



## Annex 5 to the Grant Programme Fair Focus on Trade (FFT).

**This information is required to demonstrate financial independence or eligibility for the customised approach for specialist organisations and small Southern organisations.**

### 1. Introduction

To be eligible for a grant under the Grant Programme Fair Focus on Trade, the applicant organisation must meet a requirement regarding the financial independence (see section 6.1 of the Grant Programme Fair Focus on Trade Policy Framework). This requirement is as follows: During the period 2022–2024, at least 25% of the applicant's total annual income came from sources **other** than income from the Dutch Ministry of Foreign Affairs (MFA).<sup>1</sup>

### 2. How to demonstrate financial independence

To demonstrate financial independence, you must provide the following documentation:

#### 2.A Complete Table 1

Table 1: Your organisation's income in 2022, 2023 and 2024

		2022	2023	2024
		Amount	Amount	Amount
1.	Annual total income in euros per year	€	€	€
2.	Total amount of demonstrably disbursed MFA-funds to consortium partners under a partnership in which you were the lead partner, in euros per year	€	€	€
3.	Annual total income minus demonstrably disbursed MFA-funds to consortium partners under a partnership in which you were the lead partner (amount from row 1 minus amount from row 2), in euros per year	€	€	€
4.	The part of the amount in row 3 that did <b>not</b> come from the MFA in euros per year	€	€	€

<sup>1</sup> A definition of 'income from the Ministry of Foreign Affairs' is in Appendix 4 of the Grant Programme Fair Focus on Trade Policy Framework.

5.	The average annual non-MFA-income (row 4 of (2022 + 2023 + 2024) / 3) in euros	€		
6.	The <b>annual percentage</b> non-MFA-income (total non-MFA income from row 4/total income from row 3 x 100), in percentage per year	....%	....%	....%
7.	<b>Average annual percentage</b> of non-MFA-income (row 6 of (2022 + 2023 + 2024) / 3)	....%		

## 2.B Audited annual financial reports for the financial years 2022, 2023 and 2024

To support the information provided in Table 1, submit your audited annual financial reports for the financial years 2022, 2023, and 2024. If applicants cannot provide audited annual financial reports, they must explain why an auditor has not audited the annual financial reports.

For each submitted annual financial report, indicate the page number and section where we can find the information required for Table 1. If applicants cannot indicate under which section we can find the requested information they must provide an explanation.

### Provisional conclusion based on Table 1

After completing Table 1, check the outcome of row 7 (average percentage of non-MFA-income over the years 2022, 2023 and 2024). If this percentage is:

- Less than 25%: You do not meet the threshold criterion and are not eligible for a grant under the Fair Focus on Trade Grant Programme.
- 25% or higher: You may apply for a grant of up to 5 times the average annual non-MFA income for 2022, 2023 and 2024 (row 5 of Table 1).

The average annual amount is multiplied by a factor of 5 because the grant will be awarded for a maximum of 5 years.

Please note that we cannot award a grant if this would exceed the maximum application amount for the grant programme.

## **Exception to the requirements for financial independence**

We make an exception for specialist organisations and small Southern organisations regarding the financial independence requirements as explained in appendix 4 of the Grant Programme Fair Focus on Trade. Both types of organisations are exempt from the requirement that an average of at least 25% of their income over the past 3 years came from sources other than the Ministry of Foreign Affairs. They may also be eligible for more than 5 times the average annual amount of non-MFA income.

Applicants who consider themselves eligible for the customised approach must sufficiently demonstrate this in their application. You can use the information below to demonstrate this. Specialist organisations must provide the information in sections 3.A to 3.D. Small Southern organisations should use section 3.E. If the information provided does not demonstrate that the applicant qualifies as a specialist organisation or a small Southern organisation, the applicant will not be eligible for an exemption to the financial independence requirements.

## **Instructions for demonstrating eligibility as a specialist organisation**

### **3.A Articles of Association showing date and place of incorporation**

If you wish to apply for a higher grant than your average annual non-MFA income and if you state that your organisation qualifies for the customised approach as a specialist organisation, your organisation must have been active for at least 15 consecutive years (reference date: 1 January 2026). Include your organisation's founding documents (articles of association, constitution) as an appendix, which must clearly show the date and place of establishment.

### **3.B Track record on your core theme**

You must submit a track record to support your application, demonstrating that your organisation has been active on the core theme covered by this grant programme for at least 15 consecutive years (reference date: 1 January 2026). The track record must include at least 5 and no more than 10 projects or programmes focused on the core theme covered by the grant application.

Projects should:

- preferably be spread over the last 15 years;
- include at least 1 example of a project that started more than 10 years ago; and
- Describe each project in no more than 500 words, including:
  - the nature and scale of the project and your organisation's role; and
  - the main results of the project.

3.C Complete Table 2 including auditor’s statement

Submit the 5 most recent audited financial statements and complete Table 2, based on the annual financial reports requested using the information from the financial statements referred to in section 3.D.

Table 2: Specification of the expenditure of the applicant's programme funding 2020 – 2024

Year: 2020			
	Name of the programme	Programme expenditure for 2020	Amount spent in 2020 on activities or interventions related to the core theme
1.		€	€
2.		€	€
etc		€	€
Total		€ <sup>x</sup>	€ <sup>y</sup>
Percentage of the organisation’s programme expenditures spent in 2020 on activities or interventions related to the core theme for which funding is requested through this application at MFA (in the total row above: ‘Y’ divided by ‘X’ multiplied by 100)			....%

Year: 2021			
	Name of the programme	Programme expenditure for 2021	Amount spent in 2021 on activities or interventions related to the core theme
1.		€	€
2.		€	€
etc		€	€
Total		€ <sup>x</sup>	€ <sup>y</sup>
Percentage of the organisation's programme expenditures spent in 2021 on activities or interventions related to the core theme for which funding is requested through this application at MFA (in the total row above: 'Y' divided by 'X' multiplied by 100)			....%

Year: 2022			
	Name of the programme	Programme expenditure for 2022	Amount spent in 2022 on activities or interventions related to the core theme
1.		€	€
2.		€	€
etc		€	€
Total		€ <sup>x</sup>	€ <sup>y</sup>
Percentage of the organisation's programme expenditures spent in 2022 on activities or interventions related to the core theme for which funding is requested through this application at MFA (in the total row above: 'Y' divided by 'X' multiplied by 100)			....%

Year: 2023			
	Name of the programme	Programme expenditure for 2023	Amount spent in 2023 on activities or interventions related to the core theme
1.		€	€
2.		€	€
etc		€	€
Total		€ <sup>x</sup>	€ <sup>y</sup>

Percentage of the organisation's programme expenditures spent in 2020 on activities or interventions related to the core theme for which funding is requested through this application at MFA (in the total row above: 'Y' divided by 'X' multiplied by 100)	....%
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Year: 2024			
	Name of the programme	Programme expenditure for 2024	Amount spent in 2024 on activities or interventions related to the core theme
1.		€	€
2.		€	€
etc		€	€
Total		€ <sup>x</sup>	€ <sup>y</sup>
Percentage of the organisation's programme expenditures spent in 2024 on activities or interventions related to the core theme for which funding is requested through this application at MFA (in the total row above: 'Y' divided by 'X' multiplied by 100)			....%

### 3.D Audited annual financial reports for the financial years 2020, 2021, 2022, 2023 and 2024

Please submit your audited annual financial reports for the financial years 2020, 2021, 2022, 2023 and 2024. Please clearly indicate the page number and section where we can find the information required for table 2. If you cannot provide audited annual financial reports, you must explain why an auditor has not audited the annual reports.

#### Instructions for demonstrating eligibility as a small Southern organisation

### 3.E. Annual financial statements and organisation's founding documents

If you want to apply for a higher grant than your average annual non-MFA income and if you consider your organisation eligible for the customised approach as a small Southern organisation, submit the following annexes with your application:

- Your most recent annual financial statements demonstrating that you spent no more than €500,000 on salaried employees; and
- Your organisation's founding documents (articles of association, constitution) demonstrating that your organisation was established and registered in a low or middle-income country included on the [OECD-DAC list](#).