of application date.

**ETKİNİZ does not receive urgent applications; however, CSOs that require such applications may contact the ETKİNİZ Support Desk**. ETKİNİZ Technical Assistance Team may have to limit the approval and implementation of multiple applications from the same applicant in order to give equal opportunity to all CSOs during peak periods.

ETKİNİZ is not a grant programme, but an in-kind support program. Therefore, the bureaucratic processes required for the grant programs are not applied in the control of the applications. If necessary, ETKİNİZ Technical Assistance Team will provide guidance to improve the application.

The eligibility check is carried out in two stages. In the first stage, the eligibility of the applicant is checked only if the application is made by a civil society organisation operating in the field of human rights monitoring.

In the second stage, applications are assessed by the ETKİNİZ Technical Assistance Team in terms of budget, related support field and impact.

Applications are assessed according to the questions given below:

|  |  |
| --- | --- |
|  | Compliance Criteria |
| First Level Criteria  |
| 1 | Does the application involve purpose and activities related to the human rights monitoring; does the application take human rights principles into consideration?  |
| 2 | How does the application relate to the international human rights standards and norms?  |
| 3 | Does the application involve a relation such as communication, reporting, etc. with international human rights mechanisms (in particular, the United Nations human rights committees)?  |
| 4 | Are the objectives and outputs of the application measurable?  |
| 5 | Does the application focus on making a good impact and improving human rights? |
| 6 | Does it prioritize silent groups in difficult conditions? Does it give importance not to discriminate or create discrimination? Does it promote gender equality?  |
| 7 | Does it engage relevant right holders, other relevant and efficient stakeholders? Are the methods used for engagement relevant, effective, efficient and sustainable? |
| 8 | What are the measures taken to protect right holders?  |
| 9 | Does it offer a plan to sustain the impact after implementation?  |
| Second Level Criteria  |
| 10 | Does it have potential to achieve its purpose and give relevant results considering the scope of the support?  |
| 11 | Does it regard the principle of minimum harm to the nature? |
| 12 | Does it have potential to create local or national change?  |
| 13 | Is the requested budget amount of 3,000 Euros or less? |
| 14 | Are the requested budget items proper for the work activities? |
| 15 | Is there a strong relation between requested budget items and amount, and the planned outcomes? |

APPLICATIONS THAT COMPLY WITH AT LEAST 4 OF THE FIRST LEVEL CRITERIA AND AT LEAST 3 OF THE SECOND LEVEL CRITERIA ARE ACCEPTED.

TO ENSURE THAT ALL APPLICATIONS COMPLY WITH AT LEAST 4 OF THE FIRST LEVEL CRITERIA AND WITH AT LEAST 3 OF THE SECOND LEVEL CRITERIA, ETKİNİZ TEAM CAN CONTACT THE APPLICANTS AND WORK ON THE APPLICATIONS TOGETHER; MAY REQUEST CORRECTION AND / OR ADDITION.

TO START THE CORRECTION PROCEDURE, APPLICATIONS MUST COMPLY WITH AT LEAST TWO CRITERIA IN EACH CATEGORY OF CRITERIA.

During the eligibility check process, ETKİNİZ Technical Assistance Team may request additional documents and information from CSOs about their activities.

ETKİNİZ team gives special importance to ensure that the application process and provision of supports are conducted without creating a competitive environment between civil society organisations. So, if you have an idea that can be effective for human rights monitoring, our team is always ready to assist you in the application process. You can contact helpdesk for any questions about the applications.

Applications are submitted until midnight on the 25th of each month and are finalized on the 25th of the following month at the latest. ETKİNİZ Technical Assistance Team will contact CSOs within 7 days to provide information about their applications. This article can be changed by ETKİNİZ Technical Assistance Team in the implementation process and the changes are announced on ETKİNİZ website and social media without affecting the implementations.

The application language is Turkish. Applications can be made both in Arabic and Kurdish. Since our information system is prepared only in Turkish, if you want to apply in Arabic and Kurdish languages, you can send your request to destek@etkiniz.eu. The results of the applications are announced through the Information System. The applicant has right to object the evaluation results of his application. You can send an e-mail to destek@etkiniz.eu to make an objection.

If your application is considered as inappropriate by ETKİNİZ Technical Assistance Team and returned with change, you can complete the requested changes within the application period (25th of each month) and maintain the same application order, and the eligibility check for the application will be conducted again. Those who cannot reapply within this period can make their applications for the next period and take part in the order of that period.

NGOs whose applications are evaluated as not eligible can contact ETKİNİZ support desk to get feedback on their work.

**ETKİNİZ Technical Assistance Team** will follow up the budget allocated to the program and implementation capacity; accordingly has the right to take necessary measures and make modifications on the support and upper limits, when necessary. As long as the resources are sufficient and ETKİNİZ Technical Assistance Team's implementation capacity is not exceeded, ETKINIZ supports will be open to application until the end of the program.

HUMAN RIGHTS MONITORING RESOURCE CENTER WILL BE OPENED SOON!

# You will access reports and statistics published in the field of human rights monitoring,

# Obtain information about international human rights conventions,

# Benefit from monitoring guides,

# Use the tools provided to make your reporting works effective!

# ETKİNİZ European Union Program

You can send your suggestions and complaints about ETKİNİZ EU Program to info@etkiniz.eu or bilgi@etkiniz.eu.

If you have any questions about applying to the ETKİNİZ EU Program supports, please send e-mails to destek@etkiniz.eu.

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[www.etkiniz.eu](http://www.etkiniz.eu)

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<https://twitter.com/etkinizab>

<https://www.instagram.com/etkiniz/>

<https://www.facebook.com/etkinizab>

<https://www.youtube.com/channel/UCup8UZ0_ZiforqoM-acAr7g?view_as=public>

1. Human rights issues are constantly expanding and evolving. We share some example areas below, but we are welcome applications in areas not listed here: women's rights, children's rights, youth rights, rights of persons with disabilities, rights of minorities and ethnic groups, rights of lesbian-gay-bisexual-transsexual-intersex individuals, refugee-immigrant rights, rights of displaced persons, stateless persons, indigenous peoples 'rights, elderly rights, workers' rights, victim rights, environmental rights, protection of human rights defenders, prevention of discrimination, fair trial, economic and social cultural rights. [↑](#footnote-ref-1)
2. Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom..

Candidate Countries: Albania, Bosnia and Herzegovina, Montenegro, Kosovo, Macedonia, Serbia.

ENPI Countries: Azerbaijan, Belarus, Algeria, Armenia, Morocco, Palestine Regional Authority, Georgia, Israel, Switzerland, Iceland, Libya, Lebanon, Egypt, Moldova, Norway, Syria, Tunisia, Ukraine, Jordan.

European Economic Area (EEA): Iceland, Liechtenstein, Norway. European Common Market: Switzerland [↑](#footnote-ref-2)