

Guidelines for Grant Application for temporary relocation

1. Eligibility Criteria

1.1. Who can apply?

Applications received should be made by or on behalf of a specific Human Rights Defender in need of temporary relocation because of risks related to his/her human rights work, and in need of urgent support for his/her protection. The applicant can be based in any region of the world but the Human Rights Defender applying to the grant must be non-EU citizen.

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

- a member of the EU Temporary Relocation Platform 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;
- a Human Rights Defender directly that has identified a potential host.

NB: In case a Human Rights Defender has not managed to identify any potential host organisation and if the relocation is deemed urgent and necessary, ProtectDefenders.eu will endeavour to assist in identifying potential host organisation for the applicant. In this case, the time frame for the response will vary on a case by case situation.

1.2. In what situation?

The applicant is in need of temporary relocation because of risks related to his/her human rights work, and in need of support for his/her protection.

It is important to highlight that prior to relocating a human rights defender outside his/her community, preventive measures for personal security and protection should be prioritized. ProtectDefenders.eu can provide grants for security training and security measurements for Human Rights Defenders. However, if relocation is inevitable, priority should be given to relocation in the defender's own country or in his/her sub-region if possible, thus allowing him or her to continue

doing their work close to their country. Extending the network of host institutions at a regional level is one of the objectives of ProtectDefenders.eu.

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 his/her 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).

1.3. What are the 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 country, return to home country and monitoring and follow-up.

The eligible expenses can vary and may include, among others (not 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 Human Rights organisation or others).

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 relocation place. If duly justified by the applicant in the application format, the amount of funding considered for a relocation grant can reach a top level of 60.000 Euros.

Costs for family members (relocation, other support) can be included, if duly justified and if the potential host organisation is ready to receive them.

To be noted that the allocated grant will not cover 100% of the relocation costs. The host organisation is expected to contribute as per the requirements of the European Commission within the given program:

- Host organisations based in 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 are expected to contribute at least 50% of the costs of the relocation;
- Potential hosts from other countries will be eligible for 95% funding.

It is important to mention that only 'accommodation costs' are considered eligible as in-kind contribution.

Budget Example:

Relocation of HRD (for 8 months)	Unit Value (in EUR)	Per Unit / Month	Total (in EUR)	Covered by ProtectDefenders.eu	Covered by Other Funds
Cost Airfare (two tickets, return)		1			
Travel expenses in the Country (per month)		8			
Insurance		1			
Medical check and other medical costs		1			
Housing – per month		8			
Training		8			

Total						
Total %						

2. Application Process

In order to be awarded a Grant, the host organization 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

NB: Please note that it is possible to communicate with the Secretariat via encrypted email (pgp) or encrypted chat (Jitsi).

The Grants Application Format includes the following sections:

- Personal details of the Human Rights Defender(s)
- If applicable, details of the organisation representing him/her;
- Description of the security risks faced by the Human Rights Defender;
- Description of the activities planned for the relocation process:
 - *the planned country of relocation and organisations approached as possible host;*
 - *organisations approached for additional funding (if any);*
 - *planned activities in relation with the relocation;*
 - *planned (security) trainings*
 - *key contacts for your relocation process;*
 - *strategy for return to home country, if any).*
- Amount requested in Euros, with a breakdown and explanation of costs. The organisation or Human Rights Defender applying must stipulate clearly what are the other potential sources

of funding for the relocation as per point 1.3 (requests for funding submitted should be mentioned as well as answers obtained).

- References who can confirm the human right work done by the Human Rights Defender and the risks he/she faces.

Once the Secretariat of ProtectDefenders.eu has established that an application contains the requested information, the application will be submitted to the monthly meeting of the Board of the Consortium. If the request is linked to an emergency situation, an emergency procedure will be applied in order to provide the Human Rights Defender or organisation who applied for the grant with a response within five (5) days. In case the Human Right Defender or organisation have not managed to identify any potential host organisation, the time frame for the response will vary on a case by case situation.

Once a Grant is approved, a Grant Agreement Document / Contract will be signed with the host organization. The disbursement of the funding available will be realised directly by the Secretariat of ProtectDefenders.eu.

3. Monitoring and follow-up

Each Grant Agreement Document / Contract will include an agreed process for supporting the return of the Human Rights Defender to his/her home country, including support with security and protection, and follow-up in coordination with a relevant national or international organisation.

The beneficiary of the Grant is expected to provide a narrative and budgetary report within a fixed period, and to provide supporting documents, receipts and vouchers evidencing their expenditures (original copies of supporting documentation related with flights tickets, accommodation related costs and trainings): these requirements will be defined in the Grant Agreement Contract that will be signed to award the Grant.