



GUIDELINES FOR GRANT APPLICATION

TEMPORARY RELOCATION PROGRAMME

PROTECTDEFENDERS.EU

ProtectDefenders.eu
is implemented by a
Consortium of 12 NGOs

Front Line Defenders
Reporters sans frontières
OMCT
FIDH
ILGA
EMHRF
Forum Asia
Protection International
Peace Brigades
International
ESCR-Net
Urgent ActionFund
DefendDefenders

The Temporary Relocation Programme is one of the key activities of the Project The EU Human Rights Defenders Mechanism funded by the European Commission and implemented by ProtectDefenders.eu, a consortium of twelve organisations through the contract EIDHR2019/410-910. The Overall Objective of this Project is to contribute to an enabling environment for human rights defenders and ensure that human rights defenders at risk are empowered, resilient and enabled to continue their work.

1. ELIGIBILITY CRITERIA

1.1. General considerations

Applications received should be made by or on behalf of a specific Human Rights Defender (HRD) in need of temporary relocation as a result of risks related to their human rights work, and in need of support for their protection.

Prior to relocating a Human Rights Defender outside their community, preventive measures for personal security and protection should be prioritized. For this purpose, ProtectDefenders.eu can accept applications for grants for security training and security measures for the Human Rights Defenders.

However, if relocation is judged to be the most effective option, **priority should be given to relocation in the defender's own country or in their sub-region if possible**, thus allowing them to continue doing their work close to their country.

The Temporary Relocation Programme is designed to provide an individual support:

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- A maximum number of **five human rights defenders** to be hosted at the same time can be considered per one application.

Budget should be based on real costs. The maximum amount of **requested budget** is 60,000 euro for the whole duration of the EIDHR2019 contract per defender. **The maximum duration** of requested grant is 12 months if duly justified. Please note that grant amount averages are much lower and grants are generally not awarded for 100% of the proposed budget.

Emergency grants and the temporary relocation programmes

The emergency grants programme offers a separate procedure which can include emergency relocation for a human rights defender who is facing immediate risks. Under this programme, emergency funds can be delivered to finance urgent relocation (and/or other costs). An application for temporary relocation can also be made on an emergency basis, however, may take longer to finalise and or approve. It is possible to apply for an emergency grant for short term needs whilst also applying for a temporary relocation grant as long as there is no overlap in the budget. The implementing partners providing emergency grants can be found on our website.

A relocation funded under the temporary relocation programme for a human rights defender at risk can be in response to an increased risk, an anticipated increased risk (for instance a report launch, trial, elections) or for a human rights defender who has been working in a difficult environment for a prolonged period of time and who needs a break. It is designed to provide **(1)** a holistic approach, tackling various needs of human rights defenders during the relocation such as: rest and respite, professional capacity development, expanding the network of contacts, emotional and psychological well-being, **(2)** sustainability of post-relocation phase in order to ensure that a HRD will be able to continue their human rights work.

1.2 Eligibility criteria for Human Rights Defenders

The following criteria will be considered under each application:

- **IDENTITY** - The application is in the name of a human rights defender working for human rights in accordance with the [UN Declaration on Human Rights Defenders](#);
- **SITUATION / SECURITY ASSESSMENT** - The application is in the name of a Human Rights Defender who is facing risks because of their human rights work and the nature of these risks is detailed (*has the Human Rights Defender been facing*





persecution, threats, attacks, harassment, arrests, social marginalisation, blacklisting, etc.?)

- **NEEDS** - The applicant needs temporary relocation support (*lack of access to alternative sources of support or reasons why other forms of protection are inappropriate will be taken into account*).

Who can apply?

The EU Human Rights Defenders Mechanism allows the allocation of grants to:

- a member of the EU Temporary Relocation Platform (EUTRP) on behalf of a specific Human Rights Defender;
- a host organisation, which is not part of the EUTRP, on behalf of a specific Human Rights Defender;

The applicant can be based in any region of the world but the Human Rights Defender receiving support through the grant must be a **non-EU citizen**.

Funding priorities

Where there is a high volume of applications submitted to the Secretariat of ProtectDefenders.eu, priority will be given to those HRDs who are most at risk including those who are particularly targeted including women human rights defenders, defenders of LGBTI rights, land, environmental and indigenous people's rights defenders, or other vulnerable or marginalised groups (*if the available funds are limited, additional criteria might apply*).

1.3 Eligibility criteria for host organisations

Different types of legal entities might act as a host, including: non-governmental organisation, university, private company, governmental institution etc. Host organisations should:

- Prove organisational capacity to carry out responsibilities expected from them (see more below);
- Agree on code of conduct principles, that will be included in the ProtectDefenders.eu grant agreement, to ensure that there is a common understanding of the core principles related to the temporary relocation programme and human rights as such.

The Secretariat of ProtectDefenders.eu will verify these criteria and reserves the right to undertake additional background checks, especially if the proposed host organisation is not a well-established shelter for Human Rights Defenders.

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After the grant approval, ProtectDefenders.eu will have the right to request additional information, such as audited accounts or additional reports; or to conduct verification visits or analog activities. In any case, one host organisation cannot receive more than 10 grants per year (in exceptional cases, this condition might be reconsidered).

Main responsibilities of host organisation

Relocation is a complex process, including a variety of aspects from administrative processes to logistics, and psychological and emotional well-being. Therefore, ProtectDefenders.eu requires that a human rights defender is accompanied in this experience by a host organisation to, among other, facilitate the application process; implement and monitor the relocation activities; support the well-being of the relocated human rights defender; and ensure financial accountability of the received funds.

Our objective is to tailor the relocation plan according to the specific needs of human rights defenders, hence, the responsibilities of host organisations might vary but can include: facilitation of visa process and residence permit; access to accommodation, training, language course or healthcare; submission of the final reporting. If a human rights defender needs to relocate with their family, the host organisation has to prove it has the capacity to support this.

After the grant approval, an agreement is signed with the host organisation, who take legal responsibility for providing the final narrative and financial reports, as well as supporting documents in order to ensure the relocation has taken place according to the approved activities and budget.

If the host organisation does not comply with the responsibilities and reporting obligations, ProtectDefenders.eu will not consider any further application from this entity.

New host organisations will be closely monitored and supported by ProtectDefenders.eu and a capacity assessment of the host will be conducted after the closure of the first grant.

Extending the network of host institutions available at a regional level is one of the objectives of ProtectDefenders.eu.

1.4 Eligible costs

Typical actions eligible for funding are **all the phases of the relocation cycle**, such as pre-entry identification, relocation and





placement outside the country, stay in the host location, return to home and monitoring and follow-up.

The **eligible expenses** can vary and may include, among others (not an exhaustive list): travel costs, visa costs, travel expenses in the host country, insurance (medical, liability, etc.), medical costs, livelihood, housing, psychological support, training, visa request, security analysis, support and coordination (from local organisation or others). Costs for family members (relocation, other support) can be included, if duly justified and if the potential host organisation is ready to receive them. Health insurance is an eligible cost but any other medical costs should be duly justified and the Secretariat of ProtectDefenders.eu shall be entitled to ask for additional information and quotes.

Advocacy costs might be considered eligible only if **(1)** identified as strategic for ensuring the safety of the human rights defender or **(2)** are part of human rights work continued by a relocated defender.

The host organisation is entitled to a maximum of 20% of the total relocation budget as **administrative costs**, which can include: permanent staff facilitating the relocation, bank fees, follow-up costs such as reporting, research and verification of the case, etc.

The costs indicated in the estimated overall budget attached to the grant application must be reasonable and in accordance with the local living standards of the place of relocation. ProtectDefenders.eu has the right to ask for justification and explanations regarding the submitted budget and, if necessary, cut expenditures that are not a priority, or expenditures which are not directly linked to the relocation.

Non-eligible costs

- University fees;
- Training/professional development costs above 1,000 EUR;
- Administration and coordination costs above 20% of the total relocation budget;
- Equipment such as laptops and other IT/technical materials;
- Any cost not directly related to the relocation such as communication materials, events, core-funding for host organisation etc;

A host organisation is not entitled to funding for administration and coordination costs if it is already receiving organisational support from ProtectDefenders.eu through another grants programme.





1.5 Co-financing requirement

ProtectDefenders.eu cannot support 100% of the relocation costs. As per the co-funding rules applicable to temporary relocation grants:

- ProtectDefenders.eu can contribute up to 70% of the total costs of the relocation if the temporary relocations proposed is towards:
 - Australia, Austria, Belgium, Bulgaria, Canada, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Latvia, Lithuania, Luxembourg, Malta, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, United Kingdom, United States.
- ProtectDefenders.eu can contribute up to 95% of the total costs of the relocation¹ if the temporary relocation proposed is towards any other countries.

In-kind contributions can be considered but should remain an exception. They will be evaluated by the board on a case-by-case basis.

Budget Example

Activities	Unit Value	Per Unit/ Month	Total	Covered by ProtectDefenders.eu	Co-financing
Return flights	1 person	300 EUR	300 EUR	300 EUR	
Airport transfer	1 lump-sum	50 EUR	50 EUR	0 EUR	50 EUR
Visa Fee	1 lump-sum	50 EUR	50 EUR	0 EUR	50 EUR
Travel Insurance	5 months	25 EUR	125 EUR	125 EUR	
Health Insurance	5 months	50 EUR	250 EUR	250 EUR	
Accommodation	5 months	350 EUR	1750 EUR	1750 EUR	

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(including utilities)					
Per Diem	5 months	400 EUR	2000 EUR	2000 EUR	
English classes	5 months	200 EUR	1000 EUR	1000 EUR	
Digital security training	1 day	100 EUR	100 EUR	0 EUR	100 EUR
Administration costs	5 months	100 EUR	500 EUR	300 EUR	200 EUR
TOTAL:			6125 EUR	5725 EUR	400 EUR
TOTAL %:			100%	94%	6%

2. APPLICATION PROCESS

In order to be awarded a grant, the host organisation or the organisation representing the Human Rights Defender, or the Human Rights Defenders themselves must present to the Selection Committee of ProtectDefenders.eu a grant application, using the format available in English, French, Spanish, Russian and Arabic.

The Selection Committee accepts applications by email at: tr@protectdefenders.eu

- Please note that it is possible to communicate with the Secretariat of ProtectDefenders.eu via encrypted email (gpg) or encrypted application (signal).
- The grant application is available here [include a link]

The submitted application must be complete. Applications which do not provide all the requested information may experience greater delays in processing. The Secretariat of ProtectDefenders.eu has the right to ask for additional information and clarification at any stage of the process.

Once the Secretariat of ProtectDefenders.eu has established that the submitted application contains the requested information and meet the programme criteria, the application will be presented to the Board of the Consortium and evaluated during the Board's monthly meetings.

If the request is linked to an emergency situation, an **emergency procedure** for decision making process can be applied in order to





provide the Human Rights Defender or organisation who applied for the grant with a response in a shorter time. In any case, the application can be submitted to the Board by the Secretariat of ProtectDefenders.eu **only once all clarifications** required have been provided by the applicant.

Once the grant is approved, a Grant Agreement will be signed with the host organisation. Grants less than 10,000 EUR will be made in one installment, grants above 10,000 EUR may be made in 2-3 installments depending on the size of the grant and the reporting requirements. The disbursement of the grant will be released directly by the Secretariat of ProtectDefenders.eu within seven days after the signature of the contract.

The payment can be made by a bank transfer or Western Union. Please note that the bank transfer or WU wire will state that it is coming from ProtectDefenders.eu and a recipient should understand any security implications of such a transfer and communicate this to the secretariat.

3. REPORTING, MONITORING AND FOLLOW-UP

The host organisation is requested to submit the final reports and supporting documentation (see the following documents: Annex I Narrative Report, Annex II Budget & Actual Costs Reporting Template, Annex III Reporting and Presentation of Supporting Documentation) within one month after the end of relocation. In case of approved grants with a budget above 10,000 EUR, the Secretariat of ProtectDefenders.eu requires an interim report before disbursement of the next / final installment (see the template here).

If the grant has not been spent according to the approved budget and activities, the Secretariat of ProtectDefenders.eu has the right to, and might decide to ask for a partial or full reimbursement of funds.

Extension of the grants and amendments

If duly justified, a grant can be extended by up to 6 months. The applicant shall submit an application template for the temporary relocation programme including: (1) the reason for extension, (2) a clear strategy on how to move forward after the end of grant (during the post-grant period).

Human rights defenders who have been awarded temporary relocation grants in the past are not eligible to receive any further support. Another grant might considered only in exceptional cases. Please contact the Secretariat of ProtectDefenders.eu at tr@protectdefenders.eu for clarification.





Any adjustments to the activities and budget after the signature of the agreement requires prior approval, and should be communicated in writing to the Secretariat of ProtectDefenders.eu by email. All the modifications should be mentioned in the final narrative and financial reports.

In exceptional circumstances and only for extremely urgent cases, the 5% contribution requirement can be waived (please contact ProtectDefenders.eu for more information).

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