

# Application for adjusting existing grants to Corona pandemic related activities

Due to the Corona pandemic, grant recipients in certain circumstances cannot (timely) implement the activities for which the grant was awarded, or to fulfill other current grant's obligations. According to the grant's obligations the recipient should notify the contact person mentioned in the grant decision if this is the case.

In case you wish to use a part of the budget of your current grant for activities combatting the impact of the Corona pandemic, there is a possibility to apply for budget reprogramming from the existing grant. Please send your proposal and a request to reduce your current grant to your contact person mentioned in the grant decision and a copy to [dso-covid19@minbuza.nl](mailto:dso-covid19@minbuza.nl) 7 May, 2020 at the latest. Please see below the guidelines for these new activity proposals that have to be related to the Corona pandemic. Existing grant recipients can **only apply for budget reprogramming above EUR 1 mln. (or the equivalent of) within existing grants.**

Your proposal for budget reprogramming should contain the following information:

- Information on the current activity: application number, amount grant, grant term, amount not yet spent; part of the budget which you would like to transfer to activities related to the impact of the Corona pandemic.
- Budget which is requested for activities related to the Corona pandemic (in conformity with the first bullet).
- A description of the new activities and results related to the impact of the Corona pandemic. For these results and activities, an indicative time schedule should be provided.
- A description in which way or to what extent your application complies with the following four criteria:
  1. Synergy: synergy of the application with activities of other (international) NGO's, WHO, governmental organizations, to avoid fragmentation
  2. Sphere of Influence: the application should be related to the experience, capacity and objectives of the applicant.
  3. Realism of the grant application: the application should be aligned with ongoing initiatives within the framework of the local context, be time-bound and achievable.
  4. Swiftness: possibilities to act swiftly, scale up activities and be able to achieve results.
- A budget for the activities related to impact of the Corona pandemic should be divided into the following cost categories:
  - I. Direct staff costs
  - II. Other direct programme costs
  - III. Overheads / indirect costs
  - IV. Contingencies (max. 5 %)
- Where possible the budget has to be result based. In case this is too premature, more information about results and activities may be required in a later stage.
- A risk assessment with the most important risks related to the new proposed activities and results should be added. Reasonable and realistic mitigating measurements should be formulated as well.