



Youth in Action

Programme guide

Valid as of 1 January 2013

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ABBREVIATIONS

- **APV:** Advance Planning Visit
- **CO:** Coordinating Organisation
- **CoE:** Council of Europe
- **DG:** Directorate General
- **DG EAC:** Directorate General for Education and Culture
- **EACEA:** Educational, Audiovisual & Culture Executive Agency
- **EC:** European Commission
- **EI:** Expression of Interest
- **EECA:** Eastern Europe and Caucasus
- **ENGO:** Body active at European level in the youth field
- **EP:** European Parliament
- **ETS:** European Training Strategy of the Youth in Action Programme
- **EU:** European Union
- **EVS:** European Voluntary Service
- **FR:** Financial Regulation
- **HO:** Host Organisation
- **MEDA:** Mediterranean Partner Countries
- **NA:** National Agency
- **OMC:** Open Method of Coordination
- **RC:** Resource Centre
- **SALTO:** Support, Advanced Learning and Training Opportunities
- **SEE:** South East Europe
- **SO:** Sending Organisation
- **TCP:** Training and Cooperation Plan
- **YiA:** Youth in Action Programme

INTRODUCTION

Youth in Action is the Programme the European Union has set up for young people. It aims to inspire a sense of active European citizenship, solidarity and tolerance among young Europeans and to involve them in shaping the Union's future. It promotes mobility within and beyond the EU's borders, non-formal learning and intercultural dialogue, and encourages the employability and inclusion of all young people, regardless of their educational, social and cultural background: Youth in Action is a Programme for all!

Every year, thousands of projects are submitted by *promoters* in order to get financial support from the Programme; a selection process aims at granting the best projects.

Depending on the Programme Action, this selection process is initiated in one of the following ways:

- for most Actions, this Guide specifies the details of a general call for proposals
- for some Actions, specific calls for proposals are published; these Actions are simply mentioned in this Programme Guide.

This Guide is a tool for anybody who would like to participate in the Youth in Action Programme, be they "participants" - the young people and youth workers - or "*promoters*" - those who represent the participants and submit the applications (grant requests).

While we have endeavoured to ensure that this Programme Guide is as complete as possible, please note that you can also receive help from various other sources; these are also mentioned in the Guide itself.

How to read the Programme Guide

The Programme Guide has three parts:

- Part A is an introduction to the Programme and its general objectives. It also indicates which countries participate in the Programme and specifies the priorities and the main features which are relevant to all supported activities. This section is addressed to those who wish to have an overview of the Programme in its entirety.
- Part B gives information on the different Actions and sub-Actions of the Programme that are covered by this Guide. This section is mainly addressed to those who are interested to knowing in detail which are the concrete typologies of projects supported by the Programme.
- Part C gives detailed information on application procedures and deadlines, selection modalities, financial and legal provisions. This section is addressed to all those who intend to submit a *project proposal* under the framework of the Youth in Action Programme.

Furthermore, this Guide includes the following Annexes:

- Annex 1: Glossary of key-terms. These key-terms will be displayed in *italic* character throughout this Guide
- Annex 2: Contact details of the structures and partners of the Youth in Action Programme
- Annex 3: Useful references

The present Programme Guide is translated in several official EU languages. In the case of conflicting translations, it is the English version which prevails upon the others.

PART A - GENERAL INFORMATION ABOUT YOUTH IN ACTION PROGRAMME

By Decision N° 1719/2006/EC of 15 November 2006¹, the European Parliament and the Council adopted the Youth in Action Programme for the period 2007 to 2013 which put into place the legal framework to support non-formal learning activities for young people.

The Youth in Action Programme aims to respond at European level to the needs of young people from adolescence to adulthood. It makes an important contribution to the acquisition of competences through non-formal learning as well as to the promotion of young people's active participation in society.

It supports the new youth policy framework for European Cooperation in the youth field adopted in 2009², which outlines a cross-sectoral approach to youth issues with a view not only to creating more and equal opportunities for all young people in education and in the labour market ("employability dimension") but also to promoting the active engagement, social inclusion and solidarity of all young people ("participation dimension").

It also contributes to supporting the "Youth on the Move"³ flagship initiative of the EU 2020 Strategy⁴ which puts young people at the centre of the EU's agenda to create an economy based on knowledge, innovation, high levels of education and skills, adaptability and creativity, inclusive labour markets and active involvement in society.

Finally, Youth in Action also fits into the context of the new EU competences conferred by the Lisbon Treaty (article 165 (2)), which calls the European Union to encourage the participation of young people in democratic life in Europe.

The Youth in Action Programme builds on the experience of the previous Youth for Europe Programme (1989-1999), the European Voluntary Service (1996-1999) and the YOUTH Programme (2000-2006). It has been adopted after wide consultation with the different stakeholders in the youth field. An interim evaluation of the YOUTH Programme was carried out in 2003, receiving input from a wide variety of specialists, stakeholders and individuals involved in the Programme. An *ex ante* evaluation was also used in putting together the Youth in Action Programme.

The implementation of the present Programme Guide (and of the additional specific calls for proposals) of the Youth in Action Programme is subject to the following conditions:

- adoption by the Commission of the annual work plan for the implementation of the Youth in Action Programme, after its referral to the Programme Committee
- adoption by the European Parliament and the Council of the necessary appropriations for Youth in Action within the framework of the annual budget of the European Union.

¹ OJ L 327 of 24 November 2006, p.30.

² Council Resolution of 27 November 2009 on a renewed framework for European cooperation in the youth field, OJ C 311 of 19 December 2009, p. 1.

³ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions Youth on the Move COM(2010) 477 final.

⁴ Communication from the Commission, EUROPE 2020 A strategy for smart, sustainable and inclusive growth COM(2010) 2020.

1. What are the objectives, the priorities and the important features of the Youth in Action Programme?

Objectives

The general objectives stated in the legal basis of the Youth in Action Programme are to:

- promote young people's active citizenship in general and their European citizenship in particular
- develop solidarity and promote tolerance among young people, in particular in order to foster social cohesion in the European Union
- foster mutual understanding between young people in different countries
- contribute to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth field
- promote European cooperation in the youth field.

Priorities

These general objectives shall be implemented at project level, taking into consideration permanent priorities and annual priorities.

Permanent priorities

European citizenship

Making young people aware that they are European citizens is a priority of the Youth in Action Programme. The objective is to encourage young people to reflect on European topics and to involve them in the discussion on the construction and the future of the European Union. On this basis, projects should have a strong "European dimension" and stimulate reflection on the emerging European society and its values.

European dimension is a broad conceptual term. To reflect this, a Youth in Action project should offer young people the opportunity to identify common values with other young people from different countries in spite of their cultural differences.

Projects should also stimulate young people to reflect on the essential characteristics of European society and, above all, encourage them to play an active role in their communities. To feel European, young people must become aware of the fact that they play a role in the construction of the current and future Europe. Therefore, a project with a European dimension should not only "discover" Europe, but also - and most importantly - aim to build it.

Participation of young people

A main priority of the Youth in Action Programme is the active participation of young people in their daily life. The overall aim is to encourage young people to be active citizens. Participation takes the following dimensions, as laid down in the Council Resolution on the common objectives for participation by and information for young people⁵:

- to increase the participation by young people in the civic life of their community
- to increase participation by young people in the system of representative democracy
- to provide greater support for various forms of learning to participate.

Projects funded under the Youth in Action Programme should reflect these three dimensions by using participatory approaches as a pedagogical principle for project implementation.

The following points highlight key principles of participatory approaches in Youth in Action projects:

- offering space for inter-action of participants, avoid passive listening
- respect for individual knowledge and skills
- ensuring influence over project decisions, not simply involvement
- participation is a learning process as much as an outcome
- an approach and attitude rather than a specific set of technical skills.

⁵ Council Resolution (2003/C 295/04) of 25 November 2003, OJ C 295 of 5 December 2003, p. 6.

Participatory approaches emphasise behavioural principles. These include:

- reversing the traditional roles of outside "experts" (a reversal of learning - from extracting to empowering)
- facilitating young people to undertake their own analysis (handing over the stick)
- self-critical awareness by facilitators
- the sharing of ideas and information.

Participatory techniques are not just tools. The participatory approach is also a state of mind, an attitude.

In a broad sense, this priority should be seen as a key method which will enable young people to take an active part in any Youth in Action project at all stages of its development. In other words, young people should be consulted and be part of the decision making process that may affect their projects.

Moreover, the Youth in Action Programme encourages young people to get involved in projects that have a positive *impact* for the community in general.

Cultural diversity

The respect for cultural diversity together with the fight against racism and xenophobia are priorities of the Youth in Action Programme. By facilitating joint activities of young people from different cultural, ethnic and religious backgrounds, the Programme aims to develop the intercultural learning of young people.

As far as the development and implementation of projects are concerned, this means that young people participating in a project should become aware of its intercultural dimension. The project should stimulate awareness and reflection on the differences in values. Young people should be supported to respectfully and sensitively challenge viewpoints that perpetuate inequality or discrimination. Furthermore, intercultural working methods should be used to enable project participants to participate on an equal basis.

Inclusion of young people with fewer opportunities

An important priority for the European Union is to give access to all young people, including young people with fewer opportunities, to the Youth in Action Programme.

Young people with fewer opportunities are young people that are at a disadvantage compared to their peers because they face one or more of the situations and obstacles mentioned in the non-exhaustive list below. In certain contexts, these situations or obstacles prevent young people from having effective access to formal and non-formal education, transnational mobility and participation, active citizenship, empowerment and inclusion in society at large.

- Social obstacles: young people facing discrimination because of gender, ethnicity, religion, sexual orientation, disability, etc.; young people with limited social skills or anti-social or risky sexual behaviours; young people in a precarious situation; (ex-)offenders, (ex-)drug or alcohol abusers; young and/or single parents; orphans; young people from broken families.
- Economic obstacles: young people with a low standard of living, low income, dependence on social welfare system; in long-term unemployment or poverty; young people who are homeless, young people in debt or with financial problems.
- Disability: young people with mental (intellectual, cognitive, learning), physical, sensory or other disabilities.
- Educational difficulties: young people with learning difficulties; early school-leavers and school dropouts; lower qualified persons; young people with poor school performance.
- Cultural differences: young immigrants or refugees or descendants from immigrant or refugee families; young people belonging to a national or ethnic minority; young people with linguistic adaptation and cultural inclusion problems.
- Health problems: young people with chronic health problems, severe illnesses or psychiatric conditions; young people with mental health problems.
- Geographical obstacles: young people from remote or rural areas; young people living on small islands or peripheral regions; young people from urban problem zones; young people from less serviced areas (limited public transport, poor facilities, abandoned villages).

Youth groups and organisations should take appropriate measures to avoid exclusion of specific target groups. However, it is possible that young people confronted by one specific situation or obstacle face a disadvantage compared to their peers in one country or region, but not in another one.

The Youth in Action Programme is a Programme for all, and efforts should be made to include young people with special needs.

Beyond accessibility to all, the Youth in Action Programme also aims at being a tool to enhance the social inclusion, active citizenship and employability of young people with fewer opportunities and to contribute to social cohesion at large.

An Inclusion Strategy has been designed for the Youth in Action Programme, as the common framework to support the efforts and Actions which the Commission, Member States, National and Executive Agencies and other organisations undertake to make inclusion a priority in their work.

Annual priorities

In addition to the above-mentioned permanent priorities, annual priorities may be fixed for the Youth in Action Programme and communicated on the Commission, Executive Agency and National Agencies' websites.

For 2013, the annual priorities are the following:

- projects proposing awareness-raising activities about EU Citizenship and the rights that go with it, in the context of the European Year of Citizens
- projects aimed at encouraging participation in the 2014 European elections, thus enabling young people to behave as active, informed citizens
- projects aimed at promoting young people's commitment towards a more inclusive growth, and notably:
 - projects tackling the issue of youth unemployment as well as projects aimed at stimulating unemployed young people's mobility and active participation in society. A strong priority will be placed throughout the Actions of the Programme to ensuring access to unemployed young people to all the opportunities that it offers
 - projects addressing the issue of poverty and marginalisation and encouraging young people's awareness and commitment to tackling these issues for a more inclusive society. In this context, special emphasis shall be placed in particular on the inclusion of young migrants, disabled young people, and where relevant Roma youth
- projects stimulating young people's spirit of initiative, creativity and entrepreneurship, employability, in particular through youth initiatives
- projects promoting healthy behaviours, in particular through the promotion of the practice of outdoor activities and grassroots sport, as a means to promote healthy lifestyles as well as to foster social inclusion and the active participation of young people in society

Important features of the Youth in Action Programme

The following features of the Programme deserve special attention. Some of them are presented in more detail on the Commission website.

Non-formal learning

The Youth in Action Programme provides important opportunities for young people to acquire competences. Therefore it is a key instrument for non-formal and informal learning in a European dimension.

Non-formal learning refers to the learning which takes place outside formal educational curriculum. Non-formal learning activities involve people on a voluntary basis and are carefully planned, to foster the participants' personal, social and professional development.

Informal learning refers to the learning in daily life activities, in work, family, leisure, etc. It is mainly learning by doing. In the youth sector, informal learning takes place in youth and leisure initiatives, in peer group and voluntary activities etc.

Non-formal and informal learning enables young people to acquire essential competences and contributes to their personal development, social inclusion and active citizenship, thereby improving their employment prospects. Learning activities within the youth field provide significant added value for young people as well as for the economy and society at large such as capacity-building of organisations, benefits for communities, systems and institutions.

Non-formal and informal learning activities within the Youth in Action Programme are complementary to the formal education and training system. They have a participative and learner-centred approach, are carried out on a voluntary basis and are therefore closely linked to young people's needs, aspirations and interests. By providing an additional source of learning and a route into formal education and training, such activities are particularly relevant to young people with fewer opportunities.

A high-quality non-formal learning dimension is a key-aspect of all projects supported by the Youth in Action Programme. This is notably reflected in the *award criteria* of the different Actions and sub-Actions, the supportive approach of the Commission, Executive Agency and National Agencies towards the target groups of the Programme, the definition of rights and responsibilities in European Voluntary Service, and, finally, the emphasis put on recognition of the non-formal learning experience.

Projects funded by the Youth in Action Programme have to adhere to the non-formal learning principles. These are:

- learning in non-formal contexts is intended and voluntary
- education takes place in a diverse range of environments and situations for which training and learning are not necessarily the sole or main activity
- the activities may be staffed by professional learning facilitators (such as youth trainers/workers) or volunteers (such as youth leaders or youth trainers)
- the activities are planned but are seldom structured by conventional rhythms or curriculum subjects
- the activities usually address specific target groups and document learning in a specific, field oriented way.

Youthpass

Every person who has taken part in a Youth in Action project under sub-Action 1.1, sub-Action 1.2, sub-Action 1.3, Action 2, sub-Action 3.1, sub-Action 4.3, sub-Action 4.6 and sub-Action 5.1 is entitled to receive a Youthpass Certificate, which describes and validates the non-formal and informal learning experience and outcomes acquired during the project.

To issue high-quality Youthpass Certificates with individual learning outcomes, the European Commission recommends paying attention to the learning process throughout the various phases of the Youth in Action projects. Reflections on the learning process and outcomes, leading to the issuing of Youthpass Certificates, increase the participants' capability to make use of the gained competences, and enhance the quality of the projects. More support and advice on how to implement the Youthpass process in the projects can be found in the Youthpass Guide and other educational publications, in particular the handbook "Youthpass Unfolded", available at www.youthpass.eu.

All Youthpass Certificates have a common structure, a coherent layout, and contain the following information:

- personal details about the participant
- general description of the relevant Action of the Programme
- key information concerning the project and the activities realised by the participant
- description and assessment of the participant's learning outcome during the project.

Through Youthpass, the European Commission ensures that participation in the Programme is recognised as an educational experience and a period of non-formal learning and informal learning. This document can be of great benefit for the personal, future educational or professional pathway of the participant.

Each *beneficiary* of a Youth in Action grant under the Actions concerned is responsible for:

- informing all participants involved in the project that they are entitled to receive a Youthpass Certificate, including information about the nature of the certificate and the benefits of having one
- issuing such Certificates to all participants who request one.

These obligations are specified in the model of *grant agreement* between the beneficiary and the relevant National or Executive Agency.

The technical solution for beneficiaries to issue Youthpass Certificates is available at www.youthpass.eu.

Visibility of the Youth in Action Programme

All projects funded under the Youth in Action Programme must develop measures aimed at ensuring the visibility of their project and of the Programme. Visibility consists in spreading information about the project, its objectives and attended results, as well as in promoting the contribution of the EU Youth in Action Programme to the realisation of the project. Visibility measures mainly occur before and during the implementation of the project. Such measures can be for example: developing information or promotional material; issuing press releases or writing articles for newspapers, magazines, websites or newsletters; creating an e-group, a web space, a photo-gallery or blog on the Internet, etc. For more details on how to develop visibility measures under each Action and sub-Action of the Programme, please consult Part B of this Guide.

Enhancing the visibility of the Youth in Action Programme also means that activities and products funded within the Programme clearly mention that they have received the European Union's support and are labelled by the Youth in Action logo. For more details please consult Part C of this Guide.

Dissemination and exploitation of results

Dissemination and exploitation of results relates to the use and practical application of a project's outcomes throughout various follow-up activities after finalising the project. The aim of such follow-up activities is to increase the impact of the project by its multiplying effect and to ensure the sustainability of achieved results. It can be achieved through:

- disseminating the educational concept of a project and enabling other promoters to use it in a new context (e.g. organising presentations, seminars, trainings)
- disseminating the educational results of the project achieved during the project implementation (e.g. organising screening of films, discussion fora, establishing a long-term collaboration with media, disseminating promotional material or products).

The follow-up activities should be considered when planning a project. Exploitation of results can take place either at individual and institutional levels (multiplication), or at the level of the policies (mainstreaming). Multiplication is obtained for instance by spreading the project concept or results and convincing other promoters to use them in a new context. Promoters should identify possible target groups that could act as multipliers (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread the project's concept and results. Mainstreaming is obtained through a structured and planned process of convincing decision-makers to use successful concepts or results from certain projects by incorporating them into local, regional, national or European systems and practices.

For this purpose, the Commission has established a strategy targeting the systematic dissemination and exploitation of project outcomes at various levels. The different actors involved in the Programme (European Commission, Executive Agency, National Agencies, promoters, etc.) have a specific role to play to achieve this end.

As far as promoters are concerned, they should plan and carry out follow-up activities aimed at making their project concept and results better known and sustainable. This means that the results of a project will continue to be used and have a positive effect on the largest possible number of young people once the project has come to an end. By planning such follow-up activities as part of their projects, promoters will increase the quality of their work and actively contribute to the overall impact of the Youth in Action Programme.

Furthermore, the Directorate-General Education and Culture has developed an electronic platform called "EVE" in order to support promoters of the Youth in Action Programme (as well as other Programmes of the Directorate-General) in the dissemination and exploitation of the results of their projects EU-wide. The National Agencies are responsible for pre-identifying Youth in Action representative projects to be displayed in EVE. More information on EVE can be found at http://ec.europa.eu/dgs/education_culture/eve/.

Anti-discrimination

Anti-discrimination is a core element of the Youth in Action Programme. The Programme should be accessible to all young people without any form of discrimination on grounds of gender, racial or ethnic origin, religion or belief, disability or sexual orientation.

Equality between women and men

Equality between women and men was strengthened in the Treaty of Amsterdam and is one of the priorities for developing employment in the European Union. All Member States have decided to include the principle of equality between women and men (or "gender equality") in all policies and actions at European level, particularly in the fields of education and culture.

The Youth in Action Programme aims at reaching an equal number of male and female participants, not only globally, but also within each sub-Action. At Programme structures level, this means that appropriate measures should be taken, as much as possible, to stimulate the interest and participation of the less represented gender in each sub-Action.

Furthermore, the Youth in Action Programme aims at stimulating the thematic coverage of gender equality in projects. Promoters may either set up projects focusing on a theme directly linked to gender equality (for instance: stereotypes, reproductive health, gender-based violence, etc.) or adopt a mainstreaming approach by including a gender equality dimension in all the projects they organise, whatever the main theme may be.

Protection and safety of participants

Protection and safety of young people involved in Youth in Action projects are important principles of the Programme. All young persons participating in the Youth in Action Programme deserve the opportunity to achieve their full potential in terms of social, emotional and spiritual development. This could only be assured in a safe environment which respects and protects rights of young persons and safeguards and promotes their welfare.

In its simplest form, protection and safety address every young person's right not to be subjected to harm. In that perspective, there is no issue that is not potentially in some way related to young person's safety and protection. Protection in this context covers all kinds of inappropriate behaviour, including sexual and moral harassment, but also intercultural problems, insurance, accidents, fire, alcohol and substance abuse, neglect, bullying, degrading treatment or punishment, etc.

The fundamental objective is to ensure that all those who work together with young people recognize a duty to safeguard the protection of young people and are able to fulfil this duty. To this end each promoter participating in the Youth in Action Programme should have in place effective procedures and arrangements to promote and guarantee the welfare and protection of young people. This will help to enhance the young people's experience as a safe, effective and enjoyable learning experience.

With this regard, all participants directly involved in Youth in Action projects must be insured against the risks linked to their participation in these projects. Apart from the European Voluntary Service which foresees a specific insurance policy (cfr. Part B, Action 2 of this Guide), the Youth in Action Programme does not define a unique format of insurance, nor does it recommend specific insurance companies. The Programme leaves it up to project promoters to seek the most suitable insurance policy according to the type of project carried out and to the insurance formats available at national level. Furthermore, it is not necessary to stipulate a project-specific insurance, if the participants are already covered by insurance policies previously stipulated by the project promoters. In any circumstances, the following areas must be covered:

- wherever relevant, travel insurance (including damage or loss of luggage)
- third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility)
- medical assistance, including after care
- accident and serious illness (including permanent or temporary incapacity)
- death (including repatriation in case of projects carried out abroad)
- legal assistance fees
- wherever relevant, special insurance for particular circumstances such as outdoor activities.

Finally, if projects involve young people under 18, project promoters are requested to ask the authorisation of participation to parents or those acting on their behalf.

Multilingualism

As set out in the communication from the Commission *The Multilingual Union*⁶, the Commission endeavours to use its Programmes to promote multilingualism while bearing in mind two long-term objectives: helping to create a society that makes the most of linguistic diversity, and encouraging citizens to learn foreign languages.

The Youth in Action Programme achieves these objectives by bringing young people of different nationalities and different languages together and by giving them the opportunity to participate in activities abroad. Although Youth in Action is not a linguistic Programme, it is nevertheless a non-formal learning Programme which gives young people the opportunity to become acquainted with other languages and cultures.

⁶ Communication from the Commission to the Council, the European Parliament, the European Economic and Social Committee and the Committee of the Regions - A New Framework Strategy for Multilingualism, COM/2005/0596 final.

2. What is the budget?

The Programme has an overall budget of 885 million euros for the seven years (2007-2013). The annual budget is decided by the European Parliament and the Council. The following site enables you to follow the different steps of the adoption of the budget. This Programme is concerned with budget line 15.05.55.

http://ec.europa.eu/budget/documents/budget_current_year_en.htm

In addition to this, EU funds from other budget lines are allocated to the Youth in Action Programme to increase the support to cooperation with South East Europe and the countries of the Eastern Partnership. They take the form of "Youth Windows" and contribute to complementing the Youth in Action allocations to Actions 2 and 3.1. More specifically:

- the "Western Balkans Youth Window", provided through the Instrument of Pre-Accession (IPA) managed by the Enlargement Directorate General of the European Commission, has allowed since 2008 supporting additional projects involving promoters and participants from the Neighbouring Partner Countries of South East Europe
- the "Eastern Partnership Youth Window", provided through the European Neighbourhood Policy Instrument (ENPI) managed by the EuropeAid Development and Cooperation Directorate General of the European Commission, will allow as of 2012 supporting additional projects involving promoters and participants from the Neighbouring Partner Countries of the Eastern Partnership.

The Commission reserves the right not to allocate all the funds available.

3. What is the structure of the Youth in Action Programme?

In order to achieve its objectives, the Youth in Action Programme foresees five operational Actions.

Action 1 - Youth for Europe

Action 1 supports the following sub-Actions:

- **Sub-Action 1.1 - Youth Exchanges**
Youth Exchanges offer an opportunity for groups of young people from different countries to meet and learn about each other's cultures. The groups plan together their Youth Exchange around a theme of mutual interest.
- **Sub-Action 1.2 - Youth Initiatives**
Youth Initiatives support group projects designed at local, regional and national level. They also support the networking of similar projects between different countries, in order to strengthen their European aspect and to enhance cooperation and exchanges of experiences between young people.
- **Sub-Action 1.3 - Youth Democracy Projects**
Youth Democracy Projects support young people's participation in the democratic life of their local, regional or national community, and at international level.

Action 2 - European Voluntary Service

The aim of the European Voluntary Service is to support young people's participation in various forms of voluntary activities, both within and outside the European Union.

Under this Action, young people take part individually or in groups in non-profit, unpaid activities.

Action 3 - Youth in the World

Action 3 supports the following sub-Actions:

- **Sub-Action 3.1 - Cooperation with the Neighbouring Countries of the European Union**
This sub-Action supports projects with *Neighbouring Partner Countries*, namely Youth Exchanges and Training and Networking Projects in the youth field.
- **Sub-Action 3.2 - Cooperation with Other Countries of the World**
This sub-Action concerns cooperation in the youth field, in particular the exchange of *good practice* with Partner Countries from other parts of the world. It encourages exchanges and training of young people and youth workers, partnerships and networks of youth organisations. Sub-Action 3.2 is not covered by this Guide; grant requests related to this sub-Action are to be submitted following specific calls for proposals managed by the Education Audiovisual and Culture Executive Agency in Brussels (see section 4 "Who implements the Youth in Action Programme" below).

Action 4 - Youth Support Systems

Action 4 supports the following sub-Actions:

- **Sub-Action 4.1 - Support to bodies active at European level in the youth field**
This sub-Action supports the operation of non-governmental organisations active at European level in the youth field that pursue a goal of general European interest (ENGOS). Their activities must contribute to young people's participation in public life and society and the development and implementation of European cooperation activities in the youth field in the broadest sense. Sub-Action 4.1 is not covered by this Guide; grant requests related to this sub-Action are to be submitted following specific calls for proposals managed by the Education Audiovisual and Culture Executive Agency in Brussels (see section 4 "Who implements the Youth in Action Programme" below).
- **Sub-Action 4.2 - Support to the European Youth Forum**
This sub-Action supports the ongoing activities of the European Youth Forum. A grant is awarded every year under this sub-Action. Sub-Action 4.2 is not covered by this Guide.

- **Sub-Action 4.3 - Training and networking of those active in youth work and youth organisations**
This sub-Action supports the training of those active in youth work and youth organisations, in particular the exchange of experiences, expertise and good practice as well as activities which may lead to long-lasting quality projects, partnerships and networks. This sub-Action also supports the long-term mobility of youth workers; grant requests related to this measure are to be submitted following specific calls for proposals managed by the Education Audiovisual and Culture Executive Agency in Brussels (see section 4 "Who implements the Youth in Action Programme" below).
- **Sub-Action 4.4 - Projects encouraging innovation and quality**
This sub-Action supports projects aimed at introducing, implementing and promoting innovative approaches in the youth field. Sub-Action 4.4 is not covered by this Guide; grant requests related to this sub-Action are to be submitted following specific calls for proposals managed by the Education Audiovisual and Culture Executive Agency in Brussels (see section 4 "Who implements the Youth in Action Programme" below).
- **Sub-Action 4.5 - Information activities for young people and those active in youth work and youth organisations**
This sub-Action supports activities at European and national level which improve young people's access to information and communication services and increase the participation of young people in the preparation and dissemination of user-friendly, targeted information products. It also supports the development of European, national, regional and local youth portals for the dissemination of specific information for young people. Sub-Action 4.5 is not covered by this Guide; grant requests related to this sub-Action are to be submitted following specific calls for proposals managed by the Education Audiovisual and Culture Executive Agency in Brussels (see section 4 "Who implements the Youth in Action Programme" below).
- **Sub-Action 4.6 - Partnerships**
This sub-Action is for the funding of partnerships between the European Commission and local/regional public bodies, *ENGOS* and companies active in Corporate Social Responsibility in order to develop long-term projects which combine various measures in the Programme. Sub-Action 4.6 is not covered by this Guide; grant requests related to this sub-Action are to be submitted following specific calls for proposals managed by the Education Audiovisual and Culture Executive Agency in Brussels (see section 4 "Who implements the Youth in Action Programme" below).
- **Sub-Action 4.7 - Support for the structures of the Programme**
This sub-Action funds the management structures of the Programme, in particular the National Agencies. Sub-Action 4.7 is not covered by this Guide.
- **Sub-Action 4.8 - Adding to the value of the Programme**
This sub-Action will be used by the Commission to fund seminars, colloquia and meetings to facilitate the implementation of the Programme and the dissemination and exploitation of its results. Sub-Action 4.8 is not covered by this Guide.

Action 5 - Support for European cooperation in the youth field

Action 5 supports the following sub-Actions:

- **Sub-Action 5.1 - Meetings of young people and those responsible for youth policy**
This sub-Action supports cooperation, seminars and *Structured Dialogue* between young people, those active in youth work and those responsible for youth policy.
- **Sub-Action 5.2 - Support for activities to bring about better knowledge of the youth field**
This sub-Action supports the identification of existing knowledge relating to the priorities in the youth field, established in the framework of the *Open Method of Coordination*. Sub-Action 5.2 is not covered by this Guide.
- **Sub-Action 5.3 - Co-operation with international organisations**
This sub-Action will be used to support the European Union's cooperation with international organisations working in the youth field, in particular the Council of Europe, the United Nations or its specialised institutions. Sub-Action 5.3 is not covered by this Guide.

4. Who implements the Youth in Action Programme?

The European Commission

The European Commission is ultimately responsible for the running of the Youth in Action Programme. It manages the budget and sets priorities, targets and criteria for the Programme on an ongoing basis. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of the Programme at European level.

The European Commission also bears overall responsibility for the supervision and coordination of the National Agencies, which are offices that have been designated and set up by the National Authorities in charge of youth affairs in each Programme Country. The European Commission cooperates closely with the National Agencies and oversees their activities.

The European Commission delegates to the Education, Audiovisual and Culture Executive Agency the management of projects at centralised level.

The Education, Audiovisual and Culture Executive Agency

The Education, Audiovisual and Culture Executive Agency (Executive Agency) established by decision 2005/56/EC of the European Commission of 14 January 2005 is responsible notably for the implementation of the centralised Actions of the Youth in Action Programme. It is in charge of the complete life cycle of these projects, from analysing the grant request to monitoring projects on the spot. It is also responsible for launching the specific calls for proposals.

Details of the sub-actions not covered by the Guide which are managed by the Executive Agency can be found in the Agency's website (http://eacea.ec.europa.eu/youth/index_en.php).

The Executive Agency is also responsible for the management of procurement regarding the insurance of volunteers and is involved in the management of the financing of the Eurodesk Network, the former EVS Volunteers Structures and the Euro-Med Youth Platform.

The National Agencies

Implementation of the Youth in Action Programme is mainly decentralised, the aim being to work as closely as possible with the beneficiaries and to adapt to the diversity of national systems and situations in the youth field. Each Programme Country has appointed a National Agency (please consult Annex I of this Guide). These National Agencies promote and implement the Programme at national level and act as the link between the European Commission, promoters at national, regional and local level, and the young people themselves. It is their task to:

- collect and provide appropriate information on the Youth in Action Programme
- administer a transparent and equitable selection process for project applications to be funded at decentralised level
- provide effective and efficient administrative processes
- seek cooperation with external bodies in order to help to implement the Programme
- evaluate and monitor the implementation of the Programme
- provide support to project applicants and promoters throughout the project life cycle
- form a functioning network with all National Agencies and the Commission
- improve the visibility of the Programme
- promote the dissemination and exploit the results of the Programme at national level.

In addition, they play an important role as an intermediate structure for the development of youth work by:

- creating opportunities to share experiences
- providing training and non-formal learning experiences
- promoting values like social inclusion, cultural diversity and active citizenship
- supporting all kinds of youth structures and groups, especially less formal ones
- fostering recognition of non-formal learning through appropriate measures.

Finally, they act as a supporting structure for the *Framework for European cooperation in the youth field*.

Other structures

Apart from the bodies mentioned above, the following provide complementary expertise to the Youth in Action Programme:

The SALTO-Youth Resource Centres

SALTO (Support, Advanced Learning and Training Opportunities) Youth Resource Centres (RC) provide training and cooperation opportunities aiming at quality improvement and recognition of non-formal learning.

The following SALTOs support the Programme:

- **SALTO-Youth Cultural Diversity RC**, located in United Kingdom and providing training, resources and support focusing on identity, faith, ethnicity, etc. as well as on learning how to live and work with difference and taking intercultural learning one step further within the Youth in Action Programme.
- **SALTO-Youth Eastern Europe and Caucasus (EECA) RC**, located in Poland and supporting cooperation between Programme and Neighbouring Partner Countries from *Eastern Europe and Caucasus* within the Youth in Action Programme.
- **SALTO-Youth Euro-Med RC**, located in France and supporting cooperation between Programme and *Mediterranean Partner Countries* (MEDA) within the Youth in Action Programme, as well as the identification and dissemination of *good practice* in the Programme.
- **SALTO-Youth Inclusion RC**, located in Belgium and developing inclusion training, publications and resources for international youth work with young people with fewer opportunities in order to facilitate and increase their participation in the Youth in Action Programme.
- **SALTO-Youth Information RC**, located in Sweden and developing and facilitating communication and information among the National Agencies and the other SALTO Youth Resource Centres.
- **SALTO-Youth Participation RC**, located in Belgium and aiming to create a space for reflection and for exchanging practices and ideas that enable young people and youth workers to develop quality participative projects.
- **SALTO-Youth South East Europe (SEE) RC**, located in Slovenia and supporting cooperation between Programme and Neighbouring Partner Countries from *South East Europe* within the Youth in Action Programme.
- **SALTO-Youth Training and Cooperation (T&C) RC**, located in Germany and supporting the development of the European Training Strategy, quality in training courses and cooperating with European training institutes and trainers. It also coordinates the development and implementation of Youthpass and supports the recognition of non-formal learning at European and national level.

The Eurodesk Network

The Eurodesk Network relays general information in the youth field and assists with disseminating information concerning the Youth in Action Programme. The Eurodesk national partners deliver a range of public European information services at national, regional and local levels, which can include:

- free enquiry answering - by phone, visit, email, fax, etc.
- advice and help to enquirers
- publications and resources
- events, conferences, seminars, etc.
- Internet access to European information
- training and support services.

Eurodesk also provides content for the European Youth Portal and offers online information services and contact details through its website.

The network contributes to the updating of data on the European Youth Portal and enhances its promotion and further development. To this end, Eurodesk cooperates with other relevant youth information networks, in particular with the European Youth Information and Counselling Agency (ERYICA) and the European Youth Card Association (EYCA).

The Euro-Med Youth Platform

The Euro-Med Youth Platform aims at encouraging cooperation, networking and exchange among youth organisations from both shores of the Mediterranean. It provides useful facilities such as a database for partner search, a discussion forum, country profiles and information about financing for youth initiatives.

Former EVS volunteer structures

These structures work on youth and volunteering issues. Their activities generally include providing support to EVS volunteers and setting up platforms for communication and networking among former EVS volunteers for sharing experiences.

For details, please contact the Executive Agency.

5. Who can participate in the Youth in Action Programme?

Young people and youth workers naturally constitute the main target population of the Programme. However, the Programme reaches these individuals through *promoters*. Conditions for participation in the Programme therefore relate to these two actors: the "participants" (individuals participating in the Programme) and the "promoters" (in most cases, *legally established* organisations). For both participants and promoters, conditions for participation depend on the country in which they are based.

Eligible participants

Are you a young person aged between 13 and 30 years old or somebody active in youth work or youth organisations *legally resident* in one of the *Programme or Partner Countries*?

If so, you can be a participant of a Youth in Action project, depending on the Action and sub-Action concerned. For the conditions for participation in specific Actions or sub-Actions, please consult Part B of this Guide.

In particular, check:

- lower age limits - participants must have reached the minimum age at the start date of the Activity/Service. For example, in the case of European Voluntary Service, if the general lower age limit is 18 years, participants must have reached their 18th birthday by the starting date of their EVS Service
- upper age limits - participants must not be older than the indicated maximum age at the application deadline. For example, in the case of Youth Exchanges, if the general upper age limit is 25 years, participants must not have reached their 26th birthday by the application deadline.

Eligible promoters

Youth in Action projects are submitted and, if selected, managed by *promoters* representing the participants.

Are you:

- a non-profit or non-governmental organisation
- a local, regional public body
- an *informal group* of young people
- a *body active at European level in the youth field* (ENGO), having member branches in at least 8 Programme Countries
- an international governmental non-profit organisation
- a profit-making organisation organising an event in the area of youth, sport or culture

legally established in one of the Programme or Partner Countries?

If so, you can be promoter of a Youth in Action project depending on the Action and sub-Action concerned. For the conditions for participation in specific Actions or sub-Actions, please consult Part B of this Guide.

If your project is selected, you become a "*beneficiary*" of the Programme. A beneficiary is a promoter who will be proposed a *grant agreement* for the realisation of the project (grant agreements are not proposed to the participants themselves).

What is a body active at European level in the youth field?

A body active at European level in the youth field is a European Non Governmental Organisation which pursues a goal of general European interest and whose activities are aimed at young people's participation in public life and in society and the development of European cooperation activities in the youth field.

An ENGO must:

- be *legally established* for at least one year
- be non-profit-making
- be established in one of the Programme Countries, one of the countries of the Western Balkan, in Belarus, Moldova, Russian Federation or Ukraine
- operate at European level
- be active in the field of youth (it may be a body whose activities are solely for the benefit of young people or a body with wider aims, some of the activities of which are for the benefit of young people)
- have a structure and activities covering at least eight Programme Countries (it may be a European network representing bodies active in the field of youth)
- run activities in accordance with the principles underlying the Community activity in the youth field

- involve the young people in managing the activities conducted for their benefit.

For the purpose of applications to be submitted under the permanent actions of the Programme Guide, beneficiaries under sub-action 4.1 will be automatically considered as bodies active at European level in the youth field.

Eligible Countries

Depending on the Action or sub-Action, participants and promoters based in various countries can participate. For the conditions for participation in specific Actions or sub-Actions, please consult Part B of this Guide.

A distinction is made between *Programme Countries* and *Partner Countries*.

- Participants and promoters from Programme Countries can participate in all Actions of the Youth in Action Programme.
- Participants and promoters from Neighbouring Partner Countries can participate in Action 2 and sub-Action 3.1 of the Youth in Action Programme.
- Participants and promoters from Other Partner Countries of the World can participate in Action 2 and sub-Action 3.2 of the Youth in Action Programme.

Programme Countries

The following are Programme Countries:

| Member States of the European Union (EU) ⁷ | | | |
|---|---------|-------------|-----------------|
| Austria | Finland | Latvia | Romania |
| Belgium | France | Lithuania | Slovak Republic |
| Bulgaria | Germany | Luxembourg | Slovenia |
| Cyprus | Greece | Malta | Spain |
| Czech Republic | Hungary | Netherlands | Sweden |
| Denmark | Ireland | Poland | United Kingdom |
| Estonia | Italy | Portugal | |

| Programme Countries of the European Free Trade Association (EFTA) | | | |
|---|---------------|--------|-------------|
| Iceland | Liechtenstein | Norway | Switzerland |

| Programme Countries which are candidates for accession to the European Union | |
|--|--------|
| Croatia | Turkey |

Neighbouring Partner Countries

The Youth in Action Programme supports cooperation between Programme Countries and the following Neighbouring Partner Countries:

| South East Europe | Eastern Europe and Caucasus | Mediterranean Partner Countries |
|---|--|--|
| Albania Bosnia and Herzegovina Former Yugoslav Republic of Macedonia (FYROM) Kosovo, under UNSC Resolution 1244/1999 Montenegro Serbia | Countries of the Eastern Partnership: Armenia Azerbaijan Belarus Georgia Moldova Ukraine Other countries: Russian Federation | Algeria Egypt Israel Jordan Lebanon Libya Morocco Palestinian Authority of the West Bank and Gaza Strip Syria Tunisia |

⁷ Individuals from an Overseas Country and Territory (OCT), and where applicable the relevant public and/or private bodies and institutions in an OCT, shall be eligible for the Youth in Action Programme, subject to the rules of the Programme and the arrangements applicable to the Member State with which they are connected. The concerned OCTs are listed in annex 1A of Council decision of 27 November 2001 on the association of the overseas countries and territories with the European Community (2200/822/EC), OJ L 314 of 30 November 2001.

Other Partner Countries of the World

Cooperation is possible with the Other Partner Countries of the World listed below which have signed agreements with the European Union relevant to the youth field.

| | | |
|--------------------------|---------------------|----------------------------------|
| Afghanistan | Gabon | Niue |
| Angola | Gambia, The | Palau |
| Antigua and Barbuda | Ghana | Panama |
| Argentina | Grenada | Papua New Guinea |
| Australia | Guatemala | Paraguay |
| Bahamas | Guinea, Republic of | Peru |
| Bangladesh | Guinea-Bissau | Philippines |
| Barbados | Guyana | Rwanda |
| Belize | Haiti | Saint Kitts and Nevis |
| Benin | Honduras | Sainte-Lucia |
| Bolivia | India | Saint-Vincent and the Grenadines |
| Botswana | Indonesia | Samoa |
| Brazil | Ivory Coast | Sao Tome and Principe |
| Brunei | Jamaica | Senegal |
| Burkina Faso | Japan | Seychelles |
| Burundi | Kazakhstan | Sierra Leone |
| Cambodia | Kenya | Singapore |
| Cameroon | Kiribati | Solomon Islands |
| Canada | Korea, Republic of | South Africa |
| Cape Verde | Kyrgyzstan | Sudan |
| Central African Republic | Laos | Suriname |
| Chad | Lesotho | Swaziland |
| Chile | Liberia | Tanzania |
| China | Madagascar | Thailand |
| Colombia | Malawi | Togo |
| Comoros | Malaysia | Tonga |
| Congo (D. R. of the) | Mali | Trinidad and Tobago |
| Congo (Republic of the) | Marshall Islands | Tuvalu |
| Cook Islands | Mauritania | Uganda |
| Costa Rica | Mauritius | United States of America |
| Djibouti | Mexico | Uruguay |
| Dominica | Micronesia | Uzbekistan |
| Dominican Republic | Mozambique | Vanuatu |
| East Timor | Namibia | Venezuela |
| Ecuador | Nauru | Vietnam |
| El Salvador | Nepal | Yemen |
| Equatorial Guinea | New Zealand | Zambia |
| Eritrea | Nicaragua | Zimbabwe |
| Ethiopia | Niger | |
| Fiji | Nigeria | |

Visa requirements

If your project involves non-European Union countries you may need to check visa requirements.

In principle, Youth in Action Programme participants from non-European Union countries coming into the EU and participants from the EU going to non-EU countries to take part in a youth project have to apply for a visa of entry into the relevant host country. Young people resident within an EU Member State, who are holders of a non-EU nationality/passport, might also need a visa to enter another EU Member State.

It is a collective responsibility of all the promoters to ensure that any visa required is in order before the planned Activity takes place. It is strongly recommended that the visa is arranged well in advance, since the process may take several weeks.

National Agencies and the Executive Agency may give further advice and support concerning visas, residence permits, social security, etc.

The Commission has drafted some general recommendations for visa/residence permit applications for the benefit of Youth in Action Programme participants. These can be consulted on the Commission's website.

How do you participate?

The precise conditions for participation in the Youth in Action Programme depend on the Action or sub-Action related to your project. For the conditions for participation in specific Actions or sub-Actions, please consult Part B of this Guide.

6. What support is available?

The supportive approach

The supportive approach of the Youth in Action Programme consists of guiding users of the Programme through all phases, from the first contact with the Programme through the application process to the realisation of the project and the final evaluation.

This principle should not be in contradiction with fair and transparent selection procedures. However, it is based on the idea that in order to guarantee equal opportunity for everybody, it is necessary to give more assistance to some groups of young people through advising, counselling, monitoring, and coaching systems.

Therefore, an important principle of the Youth in Action Programme is the provision of assistance, training and advice for the applicants at different levels. At a decentralised level, the National Agencies and the Eurodesk Network provide training and information. At a centralised level, help is provided through the Executive Agency and the SALTO network.

The European Training Strategy of the Youth in Action Programme

The European Training Strategy of the Youth in Action Programme (ETS) is coordinated by the European Commission with the help of ETS Support Structures (ETS Steering Group, ETS Sectorial Working Groups, SALTO Training and Cooperation RC) and aims to contribute to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth field. It is the core element of the coherent quality approach of the Programme, which includes communication measures, recognition of non-formal learning activities, cooperation of all actors and applied youth and educational research activities. It contributes to support the implementation of the EU Agenda 2020, the EU Council Resolution on youth work and the EU Youth Strategy.

The ETS is the main instrument of the Programme for sustainable capacity building of youth workers and other key actors. It provides support for them to acquire the necessary attitudes and competences, especially in the field of non-formal learning and working with young people on a European level and in a European context.

The implementing measures of the ETS are:

- Training and Networking for those active in youth work and youth organisations (Action 4.3 and Action 3.1 Training and Networking)
- Training and Cooperation plans (TCPs) - the National Agencies' instrument of quality support in their role as an intermediate structure
- Knowledge management and Staff Trainings for NA staff and staff of other structures of the Programme
- SALTO-Youth Resource Centres offering content-related support for National Agencies, organisations and individuals
- resources of the Partnership between the European Commission and the Council of Europe in the youth field.

The Education, Audiovisual and Culture Executive Agency

The Executive Agency provides support for the achievement of high quality standards in project management and technical support to all actors involved in Europe-wide and international youth projects, with a specific focus on beneficiaries and participants based in countries where National Agencies are not present (regions of South East Europe, Eastern Europe and Caucasus, Mediterranean countries, Latin America, Asia and the ACP countries).

In particular the Executive Agency:

- responds to specific requests from promoters, organisations and participants
- supports visa issuing and best practice dissemination tools to help promoters overcome obstacles related to transnational mobility
- provides help with crisis management.

The National Agencies

The National Agencies (NAs) provide training and general information on training possibilities for the preparation and implementation of projects.

Each National Agency:

- offers national and international training, seminars and workshops to people interested or already involved in Youth in Action projects
- gives advice, information and assistance to participants, project coordinators, actual or potential partners and beneficiaries throughout the process of planning and carrying out projects
- helps to build, develop and consolidate transnational partnerships between the various players in the Programme
- delivers information documents about the Programme, its rules and practices
- organises conferences, meetings, seminars and other events to inform target audiences about the Programme, to improve its management and presentation and to disseminate results and good practice.

The SALTO Youth Resource Centres

The aim of the SALTO Youth Resource Centres is to help improve the quality of projects funded under Youth in Action. The SALTO Centres provide resources, information and training in specific areas for National Agencies and other actors involved in youth work, and foster the recognition of non-formal learning.

Their work involves:

- organising training courses, study visits, forums and partnership-building activities
- developing and documenting training and youth work methods and tools
- giving an overview of European training activities that are available to youth workers through the European Training Calendar
- issuing practical publications
- providing up-to-date information about European youth work and the different priorities
- providing a database of trainers and resource persons in the field of youth work and training
- coordinating the Youthpass.

Find further information, tools and services at www.salto-youth.net.

Otlas – the partner finding tool

One of the tools developed and hosted by the SALTO-Youth Resource Centres is Otlas, a central online partner finding tool for project promoters and organisations in the youth field. Otlas has been made available to organisations and informal groups since January 2011. Promoters can register their contact details and areas of interest in Otlas, and also create partner requests for projects ideas.

Web address: www.salto-youth.net/otlas or www.otlas.eu

The Eurodesk Network

The Eurodesk Network offers information services to young people and those who work with them on European opportunities in the education, training and youth fields, and the involvement of young people in European activities. The Eurodesk Network offers enquiry answering services, funding information, events and publications.

The Youth Partnership between the Commission and the Council of Europe

The partnership between the European Commission and the Council of Europe in the field of youth covers three central areas: evidence-based youth policy, regional cooperation (focusing on Eastern Europe and the Caucasus, South East Europe and the Southern Mediterranean) and youth participation and youth work. The EU-CoE youth partnership provides a framework for increasing the synergies between the two institutions, as well as coordinating their strategy in the European youth sector.

The main activities carried out within the framework of the youth partnership are seminars, training courses and network meetings involving diverse stakeholders in the youth field. It is also managing and continuously developing a web-portal on better knowledge on youth, and releasing publications, training modules and thematic handbooks that can be used in Youth in Action projects.

The European Knowledge Centre for Youth Policy (EKCYP), created in the framework of the Partnership, constitutes a single entry point to retrieve up-to-date research-based information on the realities of young people across Europe. It promotes exchange of information and dialogue between policy-makers, practitioners and youth researchers.

The Pool of European Youth Researchers (PEYR) consists of a group of 25 experienced youth researchers from across Europe, covering a range of different areas of youth expertise. PEYR enables both institutions behind the youth partnership to strengthen links between policy and research, and offers youth research competence to third parties through a comprehensive web-presentation with personal dossiers and contact details of all its members.

For more information, visit <http://youth-partnership-eu.coe.int/youth-partnership>.

The Euro-Med Youth Platform

The Euro-Med Youth Platform provides support to young people and youth organisations in the Euro-Mediterranean region in order to facilitate the exchange of good practice, networking, cooperation and capacity building in the region.

To meet these objectives, it provides a series of networking facilities, including:

- a database for partner-finding
- an online forum for free discussion
- country profiles on the situation of young people
- information about financing for youth activities
- meetings for youth organisations from the Mediterranean region
- a printed and online magazine.

PART B - INFORMATION ABOUT THE ACTIONS

In this Part you will find, for each Action or sub-Action of the Youth in Action Programme covered by this Guide, the following information:

- the objectives of the Action or sub-Action
- a description of the projects supported through the Action or sub-Action
- a table presenting the criteria which are used to assess a project submitted under the Action or sub-Action
- additional useful information in view to have a good understanding of the projects supported through the Action or sub-Action
- a table presenting the funding rules applicable to the projects supported through the Action or sub-Action
- advice on how to develop a project likely to be supported under the Action or sub-Action.

Before submitting an application, you are advised to read carefully the entire section concerning the Action or sub-Action under which you wish to apply.

Action 1.1 - Youth Exchanges

Objectives

Youth Exchanges allow one or more groups of young people to be hosted by a group from another country in order to participate together in a joint programme of activities. These projects involve the active participation of young people and are designed to allow them to discover and become aware of different social and cultural realities, to learn from each other, to develop the entrepreneurial spirit and reinforce their feeling of being European citizens.

Youth Exchanges enable young people to go abroad, to meet peers from different countries with different social and cultural backgrounds and to learn from each other through an active participation in joint activities of common interest. Youth Exchanges allow young people to experience Europe and so to feel more European citizens.

What is a Youth Exchange?

A Youth Exchange is a project which brings together groups of young people from two or more countries, providing them with an opportunity to discuss and confront various themes, whilst learning about each other's countries and cultures. A Youth Exchange is based on a transnational *partnership* between two or more promoters from different countries.

According to the number of countries involved, a Youth Exchange can be bilateral, trilateral or multilateral. A Bilateral Youth Exchange is justified especially when the promoters are at their first European project, or when the participants are small-scale or local groups without experience at European level.

A Youth Exchange can be itinerant, implying the movement of all participants at the same time, throughout one or more countries participating in the Exchange.

A Youth Exchange project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible follow-up).

Non-formal learning principles and practice are reflected throughout the project.

What a Youth Exchange is not

The following activities in particular are NOT eligible for grants under Youth Exchanges:

- academic study trips
- exchange activities which aim to make financial profit
- exchange activities which can be classed as tourism
- festivals
- holiday travel
- language courses
- performance tours
- school class exchanges
- sports competitions
- statutory meetings of organisations
- political gatherings
- work camps.

What are the criteria used to assess a Youth Exchange?

Eligibility Criteria

| | |
|---|--|
| Eligible promoters | <p>Each <i>promoter</i> must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an <i>informal group of young people</i> (Reminder: in the case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group); or ▪ a <i>body active at European level in the youth field</i>. <p>Each promoter must be from a Programme Country and must sign the Preliminary Agreement included in the application form.</p> |
| Role of promoters | The promoter that sends a group of participants in another country is defined as <i>Sending Organisation</i> (SO). The promoter that hosts the Youth Exchange in its country is defined as <i>Host Organisation</i> (HO). |
| Number of promoters | <p>Bilateral Youth Exchange: two promoters from two different Programme Countries, of which at least one is from an EU country.</p> <p>Trilateral Youth Exchange: three promoters from three different Programme Countries, of which at least one is from an EU country.</p> <p>Multilateral Youth Exchange: at least four promoters, each one from a different Programme Country, of which at least one is from an EU country.</p> |
| Eligible participants | Participants aged between 13 and 25 and <i>legally resident</i> in a Programme Country (up to 20% of participants may be aged between 26 and 30). |
| Number of participants | The project must involve a minimum of 16 and a maximum of 60 participants (<i>group leader(s)</i> not included). |
| Composition of national groups of participants | <p>Bilateral Youth Exchange: minimum 8 participants per group (<i>group leader(s)</i> not included).</p> <p>Trilateral Youth Exchange: minimum 6 participants per group (<i>group leader(s)</i> not included).</p> <p>Multilateral Youth Exchange: minimum 4 participants per group (<i>group leader(s)</i> not included).</p> <p>Each national group must have at least one group leader.</p> |
| Venue(s) of the Activity | <p>The Activity must take place in the country of one of the promoters.</p> <p>Itinerant Youth Exchanges: the Activity must take place in the countries of two or more promoters.</p> |
| Duration of project | Maximum 15 months. |
| Duration of Activity | 6-21 days, excluding travel days. |
| Activity programme | A detailed daily timetable of the Activity must be annexed to the <i>Application form</i> . |
| Who can apply? | <p>A promoter assumes the role of coordinator and applies to the relevant Agency (see section "Where to apply?" below) for the whole project on behalf of all promoters. It is recommended that the role of coordinator is played by the promoter hosting the Activity.</p> <p>A promoter wishing to apply must be <i>legally established</i> in its country. A promoter applying to the Executive Agency must have been legally registered for at least one year on the date of the deadline of submission of its application.</p> <p>In the case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application to its National Agency and signing the <i>grant agreement</i> on behalf of the group.</p> |
| Where to apply? | <p>Applications to be submitted to the Executive Agency: project applications by bodies active at European level in the youth field.</p> <p>Applications to be submitted to the National Agencies: project applications by all other eligible applicants.</p> |
| When to apply? | The project must be submitted for the application <i>deadline</i> corresponding to the start date of the project (please consult Part C of this Guide). |

| | |
|-----------------------|--|
| How to apply? | The application must be introduced in compliance with the application modalities, as described in Part C of this Guide. |
| Other criteria | <p>Protection and safety of participants: The applicant must guarantee that appropriate measures to ensure the safety and protection of participants are foreseen in the project (please consult Part A of this Guide).</p> <p>Advance Planning Visit (APV): If the project foresees an APV, then the following <i>eligibility criteria</i> must be met:</p> <ul style="list-style-type: none"> ▪ duration of the APV: maximum 2 days (travel days excluded) ▪ number of participants: 1 participant per group. The number of participants can be raised to 2 under the condition that 1 of the participants is a young person taking part in the Youth Exchange ▪ programme of the APV: a daily timetable of the APV is annexed to the application form. |

Exclusion Criteria

| | |
|--|---|
| | The applicant might have to state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide). |
|--|---|

Selection criteria

| | |
|-----------------------------|---|
| Financial capacity | The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding. |
| Operational capacity | The applicant must show they have the necessary competencies and motivation to complete the proposed project. |

Award criteria

Projects will be assessed against the following criteria:

| | |
|--|--|
| Relevance to the objectives and priorities of the Programme (30%) | <p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European level and, where relevant or specified, at national level. |
| Quality of the project and methods proposed (50%) | <ul style="list-style-type: none"> ▪ The quality of project's design (quality of the <i>partnership</i>/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; quality of measures ensuring <i>protection and safety</i> of participants) ▪ The quality of project's content and methodology (theme of common interest and relevance to the group of participants; non-formal learning methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ The quality and visibility of the project reach (<i>impact</i>, multiplying effect and follow-up; visibility of the project/ visibility of Youth in Action Programme; <i>dissemination and exploitation of results</i>). |
| Profile of participants and promoters (20%) | <ul style="list-style-type: none"> ▪ Involvement of <i>young people with fewer opportunities</i> ▪ Number of partner promoters involved in the project ▪ Balance of partner groups in terms of number of participants ▪ Gender balance ▪ Only for a bilateral Youth Exchange: the promoter is a first-time applicant or a small-scale actor. |

What else should you know about a Youth Exchange?

What's a group leader?

A group leader is an adult who accompanies the young people participating in a Youth Exchange in order to ensure their effective learning, protection and safety.

Youthpass

Every person who has taken part in a Youth in Action project under this Action is entitled to receive a Youthpass Certificate, which describes and validates the non-formal and informal learning experience acquired during the project (learning outcomes). Furthermore, Youthpass is to be considered as a process of becoming aware, reflecting on and documenting the learning within the different phases of the project. For more information on Youthpass, please consult Part A of this Guide as well as the Youthpass guide and further relevant material presented at www.youthpass.eu.

Example of a Youth Exchange

A multilateral Youth Exchange titled "Slainte agus An Oige" took place in Omagh, Northern Ireland, and involved 40 young people from Ireland, Lithuania, Poland and United Kingdom. The exchange aimed at providing young people with a framework for a healthy lifestyle by focusing on the benefits of participating in outdoor activities. The programme was a combination of practical activities where young people worked in teams trying out different sports, complemented with a number of workshops centred on the debate around the advantages of sport on the body. The project also allowed for each country group of participants to make a presentation on their countries culture and history. The emphasis of the programme was to build self esteem, acceptance of other people, open their minds, learn about other cultures and value different countries.

What are the funding rules?

A) Action 1.1 Overview of funding rules

The budget of the project must be drafted according to the following funding rules:

| <i>Eligible costs</i> | | Financing mechanism | Amount | Rule of allocation | Reporting obligations |
|--------------------------|---|-----------------------------------|--|---|---|
| Travel costs | Travel costs from home to the venue of the project and return. For itinerant projects: travel costs from home to the place where the Activity starts and travel costs from the place where the Activity ends to home. Use of the cheapest means and fares; Economy class flight ticket, 2 nd class train ticket). | <i>Percentage of actual costs</i> | 70% of eligible costs | Automatic | Full justification of the costs incurred, copy of travel tickets/invoices. |
| | Travel costs for an (optional) Advance Planning Visit. Use of the cheapest means and fares (Economy class flight ticket, 2 nd class train ticket). | Percentage of actual costs | 100% of eligible costs | Conditional: need for and objectives of Advance Planning Visit must be justified in application form | Full justification of the costs incurred, copy of travel tickets/invoices. |
| Project costs | Any cost directly linked to the implementation of the project (including costs for preparation activities, food, accommodation, premises, insurance equipment and materials, evaluation, dissemination and exploitation of results and follow-up activities). | <i>Scale of unit costs</i> | $A1.1^*$ x number of participants x number of nights during the Activity | Automatic | Achievements to be described in final report. Original signature list of all participants. |
| Exceptional costs | Additional costs directly related to: <ul style="list-style-type: none"> ▪ visa and visa-related costs; ▪ contributions for accommodation and food for participants to an Advance Planning Visit; ▪ costs related to young people with fewer opportunities and/or with special needs (for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage, translation/interpretation). | Percentage of actual costs | 100% of eligible costs | Conditional: the request for financial support to cover exceptional costs must be motivated in the application form | Full justification of the costs incurred, copy of invoices/receipts. |

B) Scales of unit costs (in euros)

Scales of unit costs change according to the country. **The applicant must apply the scales of unit costs of the country hosting the Activity** (for Itinerant Exchanges, the applicant must use the scales of unit costs of the country where the Activity is mostly taking place).

The scales of unit costs for sub-Action 1.1-Youth Exchanges are the following:

| | Project costs |
|-----------------------|----------------------|
| | A1.1 |
| Austria | 39 |
| Belgium | 37 |
| Bulgaria | 32 |
| Croatia | 35 |
| Cyprus | 32 |
| Czech Republic | 32 |
| Denmark | 40 |
| Estonia | 33 |
| Finland | 39 |
| France | 37 |
| Germany | 33 |
| Greece | 38 |
| Hungary | 33 |
| Iceland | 39 |
| Ireland | 39 |
| Italy | 39 |
| Latvia | 34 |
| Liechtenstein | 39 |
| Lithuania | 34 |
| Luxemburg | 36 |
| Malta | 37 |
| Netherlands | 39 |
| Norway | 40 |
| Poland | 34 |
| Portugal | 37 |
| Romania | 32 |
| Slovakia | 35 |
| Slovenia | 34 |
| Spain | 34 |
| Sweden | 39 |
| Switzerland | 39 |
| Turkey | 32 |
| United Kingdom | 40 |

How is the EU funding shared among project promoters?

Projects supported under Youth Exchanges are transnational and based on the cooperation among two or more promoters.

Among the promoters of a project, the applicant plays a major administrative role; it submits the application form on behalf of all the partners and, if the project is approved:

- bears the financial and legal responsibility for the entire project towards the granting Agency
- coordinates the project in cooperation with all other partner promoters involved
- receives the EU Youth in Action financial support.

However, as regards the implementation of the project, all partners are responsible for carrying out tasks. It is therefore essential that the applicant promoter distributes the EU Youth in Action grant to each of the project promoters in proportion to the tasks they have to carry out.

For this reason, the Commission strongly recommends that all promoters involved in a Youth in Action project sign an *internal partnership agreement* among them; such an agreement has the purpose of clearly defining responsibilities, tasks and financial contribution for all parties involved in the project.

An internal partnership agreement constitutes a key instrument to ensure a solid partnership among promoters in a Youth in Action project as well as to avoid or manage potential conflicts.

Indicatively, it should contain at least the following information:

- project title and reference of the grant agreement between the applicant promoter and the granting Agency
- names and contacts of all the promoters involved in the project
- role and responsibilities of each promoter
- division of the EU YiA grant (according to the above responsibilities)
- payments and budget transfer modalities among promoters
- name and signature of the representative of each promoter.

Although this practice is strongly recommended to safeguard the interests of each partner in a project, the Commission does not oblige promoters to formalise their relations with partners through a written agreement; nor would such an agreement be requested and overseen by the granting National or Executive Agency.

Moreover, it is up to the project promoters to jointly decide on how the EU grant will be distributed and which costs it will cover. With this regard, the table below aims at providing an indication of how the EU grant could be used to support the main tasks carried out based on past experience:

Youth Exchanges

Indicative sharing of funding awarded under "project costs"
(excluding funding for travel costs and exceptional costs)

| Category of tasks | Sending Organisation(s)* | Host Organisation(s)** |
|---|--------------------------|------------------------|
| Percentage out of total "project costs" | 5%-15% | 85%-95% |

* E.g. preparation of participants, activities and tasks in view of the Activity, practical arrangements, insurance, evaluation, dissemination and exploitation of results, administration/communication.

** E.g. food, accommodation, premises, equipment, materials/tools, local transport, safety measures, evaluation, dissemination and exploitation of results, administration/communication.

How to develop a good project?

The "Award criteria" table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**
Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Activity would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective implementation, follow-up and dissemination of the results achieved through the Activity. Promoters are strongly recommended to sign an internal partnership agreement amongst them; such agreement would have the purpose of clearly defining responsibilities, tasks and financial contribution of all parties involved in the project.
- **Quality of the preparation phase**
The preparation phase is of crucial importance for the success of a Youth Exchange. During this phase, the promoters and the participants should agree on the common theme of the Youth Exchange. They should reflect on division of tasks, programme of activities, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material, linguistic support). The preparation phase should furthermore enhance the participants' involvement in the Youth Exchange and prepare them for intercultural encounters with other young people from different backgrounds and cultures. It is strongly advised that sending group(s) undertake an Advance Planning Visit to the host partner group.
- **Quality of the Activity programme**
The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme; it should provide learning opportunities for the participants involved. The programme should use a variety of working methods and be adapted to the profile of participants in order to ensure the potentially best learning outcomes.
- **Quality of the evaluation phase**
In order to make the project and its results more sustainable, promoters and participants are expected to carry out a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the promoters and participants have been met. The evaluation should also highlight the learning outcomes of individuals and promoters involved. Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable promoters to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from participants and to adapt the Activity programme accordingly.
- **Quality of measures ensuring protection and safety of participants**
Notwithstanding the obligations concerning policy insurance for all participants and parental authorisation for participants under 18 years old (please consult Part A of this Guide), during the planning and preparation phase of the project promoters should address the issue of protection and safety of participants and focus on the legislation, policy and practice which may differ from one country to another. The promoters will make sure that issues of risk and young person protection are addressed in the project. A sufficient number of group leaders must be present in order to enable young people to share their learning experience in a reasonably safe and protected environment. When both genders are participating in a project the group of leaders will preferably be of both genders. It is advisable to have in place emergency procedures (e.g. 24/7 contact details for host and home country, emergency fund, back up plan, medical kit, at least one leader who has first aid training, emergency services contacts, disclosure procedure, etc.). It is also useful to settle a common "code of behaviour" which will help both, group leaders and participants, to respect commonly agreed standards of behaviour (e.g. use of alcohol, tobacco, etc.). At the same time leaders are encouraged to have a common understanding and position on certain issues - particularly in emergency situations. Further practical information and checklists can be found in the Guidelines on Risk and Young Person Protection (please consult Annex III of this Guide).

Quality of project content and methodology

- **Theme of common interest and relevance to the group of participants**

The project should have a clear thematic concept, which participants wish to explore together. The chosen theme should be commonly agreed and reflect the interests and needs of participants. The theme has to be translated into the concrete daily activities of the Youth Exchange.
- **Non-formal learning methods applied**

The project should lead to the acquisition/improvement of competences (knowledge, skills and attitudes) leading to the personal, socio-educational and professional development of all participants and promoters involved. This will be achieved through non-formal and informal learning. A variety of non-formal learning methods and techniques may be applied (workshops, role plays, outdoor activities, ice-breakers, round-tables, etc.) in order to address the different needs of participants and desired outcomes. The project should be based on a learning process stimulating creativity, active participation and initiative (entrepreneurial spirit). Such learning process should be planned and analysed throughout the Youth Exchange: participants should be provided with a place for reflection on learning experiences and outcomes.
- **Active involvement of participants in the project**

To the maximum possible extent, participants should play an active role in the implementation of the project: the daily programme of the Activity and working methods applied should involve the participants as much as possible and trigger a learning process. Participants also should be actively involved in the preparation and evaluation phases of the project. Young people should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.
- **Promotion of social and personal development of participants**

The project should enable the participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviours; to acquire or cultivate skills, competences and knowledge contributing to social or personal development. Promoters should pay attention to learning processes triggered during each phase of the project.
- **Intercultural dimension**

The Youth Exchange should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with other young people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to exclusion and to develop sense of tolerance and understanding of diversity.
- **European dimension**

The Youth Exchange should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

 - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
 - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
 - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
 - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality and visibility of project reach

- **Impact, multiplying effect and follow-up**

The impact of a Youth Exchange should not be limited to the participants in the Activity. Promoters should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the project activities.

The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Youth Exchange in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread the project's objectives and results. An important dimension of the project's impact relates to its learning outcomes: learning happens in a Youth Exchange at different levels and for all actors involved. As an example, participants gain new competences, such as social and civic

competences, learning to learn, autonomy and responsibility, foreign language and communication skills etc. (moreover, youth leaders gain skills related to their professional development; promoters and local communities build capacities and develop their networks in Europe). With this regard, promoters should put in place measures which make the project's learning outcomes visible. For recognising and validating these learning outcomes it is recommended to use Youthpass and the related learning process reflection.

Furthermore, promoters and participants are asked to reflect systematically upon possible measures to ensure a follow-up of the Youth Exchange. Will the Exchange be reciprocal? Could a new promoter be involved in a next Youth Exchange? How can discussion on the thematic concept be continued and what could the next steps be? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

▪ **Visibility of the project/visibility of Youth in Action Programme**

Promoters should reflect together on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and participants offers additional potential for spreading information about the Youth Exchange, as well as about the opportunities offered by the Youth in Action Programme. Visibility measures mainly occur before and during the implementation of the Youth Exchange. Such measures can be divided into two broad categories:

- Visibility of the project

Promoters and participants should "publicise" the project - as well as its aims and objectives - and spread the "youth message" throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue press releases or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

- Visibility of the Youth in Action Programme

As well as the compulsory use of the official logo of the Youth in Action Programme (please consult part C of this Guide), each project should also act as "multiplier" of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity programme of the Youth Exchange. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

▪ **Dissemination and exploitation of results**

Each promoter should put in place measures to disseminate and exploit the results of the Youth Exchange, including its learning outcomes for the benefit of all actors involved. Dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on a project's results, rather than its Activity and objectives. For this reason, dissemination and exploitation measures occur mainly after the Youth Exchange has taken place. Disseminating project's results could simply mean "spreading the word" about the project among friends, peers or other target groups. Other examples of dissemination and exploitation measures are organising public events (presentations, conferences, workshops...); creating audio-visual products (CD-Rom, DVD...); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes...); developing information material (newsletters, brochures, booklets, best practice manuals...); creating an Internet portal, etc.

Action 1.2 - Youth Initiatives

Objectives

This sub-Action supports projects where young people participate actively and directly in national or transnational activities of their own devising in which they play the key roles, in order to develop their initiative, enterprise and creativity.

Youth initiatives enable a large number of young people to become inventive and creative in their daily life and to speak out on their local needs and interests but also on the main world issues. Young people can try out ideas by initiating, setting up and carrying out an own project affecting various areas of life. Youth Initiatives can also lead to the self-employment or setting up of associations, NGOs or other bodies active in the area of social economy, no-profit and youth sectors.

What is a Youth Initiative?

A Youth Initiative is a project initiated, set up and carried out by young people themselves. It gives young people the chance to try out ideas through initiatives, which give them an opportunity to be directly and actively involved in planning and carrying out projects. Participation in a Youth Initiative is an important non-formal learning experience. While implementing a youth initiative, young people have the opportunity to discuss and reflect their chosen topic in a European context, to feel that they can contribute to the construction of Europe and therefore to consider themselves as European citizens.

A Youth Initiative project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible follow-up).

Non-formal learning principles and practice are reflected throughout the project.

A Youth Initiative can be:

- national: designed at local, regional or national level and developed by a single group in its country of residence
- transnational: a networking of youth initiatives jointly carried out by two or more groups from different countries. Activities within Transnational Youth Initiatives are designed as projects of co-operation between local youth initiatives from different countries where each of the partners work to the benefit of their local community. Cooperation with international partners in Transnational Youth Initiatives is based on similar needs or interests, in order to share and learn from others practices.

What are the criteria used to assess a Youth Initiative?

Eligibility criteria

| | |
|----------------------------|--|
| Eligible promoters | <p>The <i>promoter</i> must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ an <i>informal group of young people</i> (Reminder: in the case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group). <p>Each promoter must be from a Programme Country and must sign the Preliminary Agreement included in the application form.</p> |
| Number of promoters | <p>National Youth Initiative: only one promoter. Transnational Youth Initiative: at least two promoters from two different Programme Countries, of which at least one is from an EU country.</p> |

| | |
|---|---|
| Eligible participants | Young people aged between 18 and 30 and <i>legally resident</i> in a Programme Country. Young people under 18 (aged from 15 to 17) may be admitted if accompanied by a <i>coach</i> . In case of a Transnational Youth Initiative there can be up to one coach per country involved. There is no age limit or obligatory geographical provenance for the coach(es). |
| Number of participants | National Youth Initiative: there is no limitation on the number of participants. The project must involve one group of at least 4 young participants. Transnational Youth Initiative: there is no limitation on the number of participants. The project must involve at least 8 young participants. |
| Composition of national groups of participants | National Youth Initiative: minimum 4 participants in the group. Transnational Youth Initiative: minimum 4 participants per group. |
| Venue(s) of the Activity | National Youth Initiative: the Activity must take place in the country of the promoter. Transnational Youth Initiative: the Activity must take place in the country(ies) of one or more promoters. |
| Duration of project | Between 3 and 18 months. |
| Duration of Activity | No specific duration of the Activity. |
| Activity programme | An overview of the Activity must be annexed to the <i>application form</i> . |
| Who can apply? | All applications: A promoter wishing to apply must be <i>legally established</i> in its country. In the case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application to its National Agency and signing the <i>grant agreement</i> on behalf of the group ⁸ . National Youth Initiative: the promoter applies to its National Agency. Transnational Youth Initiative: one of the promoters assumes the role of coordinator and applies to its National Agency for the whole project on behalf of all promoters. |
| Where to apply? | Applications must be submitted to the National Agency of the country where the applicant is established. |
| When to apply? | The project must be submitted for the application <i>deadline</i> corresponding to the start date of the project (please consult Part C of this Guide). |
| How to apply? | The application must be introduced in compliance with the application modalities, as described in Part C of this Guide. |
| Other criteria | Protection and safety of participants: The applicant must guarantee that appropriate measures to ensure the safety and protection of participants directly involved in the project are foreseen (please consult Part A of this Guide). Advance Planning Visit (APV) (Only for Transnational Youth Initiatives): If the project foresees an APV, then the following <i>eligibility criteria</i> must be met: <ul style="list-style-type: none"> ▪ duration of the APV: maximum 2 days (travel days excluded) ▪ number of participants: up to 2 participants per group. One of the participants can be the coach ▪ programme of the APV: a daily timetable of the APV is annexed to the application form. |

Exclusion criteria

| | |
|--|---|
| | The applicant might have to state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide). |
|--|---|

⁸ In case of informal groups involving young people aged 15-17, at least one member of the group must be aged between 18 and 30; s/he will assume the role of legal representative on behalf of the group. Coaches cannot assume the role of legal representatives, due to their role of support persons.

Selection criteria

| | |
|-----------------------------|---|
| Financial capacity | The applicant must show that they have stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out and to participate in its funding. |
| Operational capacity | The applicant must show they have the necessary competencies and motivation to complete the proposed project. |

Award criteria

Projects will be assessed against the following criteria:

| | |
|--|--|
| Relevance to the objectives and priorities of the Programme (30%) | <p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level. |
| Quality of the project and methods proposed (50%) | <ul style="list-style-type: none"> ▪ The quality of project design (quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; only for Transnational Youth Initiative: quality of the <i>partnership</i>/active involvement of all promoters in the project) ▪ The quality of project content and methodology (theme of the project; innovation and creativity, entrepreneurship and employability; active involvement of participants in the project; promotion of social and personal development of participants involved; European dimension; notably for Transnational Youth Initiative: intercultural dimension) ▪ The quality and visibility of the project reach (<i>impact</i>, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; <i>dissemination and exploitation of results</i>). |
| Profile of participants and promoters (20%) | <ul style="list-style-type: none"> ▪ Involvement of young people with fewer opportunities ▪ Gender balance ▪ First-time applicants. |

What else should you know about a Youth Initiative?

What is a coach?

A *coach* is a resource person who has youth work and/or Youth Initiatives experience to accompany groups of young people, facilitate the learning process and support their participation. S/he plays different roles depending on the needs of a given group of young people.

Coaching is partnering with young people in a thought-provoking and creative process that inspires them to maximize their personal potential. Coaching honours young people as the experts in the project and believes that every young person is creative, resourceful, and whole. Therefore a coach should listen, observe and customize their approach to young people needs. A coach should: discover, clarify, and align with what young people want to achieve; encourage young people's self-discovery; elicit young people-generated solutions and strategies; and hold young people responsible and accountable.

The coach remains outside the Youth Initiative but supports the group of young people in the preparation, implementation and evaluation of their project based on the needs of the group. Coaches support the quality of the learning process and they provide an ongoing partnership designed to help a group or individuals produce fulfilling results in their projects.

Coaches can be volunteers or professionals, youth leaders or leaders of youth organisations, workers of youth clubs, public bodies or youth services, etc. however s/he should know and follow common principles of coaching process.

Coaches can be also "support persons"/guides of the project provided by the National Agencies who meet the group of young people several times during the development of the project, generally at the beginning, in the middle and at the end of the process.

Young people who have already participated in a Youth Initiative project can also be encouraged to use the competences gained during the process to support other groups of young people; they can therefore act as resource persons by taking over a peer coaching role. Peer coaching, that is, supporting peers or fellows of the same age, is an important tool to be used in a Youth Initiative in order to develop effective coaching systems at local level.

The National Agencies may arrange meetings between potential and ex-beneficiaries of Youth Initiatives, to facilitate the development of peer coaching systems. For information on coaching within Youth Initiatives, please consult your National Agency.

What a coach is not?

- A project leader
- A consultant/adviser
- A member of the group carrying out the project
- A professional trainer/expert providing only a technical support in a specific field. This support can be supported through financing for Activity costs
- The legal representative of the project.

Youthpass

Every person who has taken part in a Youth in Action project under this Action is entitled to receive a Youthpass Certificate, which describes and validates the non-formal and informal learning experience and outcomes acquired during the project (learning outcomes). Furthermore, Youthpass is to be considered as a process of becoming aware, reflecting on and documenting the learning within the different phases of the project. For more information on Youthpass, please consult Part A of the Guide as well as the Youthpass guide and further relevant material presented at www.youthpass.eu.

Example of a National Youth Initiative

Twelve young people from Turkey developed a project aimed at giving basic computer skills to children who are obliged to work in the streets. The group cooperated with a local NGO that works regularly with these children. Based on discussion with the children, the group learned about their situation and asked them what they would like to do; the idea of the computer training was born there. To give the National Youth Initiative a European dimension, while learning how to operate the computer, the young people and children researched on the situation of children in similar situations in other European countries. The group gathered this information, shared their findings and discussed the similarities and differences on the situation of street kids in European countries. The training in computers lasted three months and the project reached some 70 children. "Well, the most important thing at personal level was that the project enabled me to do what I wanted! You know, I felt moved by the situation of these street children. I wanted to do something! You can approach them and get to have an idea of their reality, but you need a frame to really work with them, and this is what the Youth Initiative project allowed us to achieve! The contact with the Youth Centre in the local area and the NGO cooperating with us were very helpful and important for the project. We organised different social activities, which gave the children the chance to feel less excluded. We had the impression that we succeeded in helping them, that they learnt something useful and practical and that they enjoyed the experience too. Also all of us could develop a feeling of solidarity in the European context, as our horizon was broadened to the extent that we know more about what is happening in other European countries now. The children even expressed their interest to meet children from other countries, which is why we plan on doing another Transnational Youth Initiative with partners from a neighbouring country where the young people can actually meet each other". (Turkish member of the group).

Example of a TransNational Youth Initiative

"Mission Europe" is a Transnational Youth Initiative initiated by 18 youngsters from Belgium, Germany and Luxembourg in order to encourage young people to become politically active citizens. The project took place in Ypres (Belgium), Berlin (Germany) and the city of Luxembourg (Luxembourg). The participants took part in debates, discussions and workshops mainly related to European issues. The methodology of "Mission Europe" was based on peer-to-peer education, not only by absorbing knowledge passively through lectures but also by giving the participants the opportunity to engage actively through discussions and debates. The aims of "Mission Europe" were to improve the awareness of the EU, to create cooperation and cultural understanding across borders in order to turn the participants into engaged and tolerant youngsters and to give them the skills needed in a globalized world. The project contributed to the formation of a socially-aware, open-minded and skilled future generation.

What are the funding rules?

A) Action 1.2 Overview of funding rules

The budget of the project must be drafted according to the following funding rules:

| <i>Eligible costs</i> | | Financing mechanism | Amount | Rule of allocation | Reporting obligations |
|---|--|-----------------------------------|---|--|---|
| Project costs (for Transnational Youth Initiatives) | Any cost directly linked to the implementation of the project (preparation - including contribution for accommodation and food for participants to an Advance Planning Visit -, implementation of the activities, evaluation, dissemination and exploitation of results and follow-up activities). | <i>Lump sum</i> | A1.2* (unless a lower amount of grant is requested by the applicant) | Automatic provided that consistency with provisional budget is respected | Achievements to be described in <i>final report</i> . Original signature list of all participants. |
| Project costs (for National Youth Initiatives) | Any cost directly linked to the implementation of the project (preparation, implementation of the activities, evaluation, dissemination and exploitation of results and follow-up activities). | Lump sum | B1.2* (unless a lower amount of grant is requested by the applicant) | Automatic provided that consistency with provisional budget is respected | Achievements to be described in final report. Original signature list of all participants. |
| Costs related to the coach | Any cost directly linked to the involvement of a coach(es) in the project (if needed), excluding international travel costs. | Lump sum | C1.2* (unless a lower amount of grant is requested by the applicant) | Automatic for projects involving participants that are younger than 18; conditional for all other projects. In both cases the support s/he will give to the group must be clearly outlined in the application form | Achievements to be described in final report. |
| Travel costs (only for Transnational Youth Initiatives) | Travel costs, for participants and coach(es), from home to the venue of the project and return. Use of the cheapest means and fares; Economy class flight ticket, 2 nd class train ticket). | <i>Percentage of actual costs</i> | 70% of eligible costs | Automatic | Full justification of the costs incurred, copy of travel tickets/invoices. |
| | Travel costs for an (optional) Advance Planning Visit. Use of the cheapest means and fares (Economy class flight ticket, 2 nd class train ticket). | Percentage of actual costs | 100% of eligible costs | Conditional: need for and objectives of Advance Planning Visit must be justified in application form | Full justification of the costs incurred, copy of travel tickets/invoices. |

B) Lump sums and scales of unit costs (in euros)

Lump sums and scales of unit costs change according to the country. **The applicant must apply the lump sums and scales of unit costs of the country where the Activity takes place** (for Transnational Youth Initiatives, the applicant must use the lump sums and scales of unit costs of the country of the applicant promoter).

The lump sums and scales of unit costs for sub-Action 1.2 are the following:

| | Project costs (Transnational Y. Init.) | Project costs (National Y. Init.) | Costs related to the coach |
|-----------------------|--|--------------------------------------|-------------------------------|
| | A1.2 | B1.2 | C1.2 |
| Austria | 8.300 | 5.700 | 1.050 |
| Belgium | 8.000 | 5.500 | 1.000 |
| Bulgaria | 6.100 | 4.200 | 750 |
| Croatia | 7.700 | 5.300 | 950 |
| Cyprus | 7.500 | 5.200 | 950 |
| Czech Republic | 7.200 | 5.000 | 900 |
| Denmark | 10.000 | 6.900 | 1.250 |
| Estonia | 6.900 | 4.700 | 850 |
| Finland | 8.900 | 6.100 | 1.100 |
| France | 9.000 | 6.200 | 1.100 |
| Germany | 8.000 | 5.500 | 1.000 |
| Greece | 7.600 | 5.300 | 950 |
| Hungary | 6.700 | 4.600 | 850 |
| Iceland | 9.200 | 6.300 | 1.150 |
| Ireland | 8.800 | 6.000 | 1.100 |
| Italy | 8.700 | 6.000 | 1.100 |
| Latvia | 6.800 | 4.600 | 850 |
| Liechtenstein | 9.100 | 6.200 | 1.150 |
| Lithuania | 6.700 | 4.600 | 850 |
| Luxemburg | 8.000 | 5.500 | 1.000 |
| Malta | 7.500 | 5.200 | 950 |
| Netherlands | 8.500 | 5.900 | 1.050 |
| Norway | 10.100 | 6.900 | 1.250 |
| Poland | 6.800 | 4.600 | 850 |
| Portugal | 7.600 | 5.200 | 950 |
| Romania | 6.100 | 4.200 | 750 |
| Slovakia | 7.400 | 5.100 | 900 |
| Slovenia | 7.300 | 5.000 | 900 |
| Spain | 8.100 | 5.600 | 1.000 |
| Sweden | 8.800 | 6.000 | 1.100 |
| Switzerland | 9.800 | 6.700 | 1.200 |
| Turkey | 6.100 | 4.200 | 750 |
| United Kingdom | 10.100 | 6.900 | 1.250 |

How to develop a good project?

The "Award criteria" table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the preparation phase**

The preparation phase is of crucial importance for the success of a Youth Initiative. During this phase, the group of young people should choose and commonly agree a theme relevant to the group itself and to the local community. They should look at creating a well-structured programme of the Activity and a timetable, their working methods and the benefits of their project for the local community. While it is essential that the project be managed and implemented by the young people themselves, during the preparation phase the group(s) of young people may be assisted by a coach. It is also up to the group(s) of young people to define the role of each member inside the group (e.g. identifying a group coordinator, sharing tasks etc.).

- **Quality of the Activity programme**

The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme; it should provide learning opportunities for the participants involved. The programme should use a variety of working methods and be adapted to the profile of participants in order to ensure the potentially best learning outcomes.

- **Quality of the evaluation phase**

In order to make the project and its results more sustainable, the group(s) is/are expected to carry out a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the group(s) and other targeted participants have been met. The evaluation should also highlight the learning outcomes of individuals and promoters involved.

Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable the group(s) to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from those involved in the Youth Initiative and to adapt the Activity accordingly.

- **Quality of the partnership/active involvement of all promoters in the project (Only for Transnational Youth Initiatives)**

Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective implementation follow-up and dissemination of the results achieved through the Activity. Promoters are strongly recommended to sign an internal partnership agreement amongst them; such agreement would have the purpose of clearly defining responsibilities, tasks and financial contribution of all parties involved in the project.

Quality of project content and methodology

- **Theme of the project**

The project should have a clearly identified thematic, which members of the group(s) wish to explore together. The chosen theme should be agreed together and should reflect the interests and needs of participants. Some examples of potential project themes are art and culture, social exclusion, environment, heritage protection, youth information, European awareness, rural/urban development, youth policies, health, measures against delinquency, anti-racism/xenophobia, disability support for the elderly people, homelessness, migrants, equal opportunities, peer education, unemployment, youth sports, youth leisure, media and communications, etc. The theme has to be translated into the concrete daily activities of the Youth Initiative.

- **Innovative creativity and entrepreneurship**

Within the context of a Youth Initiative the accent is put on promotion of innovative elements in the project. These innovative aspects may be related to the content and objectives of the Activity, the involvement of promoters from different backgrounds, creative and unexplored way of solving problems related to local community, experimentation with new methodologies and project formats or dissemination of the project results. Youth Initiatives can contribute to entrepreneurship education as they are particularly suitable for promoting and developing entrepreneurial skills among young people; they enable them to try out ideas and

turn them into action, take initiative and responsibility, meeting unexpected situation and finding solutions for them, trying out innovative and creative measures. The experimental way of learning can increase their employability in a real labour/free market situation. Youth Initiatives can also lead to the setting up of associations, NGOs or other bodies active in the area of social economy, no-profit and youth sectors.

- **Active involvement of participants in the project**
The Activity programme and working methods should aim to involve the members of the group(s) and all other people possibly identified as target of the Activity as much as possible. Participants also should be actively involved in the preparation, implementation and evaluation phases of the project have the influence on its design and responsibility for its implementation. Young people should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.
- **Promotion of social and personal development of participants**
The project should enable the members of the group(s) and other participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviour; to acquire or cultivate skills, attitudes and knowledge contributing to social or personal development. Promoters should pay attention to learning processes triggered during each phase of the project.
- **European dimension**
The Youth Initiatives, both National and Transnational, should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:
 - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
 - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse and explicitly leaves room and space in the project's activities to develop the European context in addition to possible local and/or national context of the issue
 - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
 - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.
- **Intercultural dimension (notably for Transnational Youth Initiatives)**
The Youth Initiatives should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with other young people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.

Quality and visibility of project reach

- **Impact, multiplying effect and follow-up**
The impact of a Youth Initiative should not be limited to the participants in the Activity. Promoters should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the Activity.

The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Youth Initiative in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread project's objectives and results. An important dimension of the project's impact relates to its learning outcomes: learning happens in a Youth Initiative at different levels and for all actors involved. As an example, participants gain new competences, such as social and civic competences and skills related to their professional development (moreover, promoters and local communities build capacities and develop their networks in Europe). With this regard, promoters should put in place measures which make the project's learning outcomes visible. For recognising and validating these learning outcomes it is recommended to use Youthpass and the related learning process reflection.

Furthermore, promoters are asked to reflect systematically upon possible measures to ensure a possible follow-up of the Youth Initiative. How can discussion on the thematic concept be continued and what could the next steps be? Could a National Youth Initiative be extended to a Transnational Youth Initiative with international partners? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

- **Visibility of the project/ visibility of Youth in Action Programme**

Promoters should reflect together on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters offers additional potential for spreading information about the planned Activity, as well as about the opportunities offered by the Youth in Action Programme. Visibility measures mainly occur before and during the implementation of the Youth Initiative. Such measures can be divided into two broad categories:

- **Visibility of the project**
Promoters and participants should "publicise" the project - as well as its aims and objectives - and spread the "youth message" throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue press releases or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.
- **Visibility of the Youth in Action Programme**
As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as "multiplier" of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity programme of the Youth Initiatives. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

- **Dissemination and exploitation of results**

Each promoter should put in place measures to disseminate and exploit the results of the Youth Initiative, including its learning outcomes for the benefit of all actors involved. Dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on a project's results, rather than its Activity and objectives. For this reason, dissemination and exploitation measures occur mainly after the Youth Initiative has taken place. Examples of dissemination and exploitation measures are organising public events (presentations, conferences, workshops...); creating audio-visual products (CD-Rom, DVD...); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes...); developing information material (newsletters, brochures, booklets, best practice manuals...); creating an Internet portal, etc.

Action 1.3 - Youth Democracy Projects

Objectives

This sub-Action supports young people's participation in democratic life. It aims to encourage the active participation of young people in the life of their local, regional or national community or at international level.

Youth Democracy Projects enable young people to learn about democratic processes and become active citizens in their local communities or at European level. They learn to critically analyse political or social issues, and to make their voices heard. The projects allow them to try out ways of influencing the reality they live in and to make the world a better place.

What is a Youth Democracy Project?

A Youth Democracy Project is developed by a European partnership, allowing the pooling, at European level, of ideas, experiences and methodologies from projects or activities at local, regional, national or European level, in order to improve young people's participation.

A Youth Democracy Project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible follow-up).

Non-formal learning principles and practice are reflected throughout the project.

Some examples of Activities implemented within a Youth Democracy Project are:

- the creation of networks for the exchange, development and dissemination of good practice in the field of youth and participation
- consultations by and of young people, with a view to find out their needs and wishes on matters relating to participation in democratic life
- information events or seminars or debates for young people centred around the mechanisms of representative democracy at all levels, including the functioning of the EU institutions and the EU policies
- meetings between young people and decision-makers or experts in the field of participation in democratic life and democratic institutions
- events simulating the functioning of the democratic institutions and the roles of decision-makers
- a series or combination of the above activities, which may be carried out at different levels (local, regional, national, international) within the time-frame of the project.

What a Youth Democracy Project is not

The following activities in particular are NOT eligible for grants under Youth Democracy Projects:

- statutory meetings of organisations
- political gatherings
- Youth Exchanges
- Youth Initiatives.

What are the criteria used to assess a Youth Democracy Project?

Eligibility criteria

| | |
|---------------------------------|--|
| Eligible promoters | <p>Each <i>promoter</i> must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an <i>informal group of young people</i> (Reminder: in the case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group); or ▪ a <i>body active at European level in the youth field</i>. <p>Each promoter must be from a Programme Country and must sign the Preliminary Agreement included in the application form.</p> |
| Number of promoters | Promoters from at least 2 different Programme Countries, of which at least one is from an EU country. There must be minimum 2 promoters per country involved in the project. Promoters must be independent (see below). |
| Eligible participants | <p>Young participants: young people aged between 13 and 30 and <i>legally resident</i> in a Programme Country.</p> <p>Decision-makers/experts: if the project foresees the participation of decision-makers or experts in the field of participation in democratic life and democratic institutions, such participants can be involved regardless of their age or geographical provenance.</p> |
| Number of participants | The project must involve at least 16 young participants. |
| Venue(s) of the Activity | The Activity must take place in the country(ies) of one or more promoters. |
| Duration of project | Between 3 and 18 months. |
| Duration of Activity | No specific duration of the Activity. |
| Activity programme | An overview of the Activity programme must be annexed to the <i>application form</i> . |
| Who can apply? | <p>The promoter hosting the Activity - or one of the promoters hosting part of the Activity - assumes the role of coordinator and applies to the relevant Agency (see below, the section "Where to apply?") for the whole project on behalf of all promoters.</p> <p>A promoter wishing to apply must be <i>legally established</i> in its country. A promoter applying to the Executive Agency must have been legally registered for at least one year on the date of the deadline of submission of their application.</p> <p>In the case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application (to its National Agency) and signing the <i>grant agreement</i> on behalf of the group.</p> |
| Where to apply? | <p>Applications to be submitted to the Executive Agency: project applications by bodies active at European level in the youth field.</p> <p>Applications to be submitted to the National Agencies: project applications by all other eligible applicants.</p> |
| When to apply? | The project must be submitted for the application <i>deadline</i> corresponding to the start date of the project (please consult Part C of this Guide). |
| How to apply? | The application must be introduced in compliance with the application modalities, as described in Part C of this Guide. |
| Other criteria | <p>Protection and safety of young participants:</p> <p>The promoter must guarantee that appropriate measures to ensure the safety and protection of young participants directly involved in the project are foreseen (please consult Part A of this Guide).</p> |

Exclusion criteria

| | |
|--|---|
| | The applicant might have to state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide). |
|--|---|

Selection criteria

| | |
|-----------------------------|---|
| Financial capacity | The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding. |
| Operational capacity | The applicant must show they have the necessary competencies and motivation to complete the proposed project. |

Award criteria

Projects will be assessed against the following criteria:

| | |
|--|---|
| Relevance to the objectives and priorities of the Programme (30%) | <p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level. |
| Quality of the thematic concept (20%) | <p>The quality of the thematic concept, i.e. project focusing on:</p> <ul style="list-style-type: none"> ▪ the participation of young people in mechanisms of representative democracy; or ▪ allowing young people to experience the concepts and the practice of representative democracy and active citizenship; or ▪ facilitating dialogue between young people and decision-makers at all levels (local, regional, national and European); or ▪ any combination of the above. |
| Quality of the project and methods proposed (30%) | <ul style="list-style-type: none"> ▪ The quality of project design (quality of the partnership/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; quality of measures ensuring protection and safety of participants) ▪ The quality of project content and methodology (theme of common interest and relevance to the group of young participants; non-formal learning methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ The quality and visibility of the project reach (impact, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; dissemination and exploitation of results). |
| Profile and number of participants and promoters (20%) | <ul style="list-style-type: none"> ▪ Involvement of young people with fewer opportunities ▪ Number of countries and partner promoters involved ▪ Gender balance. |

What else should you know about a Youth Democracy project?

Participation of decision-makers/experts in a Youth Democracy Project

If the project foresees the participation of decision-makers/experts in the Activity, none of the costs directly related to their participation (travel, food, accommodation, visa, special needs, etc.) can be covered by the Youth in Action grant. Such costs should be covered through other sources of financial contribution to the project (promoters' own resources, and/or national, regional, local or private assistance).

Independent promoters

In the context of a Youth Democracy Project, although promoters can be affiliated to each other or to a common network, each promoter must not depend upon another promoter for deciding, implementing or financing its operation.

Youthpass

Every person who has taken part in a Youth in Action project under this Action is entitled to receive a Youthpass Certificate, which describes and validates the non-formal and informal learning experience acquired during the project (learning outcomes). Furthermore, Youthpass is to be considered as a process of becoming aware, reflecting on and documenting the learning within the different phases of the project. For more information on Youthpass, please consult Part A of this Guide as well as the Youthpass guide and further relevant material presented at www.youthpass.eu.

Example of a Youth Democracy Project

The municipalities of Mynämäki and Lieto in Finland and two youth groups from the municipality of Kjøllefjord in Norway carry out a youth democracy project in both countries. The project will be organised by the core group of 16 young people and supported by youth professionals with expertise in the decision-making structures. The young people are mostly aged 15-17, few of them active in local youth councils. They all come from small and remote communities. The aim of the project is to find out about decision-making systems and to bring young people and decision-makers closer together. As a concrete measure, the young people build a Dream Village with its own ideal decision-making structures. They link the created theoretical structures with European Citizenship and look for the European identity of young people. The groups simulate decision-making in municipal councils, and will examine representative democracy at work. Through national and joint seminars the young people will produce a motion that aims to enhance young people's participation in decision-making. Throughout its duration the project is followed by mentor politicians who will present young people's opinions in their own decision-making structures. A mentor journalist will also follow the progress of the initiative and write articles about it.

What are the funding rules?

If the project is selected, the following funding rules will apply to the grant:

| Eligible costs | | Financing mechanism | Amount | Rule of allocation | Reporting obligations |
|-----------------------|---|-----------------------------------|---|---|---|
| Activity costs | <p><i>Eligible direct costs</i></p> <ul style="list-style-type: none"> - Travel costs (economy class flight ticket, 2nd class train ticket) - Accommodation/food costs - Organisation of seminars, meetings, consultations, activities - Publications/translations / information costs - Dissemination and exploitation of results - Other costs directly linked to the implementation of the project <p><i>Eligible indirect costs</i></p> <p>A flat rate amount, not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project (e.g. electricity or internet bills, costs for premises, cost of permanent staff etc.)</p> | <i>Percentage of actual costs</i> | 75% of the total eligible costs (unless a lower % of grant is requested by the applicant) Maximum € 50 000 | Conditional: objectives and Activity programme must be clearly outlined in the application form | Full justification of the costs incurred, copy of invoices/receipts/travel (only for direct costs). Achievements to be described in <i>final report</i> . Original signature list of all participants. |

How to develop a good project?

The "Award criteria" table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**

Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Activity would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective implementation, follow-up and dissemination of the results achieved through the Activity. Promoters are strongly recommended to sign an internal partnership agreement amongst them; such agreement would have the purpose of clearly defining responsibilities, tasks and financial contribution of all parties involved in the project.

The setting-up of a partnership composed of promoters having different profiles (e.g. involving local authorities together with non-governmental organisations) may facilitate the implementation of the Activity (notably when the Activity aims to ensure interaction between young people and decision-makers).

- **Quality of the preparation phase**

The preparation phase is of crucial importance for the success of a Youth Democracy Project. During this phase, the promoters should agree on the common theme of the Youth Democracy Project. They should reflect on division of tasks, Activity programme, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material, linguistic support). The preparation phase should furthermore enhance the participants' involvement in the Youth Democracy Project and prepare them for intercultural encounters with other young people from different backgrounds and cultures.

- **Quality of Activity programme**

The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme. It should provide learning opportunities for the participants in manifold ways and provide place for reflecting on learning experiences and outcomes.

- **Quality of the evaluation phase**

In order to make the project and its results more sustainable, promoters and participants are expected to include a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the promoters and participants have been met. The evaluation should also highlight the learning outcomes of individuals and promoters involved.

Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable promoters to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from participants and to adapt the Activity programme accordingly.

- **Quality of measures ensuring protection and safety of participants**

Notwithstanding the obligations concerning policy insurance for all participants and parental authorisation for participants under 18 years old (please consult Part A of this Guide), during the planning and preparation phase of the project, promoters should address the issue of protection and safety of participants and focus on the legislation, policy and practice which may differ from one country to another. The promoters will make sure that issues of risk and young person protection are addressed in the project. A sufficient number of group leaders must be present in order to enable young people to share their learning experience in a reasonably safe and protected environment. When both genders are participating in a project the group of leaders will preferably be of both genders. It is advisable to have in place emergency procedures (e.g. 24/7 contact details for host and home country, emergency fund, back up plan, medical kit, at least one leader who has first aid training, emergency services contacts, disclosure procedure...). It is also useful to settle a common "code of behaviour" which will help both, group leaders and participants, to respect commonly agreed standards of behaviour (e.g. use of alcohol, tobacco ...). At the same time leaders are encouraged to have a common understanding and position on certain issues - particularly in emergency situations. Further practical information and checklists can be found in the Guidelines on Risk and Young Person Protection (please consult Annex III of this Guide).

Quality of project's content and methodology

- **Theme of common interest and relevance to the group of participants**

The project should have a clear thematic concept, which promoters wish to explore together. The chosen theme should be agreed together and should reflect interests and needs of participants. The theme has to be translated into the concrete daily activities of the Youth Democracy Project.
- **Non-formal learning methods applied**

The project should lead to the acquisition/improvement of competences (knowledge, skills and attitudes) leading to the personal, socio-educational and professional development of all participants and promoters involved. This will be achieved through non-formal and informal learning. A variety of non-formal learning methods and techniques may be applied (workshops, role plays, outdoor activities, ice-breakers, round-tables, etc.) in order to address the different needs of participants and desired outcomes. The project should be based on a learning process stimulating creativity, active participation and initiative (entrepreneurial spirit). Such learning process should be planned and analysed throughout the project: participants should be provided with a place for reflection on learning experiences and outcomes.
- **Active involvement of participants in the project**

To the maximum possible extent, participants should play an active role in the implementation of the project: the Activity programme and working methods applied should involve the participants as much as possible and trigger a learning process. Participants also should be actively involved in the preparation and evaluation phases of the project. Young people should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.
- **Promotion of social and personal development of participants**

The project should enable the participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviour; to acquire or cultivate skills, competences and knowledge contributing to social or personal development. Promoters should pay attention to learning processes triggered during each phase of the project.
- **Intercultural dimension**

The Youth Democracy Project should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with other young people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.
- **European dimension**

The Youth Democracy Project should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

 - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
 - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
 - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
 - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality and visibility of project reach

- **Impact, multiplying effect and follow-up**

The impact of a Youth Democracy Project should not just be limited to the participants in the Activity. Promoters should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the project activities.

The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Youth Democracy Project in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread project's objectives and results. An important dimension of the project's impact relates to its learning outcomes: learning happens in a Youth Democracy Project at different levels and for all actors involved. As an example, participants gain new competences, such as social

and civic competences and skills related to their professional development (moreover, promoters and local communities build capacities and develop their networks in Europe). With this regard, promoters should put in place measures which make the project's learning outcomes visible. For recognising and validating these learning outcomes it is recommended to use approaches that stimulate learning process reflection (the Youthpass approach can provide models and inspiration).

Furthermore, promoters and participants are called to reflect systematically upon possible measures to ensure a follow-up of the Youth Democracy Project. Will the event be repeated? Could a new promoter be involved in a new Youth Democracy Project? How can discussion on the thematic concept be continued and what could the next steps be? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

- **Visibility of the project/visibility of Youth in Action Programme**

Promoters should commonly reflect on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and participants offers additional potential for spreading information about the planned Activity, as well as the opportunities offered by the Youth in Action Programme. Visibility measures mainly occur before and during the implementation of the Youth Democracy Project. Such measures can be divided into two broad categories:

- Visibility of the project

Promoters and participants should "publicise" the project - as well as its aims and objectives - and spread the "youth message" throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue press releases or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

- Visibility of the Youth in Action Programme

As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as "multiplier" of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity programme of the Youth Democracy Project. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

- **Dissemination and exploitation of results**

Each promoter should put in place measures to disseminate and exploit the results of the Youth Democracy Project, including its learning outcomes for the benefit of all actors involved. Dissemination and exploitation measures may have the same format of visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on project's results, rather than its Activity and objectives. For this reason, dissemination and exploitation measures occur mainly after the Youth Democracy Project has taken place. Dissemination and exploitation measures are organising public events (presentations, conferences, workshops...); creating audio-visual products (CD-Rom, DVD...); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes...); developing information material (newsletters, brochures, booklets, best practice manuals...); creating an Internet portal, etc.

Action 2 - European Voluntary Service

Objectives

The aim of the European Voluntary Service (EVS) is to develop solidarity and promote active citizenship and mutual understanding among young people.

What is a European Voluntary Service project?

The European Voluntary Service enables young people to carry out voluntary service for up to 12 months in a country other than their country of residence. It fosters solidarity among young people and is a true "learning service". Beyond benefiting local communities, volunteers learn new skills and languages, and discover other cultures. Non-formal learning principles and practice are reflected throughout the project.

An EVS project has three phases:

- planning and preparation
- implementation
- evaluation (including reflection on a possible follow-up).

An EVS project can focus on a variety of themes and areas, such as culture, youth, sports, social care, cultural heritage, arts, civil protection, environment, development cooperation, etc. High-risk interventions in immediate post-crisis situations (e.g. humanitarian aid, immediate disaster relief, etc.) are excluded.

An EVS project has three essential components:

- **the Service:** the volunteer(s) is/are hosted by a promoter in a country other than their country of residence and carry out voluntary service for the benefit of the local community. The service is unpaid, non profit-making and full-time. An EVS project can include between 1 and 30 volunteers who can do their Service either individually or in a (or several) group(s). For any given group, volunteers carry out their Service in the same time-frame and the tasks they carry out are linked to a common thematic.

Ongoing volunteer support: the promoters must provide personal, task-related, linguistic and administrative support to each volunteer involved in the project. For further information, please consult section "What else should you know about EVS?" under this Action.

EVS Training and Evaluation Cycle: besides the support provided to the volunteers by the promoters involved in the project, the National Agencies or regional SALTOs organise the following Training and Evaluation sessions to be attended by each volunteer:

- on-arrival training
- mid-term evaluation (for a Service lasting more than 6 months).

For further information on the EVS Training and Evaluation Cycle, please consult section "What else should you know about EVS?" under this Action.

What is the role of promoters in an EVS project?

Promoters involved in the EVS project perform the following roles and tasks:

- **Coordinating Organisation (CO):** the CO assumes the role of applicant and carries the financial and administrative responsibility for the entire project vis-à-vis the National or Executive Agency. The CO doesn't necessarily have to be an SO or HO in the project (although it may be). In EVS projects involving only one volunteer, either the SO or the HO is CO. There can be only one CO in an EVS project.
- **Sending Organisation (SO):** an SO recruits and sends one or more volunteers. There can be one or more SOs in an EVS project.
- **Host Organisation (HO):** an HO receives one or more volunteers. There can be one or more HOs in an EVS project.

The EVS Charter

The *EVS Charter* is part of the Youth in Action Programme Guide and highlights the roles of each promoter in an EVS project, as well as the main principles and quality standards of EVS. Each EVS promoter must adhere to the provisions set out in this Charter.

Promoters decide together - in line with this Charter - how to share tasks and responsibilities and the grant of the EVS Project.

For more information on the EVS Charter, please consult section "What else should you know about EVS?" under this Action.

What EVS is not

- occasional, unstructured, part-time volunteering
- an internship in an enterprise
- a paid job; it must not replace paid jobs
- a recreation or tourist activity
- a language course
- exploitation of a cheap workforce
- a period of study or vocational training abroad.

What are the criteria used to assess an EVS project?

For EVS projects to be funded under the Eastern Partnership Youth Window certain specific criteria will apply in addition or in substitution to the ones outlined below. Please consult also the section "Eastern Partnership Youth Window".

Eligibility Criteria

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| Eligible promoters | <p>Each <i>promoter</i> must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ a <i>body active at European level in the youth field</i>; or ▪ an international governmental organisation; or ▪ a profit-making organisation (only when it organises an event in the area of youth, sport or culture). <p>Each promoter must be from a Programme Country, a Neighbouring Partner Country or an Other Partner Country of the World.</p> <p>Each promoter must sign the Preliminary Agreement included in the application form. The project promoters established in a Programme Country, in <i>South East Europe</i> or in <i>Eastern Europe and Caucasus</i> must be <i>accredited</i>.</p> |
| Number of promoters | <p>Two or more promoters from different countries, of which at least one is from an EU country. In case of projects developed in cooperation with Partner Countries, the number of promoters from Partner Countries cannot exceed the number of promoters from Programme Countries.</p> |
| Eligible participants | <p>Young people aged between 18 and 30, <i>legally resident</i> in the country of the Sending Organisation.</p> <p>Volunteers are selected regardless of their background. Volunteers with fewer opportunities can participate from the age of 16. Volunteers may be identified after the application has been submitted.</p> <p>A volunteer can take part in only one EVS project. Exception: volunteers who have carried out an EVS lasting maximum 2 months can take part in an additional EVS project provided that the total duration of the combined periods of Service does not exceed 12 months.</p> |

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| <p>Number of participants</p> | <p>Between 1 and 30 volunteers.</p> <p>If a project involves <i>Partner Countries</i>, the number of volunteers coming from Partner Countries in the project cannot exceed the number of volunteers coming from Programme Countries. Exceptions: EVS projects involving only one volunteer coming from a Partner Country and EVS projects under the Eastern Partnership Youth Window.</p> |
| <p>Venue of the Service</p> | <p>The Service takes place in a Programme Country or in a Partner Country.</p> <p>A volunteer from a Programme Country can carry out her/his Service in another Programme Country, a Neighbouring Partner Country or an Other Partner Country of the World.</p> <p>A volunteer from a Neighbouring Partner Country or from an Other Partner Country of the World must carry out her/his Service in a Programme Country.</p> |
| <p>Duration of project</p> | <p>Up to 24 months.</p> |
| <p>Duration of the Service</p> | <p>Services carried out by a group of at least 10 volunteers: the Service lasts a minimum of 2 weeks and a maximum of 12 months.</p> <p>Services of young people with fewer opportunities: the Service lasts a minimum of 2 weeks and a maximum of 12 months.</p> <p>Any other service: a minimum of 2 months and a maximum of 12 months.</p> |
| <p>Starting date of the Service</p> | <p>Any Service lasting more than two months has to start at the beginning of the month (i.e. within the first seven days of the month).</p> |
| <p>Service programme</p> | <p>An overview of the EVS project as well as timetable(s) describing a standard week of Service for the volunteer(s) in the project must be annexed to the <i>application form</i>.</p> |
| <p>Who can apply?</p> | <p>To be eligible as an applicant a promoter must be <i>legally established</i> either in a Programme Country or in South East Europe or in a country of the Eastern Partnership.</p> <p>Applications submitted to the Executive Agency (see below, section "Where to apply?"): One of the promoters assumes the role of Coordinating Organisation and applies to the Executive Agency for the whole project on behalf of all promoters. A promoter applying to the Executive Agency must have been legally registered for at least one year on the date of the deadline of submission of their application (This rule does not apply to applicants from the countries of the Eastern Partnership).</p> <p>Applications submitted to the National Agencies (see below, section "Where to apply?"): One of the promoters assumes the role of Coordinating Organisation and applies to its National Agency for the whole project on behalf of all promoters. In order to maintain a clear link to the country where the NA is based, all EVS Services that are foreseen in an EVS project must involve a promoter (either Host or Sending Organisation) based in the country of the Coordinating Organisation.</p> |
| <p>When to apply?</p> | <p>The project must be submitted for the application <i>deadline</i> corresponding to the start date of the project (please consult Part C of this Guide).</p> <p>As an exception, EVS projects involving young people with fewer opportunities with Service(s) lasting between 2 weeks and 2 months may be accepted up to two weeks before the regular selection committee. For further information on the dates of these selection committees, please contact the relevant National Agency or the Executive Agency.</p> |

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| <p>Where to apply?</p> | <p>Applications to be submitted to the Executive Agency:</p> <ul style="list-style-type: none"> ▪ applications by bodies active at European level in the youth field ▪ applications by promoters established in a Neighbouring Partner Country of South East Europe ▪ applications by promoters established in a Neighbouring Partner Country of the Eastern Partnership ▪ applications involving promoters from Other Partner Countries of the World ▪ applications by intergovernmental organisations ▪ applications by profit-making bodies organising an event in the area of youth, sport or culture ▪ applications for projects linked to large-scale European or international events (European Capital of Culture, European Sports Championship, etc.). <p>Applications to be submitted to the National Agencies: applications by all other eligible applicants established in a Programme Country.</p> |
| <p>How to apply?</p> | <p>The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.</p> |
| <p>Other criteria</p> | <p>Advance Planning Visit (only for EVS Activity involving young people with fewer opportunities):</p> <p>If an APV is foreseen, it must meet the following <i>eligibility criteria</i>:</p> <ul style="list-style-type: none"> ▪ duration of the APV: maximum 2 days (travel days excluded) ▪ number of participants: maximum 2 participants, 1 is always from the SO; if a second participant is involved, s/he has to be a selected volunteer ▪ programme of the APV: a daily timetable of the APV must be annexed to the application form. <p>Mentor: A mentor must be identified in the <i>Host Organisation</i>. The mentor cannot be the person who assigns and supervises the tasks of the volunteer.</p> <p>Volunteer selection process: The promoter guarantees the transparency and openness of the volunteer selection process.</p> |

Exclusion Criteria

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| | <p>The applicant might have to state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).</p> |
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Selection Criteria

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| <p>Financial capacity</p> | <p>The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.</p> |
| <p>Operational capacity</p> | <p>The applicant must show they have the necessary competencies and motivation to complete the proposed project.</p> |

Award Criteria⁹

Projects will be assessed against the following criteria:

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|---|--|
| <p>Relevance to the objectives and priorities of the Programme (30%)</p> | <p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level. |
| <p>Quality of the project and methods proposed (50%)</p> | <ul style="list-style-type: none"> ▪ The quality of project design (quality of the <i>partnership</i>/active involvement of all promoters in the project; quality of the volunteer(s) selection process; quality of the preparation phase; quality of the Service and volunteer's tasks; quality of the support and training offered to the volunteer; quality of the evaluation phase of the project; quality of risk prevention and crisis management measures; quality of specific elements foreseen in projects including young people with fewer opportunities) ▪ The quality of project content and methodology (compliance with the qualitative criteria of the EVS Charter; active involvement of the volunteer(s) in the Project; promotion of social and personal development of the volunteer(s); role of the Mentor; intercultural dimension; European dimension) ▪ The quality and visibility of the project reach (<i>impact</i> and multiplying effect; visibility of the project/visibility of the Youth in Action Programme; <i>dissemination and exploitation of results</i>). |
| <p>Profile of participants (20%)</p> | <ul style="list-style-type: none"> ▪ Involvement of young people with fewer opportunities ▪ Gender balance. |

⁹ For projects to be funded by the Eastern Partnership Youth Window please refer to the section on the next page.

Eastern Partnership Youth Window

Following the adoption of the Joint Communication "A New Response to a Changing Neighbourhood – A review of European Neighbourhood Policy" in May 2011¹⁰, additional funds will be available over the period 2012-2013 in order to increase the number of Youth in Action projects and participants from the six Neighbouring Partner Countries of the Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine), under the name "Eastern Partnership Youth Window".

The window will concern the following actions:

- European Voluntary Service (Action 2)
- Cooperation with the Neighbouring Partner Countries of the EU (sub-Action 3.1).

Specific priorities

In addition to the permanent and annual priorities of the Youth in Action Programme, projects to be funded under the Eastern Partnership Youth Window shall also take into account certain specific priorities of the Window.

Priority in awarding grants under this Window will be given to:

- projects demonstrating a clear commitment to provide support to young people with fewer opportunities living in rural or deprived urban areas
- projects raising awareness about the nature of youth work
- projects promoting the sharing of best practices in the sphere of youth work.

Eligibility, Exclusion and Selection Criteria

European Voluntary Service projects to be funded under this Window will be subject to the same eligibility, exclusion and selection criteria used to assess an EVS project, with in addition the specific eligibility criterion described below:

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| Eligible promoters | Each promoter must be from a Programme Country or a Neighbouring Partner Country of the Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and must be accredited. |
|---------------------------|--|

For the other eligibility, exclusion and selection criteria, please refer to the section "What are the criteria used to assess an EVS project?"

¹⁰ http://ec.europa.eu/world/enp/pdf/com_11_303_en.pdf.

Award Criteria

European Voluntary Service projects to be funded under this Window will be assessed against the following criteria, which reflect the specific priorities of the Window:

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|---|--|
| <p>Relevance to the objectives and priorities (30%)</p> | <p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the objectives and priorities of the Programme (10%) ▪ the specific priorities of the Eastern Partnership Youth Window (20%) |
| <p>Quality of the project and methods proposed (50%)</p> | <ul style="list-style-type: none"> ▪ The quality of project design (quality of the <i>partnership</i>/active involvement of all promoters in the project; quality of the volunteer(s) selection process; quality of the preparation phase; quality of the Service and volunteer's tasks; quality of the support and training offered to the volunteer; quality of the evaluation phase of the project; quality of risk prevention and crisis management measures; quality of specific elements foreseen in projects including young people with fewer opportunities) ▪ The quality of project content and methodology (compliance with the qualitative criteria of the EVS Charter; active involvement of the volunteer(s) in the Project; promotion of social and personal development of the volunteer(s); role of the Mentor; intercultural dimension; European dimension) ▪ The quality and visibility of the project reach (<i>impact</i> and multiplying effect; visibility of the project/visibility of the Youth in Action Programme; <i>dissemination and exploitation of results</i>). |
| <p>Profile of participants (20%)</p> | <ul style="list-style-type: none"> ▪ Involvement of young people with fewer opportunities. In the case of young people from the Eastern Partnership region, involvement of young people with fewer opportunities living in rural or deprived urban areas ▪ For projects involving more than one volunteer, at least half of the volunteers in the project come from the countries of the Eastern Partnership. |

What else should you know about EVS

What are the tasks and responsibilities of promoters involved in EVS?

This section suggests how the roles and tasks of promoters involved in EVS could be shared (in some cases these roles must be compulsorily performed by a given promoter). The EVS Charter included in this Programme Guide describes the role of EVS promoters acting as Sending, Host or Coordinating Organisation and defines the main principles of EVS and the minimum quality standards that must be respected within an EVS project.

| Coordinating Organisation |
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| <ul style="list-style-type: none"> ▪ Submits the application and bears the financial and administrative responsibility for the entire project towards the National Agency or the Executive Agency ▪ coordinates the project in cooperation with all Sending and Hosting Organisations ▪ distributes the EVS grant between all Sending and Host Organisations ▪ ensures that the volunteer(s) receive(s) the EVS Info Kit and attend(s) the full EVS Training and Evaluation Cycle ▪ provides support to the volunteer(s) it places in the Host Organisation(s) ▪ carries out all or some of the administrative tasks of the Sending or Host Organisation(s) involved in the project ▪ ensures, with the Sending and Host Organisations, that each volunteer is covered by the obligatory EVS group Insurance plan foreseen in the Youth in Action Programme ▪ arranges with the Sending and Host Organisations a visa for the volunteer(s) who need it. The National/Executive Agencies can issue visa support letters, if needed ▪ provides support for the learning/Youthpass process. Completes, with the Sending, Host Organisation and the volunteer, and issues, a Youthpass Certificate for those volunteers who want to receive it at the end of their EVS. |

| Sending Organisation |
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| <ul style="list-style-type: none"> ▪ Preparation <ul style="list-style-type: none"> - helps the volunteer(s) to find and contact a Host Organisation - provides adequate preparation for the volunteer(s) before departure, according to the individual needs and learning opportunities of the volunteer(s) and in line with the Volunteer Training: Guidelines and Minimum Quality Standards of the European Commission (see: http://ec.europa.eu/youth/youth-in-action-programme/doc405_en.htm) - ensures the participation of the volunteer(s) in the pre-departure session, if organised by the NA or a SALTO ▪ Contact during the voluntary service <ul style="list-style-type: none"> - keeps in contact with the volunteer(s) and with the Host Organisation(s) during the project. ▪ Upon volunteer's return <ul style="list-style-type: none"> - provides support to volunteer(s) to help reintegrate them into their home community - gives volunteers the opportunity to exchange and share experiences and learning outcomes - encourages the involvement of the volunteer(s) in dissemination and exploitation of results and learning outcomes - provides guidance regarding further education, training or employment opportunities - ensures the participation of the volunteers in the annual EVS event organised by the National Agency in their country. |

| Host Organisation |
|--|
| <ul style="list-style-type: none"> ▪ Mentor <ul style="list-style-type: none"> - identifies a mentor who is responsible for providing personal support and support during the learning/Youthpass process to the volunteer(s). ▪ Task-related support <ul style="list-style-type: none"> - offers supervision and guidance to the volunteer(s) through experienced staff. ▪ Personal support <ul style="list-style-type: none"> - provides personal support and support during the learning/Youthpass process to volunteer(s) - gives the volunteer(s) the opportunity to integrate into the local community, to meet other young people, to socialise, to participate in leisure activities, etc. - encourages contact with other EVS volunteers whenever possible. ▪ EVS Training and Evaluation cycle and language support <ul style="list-style-type: none"> - ensures the participation of the volunteer(s) in the on-arrival training and mid-term evaluation - arranges language learning opportunities. ▪ Principles of the Service <ul style="list-style-type: none"> - ensuring universal accessibility to EVS: Host Organisations cannot specify that volunteer(s) should be of a specific ethnic group, religion, sexual orientation, political opinion, etc.; neither can they require qualifications or a certain educational level in order to select the volunteer(s) - offering to the volunteer(s) the opportunity to carry out a well-defined set of tasks, allowing some of the volunteer's ideas, creativity and experience to be integrated - identifying clear learning opportunities for the volunteer(s). ▪ Accommodation and food <ul style="list-style-type: none"> - providing suitable accommodation and meals (or a food allowance, covering also the holiday period) to the volunteer(s). ▪ Local transport <ul style="list-style-type: none"> - ensuring that means of local transport are available for the volunteer(s). ▪ Allowance <ul style="list-style-type: none"> - giving the due allowance to the volunteer(s) on a weekly or monthly basis. |

What training and evaluation events must the EVS volunteer attend?

On-arrival training

On-arrival training takes place upon arrival in the host country. It introduces volunteers to their host country and their host environment, helps them to get to know each other and supports them to create an environment that support learning and realising own project ideas. Duration is on average seven days.

Mid-term evaluation (only for Services lasting more than 6 months)

Mid-term evaluation provides volunteers with an opportunity to evaluate and reflect on their experience so far, as well as to meet other volunteers from different projects throughout the host country. Duration is on average two and a half days.

Who organises the EVS Training and Evaluation cycle?

EVS volunteers have the right and obligation to participate in these training and evaluation sessions. Responsibility for organising the EVS Training and Evaluation Cycle depends on where the events are to take place.

In **Programme Countries** the training/evaluation is organised by the National Agencies (including for those volunteers selected in projects approved by the Executive Agency).

In **South East Europe (SEE) and Eastern Europe and Caucasus (EECA)** the training/evaluation is organised respectively by SALTO SEE and SALTO EECA Resource Centres (including for those volunteers selected in projects approved by the Executive Agency).

As soon as the acceptance of the projects selected by National or Executive Agency has been notified, the coordinating organisations should immediately contact the relevant National Agencies or the SALTO Resource Centre in order to allow those structures to organise the Training and Evaluation sessions for the volunteers involved in their project.

The granting Agency (National or Executive) may, exceptionally, grant funds to a beneficiary to organise itself all or some of the Training and Evaluation sessions relating to their project, if there is a particular situation duly justified in the application form. In these cases, the EU contribution to carry out the training/evaluation sessions must be requested by the applicant in its application form and must be in line with the funding rules indicated in this Guide.

In any case, beneficiaries are always encouraged to provide additional training and evaluation opportunities to the volunteers, even if no specific fund has been allocated within the project grant.

In **all other Partner Countries** the training is organised by EVS Sending, Host or Coordinating organisations in line with the *Volunteer Training: Guidelines and Minimum Quality Standards* of the European Commission (http://ec.europa.eu/youth/documents/evs_vol_training_minimum_standards.pdf). Financial support is provided to beneficiaries that organise these sessions (see funding rules); the additional financial support must be requested in the application form.

All relevant providers of training and evaluation activities in EVS should provide information on Youthpass.

What additional training and evaluation is to be provided to EVS volunteers?

Pre-departure training

Pre-departure training is the responsibility of the EVS promoters (usually the Sending Organisation or the Coordinating Organisation) and gives volunteers an opportunity to talk about their expectations, develop their motivation and learning objectives, and obtain information on their host country and on the Youth in Action Programme. In addition, the National Agencies (or SALTO SEE and EECA) may organise a one-day pre-departure training aimed at establishing contacts with the outgoing volunteers.

Annual EVS event

All former EVS volunteers are strongly encouraged to take part in the annual EVS event organised by the National Agencies in the sending country (or SALTO SEE and EECA in the respective regions). This event serves as an evaluation meeting, "alumni" meeting and promotion event. Duration is 1-2 days.

What is accreditation of EVS promoters?

Accreditation serves to gain access to EVS and to ensure that the minimum quality standards of EVS are met.

Who?

Any promoter from a Programme Country, from South East Europe or from Eastern Europe and Caucasus wishing to send or host EVS volunteers or to coordinate an EVS project must be accredited. Promoters outside the Programme Countries and South East Europe / Eastern Europe and Caucasus can participate in EVS projects without accreditation.

How?

To be accredited, a promoter must submit an *Expression of Interest* form (EI) describing their general motivation and ideas for EVS activities (see Commission's webpage http://ec.europa.eu/youth/yia/forms/forms_yia_en.html). This form must be submitted to the relevant bodies responsible for accreditation (see below). The same promoter may request one or more types of accreditation (as Sending, as Host, as Coordinating Organisation).

When?

Expression of Interest forms can be submitted at any time (no deadline). However, requests should be submitted within reasonable time before the submission of the EVS project application (at least 6 weeks before) in order to avoid that the EVS project is rejected due to some of the promoters involved not being accredited by the time the application is submitted.

By whom?

Accreditation is carried out by:

- the Executive Agency: for promoters that are a) a body active at European level in the youth field; or b) an international governmental organisation or c) a profit-making organisation organising an event in the area of youth, sport or culture
- the National Agency of the country of the promoter, for all other project promoters located in Programme Countries
- SALTO SEE for all other project promoters located in South East Europe
- SALTO EECA for all other project promoters located in Eastern Europe and Caucasus.

Note: The EI form must be completed in English.

What's next?

Ideally, the assessment of the EI and the accreditation process are carried out within six weeks after receipt of the EI. In the case of approval, the responsible bodies will assign an EI reference number and communicate it to the promoter; this number must be mentioned in any application form relating to EVS projects the promoter is involved in.

The accreditation is valid for the period indicated in the EI; however, the maximum eligible duration is three years. After the expiration of the validity period, the accreditation can be renewed by submitting a new EI.

Training for EVS promoters, organised in their country or at European level, should be followed by newly accredited organisations in a reasonable time after accreditation.

All promoters must apply the principles of the EVS Charter at all stages of the project; this is a basis for accreditation. The responsible structures may withdraw the accreditation at any time where there is non-compliance with the EVS Charter.

In order to facilitate partner-finding, project descriptions and profiles of all accredited promoters are published in a database of European Voluntary Service promoters. Promoters who are not willing to host volunteers for long periods are encouraged to notify the Agency that accredited them in order to be temporarily made invisible in the database during periods when they are not seeking EVS partnerships or volunteers. The database can be consulted at: http://ec.europa.eu/youth/program/sos/hei/hei_en.cfm.

How is the volunteer selection process carried out?

Volunteers are chosen regardless of their ethnic group, religion, sexual orientation, political opinion, etc. No previous qualifications, educational level, specific experience or more than basic language knowledge should be required. A more specific profile of the volunteer might be drawn up if justified by the nature of the tasks of the Service or by the project context but even in this case selection on the basis of professional or education qualifications is excluded.

EVS Insurance

Every EVS volunteer must be enrolled into the Group Insurance Plan for EVS volunteers foreseen by the Youth in Action Programme, which complements the coverage by national social security systems - if applicable.

The Coordinating Organisation, in cooperation with the Sending and Host Organisations, is responsible for the enrolment of the volunteer(s). This enrolment must be done before the departure of the volunteer(s) and cover the duration of the Service.

An insurance Guide including all the information on the coverage and support provided, as well as instructions on the online enrolment process, is available at www.europeanbenefits.com.

Youthpass

Every person who has taken part in EVS is entitled to receive a Youthpass Certificate, which describes and validates the non-formal and informal learning experience and outcomes acquired during the project (learning outcomes). Furthermore, Youthpass is to be considered as a process of becoming aware, reflecting on and documenting the learning within the different phases of the project. For more information on Youthpass, please consult Part A of this Guide as well as the Youthpass guide and further relevant material presented at www.youthpass.eu.

What support is available?

Within the European Voluntary Service, quality and technical support to young people and promoters is provided by National Agencies at national level, and by the Education, Audiovisual and Culture Executive Agency at European level.

The core service consists of helping, on request, with the identification of volunteers and EVS Sending, Host and Coordinating Organisations and supporting the matching of volunteer and organisation based on mutual interests, profiles and expectations.

This is mainly intended to help those who want to get involved in EVS, but do not yet have the necessary European or international contacts. In this context, the Internet database of accredited EVS organisations can also be of great help: http://ec.europa.eu/youth/program/sos/hei/hei_en.cfm.

Other services may also be available. Please contact your National Agency or the Executive Agency to find out more.

Furthermore, once the project is selected, additional support can be given by the Executive Agency, which provides assistance to volunteers participating in an EVS project in crisis/risk situations and assists in visa issues: eacea-p6@ec.europa.eu.

Examples of EVS projects

EVS Project involving 1 volunteer

An Italian promoter coordinates the project and submits one grant application to the Italian National Agency. The project involves one German volunteer doing a 7 months Service. The volunteer is hosted by the same Italian promoter and sent by a German promoter. Composition: 1 Sending Organisation (DE), 1 Host Organisation, also Coordinating Organisation (IT), and 1 volunteer.

EVS Project involving several volunteers carrying out their Service individually

An Hungarian promoter coordinates the project and submits one grant application to the Hungarian National Agency. The project involves 4 Hungarian volunteers doing a 6 months Service but starting at different dates. Two volunteers are sent by the same Hungarian promoter and hosted by a Polish and a Slovak promoter. Two other volunteers are sent by another Hungarian promoter and hosted by a French promoter. Composition: 2 Sending Organisations, of which one is also Coordinating Organisation (HU), 3 Host Organisations (PL, SK and FR), and 4 volunteers.

EVS Project involving several volunteers carrying out their Service in group

A Portuguese promoter coordinates the project and submits one grant application to the Portuguese National Agency. The project involves 12 volunteers from Austria, Estonia, Greece and Turkey carrying out altogether a 2 months Service in an orphanage in Portugal. The volunteers are hosted by the same Portuguese promoter and they are sent by a promoter in each of the sending countries involved. Composition: 1 Host Organisation, also Coordinating Organisation (PT), 4 Sending Organisations (AT, EE, GR and TR), and 12 volunteers (3 per country).

What are the funding rules?

The budget of the project must be drafted according to the following funding rules:

A) Action 2 Overview of funding rules

| <i>Eligible costs</i> | | Financing mechanism | Amount | Rule of allocation | Reporting obligations |
|------------------------------|---|---|--|---|--|
| Travel costs | Travel costs from home to the venue of the project and return (one return ticket). Use of the cheapest means and fares (Economy class flight ticket, 2 nd class train ticket). | <i>Percentage of actual costs</i> | 90% of eligible costs | Automatic | Full justification of the costs incurred, copy of invoices/tickets. |
| | Travel costs for an (optional) Advance Planning Visit. Use of the cheapest means and fares (Economy class flight ticket, 2 nd class train ticket). | Percentage of actual costs | 100% of eligible costs | Conditional: need for and objectives of Advance Planning Visit must be justified in application form | Full justification of the costs incurred, copy of travel tickets/invoices. |
| Project costs | Any cost directly linked to the implementation of the project. (including preparation activities, task-related, linguistic and personal support to volunteer, mentoring, food, accommodation, local transport, administration/communication, equipment and materials, evaluation, dissemination and exploitation of results and follow-up activities) | <i>Scale of unit costs</i> | A2* x number of volunteers x number of months of Service abroad | Automatic | Achievements to be described in final report. Signed declaration of the volunteer regarding the support received. |
| Volunteer's allowance | "Pocket money" to the volunteer for additional personal expenses (to be given weekly or monthly). | Scale of unit costs (country-specific, see table C below) | Monthly allowance in € x number of volunteers x number of months of Service abroad | Automatic | Signed declaration of the volunteer. |
| Exceptional costs | Additional costs directly related to: <ul style="list-style-type: none"> ▪ visa and visa-related costs and vaccination costs ▪ other costs related to young people with fewer opportunities and/or with special needs (for example, contributions for accommodation and food for participants to an Advance Planning Visit, contribution for reinforced mentorship, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage, translation/ interpretation. | Percentage of actual costs | 100% of eligible costs | Conditional: the request for financial support to cover exceptional costs must be motivated in the application form | Full justification of the costs incurred, copy of invoices/receipts. |

B) Scales of unit costs (in euros)

Scales of unit costs change according to the country. **The applicant must apply the scales of unit costs of the country where the Service of the volunteer takes place.**

The scales of unit costs for sub-Action 2 are the following:

| | Project costs |
|--------------------------|---------------|
| | A2 |
| Austria | 540 |
| Belgium | 590 |
| Bulgaria | 500 |
| Croatia | 570 |
| Cyprus | 610 |
| Czech Republic | 490 |
| Denmark | 630 |
| Estonia | 520 |
| Finland | 630 |
| France | 570 |
| Germany | 520 |
| Greece | 610 |
| Hungary | 510 |
| Iceland | 610 |
| Ireland | 610 |
| Italy | 610 |
| Latvia | 550 |
| Liechtenstein | 610 |
| Lithuania | 540 |
| Luxemburg | 610 |
| Malta | 600 |
| Netherlands | 620 |
| Norway | 630 |
| Poland | 540 |
| Portugal | 600 |
| Romania | 500 |
| Slovakia | 550 |
| Slovenia | 580 |
| Spain | 530 |
| Sweden | 630 |
| Switzerland | 620 |
| Turkey | 500 |
| United Kingdom | 630 |
| Partner Countries | 440 |

C) Volunteer's allowance per month of voluntary Service abroad

Programme Countries

| Member States of the European Union (EU) ¹¹ | |
|--|-------|
| Austria | 110 € |
| Belgium | 105 € |
| Bulgaria | 65 € |
| Cyprus | 95 € |
| Czech Republic | 95 € |
| Denmark | 140 € |
| Estonia | 85 € |
| Finland | 120 € |
| France | 125 € |
| Germany | 105 € |
| Greece | 95 € |
| Hungary | 95 € |
| Ireland | 125 € |
| Italy | 115 € |
| Latvia | 80 € |
| Lithuania | 80 € |
| Luxembourg | 105 € |
| Malta | 95 € |
| Netherlands | 115 € |

¹¹ Individuals from an Overseas Country and Territory (OCT), and where applicable the relevant public and/or private bodies and institutions in an OCT, shall be eligible for the Youth in Action Programme, subject to the rules of the Programme and the arrangements applicable to the Member State with which they are connected. The concerned OCTs are listed in annex 1A of Council decision of 27 November 2001 on the association of the overseas countries and territories with the European Community (2200/822/EC), Official Journal L 314 of 30 November 2001.

| | |
|--|-------|
| Poland | 85 € |
| Portugal | 95 € |
| Romania | 60 € |
| Slovak Republic | 95 € |
| Slovenia | 85 € |
| Spain | 105 € |
| Sweden | 115 € |
| United Kingdom | 150 € |
| Countries of the European Free Trade Association (EFTA) | |
| Iceland | 145 € |
| Liechtenstein | 130 € |
| Norway | 145 € |
| Switzerland | 140 € |
| Candidate countries | |
| Croatia | 95 € |
| Turkey | 85 € |

| Neighbouring Partner Countries | |
|--|------|
| Eastern Europe and Caucasus | |
| Countries of the Eastern Partnership: | |
| Armenia | 70 € |
| Azerbaijan | 70 € |
| Belarus | 90 € |
| Georgia | 80 € |
| Moldova | 80 € |
| Ukraine | 80 € |
| Other countries: | |
| Russian Federation | 90 € |
| Mediterranean Partner Countries | |
| Algeria | 85 € |

| | |
|---|-------|
| Egypt | 65 € |
| Israel | 105 € |
| Jordan | 60 € |
| Lebanon | 70 € |
| Libya | 50 € |
| Morocco | 75 € |
| Palestinian Authority of the West Bank and Gaza Strip | 60 € |
| Syria | 80 € |
| Tunisia | 60 € |
| South East Europe | |
| Albania | 50 € |
| Bosnia and Herzegovina | 65 € |
| Former Yugoslav Republic of Macedonia (FYROM) | 50 € |
| Kosovo, under UNSC 1244/1999 | 80 € |
| Montenegro | 80 € |
| Serbia | 80 € |

| Other Partner Countries of the World | |
|--------------------------------------|------|
| Afghanistan | 50 € |
| Angola | 80 € |
| Antigua and Barbuda | 85 € |
| Argentina | 75 € |
| Australia | 75 € |
| Bahamas | 75 € |
| Bangladesh | 50 € |
| Barbados | 75 € |
| Belize | 50 € |
| Benin | 50 € |
| Bolivia | 50 € |
| Botswana | 50 € |
| Brazil | 65 € |
| Brunei | 60 € |

| | |
|------------------------------------|------|
| Burkina Faso | 55 € |
| Burundi | 50 € |
| Cambodia | 50 € |
| Cameroon | 55 € |
| Canada | 65 € |
| Cape Verde | 50 € |
| Central African Republic | 65 € |
| Chad | 65 € |
| Chile | 70 € |
| China | 55 € |
| Colombia | 50 € |
| Comoros | 50 € |
| Congo (Democratic Republic of the) | 80 € |
| Congo (Republic of the) | 70 € |
| Cook Islands | 50 € |
| Costa Rica | 50 € |
| Djibouti | 65 € |
| Dominica | 75 € |
| Dominican Republic | 60 € |
| East Timor | 50 € |
| Ecuador | 50 € |
| El Salvador | 55 € |
| Equatorial Guinea | 60 € |
| Eritrea | 50 € |
| Ethiopia | 50 € |
| Fiji | 50 € |
| Gabon | 75 € |
| Gambia, The | 50 € |
| Ghana | 70 € |
| Grenada | 75 € |
| Guatemala | 50 € |
| Guinea, Republic of | 50 € |
| Guinea-Bissau | 50 € |
| Guyana | 50 € |
| Haiti | 65 € |
| Honduras | 50 € |
| India | 50 € |
| Indonesia | 50 € |
| Ivory Coast | 60 € |

| | |
|----------------------------------|-------|
| Jamaica | 60 € |
| Japan | 130 € |
| Kazakhstan | 70 € |
| Kenya | 60 € |
| Kiribati | 60 € |
| Korea, Republic of | 85 € |
| Kyrgyzstan | 75 € |
| Laos | 50 € |
| Lesotho | 50 € |
| Liberia | 85 € |
| Madagascar | 50 € |
| Malawi | 50 € |
| Malaysia | 50 € |
| Mali | 60 € |
| Marshall Islands | 50 € |
| Mauritania | 50 € |
| Mauritius | 60 € |
| Mexico | 70 € |
| Micronesia | 55 € |
| Mozambique | 60 € |
| Namibia | 50 € |
| Nauru | 50 € |
| Nepal | 50 € |
| New-Zealand | 60 € |
| Nicaragua | 50 € |
| Niger | 50 € |
| Nigeria | 50 € |
| Niue | 50 € |
| Palau | 50 € |
| Panama | 50 € |
| Papua New Guinea | 55 € |
| Paraguay | 50 € |
| Peru | 75 € |
| Philippines | 60 € |
| Rwanda | 65 € |
| Saint Kitts and Nevis | 85 € |
| Sainte-Lucia | 75 € |
| Saint-Vincent and the Grenadines | 75 € |
| Samoa | 50 € |

| | |
|--------------------------|------|
| Sao Tome and Principe | 60 € |
| Senegal | 65 € |
| Seychelles | 85 € |
| Sierra Leone | 55 € |
| Singapore | 75 € |
| Solomon Islands | 50 € |
| South Africa | 50 € |
| Sudan | 55 € |
| Suriname | 55 € |
| Swaziland | 50 € |
| Tanzania | 50 € |
| Thailand | 60 € |
| Togo | 60 € |
| Tonga | 50 € |
| Trinidad and Tobago | 60 € |
| Tuvalu | 50 € |
| Uganda | 55 € |
| United States of America | 80 € |
| Uruguay | 55 € |
| Uzbekistan | 75 € |
| Vanuatu | 60 € |
| Venezuela | 85 € |
| Vietnam | 50 € |
| Yemen | 60 € |
| Zambia | 50 € |
| Zimbabwe | 50 € |

D) Action 2 Training and Evaluation Cycle

NOT granted for training taking place in a Programme Country, in South East Europe or in Eastern Europe and Caucasus (since, in these countries, training sessions are organised by or on behalf of the National Agencies, SALTO SEE and SALTO EECA), unless exceptionally authorised.

For training taking place in other countries:

| <i>Eligible costs</i> | | Financing mechanism | Amount | Rule of allocation | Reporting obligations |
|---|--|----------------------------|---|---|--|
| Costs related to on-arrival training | Costs directly linked to the organisation of the event, including travel costs to the training place and return. | Percentage of actual costs | 100% of eligible costs Up to € 900 x number of participants (volunteers, trainers, etc.) | Conditional: objectives, content, and a programme of the planned activities must be described/ included in application and be in line with Commission's minimum standards for volunteer training. | Full justification of the costs incurred, copy of invoices/receipts. |
| Costs related to mid-term evaluation | Costs directly linked to the organisation of the event, including travel costs to the training place and return. | Percentage of actual costs | 100% of eligible costs Up to € 500 x number of participants (volunteers, trainers, etc.) | Conditional: objectives, content, and a programme of the planned activities must be described/ included in application and be in line with Commission's minimum standards for volunteer training. | Full justification of the costs incurred, copy of invoices/receipts. |

How is the EU funding shared among project promoters?

Projects supported under European Voluntary Service are transnational and based on the cooperation among two or more promoters.

Among the promoters of a project, the applicant plays a major administrative role; it submits the application form on behalf of all the partners and, if the project is approved:

- bears the financial and legal responsibility for the entire project towards the granting Agency
- coordinates the project in cooperation with all other partner promoters involved
- receives the EU Youth in Action financial support.

However, as regards the implementation of the project, all partners are responsible for carrying out tasks. It is therefore essential that the applicant promoter distributes the EU Youth in Action grant to each of the project promoters in proportion to the tasks they have to carry out.

For this reason, the Commission strongly recommends that all promoters involved in a Youth in Action project sign an *internal partnership agreement* among them; such an agreement has the purpose of clearly defining responsibilities, tasks and financial contribution for all parties involved in the project.

An internal partnership agreement constitutes a key instrument to ensure a solid partnership among promoters in a Youth in Action project as well as to avoid or manage potential conflicts.

Indicatively, it should contain at least the following information:

- project title and reference of the grant agreement between the applicant promoter and the granting Agency
- names and contacts of all the promoters involved in the project
- role and responsibilities of each promoter
- division of the EU YiA grant (according to the above responsibilities)
- payments and budget transfer modalities among promoters
- name and signature of the representative of each promoter.

Although this practice is strongly recommended to safeguard the interests of each partner in a project, the Commission does not oblige promoters to formalise their relations with partners through a written agreement; nor would such an agreement be requested and overseen by the granting National or Executive Agency.

Moreover, it is up to the project promoters to jointly decide on how the EU grant will be distributed and which costs it will cover. With this regard, the table below aims at providing an indication of how the EU grant could be used to support the main tasks carried out based on past experience:

European Voluntary Service

Indicative sharing of funding awarded under "project costs"
(excluding funding for travel costs, exceptional costs and volunteers' allowance)

| Category of tasks | Sending Organisation(s)* | Host Organisation(s)** | Coordinating Organisation*** |
|---|--------------------------|------------------------|------------------------------|
| Percentage out of total "project costs" | 5%-15% | 80%-90% | 3%-8% |

* Recruitment, pre-departure training and preparation of the volunteer, staying in contact with the volunteer, evaluation, dissemination and exploitation of results, administration/communication.

** Support to the volunteer (task-related, linguistic and personal support, mentor), accommodation, food, local transport, evaluation, dissemination and exploitation of results, administration/communication.

*** Coordination, monitoring and evaluation, networking, internal and external communication, dissemination and exploitation of results, administration, support.

Overview of application procedures:

| Region/Country where the Service takes place | Who can apply? | Where to apply? |
|--|--|---|
| Programme Countries | Non profit/non governmental organisation, or local, regional public body from Programme Country | to relevant National Agency |
| | Bodies active at European level in the youth field International governmental organisation or profit-making organisation organising an event in the area of youth, sport or culture | Education, Audiovisual and Culture Executive Agency |
| Eastern Europe and Caucasus | Non profit/non governmental organisation, or local, regional public body from Programme Country | to relevant National Agency |
| | Promoter from Eastern Partnership Country hosting the Activity | Education, Audiovisual and Culture Executive Agency |
| | Bodies active at European level in the youth field International governmental organisation or profit-making organisation organising an event in the area of youth, sport or culture | Education, Audiovisual and Culture Executive Agency |
| Mediterranean Partner Countries | Non profit/non governmental organisation, or local, regional public body from Programme Country | to relevant National Agency |
| | Promoter from a Mediterranean Partner Country | ----- (For application procedures concerning the Euro-Med Youth Programme, consult "What else you should know about a project in cooperation with Neighbouring Partner Countries?" under Action 3.1) |
| | Bodies active at European level in the youth field International governmental organisation or profit-making organisation organising an event in the area of youth, sport or culture | Education, Audiovisual and Culture Executive Agency |
| South East Europe | Non profit/non governmental organisation, or local, regional public body from Programme Country | to relevant National Agency |
| | Promoter from SEE country hosting the Activity | Education, Audiovisual and Culture Executive Agency |
| | Bodies active at European level in the youth field International governmental organisation or profit-making organisation organising an event in the area of youth, sport or culture | Education, Audiovisual and Culture Executive Agency |

How to develop a good project?

The "Award criteria" table in this Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**

Smooth and efficient cooperation between the Sending, Host, and Coordinating Organisations and the volunteer is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Service would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective dissemination of the results achieved through the project. Projects linked to a specific event require a solid partnership with the organising body of the event.

- **Quality of the volunteer selection process**

The general openness of EVS for all young people and the spirit of the Programme are reflected in an accessible and transparent selection process.

- **Quality of the preparation phase**

The preparation phase is of crucial importance for the success of an EVS. Proper preparation of the implementation of the project together with the volunteer(s) is ensured by the Sending Organisation in cooperation with the Coordinating and Host Organisations and National Agencies. Promoters should reflect on division of responsibilities, timetable, tasks of the volunteer(s), practical arrangements (venue, transfers, accommodation, linguistic support), etc.

Moreover, once the volunteer(s) are identified, frequent contact and exchange of information between the promoters prior to the Service period enables them to fine-tune the project's design according to the profile and motivation of the volunteer(s).

- **Quality of the Service and volunteer's tasks**

The programme of the Service should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme.

Effective matching between tasks and volunteer profiles should be targeted. Their tasks should, as far as possible, reflect their individual abilities, desires and learning expectations. Volunteers should not carry out tasks of professional staff, in order to avoid job substitution and/or excessive responsibility for the volunteers. Routine tasks should also be limited to the maximum extent. The tasks of the volunteers include contact with the local community. EVS volunteers may not carry out tasks which serve to support another EVS project (i.e. may not be responsible for project management or for the selection or training of other EVS volunteers).

- **Quality of the support and training offered to the volunteer**

Proper support to the volunteer(s) should be provided in all phases of the project. More precisely, each volunteer should receive personal, learning/Youthpass process, task-related, linguistic and administrative support. The personal and the learning/Youthpass process support is reinforced by a Mentor, whereas another experienced person should be in charge of the task-related support.

As EVS involves young volunteers staying in another country for long periods of time, it is of the utmost importance for adequate levels of training to be provided to them at all stages of the project. Each volunteer participates in the EVS training cycle, which consists of pre-departure training, on-arrival training, mid-term evaluation and an annual EVS event. Volunteers should have the opportunity to exchange, share and evaluate the EVS experience. Language training is also provided to the volunteer(s) and included in the regular Service timetable. The format, duration and frequency of linguistic support can vary depending on volunteers' needs and abilities, the tasks and the capability of the organisation.

- **Quality of the evaluation phase of the project**

In order to make the project and its results more sustainable, promoters and volunteers are expected to include a final evaluation process. The evaluation phase addresses the actual fulfilment of the project. It aims to assess whether the objectives of the project have been achieved and the expectations of the promoters and volunteer(s) have been met.

Besides the final evaluation, evaluation sessions before, during and after the Service are carried out to

ensure the smooth running of the project. Regular meetings with the coordinator and the mentor should be organised to receive feedback from the volunteer(s) and to adapt accordingly.

- **Quality of risk prevention and crisis management measures**
The promoter makes sure that issues of risk prevention and crisis management are addressed in the project. Appropriate mechanisms are foreseen in order to enable young people to make their learning experience in a reasonably safe and protected environment.
- **Quality of specific elements foreseen in projects including young people with fewer opportunities**
Projects including young people with fewer opportunities should be embedded in a process before and after the actual project and not remain an isolated event. When preparing and implementing these projects, particular emphasis needs to be put on the analysis of the profile and special needs of the young people and a corresponding tailor-made and supportive approach. These projects should consciously include young people with fewer opportunities as active participants.

Advance Planning Visits to the Host Organisation prior to the actual Service are encouraged since they facilitate the establishing of a solid partnership and the active involvement of young people with fewer opportunities.

Reinforced mentorship might be foreseen to increase personal support of volunteers with fewer opportunities on the sending and/or hosting side; it is shared between the Sending and Host Organisations according to their responsibilities.

Quality of project content and methodology

- **Compliance with the qualitative criteria of the EVS Charter**
The qualitative elements of the EVS Charter are to be developed in the project, as they cover essential aspects such as partnership, the principles of EVS, quality standards measures, information and recognition.
- **Active involvement of volunteer(s) in the project**
Volunteer(s) should be actively involved in the preparation and evaluation of the Service.
- **Promotion of social and personal development of the volunteer(s)**
The project should enable the volunteer(s) to acquire self-confidence when confronted with new experiences, attitudes and behaviours; to acquire or cultivate skills, competences and knowledge contributing to social, personal and/or professional development.

The project should also ensure the character of EVS as a "learning service", i.e. providing non-formal and informal learning opportunities to young people. To this end, the expected learning outcomes and learning processes should be described in general terms in the grant application.

Therefore, the number of volunteers carrying out simultaneously their Service in a given Host Organisation should be as low as possible, and be proportionate to the nature of the EVS project, as well as the capacity of the Organisation to offer valuable learning opportunities to several volunteers at the same time.

When several volunteers are doing their Service in a group it is ensured that learning takes place not only on an individual basis, but also in the group. Joint meeting(s) and contacts between the volunteers are foreseen.

- **Role of the mentor**
The mentor is responsible for providing personal and learning/Youthpass process support to the volunteer(s) and for helping them to integrate into the local community. The mentor has also an important role in discussing the learning achievements with the volunteer during and at the end of the Service in view of the Youthpass certificate. The volunteer(s) can turn to the mentor in case of problems.
- **Intercultural dimension**
The EVS should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.

▪ **European dimension**

The project should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

- the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
- the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
- the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
- the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality and visibility of project reach

▪ **Impact and multiplying effect**

The impact of an EVS project should not be limited just to the volunteer(s), but also bring the concept of Europe to the local communities involved. For this, the Host Organisations should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the project.

The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to host or send volunteers. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, opinion leaders, EU decision makers) in order to spread project's objectives and results.

▪ **Visibility of the project/visibility of Youth in Action Programme**

Promoters should commonly reflect on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and volunteers offers additional potential for spreading information about the EVS, the activities of the promoters, as well as the opportunities offered by the Youth in Action Programme. Visibility measures mainly occur before and during the implementation of the EVS. Such measures can be divided in two broad categories:

- **Visibility of the project**
Promoters and volunteers should "publicise" the project - as well as its aims and objectives - and spread the "youth message" throughout the implementation of their project. In order to raise awareness of the project they could for example: develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists; issue press releases or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.
- **Visibility of the Youth in Action Programme**
First, the organisations and volunteers involved in the project should be made aware of their participation in EVS. Then each EVS project should highlight the grant and provide information on the Youth in Action Programme to the outside world.

As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as "multiplier" of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could also include information sessions or workshops during the Service of the volunteer. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

▪ **Dissemination and exploitation of results**

Each promoter should put in place measures to disseminate and exploit the results of the EVS, including its learning outcomes for the benefit of all actors involved. Dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on project's results, rather than on the Service itself. More specifically, the dissemination and exploitation of results of an EVS can be the transfer of knowledge acquired during the Service; for instance, a volunteer who carried out a Service of 6 months in a care centre for elderly people could go to other centre or interested bodies to explain good practices or methods that

s/he used or developed when working with certain target groups. For this reason, dissemination and exploitation measures occur mainly after the Service has taken place. These measures should actively involve the volunteer.

European Voluntary Service Charter

European Voluntary Service Charter

The European Voluntary Service (EVS) Charter is part of the Youth in Action Programme Guide and highlights the roles of EVS Sending, Host and Coordinating Organisations and the main principles and quality standards of EVS. **Each EVS Project promoter adheres to the provisions set out in this Charter.**

EVS partnership

A solid partnership between EVS Sending, Host, Coordinating Organisations and the volunteer is the basis of every EVS project. Adequate matching between the volunteer profile and the tasks has to be in place.

- The Sending Organisation is in charge of the preparation and support of the volunteers before, during and after the EVS Services.
- The Host Organisation has to ensure safe and decent living and working conditions for the volunteer throughout the entire Service period. It has to provide adequate personal, linguistic and task-related support, including the identification of a mentor for the volunteer.
- The Coordinating Organisation (applicant) has the role of facilitating the implementation of the project by offering administrative and quality support to all project partners and enabling their networking.

EVS principles to be ensured

- The non-formal learning and intercultural dimension, through a clear definition of a learning plan for the volunteer.
- The service dimension through a clear definition of the non-profit-making character of the project and the volunteer tasks. Full-time service and active role of the volunteer in implementing the activities have to be ensured. EVS volunteer activities must not replace any employment.
- The benefit to and the contact with the local community.
- EVS is free of charge for the volunteers, except for a possible contribution to the travel costs (maximum 10% of travel costs).
- Accessibility and Inclusion: when recruiting EVS volunteers, the organisations maintain the overall accessibility of EVS for all young people, without prejudice related to ethnic group, religion, sexual orientation, political opinion, etc. If the project targets volunteers with fewer opportunities, facilities and capacity in providing tailor-made preparation, and support have to be in place.

EVS quality standards to be ensured

Support to the volunteer

- before, during and after the EVS Services, in particular in crisis prevention and management;
- for insurance, visa, residence permit, travel arrangements and all the EVS administrative procedures;
- by facilitating the volunteer's participation in the EVS training cycle (pre-departure training, on-arrival training, mid-term evaluation and annual EVS event);
- by foreseeing proper evaluation measures.

Information

- All EVS partners have the right to receive complete information on the project and agree on all aspects.
- Visibility, dissemination and publicity measures have to be in place.

Recognition

- Each EVS volunteer is entitled to receive a Youthpass.

Action 3.1 - Cooperation with the Neighbouring Partner Countries of the European Union

Objectives

The purpose of this sub-Action is to develop mutual understanding between peoples in a spirit of openness, while also contributing to the development of quality systems that support the activities of young people in the countries concerned. It supports activities designed to network and enhance the capacity of NGOs in the youth field, recognising the important role that they can play in the development of civil society in the neighbouring countries. It covers the training of those active in youth work and youth organisations, and exchanges of experience, expertise and *good practices* between them. It supports activities which may lead to the establishment of long-lasting, high quality projects and partnerships.

The sub-Action supports two types of projects, described in two different sections:

- Youth Exchanges with *Neighbouring Partner Countries*
- Training and Networking with *Neighbouring Partner Countries*.

The sections "Eastern Partnership Youth Window", "What else should you know about a project in cooperation with Neighbouring Partner Countries?", "Overview of application procedures" and "How to develop a good project?" apply to both types of projects listed above.

What is a Youth Exchange with Neighbouring Partner Countries?

A Youth Exchange with Neighbouring Partner Countries is a project which brings together groups of young people from two or more countries, providing them with an opportunity to discuss and confront various themes, while learning about each other's countries and cultures. A Youth Exchange is based on a transnational partnership between two or more promoters from different countries. In a Youth Exchange under sub-Action 3.1, the transnational partnership is composed of promoters from Programme Countries and Neighbouring Partner Countries.

According to the number of countries involved, a Youth Exchange can be bilateral, trilateral or multilateral. A Bilateral Youth Exchange is justified especially when the promoters are at their first European project, or when the participants are small-scale or local groups without experience at European level.

A Youth Exchange can be itinerant, implying the movement of all participants at the same time, throughout one or more countries participating in the Exchange.

A Youth Exchange project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

What a Youth Exchange is not

The following activities in particular are NOT eligible for grants under Youth Exchanges:

- academic study trips
- exchange activities which aim to make financial profit
- exchange activities which can be classed as tourism
- festivals
- holiday travel
- language courses
- performance tours
- school class exchanges
- sports competitions
- statutory meetings of organisations
- political gatherings
- work camps.

What are the criteria used to assess a Youth Exchange with Neighbouring Partner Countries?

For Youth Exchanges to be funded under the Eastern Partnership Youth Window certain specific criteria will apply in addition or in substitution to the ones outlined below. Please consult also the section "Eastern Partnership Youth Window".

Eligibility criteria

| | |
|---|---|
| Eligible promoters | <p>Each <i>promoter</i> must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an <i>informal group of young people</i> (Reminder: in case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group); or ▪ a <i>body active at European level in the youth field</i>. <p>A promoter must be from a Programme Country or from a Neighbouring Partner Country and must sign the Preliminary Agreement included in the application form.</p> |
| Role of promoters | <p>The promoter that sends a group of participants in another country is defined as <i>Sending Organisation</i> (SO). The promoter that hosts the Youth Exchange in its country is defined as <i>Host Organisation</i> (HO).</p> |
| Number of promoters | <p>Bilateral Youth Exchange: one promoter from an EU country and one promoter from a Neighbouring Partner Country. Trilateral Youth Exchange: three promoters from three different countries, of which at least one is from an EU country and one is from a Neighbouring Partner Country. Multilateral Youth Exchange: at least four promoters, each one from a different country, of which at least one is from an EU country and two are from <i>Neighbouring Partner Countries</i>.</p> |
| Eligible participants | <p>Participants aged between 13 and 25 and <i>legally resident</i> in a Programme Country or in a Neighbouring Partner Country (up to 20% of participants may be aged between 26 and 30).</p> |
| Number of participants | <p>The project must involve a minimum of 16 and a maximum of 60 participants (group leader(s) not included).</p> |
| Composition of national groups of participants | <p>Bilateral Youth Exchange: minimum 8 participants per group (<i>group leader(s)</i> not included). Trilateral Youth Exchange: minimum 6 participants per group (<i>group leader(s)</i> not included). Multilateral Youth Exchange: minimum 4 participants per group (<i>group leader(s)</i> not included).</p> <p>Each national group must have at least one group leader.</p> |
| Venue(s) of the Activity | <p>The Activity must take place in the country of one of the promoters. Exception: the Activity cannot take place in a Mediterranean Partner Country.</p> <p>Itinerant Youth Exchanges: the Activity must take place in the countries of two or more promoters. Exception, the Activity cannot take place in a Mediterranean Partner Country.</p> |
| Duration of project | <p>Maximum 15 months.</p> |
| Duration of Activity | <p>6-21 days, excluding travel days.</p> |
| Activity programme | <p>A daily timetable of the Activity must be annexed to the <i>application form</i>.</p> |

| | |
|-------------------------------|---|
| <p>Who can apply?</p> | <p>A promoter assumes the role of coordinator and applies to the relevant Agency (see section "Where to apply?" below) for the whole project on behalf of all promoters. Not all promoters can be applicants; the following promoters cannot apply:</p> <ul style="list-style-type: none"> ▪ an <i>informal group of young people</i> ▪ a promoter from a Neighbouring Partner Country. <p>Exceptions:</p> <ul style="list-style-type: none"> ▪ a promoter from South East Europe can apply if it hosts the Activity ▪ a promoter from a country of the Eastern Partnership can apply if it hosts the Activity. <p>In the case of projects submitted to the National Agencies: if the project takes place in a Programme Country, the applicant must be the promoter hosting the Activity.</p> <p>A promoter wishing to apply must be <i>legally established</i> in its country. A promoter applying to the Executive Agency must have been legally registered for at least one year on the date of the deadline of submission of their application (This rule does not apply to applicants from the countries of the Eastern Partnership).</p> |
| <p>Where to apply?</p> | <p>Applications to be submitted to the Executive Agency:</p> <ul style="list-style-type: none"> ▪ project applications by bodies active at European level in the youth field ▪ project applications by promoters established in South East Europe and hosting the Activity ▪ project applications by promoters established in the countries of the Eastern Partnership and hosting the Activity. <p>Applications to be submitted to the National Agencies: project applications by all other eligible applicants.</p> |
| <p>When to apply?</p> | <p>The project must be submitted for the application <i>deadline</i> corresponding to the start date of the project (Please consult Part C of this Guide).</p> |
| <p>How to apply?</p> | <p>The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.</p> |
| <p>Other criteria</p> | <p>Protection and safety of participants:</p> <ul style="list-style-type: none"> ▪ The applicant guarantees that appropriate measures to ensure the safety and protection of participants are foreseen in the project (please consult Part A of this Guide). <p>Advance Planning Visit (APV)</p> <p>If the project foresees an APV, then the following <i>eligibility criteria</i> must be respected:</p> <ul style="list-style-type: none"> ▪ duration of the APV: maximum 2 days (travel days excluded) ▪ number of participants: 1 participant per group. The number of participants can be raised to 2 under the condition that at least 1 of the participants is a young person taking part in the Youth Exchange ▪ programme of the APV: a daily timetable of the APV is annexed to the application form. |

Exclusion criteria

| | |
|--|--|
| | <p>The applicant might have to state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).</p> |
|--|--|

Selection criteria

| | |
|------------------------------------|--|
| <p>Financial capacity</p> | <p>The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.</p> |
| <p>Operational capacity</p> | <p>The applicant must show they have the necessary competencies and motivation to complete the proposed project.</p> |

Award criteria¹²

Projects will be assessed against the following criteria:

| | |
|---|--|
| <p>Relevance to the objectives and priorities of the Programme (30%)</p> | <p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level. |
| <p>Quality of the project and methods proposed (50%)</p> | <ul style="list-style-type: none"> ▪ The quality of project design (quality of the <i>partnership</i>/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; quality of measures ensuring <i>protection and safety</i> of participants) ▪ The quality of project content and methodology (theme of common interest and relevance to the group of participants; non-formal education methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ The quality and visibility of the project reach (<i>impact</i>, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; <i>dissemination and exploitation of results</i>). |
| <p>Profile and number of participants and promoters (20%)</p> | <ul style="list-style-type: none"> ▪ Involvement of <i>young people with fewer opportunities</i> ▪ Geographical balance: balance between the number of promoters/participants from Programme Countries and the number of promoters/participants from <i>Neighbouring Partner Countries</i> ▪ Regional cooperation: involvement of promoters from Neighbouring Partner Countries belonging to the same region (i.e. either from EECA, or from MEDA, or from SEE) ▪ Gender balance ▪ The Activity is a Multilateral Youth Exchange. |

¹²

For projects to be funded by the Eastern Partnership Youth Window please refer to the section on the next page.

Eastern Partnership Youth Window

Following the adoption of the Joint Communication "A New Response to a Changing Neighbourhood – A review of European Neighbourhood Policy" in May 2011¹³, additional funds will be available over the period 2012-2013 in order to increase the number of Youth in Action projects and participants from the six Neighbouring Partner Countries of the Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine), under the name "Eastern Partnership Youth Window".

The window will concern the following actions:

- European Voluntary Service (Action 2)
- Cooperation with the Neighbouring Partner Countries of the EU (sub-Action 3.1).

Specific priorities

In addition to the permanent and annual priorities of the Youth in Action Programme, projects to be funded under the Eastern Partnership Youth Window shall also take into account certain specific priorities of the Window.

Priority in awarding grants under this Window will be given to:

- projects demonstrating a clear commitment to provide support to young people with fewer opportunities living in rural or deprived urban areas
- projects raising awareness about the nature of youth work
- projects promoting the sharing of best practices in the sphere of youth work.

Eligibility, Exclusion and Selection Criteria

Youth exchange projects to be funded under this Window will be subject to the same eligibility, exclusion and selection criteria used to assess a youth exchange with a Neighbouring Partner Country, with in addition the specific eligibility criterion described below:

| | |
|---------------------------|--|
| Eligible promoters | Each promoter must be from a Programme Country or a Neighbouring Partner Country of the Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) |
|---------------------------|--|

For the other eligibility, exclusion and selection criteria, please refer to the section "What are the criteria used to assess a Youth Exchange with a Neighbouring Partner Country?"

¹³ http://ec.europa.eu/world/enp/pdf/com_11_303_en.pdf

Award Criteria

Youth exchange projects to be funded under this Window will be assessed against the following criteria, which reflect the specific priorities of the Window:

| | |
|--|--|
| <p>Relevance to the objectives and priorities (30%)</p> | <p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the objectives and priorities of the Programme (10%) ▪ the specific priorities of the Eastern Partnership Youth Window (20%). |
| <p>Quality of the project and methods proposed (50%)</p> | <ul style="list-style-type: none"> ▪ The quality of project design (quality of the <i>partnership</i>/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; quality of measures ensuring <i>protection and safety</i> of participants) ▪ The quality of project content and methodology (theme of common interest and relevance to the group of participants; non-formal education methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ The quality and visibility of the project reach (<i>impact</i>, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; <i>dissemination and exploitation of results</i>). |
| <p>Profile and number of participants and promoters (20%)</p> | <ul style="list-style-type: none"> ▪ Involvement of <i>young people with fewer opportunities</i>. In the case of young people from the Eastern Partnership region, involvement of young people with fewer opportunities living in rural or deprived urban areas ▪ At least half of the participants in the project come from the countries of the Eastern Partnership. |

What else should you know about a project in cooperation with Neighbouring Partner Countries?

What's a group leader?

A group leader is an adult who accompanies the young people participating in a Youth Exchange in order to ensure their effective learning, protection and safety.

Cooperation with Mediterranean Partner Countries - Euro-Med Youth Programme

Projects involving *Mediterranean Partner Countries* can be funded under the Youth in Action Programme only if the activities take place in one of the Programme Countries.

Projects taking place in a Mediterranean Partner Country can be supported through the Euro-Med Youth Programme, which is managed by EuropeAid Development and Co-operation Directorate General. This Programme is implemented through specific structures called Euro-Med Youth Units (EMYUs), which are established in Mediterranean Partner Countries. Projects to be funded under the Euro-Med Youth Programme should be presented by promoters based in one of the participating Mediterranean Partner Countries to their relevant EMYU. The conditions and criteria on how to submit a project under the Euro-Med Youth Programme are explained in specific calls for proposals, which are published by the EMYUs. Calls for proposals and relating application forms as well as additional information on the Euro-Med Youth Programme can be found online at the following address: www.euromedyouth.net

Youthpass

Every person who has taken part in a Youth in Action project under this Action is entitled to receive a Youthpass Certificate, which describes and validates the non-formal and informal learning experience and outcomes acquired during the project (learning outcomes). Furthermore, Youthpass is to be considered as a process of becoming aware, reflecting on and documenting the learning within the different phases of the project. For more information on Youthpass, please consult Part A of this Guide as well as the Youthpass guide and further relevant material presented at www.youthpass.eu.

Example of a Youth Exchange with Neighbouring Partner Countries

A Georgian organisation and a British group initiated a multicultural youth exchange project titled "Europe Meets the Land of Medea - A Youth Exchange against Stereotypes and Xenophobia to Promote Intercultural Understanding" in Kobuleti in Georgia. The project aimed to promote intercultural understanding and involved six groups of young people from Ukraine, Georgia, Russia, Great Britain, Estonia and Germany. Each group consisted of four participants and one group leader.

Based on the legend of Medea from Greek mythology, the participants discussed the origins and consequences of xenophobia and stereotypes towards foreign nations. In so-called "Cultural Discoveries", organised by the youngsters, they showed the other participants their national habits, customs and traditions, to raise awareness about and deepen understanding of cultural differences.

"Getting the participants to organise themselves was a central element of the exchange. It contributed to the participants' responsibility and their ability to handle problems independently, as well as encouraging them to present their own opinions and to respect and accept the opinions of other people. It supported the personal development of the young people, promoted tolerance and diminished prejudice." (A participant from Georgia)

What are the funding rules?

A) Action 3.1 Overview of funding rules

The budget of the project must be drafted according to the following funding rules:

| <i>Eligible costs</i> | | Financing mechanism | Amount | Rule of allocation | Reporting obligations |
|--------------------------|---|-----------------------------------|---|---|---|
| Travel costs | Travel costs from home to the venue of the project and return. For itinerant projects: travel costs from home to the place where the Activity starts and travel costs from the place where the Activity ends to home. Use of the cheapest means and fares (Economy class flight ticket, 2 nd class train ticket). | <i>Percentage of actual costs</i> | 70% of eligible costs | Automatic | Full justification of the costs incurred, copy of travel tickets/invoices. |
| | Travel costs for an (optional) Advance Planning Visit. Use of the cheapest means and fares (Economy class flight ticket, 2 nd class train ticket). | Percentage of actual costs | 100% of eligible costs | Conditional: need for and objectives of Advance Planning Visit must be justified in application form | Full justification of the costs incurred, copy of travel tickets/invoices. |
| Project costs | Any cost directly linked to the implementation of the project (including costs for preparation activities, food, accommodation, insurance, premises, equipment and materials, evaluation, dissemination and exploitation of results and follow-up activities). | <i>Scale of unit costs</i> | A3.1.1* x number of participants x number of nights during the Activity | Automatic | Achievements to be described in final report. Original signature list of all participants. |
| Exceptional costs | Additional costs directly related to: <ul style="list-style-type: none"> ▪ visa and visa-related costs and vaccination costs ▪ contributions for accommodation and food for participants to an Advance Planning Visit ▪ costs related to young people with fewer opportunities and/or with special needs (for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage, translation/interpretation). | Percentage of actual costs | 100% of eligible costs | Conditional: the request for financial support to cover exceptional costs must be motivated in the application form | Full justification of the costs incurred, copy of invoices/receipts. |

B) Lump sums and scales of unit costs (in euros)

Scales of unit costs change according to the country. **The applicant must apply the scales of unit costs of the country hosting the Activity** (for Itinerant Exchanges, the applicant must use the scales of unit costs of the country where the Activity is mostly taking place).

The scales of unit costs for sub-Action 3.1-Youth Exchanges are the following:

| | Project costs |
|--------------------------|----------------------|
| | A3.1.1 |
| Austria | 39 |
| Belgium | 37 |
| Bulgaria | 32 |
| Croatia | 35 |
| Cyprus | 32 |
| Czech Republic | 32 |
| Denmark | 40 |
| Estonia | 33 |
| Finland | 39 |
| France | 37 |
| Germany | 33 |
| Greece | 38 |
| Hungary | 33 |
| Iceland | 39 |
| Ireland | 39 |
| Italy | 39 |
| Latvia | 34 |
| Liechtenstein | 39 |
| Lithuania | 34 |
| Luxemburg | 36 |
| Malta | 37 |
| Netherlands | 39 |
| Norway | 40 |
| Poland | 34 |
| Portugal | 37 |
| Romania | 32 |
| Slovakia | 35 |
| Slovenia | 34 |
| Spain | 34 |
| Sweden | 39 |
| Switzerland | 39 |
| Turkey | 32 |
| United Kingdom | 40 |
| Partner Countries | 29 |

How is the EU funding shared among project promoters?

Projects supported under Youth Exchanges with Neighbouring Partner Countries are transnational and based on the cooperation among two or more promoters.

Among the promoters of a project, the applicant plays a major administrative role; it submits the application form on behalf of all the partners and, if the project is approved:

- bears the financial and legal responsibility for the entire project towards the granting Agency
- coordinates the project in cooperation with all other partner promoters involved
- receives the EU Youth in Action financial support.

However, as regards the implementation of the project, all partners are responsible for carrying out tasks. It is therefore essential that the applicant promoter distributes the EU Youth in Action grant to each of the project promoters in proportion to the tasks they have to carry out.

For this reason, the Commission strongly recommends that all promoters involved in a Youth in Action project sign an *internal partnership agreement* among them; such an agreement has the purpose of clearly defining responsibilities, tasks and financial contribution for all parties involved in the project.

An internal partnership agreement constitutes a key instrument to ensure a solid partnership among promoters in a Youth in Action project as well as to avoid or manage potential conflicts.

Indicatively, it should contain at least the following information:

- project title and reference of the grant agreement between the applicant promoter and the granting Agency
- names and contacts of all the promoters involved in the project
- role and responsibilities of each promoter
- division of the EU YiA grant (according to the above responsibilities)
- payments and budget transfer modalities among promoters
- name and signature of the representative of each promoter.

Although this practice is strongly recommended to safeguard the interests of each partner in a project, the Commission does not oblige promoters to formalise their relations with partners through a written agreement; nor would such an agreement be requested and overseen by the granting National or Executive Agency.

Moreover, it is up to the project promoters to jointly decide on how the EU grant will be distributed and which costs it will cover. With this regard, the table below aims at providing an indication of how the EU grant could be used to support the main tasks carried out based on past experience:

Youth Exchanges

Indicative sharing of funding awarded under "project costs"
(excluding funding for travel costs and exceptional costs)

| Category of tasks | Sending Organisation(s)* | Host Organisation(s)** |
|---|--------------------------|------------------------|
| Percentage out of total "project costs" | 5%-15% | 85%-95% |

* E.g. preparation of participants, activities and tasks in view of the Activity, practical arrangements, insurance, evaluation, dissemination and exploitation of results, administration/communication.

** E.g. food, accommodation, premises, equipment, materials/tools, local transport, safety measures, evaluation, dissemination and exploitation of results, administration/communication.

What is a Training and Networking project with Neighbouring Partner Countries?

A Training and Networking project can be of two types:

- a project promoting exchanges, cooperation and training in the field of youth work. It will be developed with a view to implementing an Activity which supports capacity-building and innovation among promoters, as well as the exchange of experience, expertise and *good practice* among those who are involved in youth work
- a project leading to the development of further projects under the Youth in Action Programme. It will be developed with a view to implementing an Activity which helps all potential promoters to prepare and develop new projects under the Youth in Action Programme, notably by ensuring support and know-how for the development of the projects; support for partner-finding; tools and means to improve the quality of the projects.

The project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

Training and Networking Activity

A Training and Networking (T&N) Project is developed with a view to implementing one of the following Activities:

Job Shadowing (Practical learning experience) – A short stay with a partner organisation in another country with the aim of exchanging good practice, acquiring skills and knowledge and/or building long-term partnerships through participative observation.

Feasibility Visit – A short meeting with potential partners to explore and/or prepare for a potential transnational project. Feasibility meetings aim to improve and develop existing cooperation and/or to prepare a future project within the Youth in Action Programme.

Evaluation Meeting – A meeting planned with partners, aiming to evaluate past meetings, seminars, training courses. These meetings help partners to evaluate and discuss potential follow-up after undertaking a common project.

Study Visit – An organised study programme, for a short period, that offers a view of youth work and/or youth policy provisions in one host country. Study visits focus on a theme and consist of visits and meetings to different projects and organisations in a chosen country.

Partnership-building Activity – An event organised with a view to allowing participants to find partners for transnational cooperation and/or for project development. Partnership-building Activity brings together potential partners and facilitates the development of new projects around a chosen topic and/or an Action of the Youth in Action Programme.

Seminar – An event organised to provide a platform for discussion and exchange of good practice, based on theoretical inputs, around a chosen theme or themes which are relevant to the youth work field.

Training Course – An educational learning programme on specific topics, aiming to improve participants' competences, knowledge, skills and attitudes. Training courses lead to higher quality practice in youth work in general and/or, specifically, Youth in Action projects.

Networking – Combination or series of Activities aiming to create new networks, or to strengthen and widen existing networks under the Youth in Action Programme.

What are the criteria used to assess a Training and Networking project with a Neighbouring Partner Country?

For Training and Networking projects to be funded under the Eastern Partnership Youth Window certain specific criteria will apply in addition or in substitution to the ones outlined below. Please consult also the section "Eastern Partnership Youth Window".

Eligibility criteria

| | |
|---------------------------------|---|
| Eligible promoters | <p>Each <i>promoter</i> must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an <i>informal group of young people</i> (Reminder: in case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group); or ▪ a <i>body active at European level in the youth field</i>. <p>Each promoter must be from a Programme Country or from a Neighbouring Partner Country and must sign the Preliminary Agreement included in the application form.</p> |
| Number of promoters | <p>Job Shadowing: one promoter from a Programme country and one promoter from a Neighbouring Partner Country.</p> <p>Feasibility Visit: at least two promoters from different countries, of which at least one is from an EU country and one is from a Neighbouring Partner Country.</p> <p>Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course: at least four promoters from different countries, of which at least one is from an EU country and two are from Neighbouring Partner Countries.</p> <p>Networking: at least six promoters from different countries, of which at least one is from an EU country and three are from Neighbouring Partner Countries.</p> |
| Eligible participants | <p>No age limits. Participants must be <i>legally resident</i> in a Programme Country or a Neighbouring Partner Country.</p> |
| Number of participants | <p>Job Shadowing: up to 2 participants.</p> <p>Feasibility Visit: up to 2 participants per promoter.</p> <p>Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course: up to 50 participants (including trainers and facilitators) representing each promoter. The appropriate number of participants depends on the nature and the type of the Activity.</p> <p>Networking: no limitation on the number of participants.</p> |
| Venue(s) of the Activity | <p>All T&N Activities, except Networking: the Activity must take place in the country of one of the promoters.</p> <p>Exception: the Activity cannot take place in a Mediterranean Partner Country.</p> <p>Networking: the Activity must take place in the country(ies) of one or more promoters.</p> <p>Exception: the Activity cannot take place in a Mediterranean Partner Country.</p> |
| Duration of project | <p>Between 3 and 18 months.</p> |
| Duration of Activity | <p>Job Shadowing: 10 to 20 working days (excluding travel days).</p> <p>Feasibility Visit: 2 to 3 working days (excluding travel days).</p> <p>Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course: as a general rule, activities should not last more than 10 days (excluding travel days). The appropriate duration of the Activity may differ according to the type of Activity organised.</p> <p>Networking: between 3 and 15 months.</p> |
| Activity programme | <p>All T&N Activities except Networking: a detailed daily timetable of the Activity must be annexed to the <i>application form</i>.</p> <p>Networking: an overview of the Activity must be annexed to the application form.</p> |

| | |
|-------------------------------|--|
| <p>Who can apply?</p> | <p>A promoter assumes the role of coordinator and applies to the relevant Agency (see section "Where to apply?" below) for the whole project on behalf of all promoters. Not all promoters can be applicants; the following promoters cannot apply:</p> <ul style="list-style-type: none"> ▪ an informal group of young people ▪ a promoter from a Neighbouring Partner Country. <p>Exceptions:</p> <ul style="list-style-type: none"> ▪ a promoter from South East Europe can apply if it hosts the Activity ▪ a promoter from a country of the Eastern Partnership can apply if it hosts the Activity. <p>In the case of projects submitted to the National Agencies: if the project takes place in a Programme Country, the applicant must be the promoter hosting the Activity.</p> <p>A promoter wishing to apply must be <i>legally established</i> in its country. A promoter applying to the Executive Agency must have been legally registered for at least one year on the date of the deadline of submission of their application (This rule does not apply to applicants from the countries of the Eastern Partnership).</p> |
| <p>Where to apply?</p> | <p>Applications to be submitted to the Executive Agency:</p> <ul style="list-style-type: none"> ▪ project applications by bodies active at European level in the youth field ▪ project applications by promoters established in South East Europe and hosting the Activity ▪ project applications by promoters established in a country of the Eastern Partnership and hosting the Activity. <p>Applications to be submitted to the National Agencies: project applications by all other eligible applicants.</p> |
| <p>When to apply?</p> | <p>The project must be submitted for the application <i>deadline</i> corresponding to the start date of the project (please consult Part C of this Guide).</p> |
| <p>How to apply?</p> | <p>The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.</p> |
| <p>Other criteria</p> | <p>Protection and safety of participants: The applicant must guarantee that appropriate measures to ensure the safety and protection of participants are foreseen in the project (please consult Part A of this Guide).</p> |

Exclusion criteria

| | |
|--|--|
| | <p>The applicant might have to state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).</p> |
|--|--|

Selection criteria

| | |
|------------------------------------|--|
| <p>Financial capacity</p> | <p>The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.</p> |
| <p>Operational capacity</p> | <p>The applicant must show they have the necessary competencies and motivation to complete the proposed project.</p> |

Award criteria¹⁴

Projects will be assessed against the following criteria:

| | |
|---|--|
| <p>Relevance to the objectives and priorities of the Programme (30%)</p> | <p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level. |
| <p>Quality of the project and methods proposed (50%)</p> | <ul style="list-style-type: none"> ▪ The quality of project design (quality of the <i>partnership</i>/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase) ▪ The quality of project content and methodology (theme of common interest and relevance to the group of participants; non-formal learning methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ The quality and visibility of the project reach (<i>impact</i>, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; <i>dissemination and exploitation of results</i>). |
| <p>Profile and number of participants and promoters (20%)</p> | <ul style="list-style-type: none"> ▪ Involvement of promoters and/or participants working with/<i>for young people with fewer opportunities</i> ▪ Involvement of project-leaders, project-supervisors and advisers in the youth field ▪ Appropriate number of participants and duration of the Activity according to the nature of the project/balance of participants in terms of country origin ▪ Geographical balance: balance between the number of promoters/participants from Programme Countries and the number of promoters/participants from Neighbouring Partner Countries ▪ Regional cooperation: involvement of promoters from Neighbouring Partner Countries belonging to the same region (i.e. either from EECA, or from MEDA, or from SEE) ▪ Gender balance. |

¹⁴ For projects to be funded by the Eastern Partnership Youth Window please refer to the section on the next page.

Eastern Partnership Youth Window

Following the adoption of the Joint Communication "A New Response to a Changing Neighbourhood – A review of European Neighbourhood Policy" in May 2011¹⁵, additional funds will be available over the period 2012-2013 in order to increase the number of Youth in Action projects and participants from the six Neighbouring Partner Countries of the Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine), under the name "Eastern Partnership Youth Window".

The window will concern the following actions:

- European Voluntary Service (Action 2)
- Cooperation with the Neighbouring Partner Countries of the EU (sub-Action 3.1).

Specific priorities

In addition to the permanent and annual priorities of the Youth in Action Programme, projects to be funded under the Eastern Partnership Youth Window shall also take into account certain specific priorities of the Window.

Priority in awarding grants under this Window will be given to:

- projects demonstrating a clear commitment to provide support to young people with fewer opportunities living in rural or deprived urban areas
- projects raising awareness about the nature of youth work
- projects promoting the sharing of best practices in the sphere of youth work.

Eligibility, Exclusion and Selection Criteria

Training and Networking projects to be funded under this Window will be subject to the same eligibility, exclusion and selection criteria used to assess a Training and Networking project with a Neighbouring Partner Country, with in addition the specific eligibility criterion described below:

| | |
|---------------------------|--|
| Eligible promoters | Each promoter must be from a Programme Country or a Neighbouring Partner Country of the Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) |
|---------------------------|--|

For the other eligibility, exclusion and selection criteria, please refer to the section "What are the criteria used to assess a Training and Networking project with a Neighbouring Partner Country?"

¹⁵ http://ec.europa.eu/world/enp/pdf/com_11_303_en.pdf.

Award Criteria

Training and Networking projects to be funded under this Window will be assessed against the following criteria, which reflect the specific priorities of the Window:

| | |
|--|--|
| <p>Relevance to the objectives and priorities (30%)</p> | <p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the objectives and priorities of the Programme (10%) ▪ the specific priorities of the Eastern Partnership Youth Window (20%). |
| <p>Quality of the project and methods proposed (50%)</p> | <ul style="list-style-type: none"> ▪ The quality of project design (quality of the <i>partnership</i>/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase) ▪ The quality of project content and methodology (theme of common interest and relevance to the group of participants; non-formal learning methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ The quality and visibility of the project reach (<i>impact</i>, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; <i>dissemination and exploitation of results</i>). |
| <p>Profile and number of participants and promoters (20%)</p> | <ul style="list-style-type: none"> ▪ At least half of the participants in the project come from the countries of the Eastern Partnership ▪ Involvement of promoters and/or participants working with/for young people with fewer opportunities living in rural or deprived urban areas. |

What else should you know about a project in cooperation with Neighbouring Partner Countries?

Cooperation with Mediterranean Partner Countries - Euro-Med Youth Programme

Projects involving *Mediterranean Partner Countries* can be funded under the Youth in Action Programme only if the activities take place in one of the Programme Countries.

Projects taking place in a Mediterranean Partner Country can be supported through the Euro-Med Youth Programme, which is managed by the EuropeAid Development and Cooperation Directorate General. This Programme is implemented through specific structures called Euro-Med Youth Units (EMYUs), which are established in Mediterranean Partner Countries. Projects to be funded under the Euro-Med Youth Programme should be presented by promoters based in one of the participating Mediterranean Partner Countries to their relevant EMYU. The conditions and criteria on how to submit a project under the Euro-Med Youth Programme are explained in specific calls for proposals, which are published by the EMYUs. Calls for proposals and relating application forms as well as additional information on the Euro-Med Youth Programme can be found online at the following address: www.euromedyouth.net

Youthpass

Every person who has taken part in a Youth in Action project under Action 3.1 is entitled to receive a Youthpass Certificate, which describes and validates the non-formal and informal learning experience acquired during the project (learning outcomes). Furthermore, Youthpass is to be considered as a process of becoming aware, reflecting on and documenting the learning within the different phases of the project. For more information on Youthpass, please consult Part A of this Guide as well as the Youthpass guide and further relevant material presented at www.youthpass.eu.

Example of a Training and Networking project with Neighbouring Partner Countries

An Albanian organisation hosted a study visit about the social inclusion of minorities into society for 14 young people in Tirana. Partner organisations worked with minorities in Belgium, Poland, Bosnia and Herzegovina and Albania. They visited different Albanian youth organisations, participated in discussions and exercises and developed ideas for future projects. "We knew that many prejudices existed about our country, and this made us feel more responsible. Curiously, we started to see our city in a different way than before the study visit. We wondered whether some specific construction work would be finished in time. It was a really great experience to participate in the study visit, and I hope there will be more in the future." (Albanian participant)

What are the funding rules?

The budget of the project must be drafted according to the following funding rules:

A) Action 3.1 Overview of funding rules for all activities except Networking Activities

| <i>Eligible costs</i> | | Financing mechanism | Amount | Rule of allocation | Reporting obligations |
|---|---|-----------------------------------|---|---|--|
| Travel costs | Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2 nd class train ticket). | <i>Percentage of actual costs</i> | 70% of eligible costs | Automatic | Full justification of the costs incurred, copy of travel tickets/invoices. |
| Project costs for - Study visit - Evaluation meeting - Seminar - Partnership-building Activity - Training | Any cost directly linked to the implementation of the project (including costs for preparation activities, food, accommodation, premises, insurance, trainers/facilitators, equipment and materials, evaluation, dissemination and exploitation of results and follow-up activities). | <i>Scale of unit costs</i> | A3.1.2* x number of participants x number of nights during the Activity | Automatic | Achievements to be described in final report. Signature list of all participants. |
| Project costs for - Job shadowing - Feasibility Visit | Any cost directly linked to the implementation of the project (including costs for preparation activities, food, accommodation, premises, insurance, trainers/facilitators, equipment and materials, evaluation, dissemination and exploitation of results and follow-up activities). | Scale of unit costs | B3.1.2* x number of participants x number of nights during the Activity | Automatic | Achievements to be described in final report. Original signature list of all participants. |
| Exceptional costs | Additional costs directly related to: <ul style="list-style-type: none"> ▪ visa and visa-related costs and vaccination costs ▪ costs related to young people with fewer opportunities and/or with special needs (for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage, translation/interpretation). | Percentage of actual costs | 100% of eligible costs | Conditional: the request for financial support to cover exceptional costs must be motivated in the application form | Full justification of the costs incurred, copy of invoices/receipts. |

B) Scales of unit costs (in euros)

Scales of unit costs change according to the country. The applicant must apply the scales of unit costs of the country hosting the Activity.

The scales of unit costs for sub-Action 3.1-Training and Networking are the following:

| | Project costs | |
|--------------------------|---------------|--------|
| | A3.1.2 | B3.1.2 |
| Austria | 61 | 46 |
| Belgium | 65 | 51 |
| Bulgaria | 53 | 42 |
| Croatia | 62 | 49 |
| Cyprus | 58 | 45 |
| Czech Republic | 54 | 41 |
| Denmark | 72 | 55 |
| Estonia | 56 | 44 |
| Finland | 71 | 55 |
| France | 66 | 50 |
| Germany | 58 | 44 |
| Greece | 71 | 58 |
| Hungary | 55 | 43 |
| Iceland | 71 | 56 |
| Ireland | 74 | 58 |
| Italy | 66 | 51 |
| Latvia | 59 | 47 |
| Liechtenstein | 74 | 58 |
| Lithuania | 58 | 46 |
| Luxemburg | 66 | 52 |
| Malta | 65 | 52 |
| Netherlands | 69 | 54 |
| Norway | 74 | 56 |
| Poland | 59 | 47 |
| Portugal | 65 | 52 |
| Romania | 54 | 43 |
| Slovakia | 60 | 47 |
| Slovenia | 60 | 47 |
| Spain | 61 | 47 |
| Sweden | 70 | 55 |
| Switzerland | 71 | 54 |
| Turkey | 54 | 43 |
| United Kingdom | 76 | 58 |
| Partner Countries | 48 | 35 |

C) Action 3.1 Overview of funding rules for Networking Activities

| <i>Eligible costs</i> | | Financing mechanism | Amount | Rule of allocation | Reporting obligations |
|-----------------------|---|-----------------------------------|---|---|---|
| Activity costs | <p><i>Eligible direct costs</i></p> <ul style="list-style-type: none"> - Personnel costs - Travel costs - Accommodation/food costs - Meetings costs - Publications/translations/information costs - Dissemination and exploitation of results - Other costs directly linked to the implementation of the project (including visa costs) <p><i>Eligible indirect costs</i></p> <p>A flat rate amount, not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project (e.g. electricity or internet bills, costs for premises, cost of permanent staff etc.)</p> | <i>Percentage of actual costs</i> | 50% total eligible costs (unless a lower % of EU grant is requested by the applicant) Up to € 20 000 | Conditional: objectives and Activity programme must be clearly outlined in the application form | Full justification of the costs incurred, copy of invoices/receipts /travel tickets (only for direct costs). Achievements to be described in <i>final report</i> . Original signature list of all participants. |

How is the EU funding shared among project promoters?

Training and Networking supported projects with Neighbouring Partner Countries are transnational and based on the cooperation among two or more promoters.

Among the promoters of a project, the applicant plays a major administrative role; it submits the application form on behalf of all the partners and, if the project is approved:

- bears the financial and legal responsibility for the entire project towards the granting Agency
- coordinates the project in cooperation with all other partner promoters involved
- receives the EU Youth in Action financial support.

However, as regards the implementation of the project, all partners are responsible for carrying out tasks. It is therefore essential that the applicant promoter distributes the EU Youth in Action grant to each of the project promoters in proportion to the tasks they have to carry out.

For this reason, the Commission strongly recommends that all promoters involved in a Youth in Action project sign an *internal partnership agreement* among them; such an agreement has the purpose of clearly defining responsibilities, tasks and financial contribution for all parties involved in the project.

An internal partnership agreement constitutes a key instrument to ensure a solid partnership among promoters in a Youth in Action project as well as to avoid or manage potential conflicts.

Indicatively, it should contain at least the following information:

- project title and reference of the grant agreement between the applicant promoter and the granting Agency
- names and contacts of all the promoters involved in the project
- role and responsibilities of each promoter
- division of the EU YiA grant (according to the above responsibilities)
- payments and budget transfer modalities among promoters
- name and signature of the representative of each promoter.

Although this practice is strongly recommended to safeguard the interests of each partner in a project, the Commission does not oblige promoters to formalise their relations with partners through a written agreement; nor would such an agreement be requested and overseen by the granting National or Executive Agency.

Moreover, it is up to the project promoters to jointly decide on how the EU grant will be distributed and which costs it will cover. With this regard, the table below aims at providing an indication of how the EU grant could be used to support the main tasks carried out based on past experience:

Training and Networking

Indicative sharing of funding awarded under "project costs"
(excluding funding for travel costs and exceptional costs)

| Category of tasks | Sending Organisation(s)* | Host Organisation** |
|---|--------------------------|---------------------|
| Percentage out of total "project costs" | 0%-10% | 90%-100% |

* E.g. preparation of participants, activities and tasks in view of the Activity, practical arrangements, insurance, evaluation, dissemination and exploitation of results, administration/communication.

** E.g. food, accommodation, premises, equipment, materials/tools, trainers/facilitators, safety measures, local transport, evaluation, dissemination and exploitation of results, administration/communication.

Overview of application procedures:

| Region/Country where the project takes place | Who can apply? | Where to apply? |
|--|--|--|
| Programme Countries | Promoter from Programme Country | to relevant National Agency |
| | Bodies active at European level in the youth field | Education, Audiovisual and Culture Executive Agency |
| Eastern Europe and Caucasus | Promoter from Programme Country | to relevant National Agency |
| | Promoter from Eastern Partnership Country hosting the Activity | Education, Audiovisual and Culture Executive Agency |
| | Bodies active at European level in the youth field | Education, Audiovisual and Culture Executive Agency |
| Mediterranean Partner Countries | ----- | ----- (For application procedures concerning the Euro-Med Youth Programme, consult "What else you should know about a project in cooperation with Neighbouring Partner Countries?") |
| South East Europe | Promoter from Programme Country | to relevant National Agency |
| | Promoter from SEE country hosting the Activity | Education, Audiovisual and Culture Executive Agency |
| | Bodies active at European level in the youth field | Education, Audiovisual and Culture Executive Agency |

How to develop a good project?

The "Award criteria" table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**

Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Activity would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective implementation, follow-up and dissemination of the results achieved through the Activity. Promoters are strongly recommended to sign an internal partnership agreement amongst them; such agreement would have the purpose of clearly defining responsibilities, tasks and financial contribution of all parties involved in the project.

- **Quality of the preparation phase**

The preparation phase is of crucial importance for the success of a project. During this phase, the promoters and participants should agree on the common theme of the project. They should reflect on division of tasks, Activity programme, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material). The preparation phase should furthermore enhance the participants' involvement in the project and prepare them for intercultural encounters with other young people from different backgrounds and cultures.

- **Quality of the Activity programme**

The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme; it should provide learning opportunities for the participants involved. The programme should use a variety of working methods and be adapted to the profile of the participants in order to ensure the potentially best learning outcomes.

- **Quality of the evaluation phase**

In order to make the project and its results more sustainable, promoters and participants are expected to include a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the promoters and participants have been met. The evaluation should also highlight the learning outcomes of individuals and promoters involved.

Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable promoters to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from participants and to adapt the Activity programme accordingly.

- **Quality of measures ensuring protection and safety of participants (only for Youth Exchanges)**

Notwithstanding the obligations concerning policy insurance for all participants and parental authorisation for participants under 18 years old (please consult Part A of this Guide), during the planning and preparation phase of the project, promoters should address the issue of protection and safety of participants and focus on the legislation, policy and practice which may differ from one country to another. The promoters will make sure that issues of risk and young person protection are addressed in the project. A sufficient number of group leaders must be present in order to enable young people to share their learning experience in a reasonably safe and protected environment. When both genders are participating in a project the group of leaders will preferably be of both genders. It is advisable to have in place emergency procedures (e.g. 24/7 contact details for host and home country, emergency fund, back up plan, medical kit, at least one leader who has first aid training, emergency services contacts, disclosure procedure...). It is also useful to settle a common "code of behaviour" which will help both, group leaders and participants, to respect commonly agreed standards of behaviour (e.g. use of alcohol, tobacco...). At the same time leaders are encouraged to have a common understanding and position on certain issues - particularly in emergency situations. Further practical information and checklists can be found in the Guidelines on Risk and Young Person Protection (please consult Annex III of this Guide).

Quality of project's content and methodology

- **Theme of common interest and relevance to the group of participants**

The project should have a clearly identified thematic concept, which participants wish to explore together. The chosen theme should be agreed together and should reflect the interests and needs of participants. The theme has to be translated into the concrete daily activities of the project.
- **Non-formal learning methods applied**

The project should lead to the acquisition/improvement of competences (knowledge, skills and attitudes) leading to the personal, socio-educational and professional development of all participants and promoters involved. This will be achieved through non-formal and informal learning. A variety of non-formal learning methods and techniques may be applied (workshops, role plays, outdoor activities, ice-breakers, round-tables, etc.) in order to address the different needs of participants and desired outcomes. The project should be based on a learning process stimulating creativity, active participation and initiative (entrepreneurial spirit). Such learning process should be planned and analysed throughout the project: participants should be provided with a place for reflection on learning experiences and outcomes.
- **Active involvement of participants in the project**

To the maximum possible extent, participants should play an active role in the implementation of the project: the daily Activity programme and working methods applied should involve the participants as much as possible and trigger a learning process. Participants also should be actively involved in the preparation and evaluation phases of the project. Participants should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.
- **Promotion of social and personal development of participants**

The project should enable the participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviour; to acquire or cultivate skills, competences and knowledge contributing to social or personal development. Promoters should pay attention to learning processes triggered during each phase of the project.
- **Intercultural dimension**

The Activity should increase participants' positive awareness of other cultures and support dialogue and intercultural encounters with other participants from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.
- **European dimension**

The project should contribute to participants' education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

 - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
 - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
 - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
 - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality and visibility of project's reach

- **Impact, multiplying effect and follow-up**

The impact of a project should not just be limited to the participants in the Activity. Promoters should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the project activities.

The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Activity in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread project's objectives and results. An important dimension of the project's impact relates to its learning outcomes: learning happens in a project at different levels and for all actors involved. As an example, participants gain new competences, such as social and civic competences and skills related to their professional development (moreover, promoters and local communities build capacities and develop their networks in Europe). With this regard, promoters should put in place measures which make the

project's learning outcomes visible. For recognising and validating these learning outcomes it is recommended to use Youthpass and the related learning process reflection.

Furthermore, promoters and participants are called to reflect systematically upon possible measures to ensure a follow-up of the project. Will the event be repeated? May a new promoter be involved in a new project? How can discussion on the thematic concept be continued and what could the next steps be? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

▪ **Visibility of the project/ visibility of Youth in Action Programme**

Promoters should commonly reflect on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and participants offers additional potential for spreading information about the project, as well as the opportunities offered by the Youth in Action Programme. Visibility measures mainly occur before and during the implementation of the project. Such measures can be divided in two broad categories:

- Visibility of the project

Promoters and participants should "publicise" the project - as well as its aims and objectives - and spread the "youth message" throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue press releases or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

- Visibility of the Youth in Action Programme

As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as "multiplier" of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity programme. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

▪ **Dissemination and exploitation of results**

Each promoter should put in place measures to disseminate and exploit the results of the project, including its learning outcomes for the benefit of all actors involved. Dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on project's results, rather than project's activities and objectives. For this reason, dissemination and exploitation measures occur mainly after the Activity has taken place. Disseminating project's results could simply mean "spreading the word" about the project among friends, peers or other target groups. Other examples of dissemination and exploitation measures are organising public events (presentations, conferences, workshops...); creating audio-visual products (CD-Rom, DVD...); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes...); developing information material (newsletters, brochures, booklets, best practice manuals...); creating an Internet portal, etc.

Action 4.3 - Training and Networking of those active in youth work and youth organisations

Objectives

This sub-Action supports the training of those active in youth work and youth organisations in this field, in particular project leaders, youth advisers and supervisors in these projects. It also supports the exchange of experiences, expertise and *good practice* between those active in youth work and youth organisations, as well as activities which may lead to the establishment of long-lasting, high quality projects, partnerships and networks.

What is a Training and Networking Project?

A Training and Networking project can be of two types:

- a project promoting exchanges, cooperation and training in the field of youth work. It will be developed with a view to implementing an Activity which supports capacity-building and innovation among promoters, as well as the exchange of experience, expertise and *good practice* among those who are involved in youth work
- a project leading to the development of further projects under the Youth in Action Programme. It will be developed with a view to implementing an Activity which helps all potential promoters to prepare and develop new projects under the Youth in Action Programme, notably by ensuring support and know-how for the development of the projects; support for partner-finding; tools and means to improve the quality of the projects.

A project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

Training and Networking Activity

A Training and Networking (T&N) project is developed with a view to implementing one of the following Activities:

Job Shadowing (Practical learning experience) – A short stay with a partner organisation in another country with the aim of exchanging good practices, acquiring skills and knowledge and/or building long-term partnerships through participative observation.

Feasibility Visit – A short meeting with potential partners to explore and/or prepare for a potential transnational project. Feasibility meetings aim to improve and develop existing cooperation and/or to prepare a future project within the Youth in Action Programme.

Evaluation Meeting – A meeting planned with partners, aiming to evaluate past meetings, seminars, training courses. These meetings help partners to evaluate and discuss potential follow-up after undertaking a common project.

Study Visit – An organised study programme, for a short period, that offers a view of youth work and/or youth policy provisions in one country. Study visits focus on a theme and consist of visits and meetings to different projects and organisations in a chosen country.

Partnership-building Activity – An event organised with a view to allow participants to find partners for transnational co-operation and/or for project development. Partnership-building brings together potential partners and facilitates the development of new projects around a chosen topic and/or an Action of the Youth in Action Programme.

Seminar – An event organised to provide a platform for discussion and exchange of good practice, based on theoretical inputs, around a chosen theme or themes which are relevant to the youth work field.

Training Course – An educational learning programme on specific topics, aiming to improve participants' competences, knowledge, skills and attitudes. Training courses lead to higher quality practice in youth work in general and/or, specifically, Youth in Action projects.

Networking – Combination or series of activities aiming to create new networks, or to strengthen and widen existing networks under the Youth in Action Programme.

What are the criteria used to assess a Training and Networking Project?

Eligibility criteria

| | |
|---------------------------------|---|
| Eligible promoters | <p>Each <i>promoter</i> must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an <i>informal group of young people</i> (Reminder: in case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group); or ▪ a <i>body active at European level in the youth field</i>. <p>Each promoter must be from a Programme Country and must sign the Preliminary Agreement included in the application form.</p> |
| Number of promoters | <p>Job Shadowing: two promoters from different Programme Countries. Feasibility Visit: at least two promoters from different Programme Countries, of which at least one is from an EU country. Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course: at least four promoters from different Programme Countries, of which at least one is from an EU country. Networking: at least six promoters from different Programme Countries, of which at least one is from an EU country.</p> |
| Eligible participants | <p>No age limits. Participants must be <i>legally resident</i> in a Programme Country.</p> |
| Number of participants | <p>Job Shadowing: up to 2 participants. Feasibility Visit: up to 2 participants per promoter. Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course: up to 50 participants (including trainers and facilitators) representing each promoter. The appropriate number of participants depends on the nature and the type of the Activity. Networking: no limitation on the number of participants.</p> |
| Venue(s) of the Activity | <p>All T&N Activities, except Networking: the Activity must take place in the country of one of the promoters. Networking: the Activity must take place in the country(ies) of one or more of the promoters.</p> |
| Duration of project | <p>Between 3 and 18 months.</p> |
| Duration of Activity | <p>Job Shadowing: 10 to 20 working days (excluding travel days). Feasibility Visit: 2 to 3 working days (excluding travel days). Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course: as a general rule, activities should not last more than 10 days (excluding travel days). The appropriate duration of the Activity may differ according to the type of Activity organised. Networking: between 3 and 15 months.</p> |
| Activity programme | <p>All T&N Activities except Networking: a detailed daily timetable of the Activity must be annexed to the <i>application form</i>. Networking: an overview of the Activity must be annexed to the application form.</p> |

| | |
|-------------------------------|--|
| <p>Who can apply?</p> | <p>All applications: A promoter wishing to apply must be <i>legally established</i> in its country. In case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application (to its National Agency) and signing the <i>grant agreement</i> on behalf of the group.</p> <p>Applications submitted to the Executive Agency (see below, section "Where to apply?"): One of the promoters assumes the role of coordinator and applies to the Executive Agency for the whole project on behalf of all promoters. A promoter applying to the Executive Agency must have been legally registered for at least one year on the date of the deadline of submission of their application.</p> <p>Applications submitted to the National Agencies (see below, section "Where to apply?"): All T&N Activities except Networking: the promoter hosting the Activity assumes the role of coordinator and applies to its National Agency for the whole project on behalf of all promoters. Networking: one of the promoters hosting part of the Activity assumes the role of coordinator and applies to its National Agency for the whole project on behalf of all promoters.</p> |
| <p>Where to apply?</p> | <p>Applications to be submitted to the Executive Agency: project applications by bodies active at European level in the youth field. Applications to be submitted to the National Agencies: project applications by all other eligible applicants.</p> |
| <p>When to apply?</p> | <p>The project must be submitted for the application <i>deadline</i> corresponding to the start date of the project (please consult Part C of this Guide).</p> |
| <p>How to apply?</p> | <p>The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.</p> |
| <p>Other criteria</p> | <p>Protection and safety of participants: The applicant must guarantee that appropriate measures to ensure the safety and protection of participants are foreseen in the project (please consult Part A of this Guide).</p> |

Exclusion criteria

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| | <p>The applicant might have to state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).</p> |
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Selection criteria

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|------------------------------------|--|
| <p>Financial capacity</p> | <p>The applicant must show that they have stable and sufficient sources of funding to maintain their Activity throughout the period during which the project is being carried out and to participate in its funding.</p> |
| <p>Operational capacity</p> | <p>The applicant must show they have the necessary competencies and motivation to complete the proposed project.</p> |

Award criteria

Projects will be assessed against the following criteria:

| | |
|---|---|
| <p>Relevance to the objectives and priorities of the Programme (30%)</p> | <p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level. |
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| | |
|---|---|
| <p>Quality of the project and methods proposed (50%)</p> | <ul style="list-style-type: none"> ▪ The quality of the project design (quality of the <i>partnership</i>/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase) ▪ The quality of the project content and methodology (theme of common interest and relevance to the group of participants; non-formal education methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ The quality and visibility of the project reach (<i>impact</i>, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; <i>dissemination and exploitation of results</i>). |
| <p>Profile and number of participants (20%)</p> | <ul style="list-style-type: none"> ▪ Involvement of promoters and/or participants working with/for <i>young people with fewer opportunities</i> ▪ Involvement of project-leaders, project-supervisors and advisers in the youth field ▪ Appropriate number of participants and duration of the Activity according to the nature of the project/balance of participants in terms of country origin ▪ Gender balance. |

What else should you know about a Training and Networking Project?

Youthpass

Every person who has taken part in a Youth in Action project under Action 4.3 is entitled to receive a Youthpass Certificate, which describes and validates the non-formal and informal learning experience acquired during the project (learning outcomes). Furthermore, Youthpass is to be considered as a process of becoming aware, reflecting on and documenting the learning within the different phases of the project. For more information on Youthpass, please consult Part A of this Guide as well as the Youthpass guide and further relevant material presented at www.youthpass.eu.

Example of a Training and Networking project

A seminar centred on the thematic of gender-based violence took place in Italy and involved 25 participants from 11 Programme Countries. The participants were social workers, volunteers, directors of associations, working on matters related to gender violence among youth. Through this seminar, participants had the opportunity to share their expertise and experience at European level, discussing and presenting tools and approaches to deal with gender-based violence in youth work. The objective of the seminar was also to make participants aware of opportunities provided by Youth in Action. The project evaluation was an integral part of the seminar and was carried out at different stages.

What are the funding rules?

The budget of the project must be drafted according to the following funding rules:

A) Action 4.3 Overview of funding rules for all activities except Networking Activities

| <i>Eligible costs</i> | | Financing mechanism | Amount | Rule of allocation | Reporting obligations |
|---|---|-----------------------------------|---|---|--|
| Travel costs | Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2 nd class train ticket). | <i>Percentage of actual costs</i> | 70% of eligible costs | Automatic | Full justification of the costs incurred, copy of travel tickets/invoices. |
| Project costs for - Study visit - Evaluation meeting - Seminar - Partnership-building Activity - Training | Any cost directly linked to the implementation of the project (including costs for preparation activities, food, accommodation, premises, insurance, trainers/facilitators, equipment and materials, evaluation, dissemination and exploitation of results and follow-up activities). | <i>Scale of unit costs</i> | A4.3* x number of participants x number of nights during the Activity | Automatic | Achievements to be described in final report. Signature list of all participants. |
| Project costs for - Job shadowing - Feasibility Visit | Any cost directly linked to the implementation of the project (including costs for preparation activities, food, accommodation, premises, insurance, trainers/facilitators, equipment and materials, evaluation, dissemination and exploitation of results and follow-up activities). | Scale of unit costs | B4.3* x number of participants x number of nights during the Activity | Automatic | Achievements to be described in final report. Signature list of all participants. |
| Exceptional costs | Additional costs directly related to: <ul style="list-style-type: none"> ▪ visa and visa-related costs and vaccination costs ▪ costs related to young people with fewer opportunities and/or with special needs (for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage, translation/interpretation). | Percentage of actual costs | 100% of eligible costs | Conditional: the request for financial support to cover exceptional costs must be motivated in the application form | Full justification of the costs incurred, copy of invoices/receipts. |

B) Scales of unit costs (in euros)

Scales of unit costs change according to the country. **The applicant must apply the scales of unit costs of the country hosting the Activity.**

The scales of unit costs for sub-Action 4.3 are the following:

| | Project costs | |
|-----------------------|---------------|------|
| | A4.3 | B4.3 |
| Austria | 61 | 46 |
| Belgium | 65 | 51 |
| Bulgaria | 53 | 42 |
| Croatia | 62 | 49 |
| Cyprus | 58 | 45 |
| Czech Republic | 54 | 41 |
| Denmark | 72 | 55 |
| Estonia | 56 | 44 |
| Finland | 71 | 55 |
| France | 66 | 50 |
| Germany | 58 | 44 |
| Greece | 71 | 58 |
| Hungary | 55 | 43 |
| Iceland | 71 | 56 |
| Ireland | 74 | 58 |
| Italy | 66 | 51 |
| Latvia | 59 | 47 |
| Liechtenstein | 74 | 58 |
| Lithuania | 58 | 46 |
| Luxemburg | 66 | 52 |
| Malta | 65 | 52 |
| Netherlands | 69 | 54 |
| Norway | 74 | 56 |
| Poland | 59 | 47 |
| Portugal | 65 | 52 |
| Romania | 54 | 43 |
| Slovakia | 60 | 47 |
| Slovenia | 60 | 47 |
| Spain | 61 | 47 |
| Sweden | 70 | 55 |
| Switzerland | 71 | 54 |
| Turkey | 54 | 43 |
| United Kingdom | 76 | 58 |

C) Action 4.3 Overview of funding rules for Networking Activities

| Eligible costs | | Financing mechanism | Amount | Rule of allocation | Reporting obligations |
|-----------------------|---|-----------------------------------|--|---|---|
| Activity costs | <p><i>Eligible direct costs</i></p> <ul style="list-style-type: none"> - Personnel costs - Travel costs - Accommodation/food costs - Meetings costs - Publications/translations /information costs - Dissemination and exploitation of results - Other costs directly linked to the implementation of the project <p><i>Eligible indirect costs</i></p> <p>A flat rate amount, not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project (e.g. electricity or internet bills, costs for premises, cost of permanent staff etc.)</p> | <i>Percentage of actual costs</i> | 50% total eligible costs (unless a lower % of EU grant is requested by the applicant) Up to € 20 000 | Conditional: objectives and Activity programme must be clearly outlined in the application form | Full justification of the costs incurred, copy of invoices/receipts /travel tickets (only for direct costs). Achievements to be described in <i>final report</i> . Original signature list of all participants. |

How is the EU funding shared among project promoters?

Training and Networking supported projects are transnational and based on the cooperation among two or more promoters.

Among the promoters of a project, the applicant plays a major administrative role; it submits the application form on behalf of all the partners and, if the project is approved:

- bears the financial and legal responsibility for the entire project towards the granting Agency
- coordinates the project in cooperation with all other partner promoters involved
- receives the EU Youth in Action financial support.

However, as regards the implementation of the project, all partners are responsible for carrying out tasks. It is therefore essential that the applicant promoter distributes the EU Youth in Action grant to each of the project promoters in proportion to the tasks they have to carry out.

For this reason, the Commission strongly recommends that all promoters involved in a Youth in Action project sign an *internal partnership agreement* among them; such an agreement has the purpose of clearly defining responsibilities, tasks and financial contribution for all parties involved in the project.

An internal partnership agreement constitutes a key instrument to ensure a solid partnership among promoters in a Youth in Action project as well as to avoid or manage potential conflicts.

Indicatively, it should contain at least the following information:

- project title and reference of the grant agreement between the applicant promoter and the granting Agency
- names and contacts of all the promoters involved in the project
- role and responsibilities of each promoter
- division of the EU YiA grant (according to the above responsibilities)
- payments and budget transfer modalities among promoters
- name and signature of the representative of each promoter.

Although this practice is strongly recommended to safeguard the interests of each partner in a project, the Commission does not oblige promoters to formalise their relations with partners through a written agreement; nor would such an agreement be requested and overseen by the granting National or Executive Agency.

Moreover, it is up to the project promoters to jointly decide on how the EU grant will be distributed and which costs it will cover. With this regard, the table below aims at providing an indication of how the EU grant could be used to support the main tasks carried out based on past experience:

Training and Networking

Indicative sharing of funding awarded under "project costs"
(excluding funding for travel costs and exceptional costs)

| Category of tasks | Sending Organisation(s)* | Host Organisation** |
|---|--------------------------|---------------------|
| Percentage out of total "project costs" | 0%-10% | 90%-100% |

* E.g. preparation of participants, activities and tasks in view of the Activity, practical arrangements, insurance, evaluation, dissemination and exploitation of results, administration/communication.

** E.g. food, accommodation, premises, equipment, materials/tools, trainers/facilitators, safety measures, local transport, evaluation, dissemination and exploitation of results, administration/communication.

How to develop a good project?

The "Award criteria" table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**
Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Activity would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective implementation, follow-up and dissemination of the results achieved through the Activity. Promoters are strongly recommended to sign an internal partnership agreement amongst them; such agreement would have the purpose of clearly defining responsibilities, tasks and financial contribution of all parties involved in the project.
- **Quality of the preparation phase**
The preparation phase is of crucial importance for the success of a Training and Networking project. During such phase, the promoters should agree on the common theme of the project. They should reflect on division of tasks, Activity programme, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material). The preparation phase should furthermore enhance the participants' involvement in the Activity and prepare them for intercultural encounters with other young people from different backgrounds and cultures.
- **Quality of the Activity programme**
The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme; it should provide learning opportunities for the participants involved. The programme should use a variety of working methods and be adapted to the profile of participants in order to ensure the potentially best learning outcomes.
- **Quality of the evaluation phase**
In order to make the project and its results more sustainable, promoters and participants are expected to include a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the promoters and participants have been met. The evaluation should also highlight the learning outcomes of individuals and promoters involved.

Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable promoters to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from participants and to adapt the Activity programme accordingly.

Quality of project's content and methodology

- **Theme of common interest and relevance to the group of participants**
The project should have a clearly identified thematic concept, which promoters wish to explore together. The chosen theme should be agreed together and should reflect interests and needs of participants. The theme has to be translated into the concrete daily activities of the project.
- **Non-formal learning methods applied**
The project should lead to the acquisition/improvement of competences (knowledge, skills and attitudes) leading to the personal, socio-educational and professional development of all participants and promoters involved. This will be achieved through non-formal and informal learning. A variety of non-formal learning methods and techniques may be applied (workshops, role plays, outdoor activities, ice-breakers, round-tables, etc.) in order to address the different needs of participants and desired outcomes. The project should be based on a learning process stimulating creativity, active participation and initiative (entrepreneurial spirit). Such learning process should be planned and analysed throughout the project: participants should be provided with a place for reflection on learning experiences and outcomes.

- **Active involvement of participants in the project**
To the maximum possible extent, participants should play an active role in the implementation of the project: the daily Activity programme and working methods applied should involve the participants as much as possible and trigger a learning process. Participants also should be actively involved in the preparation and evaluation phases of the project. Participants should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.
- **Promotion of social and personal development of participants**
The project should enable the participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviour; to acquire or cultivate skills, competences and knowledge contributing to social or personal development. Promoters should pay attention to learning processes triggered during each phase of the project.
- **Intercultural dimension**
The Activity should increase participants' positive awareness of other cultures and support dialogue and intercultural encounters with other participants from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.
- **European dimension**
The project should contribute to participants' education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:
 - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
 - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
 - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
 - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality and visibility of project reach

- **Impact, multiplying effect and follow-up**
The impact of a Training and Networking project should not be limited to the participants in the Activity. Promoters should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the project activities.

The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Activity in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread project's objectives and results. An important dimension of the project's impact relates to its learning outcomes: learning happens in Training and Networking projects at different levels and for all actors involved. As an example, participants/youth workers gain new competences, such as social and civic competences and skills related to their professional development (moreover, promoters and local communities build capacities and develop their networks in Europe). With this regard, promoters should put in place measures which make the project's learning outcomes visible. For recognising and validating these learning outcomes it is recommended to use Youthpass and the related learning process reflection.

Furthermore, promoters and participants are asked to reflect systematically upon possible measures to ensure a follow-up of the project. Will the event be repeated? May a new promoter be involved in a new project? How can discussion on the thematic concept be continued and what could the next steps be? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

- **Visibility of the project/visibility of Youth in Action Programme**
Promoters should commonly reflect on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and participants offers additional potential for spreading information about the project, as well as the opportunities offered by the Youth in Action Programme. Visibility measures mainly occur before and during the implementation of the project. Such measures can be divided in two broad categories:

- Visibility of the project
Promoters and participants should "publicise" the project - as well as its aims and objectives - and spread the "youth message" throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue press releases or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

 - Visibility of the Youth in Action Programme
As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as "multiplier" of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity programme. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).
- **Dissemination and exploitation of results**
Each promoter should put in place measures to disseminate and exploit the results of the project, including its learning outcomes for the benefit of all actors involved. Dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on project's results, rather than project's activities and objectives. For this reason, dissemination and exploitation measures occur mainly after the Training and Networking Activity has taken place. Examples of dissemination and exploitation measures are organising public events (presentations, conferences, workshops...); creating audio-visual products (CD-Rom, DVD...); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes...); developing information material (newsletters, brochures, booklets, best practice manuals...); creating an Internet portal, etc.

Action 5.1 - Meetings of young people and those responsible for youth policy

Objectives

This sub-Action supports the implementation of *Structured Dialogue* between young people/youth organisations and decision-makers/experts in the youth field at local, regional, national or international level.

Structured dialogue is the name used for discussions between youth policy-makers (at all levels) and young people on chosen themes, in order to obtain results which are useful for policy-making. The debate is structured in terms of themes and timing and can include events where young people can discuss the agreed themes amongst themselves and with EU politicians.

Structured Dialogue activities can take the form of seminars, conferences, consultations and other events organised at local, regional, national or international level. These events promote the active participation of young people and their interaction with decision-makers, in order to establish a platform for debates between all the interested parties, enabling them to formulate positions or proposals and then translate them into concrete actions. More information about Structured Dialogue is available on the Commission's youth website.

What is a Meeting of young people and those responsible for youth policy?

A project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

A project under Action 5.1 is developed with a view to implementing one or more of the following Activities:

- **National Youth Meeting:** taking place at local, regional, and national level in the Programme Countries with a view to a) offering space for debate, consultation, active participation and information on issues which are relevant to Structured Dialogue or European Union policies and topics, or b) preparing the ground of the official youth conference to be organised by the Member State holding the turn of Presidency of the European Union, or c) organising activities linked to the European Youth Week, or d) enhancing cross-sectoral dialogue and cooperation between formal and non-formal education areas. A National Youth Meeting may also consist of a series or combination of the above activities
- **Transnational Youth Seminar:** gatherings of young people and policy-makers aimed at discussing, exchanging ideas and best practice, and/or adopting recommendations around topics centred on the priorities and objectives of the *Structured Dialogue* and the renewed political framework in the youth field¹⁶.

National Youth Meetings or Transnational Youth Seminars can be preceded by activities of consultation of young people on the topics dealt with during the meeting (e.g. online consultations and questionnaires, group surveys, etc.).

What a Meeting of young people and those responsible for youth policy is not?

The following activities in particular are NOT eligible for grants under sub-Action 5.1:

- academic study trips
- exchange activities which aim to make financial profit
- exchange activities which can be classed as tourism
- festivals
- holiday travel
- language courses
- performance tours

¹⁶ Council Resolution of 27 November 2009 on a renewed framework for European cooperation in the youth field, OJ C 311 of 19 December 2009, p. 1.

- school class exchanges
- sports competitions
- statutory meetings of organisations
- political gatherings
- work camps.

What are the criteria used to assess a Meeting of young people and those responsible for youth policy?

Eligibility criteria

| | |
|---------------------------------|---|
| Eligible promoters | <p>Each <i>promoter</i> must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ a <i>body active at European level in the youth field</i>. <p>National Youth Meeting: the only promoter is from a Programme Country. Transnational Youth Seminar: each promoter must be from a Programme Country and must sign the Preliminary Agreement included in the application form.</p> |
| Number of promoters | <p>National Youth Meeting: one promoter from a Programme Country. Transnational Youth Seminar: promoters from at least five different Programme Countries, of which at least one is an EU Member State.</p> |
| Eligible participants | <p>Young participants: young people aged between 15 and 30 and <i>legally resident</i> in a Programme Country. Policy-makers: if the project foresees the participation of policy-makers or experts in the youth policy field, these participants can be involved regardless of their age or geographical provenance.</p> |
| Number of participants | <p>National Youth Meeting: minimum 15 participants. Transnational Youth Seminar: minimum 30 participants.</p> |
| Venue(s) of the Activity | <p>National Youth Meeting: the Activity takes place in the country of the promoter. Transnational Youth Seminar: the Activity takes place in the country of one of the promoters.</p> |
| Duration of project | <p>Between 3 and 18 months.</p> |
| Duration of Activity | <p>National Youth Meeting: no specific duration. Transnational Youth Seminar: between 1 and 6 days.</p> |
| Activity programme | <p>National Youth Meeting: a timetable of the Activity must be annexed to the <i>application form</i>. Transnational Youth Seminar: a detailed daily timetable of the Activity must be annexed to the application form.</p> |
| Who can apply? | <p>Applications to be submitted to the Executive Agency: One of the promoters assumes the role of coordinator and applies to the relevant Agency (see below, section "Where to apply?") for the whole project on behalf of all promoters. A promoter applying to the Executive Agency must have been legally registered for at least one year on the date of the deadline of submission of their application.</p> <p>Applications to be submitted to the National Agencies: The promoter hosting the Activity assumes the role of coordinator and applies to the relevant Agency (see below, section "Where to apply?") for the whole project on behalf of all promoters.</p> |

| | |
|------------------------|--|
| Where to apply? | <p>Applications to be submitted to the Executive Agency:</p> <ul style="list-style-type: none"> ▪ Transnational Youth Seminar: project applications by 1) bodies active at European level in the youth field, or 2) any eligible applicant, where the majority of promoters are members of or affiliated to the same body active at European level in the youth field. <p>Applications to be submitted to the National Agencies:</p> <ul style="list-style-type: none"> ▪ Transnational Youth Seminar: project applications by other eligible applicants; they must be submitted to the National Agency of the country where the Activity takes place ▪ National Youth Meeting: project applications by any eligible applicant; they must be submitted to the National Agency of the country where the Activity takes place. |
| When to apply? | The project must be submitted for the application <i>deadline</i> corresponding to the start date of the project (please consult Part C of this Guide). |
| How to apply | The application must be introduced in compliance with the application modalities, as described in Part C of this Guide. |
| Other criteria | <p>Protection and safety of participants:</p> <p>The applicant must guarantee that appropriate measures to ensure the safety and protection of participants directly involved in the project are foreseen (please consult Part A of this Guide).</p> |

Exclusion criteria

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|--|---|
| | The applicant might have to state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide). |
|--|---|

Selection criteria

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|-----------------------------|---|
| Financial capacity | The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding. |
| Operational capacity | The applicant must show they have the necessary competencies and motivation to complete the proposed project. |

Award criteria

Projects will be assessed against the following criteria:

| | |
|--|---|
| Relevance to the objectives and priorities of the Programme (20%) | <p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level. |
| Relevance to EU youth policy objectives (20%) | The project is clearly linked to the priorities and objectives of the Framework of European cooperation in the youth field - i.e. clearly focusing on priority themes of the Structured Dialogue - or to European topics. |

| | |
|--|--|
| <p>Quality of the project and methods proposed (40%)</p> | <ul style="list-style-type: none"> ▪ The quality of project design (quality of the <i>partnership</i>/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; quality of measures ensuring <i>protection and safety</i> of participants) ▪ The quality of project content and methodology (theme of common interest and relevance to the group of young participants; non-formal education methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ The quality and visibility of the project reach (<i>impact</i>, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; <i>dissemination and exploitation of results</i>). |
| <p>Profile and number of participants and promoters (20%)</p> | <ul style="list-style-type: none"> ▪ Involvement of a National Youth Council ▪ Involvement of <i>young people with fewer opportunities</i> ▪ Number of participants ▪ Number of countries and partner promoters involved ▪ Gender balance. |

What else should you know about Meetings of young people and those responsible for youth policy?

Participation of decision-makers/experts under sub-Action 5.1

If the project foresees the participation of decision-makers/experts in the Activity, none of the costs directly related to their participation (travel, food, accommodation, visa, special needs, etc.) can be covered by the Youth in Action grant. These costs should be covered through other project funding sources, such as the promoters' contributions, and/or national, regional, local or private assistance.

Youthpass

Every person who has taken part in a Youth in Action project under this Action is entitled to receive a Youthpass Certificate, which describes and validates the non-formal and informal learning experience acquired during the project (learning outcomes). Furthermore, Youthpass is to be considered as a process of becoming aware, reflecting on and documenting the learning within the different phases of the project. For more information on Youthpass, please consult Part A of this Guide as well as the Youthpass guide and further relevant material presented at www.youthpass.eu.

Example of a Meeting of young people and those responsible for youth policy

The aim of the project was to organise a 5-day seminar for young people aged from 18 - 25 and for experts and decision-making actors in the field of youth policy. The programme of the event was based on non-formal learning workshops and lectures and was divided into two parts. The morning lectures were given by young people to their "students" - experts and politicians. The afternoon session were devoted to workshops facilitated by experts and decision-makers about youth policies and the local youth reality. The learning activities were complemented with communication and social games. Through this approach participants were able to confront on various themes. Experts and decision-makers were able to improve their understanding of young peoples' opinions and needs. Vice-versa, young people were able to better understand the dynamics of the decision-making processes having consequences on their life, and they were able to influence, through commonly agreed recommendations, decisions to be taken in the future.

What are the funding rules?

The budget of the project must be drafted according to the following funding rules:

| Eligible costs | | Financing mechanism | Amount | Rule of allocation | Reporting obligations |
|-----------------------|---|-----------------------------------|---|---|--|
| Activity costs | <p><i>Eligible direct costs</i></p> <ul style="list-style-type: none"> - Travel costs (economy class flight tickets or 2nd class train tickets) - Accommodation/food costs - Organisation of seminars, meetings, consultations, activities - Publications/translations/information costs - Dissemination and exploitation of results - Other costs directly linked to the implementation of the project <p><i>Eligible indirect costs</i></p> <p>A flat rate amount, not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project (e.g. electricity or internet bills, costs for premises, cost of permanent staff etc.)</p> | <i>Percentage of actual costs</i> | 75% of the total eligible costs (unless a lower % of EU grant is requested by the applicant). Maximum € 50 000 | Conditional: objectives and Activity programme must be clearly outlined in the application form | Full justification of the costs incurred, copy of invoices/receipts/travel tickets (only for direct costs). Achievements to be described in <i>final report</i> . Original signature list of all participants. |

How to develop a good project?

The "Award criteria" table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**

Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Activity would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective implementation, follow-up and dissemination of the results achieved through the Activity. Projects centred on the Structured Dialogue are intended to be carried out with and through those youth organisations that are active players in debates on youth issues at local, regional, national or European level. With this in mind, national, regional or local youth councils and youth non-governmental organisations taking part in such structures are a natural but not exclusive target of this sub-Action; these types of projects should however aim at developing innovative and efficient ways to address and to involve other target groups, in particular young people who are actively engaged in society but not connected to any structured framework, as well as young people from disadvantaged backgrounds and with fewer opportunities. Promoters are strongly recommended to sign an internal partnership agreement amongst them; such agreement would have the purpose of clearly defining responsibilities, tasks and financial contribution of all parties involved in the project.

- **Quality of the preparation phase**

The preparation phase is of crucial importance for the success of a Project. During this phase, the promoters should agree on the common theme of the Project. They should reflect on division of tasks, Activity programme, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material, linguistic support). The preparation phase should furthermore enhance the participants' involvement in the Project and prepare them for intercultural encounters with other young people from different backgrounds and cultures.

- **Quality of the Activity programme**

The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme; it should provide learning opportunities for the participants involved. The programme should use a variety of working methods and be adapted to the profile of participants in order to ensure the potentially best learning outcomes.

- **Quality of the evaluation phase**

In order to make the project and its results more sustainable, promoters and participants are expected to include a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the promoters and participants have been met. The evaluation should also highlight the learning outcomes of individuals and promoters involved.

Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable promoters to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from participants and to adapt the Activity programme accordingly.

- **Quality of measures ensuring protection and safety of participants**

Notwithstanding the obligations concerning policy insurance for all participants and parental authorisation for participants under 18 years old (please consult Part A of this Guide), during the planning and preparation phase of the project, promoters should address the issue of protection and safety of participants and focus on the legislation, policy and practice which may differ from one country to another. The promoters will make sure that issues of risk and young person protection are addressed in the project. A sufficient number of group leaders must be present in order to enable young people to share their learning experience in a reasonably safe and protected environment. When both genders are participating in a project the group of leaders will preferably be of both genders. It is advisable to have in place emergency procedures (e.g. 24/7 contact details for host and home country, emergency fund, back up plan, medical kit, at least one leader who has first aid training, emergency services contacts, disclosure procedure...). It is also useful to settle a common "code of behaviour" which will help both, group leaders and participants, to respect commonly agreed standards of behaviour (e.g. use of alcohol, tobacco...). At the same time leaders are encouraged to

have a common understanding and position on certain issues - particularly in emergency situations. Further practical information and checklists can be found in the Guidelines on Risk and Young Person Protection (see Annex III of this Guide).

Quality of project content and methodology

- **Theme of common interest and relevance to the group of participants**

The project should have a clear thematic concept, which promoters wish to explore together. The chosen theme should be agreed together and reflect the interests and needs of participants. The theme has to be translated into the concrete daily activities of the project.
- **Non-formal learning methods applied**

The project should lead to the acquisition/improvement of competences (knowledge, skills and attitudes) leading to the personal, socio-educational and professional development of all participants and promoters involved. This will be achieved through non-formal and informal learning. A variety of non-formal learning methods and techniques may be applied (workshops, role plays, outdoor activities, ice-breakers, round-tables, etc.) in order to address the different needs of participants and desired outcomes. The project should be based on a learning process stimulating creativity, active participation and initiative (entrepreneurial spirit). Such learning process should be planned and analysed throughout the project: participants should be provided with a place for reflection on learning experiences and outcomes.
- **Active involvement of participants in the project**

To the maximum possible extent, participants should play an active role in the implementation of the project: the Activity programme and working methods applied should involve the participants as much as possible and trigger a learning process. Participants also should be actively involved in the preparation, and evaluation phases of the project. Young people should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.
- **Promotion of social and personal development of participants**

The project should enable the participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviour; to acquire or cultivate skills, competences and knowledge contributing to social or personal development. Promoters should pay attention to learning processes triggered during each phase of the project.
- **Intercultural dimension**

The project should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with other young people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.
- **European dimension**

The project should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

 - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
 - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
 - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
 - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality and visibility of project reach

- **Impact, multiplying effect and follow-up**

The impact of a project should not just be limited to the participants in the Activity. Promoters should, as much as possible, try to involve other people (from the neighbourhood, local area, etc.) in the project activities.

The project should be framed with a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Project in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision

makers) in order to spread project's objectives and results. An important dimension of the project's impact relates to its learning outcomes: learning happens in a project at different levels and for all actors involved. As an example, participants gain new competences, such as social and civic competences and skills related to their professional development (moreover, promoters and local communities build capacities and develop their networks in Europe). With this regard, promoters should put in place measures which make the project's learning outcomes visible. For recognising and validating these learning outcomes it is recommended to use approaches that stimulate learning process reflection (the Youthpass approach can provide models and inspiration).

Furthermore, promoters and participants are asked to reflect systematically upon possible measures to ensure a follow-up of the Project. Will the event be repeated? May a new promoter be involved in a new Project? How can discussion on the thematic concept be continued and what could the next steps be? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

- **Visibility of the project/visibility of Youth in Action Programme**

Promoters should commonly reflect on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and participants offers additional potential for spreading information about the planned Activity, as well as the opportunities offered by the Youth in Action Programme. Visibility measures mainly occur before and during the implementation of the Project. Such measures can be divided in two broad categories:

- Visibility of the project

Promoters and participants should "publicise" the project - as well as its aims and objectives - and spread the "youth message" throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue press releases or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

- Visibility of the Youth in Action Programme

As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as "multiplier" of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity programme of the project. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

- **Dissemination and exploitation of results**

Each promoter should put in place measures to disseminate and exploit the results of the Project, including its learning outcomes for the benefit of all actors involved.

Standard dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on project's results, rather than project's Activity and its objectives. For this reason, dissemination and exploitation measures occur mainly after the Project has taken place. As well as the standard dissemination and exploitation measures, promoters could set up additional measures to spread and highlight the value of their project's results. Examples of dissemination and exploitation measures are organising public events (presentations, conferences, workshops...); creating audio-visual products (CD-Rom, DVD...); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes...); developing information material (newsletters, brochures, booklets, best practice manuals...); creating an Internet portal, etc.

PART C - INFORMATION FOR APPLICANTS

All those *promoters* who intend to submit a project in order to receive financial support from the European Union under the Youth in Action Programme are invited to read carefully this section which is drafted in accordance with the provisions set in the Financial Regulation applicable to the grants from the EU.

1. What do you have to do in order to submit a Youth in Action project?

To submit a Youth in Action project you must follow the three steps described below:

- check that your project complies the Programme criteria
- check that your project meets the financial conditions
- fill in and submit your application to the relevant Agency (Executive or National).

Step 1: Check compliance with the Programme criteria

As promoter and potential applicant, you must verify that your project meets the following criteria: eligibility, exclusion, selection and award.

Eligibility criteria

The *eligibility criteria* mainly relate to the project type, the target group and the conditions for submitting a grant request for such a project. If your project does not meet these criteria, it will be rejected without being further evaluated. Although some eligibility criteria are common to all Actions and sub-Actions of the Programme, others apply only to specific Actions or sub-Actions.

To be eligible, your project must meet all the eligibility criteria relating to the Action or sub-Action under which you apply. For details of the eligibility criteria for specific Actions or sub-Actions, please consult Part B of this Guide.

Exclusion criteria

Applicants must state that they are not in any of the situations described in Articles 106 and 107 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EU, Euratom) No 966/2012) and set out below.

Applicants will be excluded from participating in the Youth in Action Programme if they are in any of the following situations:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations
- they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests
- following another procurement procedure or grant award procedure financed by the European Union budget, they have been declared to be in serious breach of contract for failure to comply with their *contractual obligations*.

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- are subject to a conflict of interests
- are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the grant award procedure or fail to supply that information.

In accordance with Articles from 106 to 109 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their *contractual obligations* under a previous contract award procedure.

These exclusion criteria apply to all Actions and sub-Actions of the Youth in Action Programme. To comply with these provisions, applicants must sign a "declaration on honour" certifying that they are not in any of the situations referred to in Articles 106(1) and 107 of the Financial Regulation. This "declaration on honour" constitutes a specific section of the *application form*; it will not be required in the case of *low value grants*.

Selection criteria

The selection criteria enable the Executive Agency or a National Agency to assess the applicant's financial and operational capacity to complete the proposed project. These selection criteria apply to all Actions and sub-Actions of the Youth in Action Programme.

Financial capacity means the applicant has stable and sufficient sources of funding to maintain its activity throughout the project.

Note that the verification of financial capacity does not apply to:

- applicants introducing a grant request that does not exceed 60 000 euros
- natural persons in receipt of direct support (informal group of young people)
- public bodies
- international organisations
- the International Committee of the Red Cross (ICRC)
- the International Federation of National Red Cross and Red Crescent Societies
- other organisations assimilated to international organisations by a Commission decision.

In all other cases, the applicant must submit with the application:

- the applicant's profit and loss account
- the balance sheet for the last financial year for which accounts have been closed.

Where the application concerns grants for a project for which the amount exceeds 750 000 euros, an audit report produced by an approved external auditor shall be submitted. That report shall certify the accounts for the last financial year available.

If, on the basis of these documents, the Executive Agency or the National Agency concludes that the required financial capacity has not been proved or is not satisfactory, then they may:

- ask for further information
- require a bank guarantee
- offer a grant agreement without pre-financing or with a reduced pre-financing
- reject the application.

Operational capacity means the applicant must show that it has the necessary competencies and motivation to carry out the proposed project. This constitutes a specific section of the application form. For recurrent beneficiaries, the evidence demonstrated by previous Youth in Action projects will also be used to assess operational capacity.

Award criteria

The award criteria are indicators that allow the Executive Agency or a National Agency to evaluate the quality of projects submitted for grants.

On the basis of these criteria, grants will be awarded to those projects which maximise the overall effectiveness of the Youth in Action Programme.

The award criteria indicated in this Guide tell you exactly which elements will be taken into consideration in order to assess the quality of your project.

Although some award criteria are common to all Actions and sub-Actions of the Programme, others apply only to specific Actions or sub-Actions.

For any Action or sub-Action, all award criteria are described in Part B of this Guide. In addition, for any Action or sub-Action of this Guide managed at centralised level, the Executive Agency will take in due account to ensuring a geographical balance in terms of countries of origin of successful applicants. This criterion - amongst others - will be assessed within the last category of the "Award criteria" section of each relevant Action/sub-Action.

Step 2: Check the financial conditions

Types of grant

The grant may be any of the following types:

- reimbursement of a specified proportion of the eligible costs
- reimbursement on the basis of unit costs
- lump sums (fixed amounts)
- flat rate financing (fixed percentage)
- a combination of the above.

A grant in the form of reimbursement of a specified proportion of the eligible costs is made through the reimbursement of a percentage of the eligible costs actually incurred during the project (e.g. 70% of participants' travel costs under sub-Action 1.1).

The reimbursement on the basis of unit costs covers specific categories of expenditure by applying a standard scale of unit cost (e.g. 590 euros x number of volunteers x number of months of EVS Service abroad allocated for a Service taking place in Belgium under Action 2).

A lump sum is a fixed amount covering in global terms certain costs necessary for carrying out the project (e.g. the 5 700 euros allocated for the Project costs of a National Youth Initiative in Austria under sub-Action 1.2).

Flat rate financing covers specific categories of expenditure by applying a fixed percentage (7% of direct eligible costs for the support to indirect costs under sub-Action 1.3).

The funding mechanisms applied under the Youth in Action Programme often use reimbursement on the basis of unit costs, lump sums and flat rate financing. These forms of grant help applicants to easily calculate the expected grant amount and facilitate the realistic planning of the project.

For details of the funding mechanism for all Actions or sub-Actions, please consult Part B of this Guide.

Co-financing

A grant from the European Union is an incentive to carry out a project which would not be feasible without the EU financial support, and is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project; the applicant should complement the EU grant with own financial contribution and/or national, regional, local or private assistance. Support under the form of reimbursement on the basis of unit costs, lump sums or flat rate financing are not affected by this rule; for supports under the form of percentage of actual costs, the applicant has to indicate in the application form the contribution from sources other than the EU grant.

External co-financing may take the form of the beneficiary's own resources, financial contributions from third parties or income generated by the project. Contributions in kind are also considered an eligible source of co-financing.

Contribution in kind is a provision of goods or services to beneficiaries free of charge by third parties. Such goods or services provided by third parties cannot be therefore entered in the accounts of a beneficiary. The contributions in kind must be linked to the project implementation; they must be necessary and appropriate.

Examples of eligible contributions in kind:

- goods donated to or put at disposal of the beneficiary: technical equipment (cameras, computers, slide projectors), office equipment, specific professional equipment (including medical equipment for disabled people)
- services provided by individuals a voluntary basis free of charge: transportation, translation, catering, coaching, medical services.

The following contributions in kind are not eligible:

- the permanent staff of beneficiaries
- real estate: making available land, buildings, premises
- contributions in kind related to ineligible costs according to the grant agreement or its annexes

The value calculated for contributions in kind must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary free of charge but bear the corresponding costs
- the costs generally accepted on the market in question for the type of contribution concerned when no costs are borne

No-profit

The grant may not have the purpose or effect of producing a profit for the *beneficiary*. Profit is defined a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. The receipts referred to shall be limited to income generated by the project, as well as financial contributions specifically assigned by donors to the financing of the eligible costs.

Support under the form of reimbursement on the basis of unit costs, lump sums or flat rate financing and *low value grants* are not affected by this rule.

If a project is shown to have made a profit, it may have to return amounts previously paid.

No double-financing

Each project supported at EU level may give rise to the award of only one grant from the EU budget. Therefore, a project supported under the Youth in Action Programme may not be in receipt of any other European Union funding.

Note that if you have been awarded an operating grant from the budget of the European Union (for example, under sub-Action 4.1 of the Youth in Action Programme), you are not entitled to receive financial support to cover indirect eligible costs foreseen for projects under certain sub-Actions.

Also note that participants cannot be directly involved in two or more Youth in Action projects at the same time (e.g. an EVS volunteer who is at the same time part of a group of young people carrying out a Youth Initiative).

To avoid the risk of double-financing, the applicant must indicate in the relevant section of the application form, the sources and the amounts of any other funding received or applied for in the same financial year, whether for the project or any other projects, including operating grants.

Step 3: Fill in and submit the application form

One promoter assumes the role of coordinator and submits to the Executive Agency or to a National Agency a single application for the whole project on behalf of all the promoters.

If the application is positively assessed and selected, the applicant will be the beneficiary of a single *grant agreement* proposed by the Executive Agency or by the National Agency for the funding of the whole project.

Application procedure

For any Action or sub-Action, the eligibility criteria to be met regarding the procedure to be followed for the submission of a project are described in Part B of this Guide. Furthermore, the applicants must respect the provisions described below.

An application will be accepted only if it:

- is submitted on the correct form, completed in full and dated
- is signed by the person authorised to enter into legally binding commitments on behalf of the applicant
- shows a budget in conformity with the funding rules
- meets the delivery criteria
- is delivered by the *deadline*.

For projects submitted to a National Agency, please note that no more than three projects can be submitted by the same applicant under each sub-Action per round.

For projects submitted to the Executive Agency, please note that no more than one project can be submitted by the same applicant under each sub-Action per round, and no more than one project can be submitted by the same partnership under each sub-Action per round.

Use the official application form

Applications must be:

- made on the application form specifically designed for this purpose. You can obtain the forms by contacting the Executive Agency or a National Agency. You can also download them from the websites of the European Commission, the Executive Agency and the National Agencies (please consult Annex I of this Guide)
- filled out in one of the official EU languages
- typed.

On-line e-Forms

For most Actions, applicants are required to submit their application on-line using the relevant e-Form. For applications submitted to National Agencies, only applications submitted both on-line and in hard copy - with a project reference number as proof - will be accepted for further evaluation. Full details of the on-line application procedure may be found on the website of the Executive Agency and relevant National Agencies.

The application form must also include all the documents referred to in the application form.

Provide proof of your legal status

The applicant must provide the following:

Non-governmental organisation:

- bank details form, duly completed (included in the application form)
- extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

Public body:

- bank details form, duly completed (included in the application form)
- legal resolution or decision or other official document established in respect of the public body.

Individual:

- bank details form, duly completed (included in the application form)
- photocopy of identity card and/or passport.

Estimated budget

Applications must include a detailed estimated budget (included in the application form) in which all prices are given in euro. Applicants from countries outside the Eurozone must use the conversion rates published in the *Official Journal of the European Union*, series C, in the month in which they are submitting the application. For more information on the rates applied, please consult the Commission's website at www.ec.europa.eu/budget/inforeuro/.

The budget for the project must be drafted according to the funding rules of the relevant Action or sub-Action and show clearly the costs which are eligible for financing from the European Union.

Meet the delivery criteria

An original copy of the application must be delivered to the address of the body in charge of selection, the Executive Agency or a National Agency. For details regarding the bodies in charge of selection, please consult Part B of this Guide.

Applications must be delivered:

- by post, date as postmark
- by courier service, date of receipt by the courier service.

Some National Agencies may accept an application form delivered in person, date as receipt.

As a general rule, applications sent by fax or email will not be accepted. However, some National Agencies may accept applications sent by fax or email on condition that they are backed up by an original (signed) application delivered by the deadline.

No changes can be made after the application has been submitted. However, the Executive Agency or a National Agency may give the applicant the opportunity to rectify formal and manifest errors in the application within a reasonable deadline. In these circumstances, the Executive Agency and the National Agencies must contact the applicant in writing.

Respect the deadline

The application must be submitted for the deadline corresponding to the start date of the project.

For projects submitted to a National Agency there are three application *deadlines* per year:

| Projects starting between | Application deadline |
|---------------------------|----------------------|
| 1 May and 31 October | 1 February |
| 1 August and 31 January | 1 May |
| 1 January and 30 June | 1 October |

For projects submitted to the Executive Agency there are three application *deadlines* a year:

| Projects starting between | Application deadline |
|---------------------------|----------------------|
| 1 August and 31 December | 1 February |
| 1 December and 30 April | 3 June |
| 1 March and 31 July | 3 September |

Distinction between project dates and Activity dates

All project applications submitted under the Youth in Action Programme must indicate two set of dates: project dates and Activity dates.

Project dates

These are the date when the project starts and the date when the project ends. The interval of time between these two dates is the eligibility period; this means that the costs linked to the project must be incurred within this period. This period includes the preparation and the final evaluation (including a reflection on a possible follow-up) of the project.

Activity dates

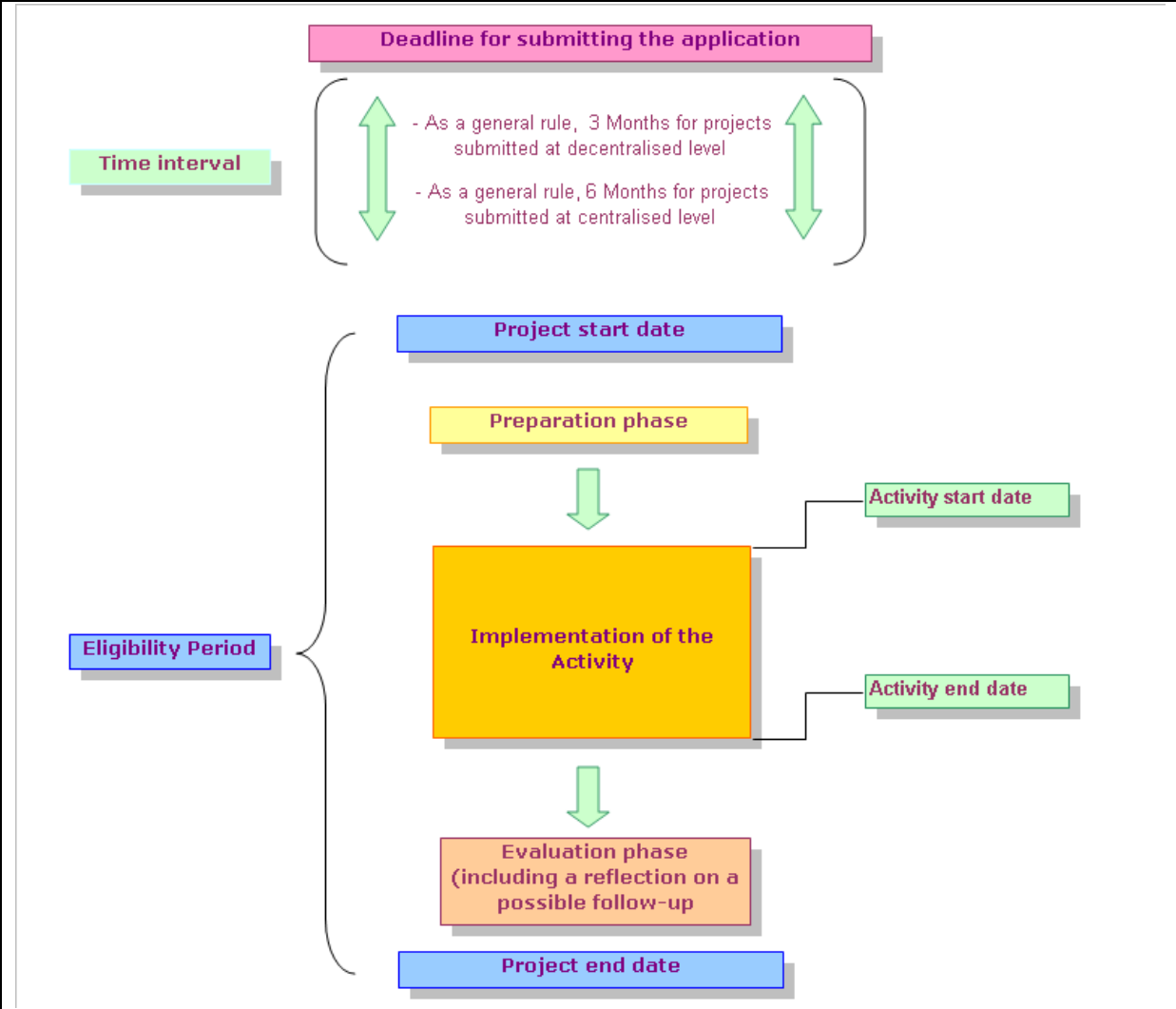
These are the dates during which the main Activity takes place (e.g. the first and the last day of a Youth Exchange, seminars, etc.). This period excludes the preparation and final evaluation (including a reflection on a possible *follow-up*) phases of the project. Activity dates therefore fall within the project dates and should preferably not coincide with them, as costs are supposed to be incurred both prior to and after the main Activity takes place.

The *eligibility period* for costs starts on the date specified in the grant agreement, that is, the project start date. Expenditure may be authorised before the agreement is signed, if a beneficiary can demonstrate the need to start the project before the agreement is signed. The date on which expenses first become eligible may not, in any event, be earlier than the date on which the application was submitted.

To be noted that the fact determining the occurrence of a cost must intervene within the eligibility period, which does not mean that the cost will have to be necessarily paid during the eligibility period of the project. For example, costs for the provision of services (e.g. translations, accommodation, food, travel, etc.) or supplying materials for the purpose of carrying out the project may be invoiced and paid prior to the start of the project or after the end of the project, provided that:

- the performance/delivery of such services/materials has been made within the eligibility period
- such costs have not been incurred prior to the date of submission of the grant application.

Graphic: Project-cycle. Distinction between Project dates and Activity dates



2. What happens once the application is submitted?

All applications received by the Executive Agency and by the National Agencies undergo a selection procedure.

The selection procedure

The selection of applications is as follows:

- first they are checked against the eligibility criteria, the selection criteria and the exclusion criteria
- then those applications which have successfully passed these checks are assessed and ranked according to the award criteria.

Final decision

Once the evaluation, including the verification of financial conditions, is completed, the Executive Agency or the National Agency decides on the projects to be granted funding, based on the Selection Committee's proposal and the budget available.

Notification of award decisions

For applications submitted to the Executive Agency:

Applicants should, in principle, be notified of the outcome of the selection procedure during the fifth month after the application deadline.

For applications submitted to a National Agency:

Applicants should, in principle, be notified of the outcome of the selection procedure at the latest by the first half of the third month after the application deadline.

All successful and unsuccessful applicants will be informed in writing. After completion of the selection procedure, the application files and accompanying material will not be sent back to the applicant, independently of the outcome of the procedure.

3. What happens if your application is approved?

Grant agreement

In the event of definitive approval by the Executive Agency or by a National Agency, a grant agreement, drawn up in euros and detailing the conditions and level of funding, will be entered into between the Executive Agency/National Agency and the beneficiary.

The Executive Agency has replaced, for beneficiaries from Member States of the European Union, the grant agreement with a grant decision. The grant decision is a unilateral act awarding a subsidy to a beneficiary. Unlike an agreement, the beneficiary does not have to sign the decision and can start the project immediately upon receipt. Beneficiaries are subject to the general conditions, which form an integral part of the grant decision, and which can be downloaded from the Executive Agency web site:

http://eacea.ec.europa.eu/about/eacea_documents_register_en.php

For projects selected by the Executive Agency, beneficiaries should receive the grant decisions/agreements for signature at the latest within six months after the application deadline.

For projects selected by the National Agencies, it is intended that beneficiaries should receive the agreements for signature by the fourth month after the application deadline.

This agreement must be signed and returned to the National Agency (or to the Executive Agency, in cases when a grant agreement is issued) immediately. The National Agency (or Executive Agency) will be the last party to sign.

Models of grant agreements used under the Youth in Action Programme are available at the Commission's website.

Grant amount

Acceptance of an application does not constitute an undertaking to award funding equal to the amount requested by the applicant. The requested funding could be reduced on the basis of the application of the specific financial rules of each Action and/or an analysis of the past performance of the applicant organisation in terms of capacity to absorb the community grant awarded.

The awarding of a grant does not establish an entitlement for subsequent years.

It should be noted that the grant amount foreseen by the agreement is to be considered as a maximum which cannot be increased in any circumstances. Furthermore, the amount allocated may not exceed the amount requested.

It must be possible to identify the funds transferred by the Executive Agency or the National Agency within the account or sub-account indicated by the beneficiary.

To whom is entitled the EU grant?

Although the EU grant is transferred to the applicant (Coordinating Organisation) which, as a beneficiary, signs the grant agreement and bears the financial and administrative responsibility of the entire project, such grant is aimed at covering costs born by all promoters involved in the project. It is therefore necessary that the EU grant is shared among promoters according to the roles, tasks and activities performed within the project. In order to avoid complications within the partnership, it is strongly advised that promoters formalise their distribution of tasks, responsibilities and share of EU grant through an internal written agreement.

Eligible costs

In order to be eligible under this Programme, costs must be:

- incurred during the duration of the project, with the exception of costs relating to final reports and audit certificates. For more details regarding the eligibility period for costs, please consult Part C, "Distinction between project dates and Activity dates"
- indicated in the estimated overall budget of the project
- necessary for the implementation of the project which is the subject of the grant

- identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary
- in compliance with the requirements of applicable tax and social legislation
- reasonable, justified, and compliant with the principle of sound financial management, in particular regarding economy and efficiency.

Eligible direct costs

Eligible direct costs are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the project and which can therefore be booked to it directly.

Non-deductible VAT shall be eligible, unless it is related to activities of the public authorities in the Member States.

Eligible indirect costs (administrative costs)

For certain types of project a flat rate amount not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project. For details of the funding rules for Actions or sub-Actions, please consult Part B of this Guide.

Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible where the beneficiary already receives an operating grant from the budget of the European Union (for example under sub-Action 4.1 of the Youth in Action Programme).

Ineligible costs

The following costs shall not be considered eligible:

- return on capital
- debt and debt service charges
- provisions for losses or potential future liabilities
- interest owed
- doubtful debts
- exchange losses
- costs declared by the beneficiary and covered by another action or work programme receiving an EU grant
- excessive or reckless expenditure.

Payment procedures

A) Procedure with one pre-financing instalment

Most of the projects supported under the Youth in Action Programme will be subject to a payment procedure consisting of one pre-financing payment and a final payment/recovery of the balance due, as described below:

Pre-financing payment

A pre-financing payment of 80% will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement and, where relevant, any appropriate guarantees are received. Pre-financing is intended to provide the beneficiary with a float.

Payment or recovery of the balance

The amount of the final payment to be made to the beneficiary will be established on the basis of a final report to be submitted within two months following the end date of the project (official final report forms are available on the websites of the European Commission, Executive Agency and of the National Agencies).

If the eligible costs actually incurred by the beneficiary during the project are lower than those anticipated, funding may be reduced proportionally, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred under the pre-financing payments.

If the support takes the form of lump sums or scales of unit costs there is no need to determine the costs actually incurred. However, the beneficiary must be able upon request to provide documents giving evidence that the activities organised with the support of the European Union funding effectively took place. For details of the funding rules for Actions or sub-Actions, please consult Part B of this Guide.

As a general rule, the final payment or recovery of the balance will be issued within 60 calendar days from the receipt of the final report.

B) Procedure with two pre-financing instalments

In some cases, in order to limit the financial risk, the Executive Agency or the National Agencies will adopt a procedure consisting of two pre-financing payments and a final payment/recovery of the balance due, as described below. This procedure is applied to:

- projects submitted by informal groups of young people when requesting a grant exceeding 60 000 euros
- EVS projects lasting 6 to 24 months when requesting a grant exceeding 50 000 euros, only in cases where the volunteer(s) have not been identified at application level.

Pre-financing payment

A first pre-financing payment of 40% will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement and, where relevant, any appropriate guarantees are received.

Further pre-financing payment

A second pre-financing payment of 30% will be transferred to the beneficiary within 30 days of the approval, by the Executive or National Agency, of the further pre-financing payment request advanced by the beneficiary. This second pre-financing payment may not be made until at least 70% of the previous pre-financing payment has been used up.

Payment or recovery of the balance

The amount of the final payment to be made to the beneficiary will be established on the basis of a final report to be submitted within two months following the end date of the project (official final report forms are available on the websites of the European Commission, Executive Agency and of the National Agencies).

If the eligible costs actually incurred by the beneficiary during the project are lower than those anticipated, funding may be reduced proportionally, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred under the pre-financing payments.

If the support takes the form of lump sums or scales of unit costs there is no need to determine the costs actually incurred. However, the beneficiary must be able upon request to provide documents giving evidence that the activities organised with the support of the European Union funding effectively took place. For details of the funding rules for Actions or sub-Actions, please consult Part B of this Guide.

Other main contractual provisions

Non retroactivity

No grant may be awarded retrospectively for projects already completed.

A grant may be awarded for a project which has already begun only where the applicant can demonstrate the need to start the project before the agreement has been signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the application.

Starting the project before signing the agreement is done at the risk of the beneficiary and does not make it more likely a grant will be awarded.

Guarantee

The Executive Agency or the National Agencies may require any beneficiary which has been awarded a grant to furnish a guarantee in advance, in order to limit the financial risks linked to the pre-financing payment. This doesn't apply to *low value grants*.

Such a guarantee is requested in order to make the body providing surety irrevocably liable or to make it stand as a first-call guarantor of the grant-beneficiary's obligations.

The guarantee must be furnished by an approved bank or financial institution established in one of the Member States of the European Union. When the beneficiary is established in another Programme Country or in a Partner Country, the Executive or National Agency may agree that a bank or financial institution established in that country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

The guarantee may be replaced by a third-party guarantee from one of the promoters who are parties to the same grant agreement. The guarantee shall be denominated in euros.

The guarantee will be lifted progressively, as the pre-financing is discharged through deduction of payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

Public bodies and international public-sector organisations set up by inter-governmental agreements, specialised agencies set up by such organisations, the International Committee of the Red Cross (ICRC), the International Federation of National Red Cross and Red Crescent Societies are all exempt from this provision.

Sub-contracting and award of procurement contract

Without prejudice to the application of Directive 2004/18/EC, in those cases where the implementation of the project requires sub-contracting or the award of procurement contracts, beneficiaries of grants shall award the contract to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, while taking care to avoid any conflict of interest.

Where the implementation of the project requires the award of a procurement contract with a value of more than 60 000 euros, the National or Executive Agency may require beneficiaries to abide by special rules in addition to those referred to in the paragraph above. Those special rules shall be based on rules contained in the Union's Financial Regulation and determined with due regard for the value of the contracts concerned, the relative size of the European Union contribution in relation to the total cost of the project and the risk.

Information on the grants awarded

Grants awarded in the course of a financial year must be published on the website of the Commission, the Executive Agency and/or the National Agencies during the first half of the year following the closure of the financial year for which they were awarded.

The information may also be published in any other appropriate medium, including the *Official Journal of the European Union*.

The Executive Agency and the National Agencies will publish the following information (unless this information is of such a nature as to jeopardise the beneficiary's security or to prejudice its financial interests):

- name and locality of the beneficiary
- amount of grant awarded
- nature and purpose of the award.

Publicity

Apart from the measures foreseen for the visibility of the project and for the dissemination and exploitation of its results (which are award criteria), there is an obligation of minimal publicity for each granted project.

Beneficiaries must clearly acknowledge the European Union's support in all communications or publications, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used.

This must be done according to the provisions that will be included in the grant agreements/decisions.

If these provisions are not fully complied with, the beneficiary's grant may be reduced.

Audits and monitoring

A granted project may be subject to an audit and/or to a monitoring visit. The beneficiary will undertake, with the signature of its legal representative, to provide proof that the grant has been used correctly. The European Commission, the Executive Agency, National Agencies and/or the European Court of Auditors, or a body mandated by them, may check the use made of the grant at any time during the term of the agreement and during a period of five years following its expiry and for three years in the case of *low value grants*.

Data protection

All personal data contained in the grant agreement shall be processed in accordance with:

- Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data
- where applicable, the national legislation of the country where the application has been selected.

These data will be processed solely in connection with the implementation and evaluation of the Programme, without prejudice to the possibility of transferring such data to the bodies responsible for inspection and audit in accordance with European Union legislation (European Commission internal audit services, European Court of Auditors, Financial Irregularities Panel or to the European Anti-Fraud Office). For more information regarding the treatment of personal data under the Youth in Action programme as well as concerning the national and European authorities to be contacted in case of queries or complaints, please visit the Commission's web site at <http://ec.europa.eu/youth>

Rules applicable

Decision N° 1719/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing the Youth in Action Programme for the period 2007 to 2013.

Regulation (EU, Euratom) N° 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation N° 1605/2002.

Commission Delegated Regulation (EU) N° .../.. of XXX on the rules of application of Regulation (EU) N° .../2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

ANNEX I - LIST OF CONTACT DETAILS

European Commission

Directorate-General for Education and Culture
(DG EAC)

Unit E2: Youth in Action Programme

Unit E1: Youth policies

B - 1049 Brussels

Tel: +32 2 299 11 11

Fax: +32 2 295 76 33

E-mail: eac-youthinaction@ec.europa.eu

Website: http://ec.europa.eu/youth/index_en.html

Education, Audiovisual, and Culture Executive Agency

Unit P6: Youth

BOUR 01/01

Avenue du Bourget 1

B-1140 Brussels

Tel: +32 2 29 75615

Fax: +32 2 29 21330

E-mail: eacea-p6@ec.europa.eu

Website: http://eacea.ec.europa.eu/youth/index_en.php

European Youth Portal

A dynamic and interactive portal in 20 languages for young people

<http://europa.eu/youth/>

National Agencies in the Programme Countries

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| <p>BÄLGARIJA National Centre "European Youth Programmes and Initiatives" 125, Tsarigradsko shose blvd. bl.5 BG - 1113 Sofia Tel: +359-2-9817577 Fax: +3592 870 45 59 Website: www.youthbg.info</p> | <p>DANMARK Danish Agency for Universities and Internationalisation Bredgade 36, DK-1260 Copenhagen K Tel: +45 3395 7000 Fax: +45 33 95 7001 website: www.iu.dk/ungdom</p> |
| <p>BELGIQUE - Communauté française Bureau International Jeunesse (BIJ) Rue du Commerce, 20-22 B - 1000 Bruxelles Tel.: +32-2-219.09.06 Fax: +32-2-218.81.08 Website: http://www.lebij.be</p> | <p>DEUTSCHLAND JUGEND für Europa (JfE) Deutsche Agentur für das EU-Programm JUGEND IN AKTION Godesberger Allee 142-148 D - 53175 Bonn Tel.: +49-228/9506-220 Fax: +49-228/9506-222 Website: www.jugend-in-aktion.de</p> |
| <p>BELGIE - Vlaamse Gemeenschap JINT v.z.w. Grétrystraat, 26 B - 1000 Brussel Tel.: +32-2-209.07.20 Fax: +32-2-209.07.49 Website: www.jint.be / www.youthinaction.be</p> | <p>EESTI Foundation Archimedes - Euroopa Noored Eesti büroo Koidula, 13A EE - 10125 Tallin Tel.: +372-6979236 Website: www.euroopa.noored.ee</p> |
| <p>BELGIEN - Deutschsprachigen Gemeinschaft Jugendbüro der Deutschsprachigen Gemeinschaft Quartum Center Hütte, 79/16 B - 4700 Eupen Tel.: +32-(0)87-56.09.79 Fax: +32-(0)87.56.09.44 Website: www.jugendbuero.be</p> | <p>ELLAS Hellenic National Agency for the EU Programme YiA and Eurodesk Institute for Youth (IY) 417, Acharnon Street GR - 111 43 Athens Tel.: +30-210.25.99.360 Fax: +30-210.25.31.879 Website: http://www.neagenia.gr</p> |
| <p>ČESKÁ REPUBLIKA Česka narodni agentura Mladez Narodni insitut deti a mladeze Na Porici 1035/4 CZ – 110 00 Praha 1 Tel: +420 221 850 900 Fax: +420 221 850 909 Website: www.mladezvakci.cz</p> | <p>ESPAÑA Agencia Nacional Española C/ José Ortega y Gasset, 71 E - 28.006 Madrid Tél.: +34-91-363.76.06/+34-91-363.77.40 Fax: +34-91-363.76.49 Website: www.juventudenaccion.injuve.es</p> |
| <p>CROATIA Agencija za mobilnost i programe Europske unije / Agency for Mobility and EU Programmes Gajeva 22, HR-10 000 Zagreb Tel +385 (0)1 500 5635 Fax +385 (0)1 500 5699 Website : www.mobilnost.hr</p> | <p>FRANCE Agence Française du Programme Européen Jeunesse en Action (AFPEJA) Institut National de la Jeunesse et de l'Education Populaire (INJEP) 95 avenue de France FR - 75650 Paris cedex 13 Tel: +33-1.70.98.93.69 Fax: : + 33.1. 70 98 93 60 Website : www.jeunesseenaction.fr</p> |

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| <p>IRELAND-ÉIRE Léargas Fitzwilliam Court Leeson Close IRL - Dublin 2 Tel.: +353-1-873.1411 Fax: +353-1-873.1316 Website: www.leargas.ie/youth</p> | <p>ICELAND Evrópa unga fólksins Sigtúni 42 IS - 105 Reykjavík Tel.: +354-551.93.00 Fax: +354-551.93.93 Website: http://www.euf.is</p> |
| <p>ITALIA Agenzia Nazionale per i Giovani Via Sabotino, 4 IT - 00195 Roma Tel: +39-06.37.59.12.52 Fax: +39.06.37.59.12.30 Website: www.agenziagiovani.it</p> | <p>LUXEMBOURG Service National de la Jeunesse 138, Boulevard de la Pétrusse LU – 2330 Luxembourg Tel: +352 24 78 64 77 Fax: +352 26 48 31 89 Website: http://www.snj.lu/europe</p> |
| <p>KYPROS Youth in Action National Agency Youth Board of Cyprus 6 Evgenias & Antoniou Theodotou 1060 Nicosia P.O.Box 20282 CY - 2150 Nicosia Tel.: +357-22-40.26.20/96 Fax: +357-22-40.26.53 Website: www.youth.org.cy</p> | <p>MAGYARORSZÁG National Employment and Social Office Mobilitás National Youth Service Youth in Action Programme Office Szemere utca, 7 HU - 1054 Budapest, Postbox. 20 Tel.: +36-1-374.9060 Fax: +36-1-374.9070 Website: www.mobilitas.hu</p> |
| <p>LATVIJA Agency For International Programs For Youth Mukusalas iela 41 LV – 1004 Riga, Latvia Tel.: +371-67.35.80.65 Fax: +371-67.35.80.60 E-mail: info@jaunatne.gov.lv Website: www.jaunatne.gov.lv</p> | <p>MALTA EUPU - European Union Programmes Unit 36, Old Mint Street MT - Valletta VLT12 Tel.: +356-21.255.087/255.663 Fax: +356-255.86.139 Website: www.yia.eupa.org.mt</p> |
| <p>LIECHTENSTEIN Aha - Tipps & Infos für junge Leute Bahnhof Postfach 356 FL - 9494 Schaan Tel.: +423-239.91.15 Fax: +423-239.91.19 Website: http://www.aha.li</p> | <p>NEDERLAND Nederlands Jeugd Instituut (NJI) Catharijnesingel, 47 Postbus 19221 NL - 3501 DE Utrecht Tel.: +31-30.230.63.44 Fax: +31-30.230.65.40 Website: www.youthinaction.nl</p> |
| <p>LIETUVA Jaunimo tarptautinio bendradarbiavimo agentūra Pylimo, 9-7 LT - 01118 Vilnius Tel.: +370-5-249.70.03 Fax: +370-5-249.70.05 Website: http://www.jtba.lt</p> | <p>NORGE BUFDIR - Barne-, ungdoms- og familiedirektoratet Stensberggt 27 NO - 0032 Oslo Tel. +47 46 61 50 00 Fax + 47 22 46 83 05 Website: www.aktivungdom.eu</p> |
| <p>POLSKA Fundacja Rozwoju Systemu Edukacji Polska Narodowa Agencja Programu "Młodzież w działaniu" ul. Mokotowska 43 PL - 00-551 Warsaw Tel.: +48-22- 22 46 31 323 Fax: +48-22- 46 31 025/026 www.mlodziez.org.pl</p> | <p>ÖSTERREICH Interkulturelles Zentrum Österreichische Nationalagentur "Jugend in Aktion" Lindengasse 41/10 A-1070 Vienna Tel.: +43-1-586.75.44-16 Fax: +43-1-586.75.44-9 Website: www.iz.or.at</p> |

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| <p>PORTUGAL Agência Nacional para a Gestão do Programa Juventude em Acção Rua de Santa Margarida, n.º 6 4710-306 Braga - Portugal Tel: (351) 253 204 260 Fax: (351) 253 204 269 Website: http://www.juventude.pt</p> | <p>SUOMI - FINLAND Centre for International Mobility (CIMO) Youth in Action Programme P.O. Box 343 (Hakaniemenranta 6) FI - 00531 Helsinki Tel.: +358 295 338 500 Fax: +358 9 753 1123 Website: http://www.cimo.fi/youth-in-action</p> |
| <p>SVERIGE Ungdomsstyrelsen/National Board for Youth Affairs Medborgarplatsen 3, Box 17 801 SE-118 94 Stockholm Tel.: +46-8-566.219.00 Fax: +46-8-566.219.98 Website: www.ungdomsstyrelsen.se/ungochaktiv</p> | <p>ROMANIA National Agency for Community Programmes in the Field of Education and Vocational Training. Calea Serban Voda, no. 133, 3-rd floor RO - 040205 Bucharest Tel.: +40-21-201.07.00 Fax: +40-21-312.16.82 Website: www.tinact.ro</p> |
| <p>SLOVENIJA Zavod MOVIT Dunajska cesta, 22 SI - 1000 Ljubljana Tel.: +386-(0)1-430.47.47 Fax: 386-(0)1-430.47.49 Website: www.mva.si</p> | <p>SWITZERLAND ch Foundation Dornacherstr. 28A PO Box 246 CH-4501 Solothurn Tel: +41-32-346-18-18 Fax: +41-32-346-18-02 Website: www.ch-go.ch</p> |
| <p>SLOVENSKÁ REPUBLIKA IUVENTA - Národná Agentúra Mládež v akcii Búdková cesta 2 SK - 811 04 Bratislava Tel.: +421-2-59.296.301 Fax: +421-2-544.11.421 Website: http://www.mladezvakkii.sk</p> | <p>TÜRKIYE The Centre for EU Education and Youth Programmes Mevlana Bulvarı N° 181 TR - 06520 Balgat, Ankara Tel: +90-312.4096061 Fax: +90-312.4096116 Website: www.ua.gov.tr</p> |
| <p>UNITED KINGDOM British Council 10, Spring Gardens UK - SW1A 2BN London Tel.: +44 (0)161.957.7755 Fax: +44 (0)161.957.7762 Website: http://www.britishcouncil.org/youthinaction.htm</p> | |

SALTO-YOUTH Resource Centres and Euro-Med Platform

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| <p>SALTO TRAINING AND COOPERATION RESOURCE CENTRE c/o JUGEND für Europa, Deutsche Agentur für das EU-Programm JUGEND IN AKTION Godesberger Allee 142-148 D - 53175 BONN Tel.: +49-228-950.62.71 Fax: +49-228-950.62.22 E-mail: trainingandcooperation@salto-youth.net or youthpass@salto-youth.net Website: http://www.salto-youth.net/trainingandcooperation or http://www.youthpass.eu</p> | <p>SALTO SOUTH EAST EUROPE RESOURCE CENTRE MOVIT NA MLADINA Dunajska, 22 SI - 1000 Ljubljana Tel.: +386-1-430.47.47 Fax: +386-1-430.47.49 E-mail: see@salto-youth.net Website: http://www.salto-youth.net/see/</p> |
| <p>SALTO INCLUSION RESOURCE CENTRE JINT v.z.w. Grétrystraat 26 B - 1000 Brussel Tel.: +32-2-209.07.20 Fax: +32-2-209.07.49 E-mail: inclusion@salto-youth.net Website: http://www.salto-youth.net/inclusion/</p> | <p>SALTO EASTERN EUROPE & CAUCASUS RESOURCE CENTRE Polish National Agency of the Youth in Action Programme Foundation for the Development of the Education System ul. Mokotowska 43 PL - 00-551 Warszawa Tel.: +48-22-46 31 460 Fax: +48-22-46 31 025/026 E-mail: eeca@salto-youth.net Website: http://www.salto-youth.net/eeca/</p> |
| <p>SALTO CULTURAL DIVERSITY RESOURCE CENTRE British Council 10, Spring Gardens UK - SW1A 2BN London Tel.: +44 (0)161.957.7755 Fax: +44 (0)161.957.7762 Website: http://www.salto-youth.net/diversity/</p> | <p>SALTO PARTICIPATION RESOURCE CENTRE Bureau International Jeunesse (BIJ) Rue du commerce, 20-22 B - 1000 Bruxelles Tel.: +32-2-219.09.06 Fax: +32-2-548.38.89 E-mail: participation@salto-youth.net Website: http://www.salto-youth.net/participation</p> |
| <p>SALTO INFORMATION RESOURCE CENTRE Ungdomsstyrelsen/National Board for Youth Affairs Medborgarplatsen 3 Box 17 801 SE- 118 94 Stockholm Tel.: +46-8-566.219.00 Fax: +46-8-566.219.98 E-mail: irc@salto-youth.net</p> | <p>SALTO EUROMED RESOURCE CENTRE Institut National de la Jeunesse et de l'Education Populaire (INJEP) 95 avenue de France FR - 75650 Paris cedex 13 Tel. + 33 1 70 98 93 50 Fax. + 33 1 70 98 93 60 E-mail: euromed@salto-youth.net Website: http://www.salto-youth.net/euromed/</p> |
| <p>EURO-MEDITERRANEAN YOUTH PLATFORM European Union Programmes Agency 36 Old Mint Street, Valletta VLT 1514, Malta Telephone: +356 25586149 Facsimile: +356 25586139 Email: info@euromedp.org Website: http://www.euromedp.org/</p> | |

Eurodesk

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| <p>AUSTRIA ARGE Österreichische Jugendinfos Lilienbrunnngasse 18/2/41 A – 1020 Wien Tel.: +43.1.216.48.44/56 Fax: +43.1.216.48.44/55 Website : http://www.infoup.at http://www.jugendinfo.cc</p> | <p>FRANCE CIDJ 101 quai Branly F - 75015 Paris Tel.: +33 1 44 49 13 20 +33 6 84 81 84 51 Fax: +33 1 40 65 02 61 Website : http://www.cidj.com</p> | <p>NORGE Eurodesk Norway BUFDIR - Barne-, ungdoms- og familiedirektoratet Stensberggata 25, Oslo N – 0032 Oslo Tel.: +47 46 61 50 00 Fax: +47 22 98 01 06 Website : http://www.eurodesk.no</p> |
| <p>BELGIQUE – Communauté française Bureau International Jeunesse (B.I.J.) Rue du commerce, 20-22 B - 1000 Bruxelles Tel.: +32-2-219.09.06 Fax: +32-2-218.81.08 Website: http://www.lebij.be</p> | <p>HUNGARY Mobilitás Országos Ifjúsági Szolgálat Mobilitas National Youth Service H-1024 Budapest, Zivatar u.1-3 Tel: +36-1-438-1050 Fax: +36-1-438-1055 Website: www.eurodesk.hu www.mobilitas.hu</p> | <p>POLAND Eurodesk Polska Fundacja Rozwoju Systemu Edukacji Polska Narodowa Agencja Programu "Młodzież w działaniu" ul. Mokotowska 43. PL - 00-551 Warszawa; Tel.: +48-22 22 46 31 450 Fax: +48- 22 463 10 25 / 26 Website: http://www.eurodesk.pl</p> |
| <p>BELGIE – Vlaamse Gemeenschap JINT v.z.w. Grétrystraat 26 B - 1000 Brussel Tel.: +32-2-209.07.20 Fax: +32-2-209.07.49 Website : http://www.jint.be</p> | <p>ICELAND Evrópa unga fólksins Sigtúni 42 IS – Reykjavík 105 Tel.: +354-551.93.00 Fax: +354-551.93.93 Website: http://www.euf.is</p> | <p>PORTUGAL Instituto Português da Juventude DICRI Avenida da Liberdade 194 R/c P – 1269-051 Lisboa Tel.: +351.21.317.92.00 Fax: +351.21.317.92.19 Website : http://juventude.gov.pt</p> |
| <p>BELGIEN – Deutschsprachigen Gemeinschaft JIZ St. Vith - Jugendinformationszentrum Hauptstrasse 82 B-4780 St.Vith Tel.: +32-80-221.567 Fax: +32-80-221.566 Website : http://www.jugendinfo.be</p> | <p>IRELAND - EIRE Léargas Youth Work Service 189-193 Parnell Street IRL – Dublin 1 Tél.: +353-1-873.14.11 Fax: +353-1-873.13.16 Website : http://www.eurodesk.ie</p> | <p>ROMANIA National Agency for Community Programmes in the Field of Education and Vocational Training. Calea Serban Voda, no. 133, 3-rd floor RO – 040205 Bucharest Tel.: +40-21-201.07.00 Fax: +40-21-312.16.82 Website: www.anpcdefp.ro</p> |
| <p>BULGARIA National Centre "European Youth Programmes and Initiatives" 125, Tsarigradsko shose blvd. bl.5 BG - 1113 Sofia Tel.: +359 2 971 47 81 Fax: + 359 870 45 59 Website: www.eurodesk.bg</p> | <p>ITALIA Coordinamento Nazionale Eurodesk Italy Via 29 Novembre,49 I - 09123 Cagliari Tel.: + 39 070 68 48179 N° Verde: 800-257330 Fax: +39 070 65 4179 Website : http://www.eurodesk.it</p> | <p>SLOVAK REPUBLIK IUVENTA – Národná agentúra Mládež v akcii Búdková cesta 2. SK - 811 04 Bratislava Tel.: +421-2-592 96 310 Fax: +421-2-544 11 421 Website : http://www.eurodesk.sk</p> |

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| <p>CZECH REPUBLIC EURODESK CNA YOUTH/NIDM MSMT Na Pořiči 12 CZ – 110 00 Praha 1 Tel./fax: +420 224 872 886 Website: www.eurodesk.cz</p> | <p>LATVIA EURODESK LATVIA Mukusalas iela 41 LV – 1004 Riga, Latvia Tel.: +371-67.35.80.65 Fax: +371-67.35.80.60 E-mail: info@jaunatne.gov.lv Website: www.jaunatne.gov.lv</p> | <p>SLOVENIA Eurodesk Slovenija MOVIT NA MLADINA Dunajska cesta 22 SI - 1000 Ljubljana Tel.: +386-(0)1-430.47.48 Fax: +386-(0)1-430.47.49 Website: www.eurodesk.si</p> |
| <p>CROATIA Agency for Mobility and EU Programmes Gajeva 22, HR-10 000 Zagreb Tel +385 (0)1 500 5952 Fax +385 (0)1 500 5699 www.mobilnost.hr</p> | <p>LIECHTENSTEIN Aha - Tipps & infos für junge Leute Eurodesk Liechtenstein Bahnhof, Postfach 356 FL - 9494 Schaan Tel.: +423-239.91.17 Fax: +423.239.91.19 E-mail: eurodesk@aha.li Website : http://www.aha.li</p> | <p>SUOMI - FINLAND Centre for International Mobility (CIMO) Youth in Action Programme /Eurodesk P.O. BOX 343 (Hakaniemenranta 6) FI - 00531 Helsinki Tel.: +358 295 338 500 Fax: : +358 9 753 1123 Website : http://www.cimo.fi http://www.maailmalle.net</p> |
| <p>DENMARK Danish Agency for International Education Bredgade 36, DK-1260 Copenhagen K Tel: +45 3395 7000 Fax: +45 33 95 7001 website: www.udiverden.dk</p> | <p>LITHUANIA Council of Lithuanian Youth Organisations Didzioji 8-5 LT – 01128 Vilnius Tel.: +370 5 2791014 Fax: +370 5 2791280 Website : http://www.eurodesk.lt</p> | <p>SVERIGE Ungdomsstyrelsen/National Board for Youth Affairs Medborgarplatsen 3, Box 17 801 SE – 118 94 Stockholm Tel.: +46-8-566.219.00 Fax: +46-8-566.219.98 Website: http://www.ungdomsstyrelsen.se</p> |
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| <p>ELLAS Hellenic National Agency for the EU Programme YiA and Eurodesk Institute for Youth (IY) 417, Acharnon Street GR – 111 43 Athens Tel.: +30-210.25.99.421/-428 Fax: +30-210.25.31.879 Website: http://www.neagenia.gr</p> | <p>MALTA European Union Programmes Unit 36, Old Mint Street Valletta VLT 12 Malta Tel: +356 2558 6109 Fax: +356 2558 6139 Email: eurodeskmt@eurodesk.eu</p> | <p>TURKIYE The Centre for EU Education and Youth Programmes Mevlana Bulvari N° 181 TR - 06520 Balgat, Ankara Tel: +90-312.4096079 Fax: +90-312.4096116 Website: http://eurodesk.ua.gov.tr</p> |

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| <p>ESTONIA European Movement in Estonia Estonia pst. 5 EE - 10 143 Tallinn Tel.: +372 693 5235 Fax: +372 6 935 202 Website : http://www.eurodesk.ee http://www.euroopalikumine.ee</p> | | |

Commission/Council of Europe partnership in the field of Youth

Council of Europe - Directorate of Youth and Sport "The Partnership"

30 Rue de Coubertin
 F - 67000 Strasbourg Cedex
 Tel: + 33 3 88 41 23 00
 Fax: + 33 3 88 41 27 77/78
 Website : www.coe.int/youth
 Email: youth@coe.int

Websites:

Partnership portal: www.youth-partnership.net
 Training Partnership website: <http://www.training-youth.net>
 European Knowledge Centre: www.youth-knowledge.net

European Youth Forum

Joseph II street, 120
 BE - 1000 Brussels
 Tel : +32.2.230.64.90
 Fax:+32.2.230.21.23
 Website : <http://www.youthforum.org/>

ANNEX II - GLOSSARY OF KEY-TERMS

This glossary provides you with a list of key terms used throughout this Programme Guide; these terms are displayed in *italic* character in the text.

- **Action / sub-Action:** generic term used for the designation of a strand of the Programme (called "Action" in the Annex to the Decision establishing the Programme - example: Action 2 EVS) or of a subdivision within such a strand (called "Measure" in the Annex to the Decision establishing the Programme - example: Measure 1.1 Youth Exchanges).
- **Activity:** set of activities to be organised within the project to produce results; the implementation of the Activity is a core phase of the project; it is preceded by the planning and preparation phase and is followed by the evaluation phase (including the reflection on a possible follow-up).
- **Activity programme:** graphic representation similar to a bar chart, setting out the timing, the main events/topics, and duration of a project Activity. In the case of an Activity consisting of a sequence of activities, the Activity programme does not necessarily detail events/topics on a daily basis; it rather provides a general weekly or monthly time-table of the Activity.
- **Accreditation:** process that ensures that promoters wishing to participate in an EVS project comply with the pre-set quality standards of Action 2. In order to be accredited, promoters must fill-in and submit an "Expression of Interest" form, which mainly contains the general motivations and ideas of the promoter regarding the EVS activities. For further information, please consult Part B - Action 2.
- **Advance Planning Visit:** visit to the Host Organisation carried out during the planning or early preparatory phase of the project. Such visit aims at ensuring that all the conditions determining the successful development of the project are taken into consideration.
- **Application form:** in order to be co-financed through the Youth in Action Programme, promoters have to fill in and submit an official application form specially designed for this purpose. Forms to be used to apply at decentralised level can be downloaded on the National Agencies' or Commission's website. Forms to be used to apply at centralised level can be found on the Executive Agency's website.
- **Applicant:** promoter who submits a project in order to get a grant. The applicant applies for the whole project on behalf of all promoters.
- **Application deadline:** date by which the application form has to be submitted to the National or Executive Agency.
- **Award criteria:** criteria against which the Executive or National Agency assesses the quality of those projects that have successfully passed the check of the eligibility, exclusion and selection requirements. For further information, please consult Part C - section "What do you have to do in order to submit a Youth in Action project?".

B

- **Beneficiary:** if the project is selected, the applicant, as well as its partners, become beneficiary of the Youth in Action Programme. On behalf of the partnership the successful applicant signs the grant agreement, receives a financial grant for the project and assumes the responsibilities for its implementation.
- **Body active at European level in the youth field (ENGO):** European Non Governmental Organisation which pursues a goal of general European interest and whose activities are aimed at young people's participation in public life and in society and the development of European cooperation activities in the youth field. Its structure and activities must cover at least 8 Programme Countries. For further information, please consult Part A - section "Who can participate in the Youth in Action Programme?".

C

- **Coach:** please consult Part B - Action 1.2.
- **Co-financing:** the co-financing principle implies that part of the costs of a project supported by the EU must be borne by the beneficiary, or by contributions other than the EU grant. For further information, please consult Part C of this Guide.
- **Contractual obligations:** obligations that must be respected by a beneficiary in virtue of the signature of a grant agreement.
- **Coordinating Organisation (CO):** promoter carrying out at least the following tasks: 1) bearing the financial and administrative responsibility for the entire project vis-à-vis the National or Executive Agency, 2) coordinating the project in cooperation with the partner promoters, and 3) distributing the EU grant between the promoters according to their roles within the project. The Coordinating Organisation assumes the role of "applicant".

D

- **Dissemination and exploitation of results:** set of activities aiming at producing a wider impact through a project. Dissemination and exploitation of results are an important feature of the Programme; for further information, please consult Part A - section "What are the objectives, priorities and the important features of the Youth in Action Programme?".
- **Duration of Activity:** please consult Part C - "What do you have to do in order to submit a Youth in Action project?".
- **Duration of project:** period which includes the preparation phase, the implementation of the Activity and the evaluation phase (including reflection on a possible follow-up). For further information, please consult part C - section "What do you have to do in order to submit a Youth in Action project?".

E

- **Eastern Europe and Caucasus:** Neighbouring Partner Countries of the Youth in Action Programme; please consult table in part A - section "Who can participate in the Youth in Action Programme?".
- **Education, Audiovisual and Culture Executive Agency (also known as the Executive Agency):** based in Brussels, this Agency is responsible for the implementation of the Actions and sub-Actions of the Youth in Action Programme managed at centralised level. For further information, please consult Part A - section "Who implements the Youth in Action Programme?".
- **Eligibility criteria:** criteria relating to the conditions a project must fulfil, regarding in particular its target group, its venue, its duration and its content. If the project does not meet these criteria, it will be rejected without being further evaluated. For further information, please consult Part C - section "What do you have to do in order to submit a Youth in Action project?".
- **Eligibility period:** interval of time which corresponds to the "project duration". Selected projects must neither start earlier than the project start date nor finish later than the project end date. Eligible costs must be incurred within this period. For further information, please consult part C - section "What do you have to do in order to submit a Youth in Action project?".
- **Eligible costs:** please consult Part C - section "What happens if your application is approved?".
- **Eurodesk Network:** network of relays providing information relevant to young people and those who work with them on European opportunities in the education, training and youth fields, and on the involvement of young people in European activities. For further information, please consult part A - section "Who implements the Youth in Action Programme?".
- **Euro-Med Youth Programme:** regional Programme set up within the framework of the third chapter of the Barcelona Process and managed by the Commission's EuropeAid Co-operation Office. More information is available on the Commission's website: www.euromedyouth.net.
- **Europass:** a single portfolio enabling citizens to provide proof of their qualifications and skills clearly and easily anywhere in Europe. It comprises documents designed at European level to improve the transparency of qualifications. Its aim is to facilitate mobility for all those wishing to work or receive training anywhere in

Europe. More information is available on the Commission's website: http://ec.europa.eu/education/programmes/europass/index_en.html.

- **European dimension:** a priority of the Youth in Action Programme. The European dimension should be reflected in all projects supported by the Programme. For further information, please consult Part A and Part B - all Actions.
- **EFTA countries:** the four Programme countries which are members of the European Free Trade Association (EFTA): Iceland, Liechtenstein, Norway and Switzerland; please consult table in part A - section "Who can participate in the Youth in Action Programme?".
- **ENGO:** please consult the definition of "body active at the European level in the youth field".
- **EVS Charter:** Commission's document highlighting the roles of each promoter in an EVS project, as well as the main principles and quality standards of EVS. For further information, please consult Part B - Action 2.
- **European Youth Pact:** political instrument which brings a more unified and coherent approach to youth matters within the Lisbon strategy. In March 2005 the European Council concluded that young people should benefit from a set of policies and measures fully integrated in the revised Lisbon Strategy, and adopted a Pact comprising three strands: employment, integration and social advancement; education, training and mobility; reconciliation of family life and working life. The relevant actions in these areas are to be drawn up in particular in the European Employment Strategy, the Social Inclusion Strategy, and also the Education and Training 2010 Work Programme.
- **Exclusion criteria:** situations which prevent an applicant from receiving a EU grant. For further information, please consult part C - section "What do you have to do in order to submit a Youth in Action project?".
- **Expression of Interest (EI):** please consult the definition of "accreditation".

F

- **Final report:** form which has to be filled signed and sent to the National or Executive Agency within two months following the end date of the project in order to describe how the project has actually been implemented, and to account for the actual financial aspects (cost actually incurred and income). Forms can be downloaded on the Commission's website: http://ec.europa.eu/youth/yia/forms/forms_yia_en.html.
- **Flat rate:** please consult part C - section "What do you have to do in order to submit a Youth in Action project?".
- **Follow-up:** set of activities/projects carried out after the project is finished in order to keep project's results alive and sustainable and to increase its impact.
- **Renewed framework for European cooperation in the youth field:** set of instruments that define the mechanisms of cooperation in the youth field at European level. The renewed framework for European cooperation in the field of youth was adopted by the Council of Ministers in its Resolution of 27 November 2009. The renewed framework draws from the EU Youth Strategy, a Communication of the European Commission adopted in April 2009 and entitled "Youth: Investing and empowering. It now comprises eight fields of action: Education and Training; Health and well being; Employment and entrepreneurship; Participation, Voluntary Activities; Social Inclusion; Youth and the world, Creativity and culture. For further information, please consult the Commission's website: http://ec.europa.eu/youth/policies/policies_en.html.

G

- **Good practice:** exemplary project which has positively influenced practices throughout its activities, methods and results. Consequently, promoters should exchange, disseminate and exploit it in different contexts and environments.
- **Grant agreement:** legal form through which the beneficiary commits itself to achieve a selected project and the Agency commits itself to give the grant. This agreement details the conditions and level of funding that will govern the use of the EU fund. For further information, please consult Part C - section "What happens if your application is approved?".
- **Granted project:** project selected by the Executive or National Agency and for which the beneficiary receives a grant financed by the Programme.

- **Group leader:** for a definition, please consult Part B - section Action 1.1.

H

- **Host Organisation (HO):** promoter hosting the Activity/Service of a Youth in Action project.

I

- **Impact:** effect that a project and its results have on various systems and practices. For further information, please consult part B - all Actions.
- **Ineligible costs:** please consult Part C - section "What happens if your application is approved?".
- **Informal group of young people:** group of young people which does not have legal personality under the applicable national law, provided that their representatives have the capacity to undertake legal obligations on their behalf.
- **Informal learning:** refers to the learning in daily life activities, in work, family, leisure, etc. It is mainly learning by doing. In the youth sector, informal learning takes place in youth and leisure initiatives, in peer group and voluntary activities etc.
- **Internal partnership agreement:** agreement signed among the promoters involved in a project with a view to detailing the conditions of participation of each partner promoter. Such agreement is purely internal; National Agencies and Executive Agency do not oversee its implementation.

L

- **Legally established:** organisation or body fulfilling certain national conditions (registration, statement, publication, etc.) that allow them to be formally recognized by their national authority. In case of an informal group of young people, the legal residence of its legal representative is considered as having the equivalent effects for the purposes of eligibility to a Youth in Action grant.
- **Legally resident:** someone recognized by the national laws of her/his country as legal resident.
- **Legally established:** please consult part C - section "What do you have to do in order to submit a Youth in Action project?".
- **Low value grants:** low value grants shall be considered to be those grants which are lower than or equal to 60 000 euros.
- **Lump sum:** please consult part C - section "What do you have to do in order to submit a Youth in Action project?".

M

- **Mediterranean Partner Countries:** Neighbouring Partner Countries of the Youth in Action Programme; please consult table in part A - section "Who can participate in the Youth in Action Programme?".
- **Methodology:** variety of non-formal education methods, set of procedures and techniques which may be applied in order to address different needs of participants and desired outcomes. For further information, please consult part B - all Actions.
- **Multiplier:** person producing a multiplying effect of the project in which s/he has been (directly or indirectly) involved by spreading the information about the project in order to increase its impact. For further information, please consult Part B - all Action.

N

- **National Agencies (NAs):** structures established by the National Authorities in each Programme Country in order to manage and implement the Youth in Action Programme at decentralised level. For further information, please consult Part A - section "Who implements the Youth in Action Programme?".
- **National group:** group of participants coming from the same country.
- **Neighbouring Partner Countries:** please consult table in part A - section "Who can participate in the Youth in Action Programme?".

- **Neighbouring Partner Countries of the Eastern Partnership:** Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine.
- **Non-formal learning:** refers to the learning which takes place outside formal educational curriculum. Non-formal learning activities involve people on a voluntary basis and are carefully planned, to foster the participants' personal and social development.

O

- **Open Method of Coordination:** intergovernmental method providing a framework for cooperation between the Member States, whose national policies can thus be directed towards certain common objectives. Besides Youth, the OMC takes place in many policy areas, such as employment, social protection, social inclusion, education and training.
- **Other Partner Countries of the World:** please consult table in part A - section "Who can participate in the Youth in Action Programme?".

P

- **Participants:** in the context of the Youth in Action Programme, participants are considered those individuals fully involved in the project and being beneficiaries of part of the European Union grant expressly conceived in view to cover the costs of their participation. Under certain sub-Actions of the Programme (i.e. Youth Initiatives, Youth Democracy Projects and Meetings of young people and those responsible for youth policy) a distinction is hence to be made between this category of participants and other individuals indirectly involved in the project (e.g. as target or audience). The information to be provided in the forms must relate only to the direct participants.
- **Partner Countries:** countries which can be involved in the Programme but which are not "Programme Countries". They include the Neighbouring Partner Countries ("South-East Europe", "Eastern Europe and Caucasus" and "Mediterranean Partner Countries") and "Other Partner Countries of the World". The list of these countries can be consulted in part A - section "Who can participate in the Youth in Action Programme?".
- **Partner group:** in the frame of the sub-Action 1.1, a partner group is a national group of participants who participates in a Youth Exchange as the host or one of the sending groups.
- **Partner:** promoter participating (but not applying) in a project based on a partnership.
- **Partnership:** relationship of different promoters involved in the carrying out of a project. This close cooperation implies financial and operational responsibilities for all partners: definition of roles, repartition of tasks and activities and share of the EU grant.
- **Percentage of actual costs:** please consult part C - section "What do you have to do in order to submit a Youth in Action project?".
- **Planning and preparation:** first phase of a project. The purpose of this phase is to define organisational aspects, logistics, contents and methods in view to implement the project.
- **Priorities:** please consult Part A - section "What are the objectives, priorities and the important features of the Youth in Action Programme?".
- **Programme Countries:** please consult table in part A - section "Who can participate in the Youth in Action Programme?".
- **Project duration:** period which includes the preparation phase, the implementation of the Activity and the evaluation phase (including reflection on a possible follow-up). For further information, please consult part C - section "What do you have to do in order to submit a Youth in Action project?".
- **Promoter:** any organisation, body or group of young people involved in the implementation of a Youth in Action project. Depending on its role in the project, a promoter can be a partner, an applicant and a beneficiary. Please consult the definitions of this terms in this glossary.
- **Project proposal:** description of a project detailed in an application form and submitted for a grant to the Executive or National Agency.

- **Protection and safety:** principles referring to preventive measures which aim at avoiding any potential dangerous situations and assuring the security of young people (especially minors) involved in a Youth in Action project. Protection and safety measures are an important feature of the Programme; for further information, please consult Part A - section "What are the objectives, priorities and the important features of the Youth in Action Programme?".

S

- **SALTO Youth Resource Centre:** structure established within the Youth in Action Programme with the aim to provide training and information on a specific thematic or regional area. For further information, please consult "The SALTO Youth Resource Centres" in Part A.
- **Scale of unit costs:** please consult part C - section "What do you have to do in order to submit a Youth in Action project?".
- **Selection criteria:** criteria enabling the Executive or National Agency to assess the applicant's financial and operational capacity to complete the proposed project. For further information, please consult part C - section "What do you have to do to submit a Youth in Action project?".
- **Sending Organisation (SO):** promoter sending a (group of) participant(s) enabling them to take part in an Activity/Service abroad.
- **South East Europe:** please consult table in part A - section "Who can participate in the Youth in Action Programme?".
- **Structured Dialogue:** instrument to improve communication between young people and European policy-makers. It is structured in terms of themes and timing. For further information, please consult the Commission's website: http://ec.europa.eu/youth/policies/structured_en.html.

T

- **EVS Training and Evaluation Cycle:** trainings and evaluations preparing and helping the volunteers before, during and after their Service. For further information, part B - Action 2.

Y

- **Young people with fewer opportunities:** youngsters facing some obstacles that prevent them from having effective access to education, mobility and fair inclusion in society. For further information, please consult Part A - section "What are the objectives, priorities and the important features of the Youth in Action Programme?".
- **Youthpass:** recognition strategy enabling participants of the Youth in Action Programme to receive a certificate describing and validating their non-formal learning experience. For further information, please consult Part A - section "What are the objectives, priorities and the important features of the Youth in Action Programme?" and www.youthpass.eu.

ANNEX III - USEFUL REFERENCES

| Title | Author | Link |
|--|--|---|
| 1. European Youth policy | | |
| Main European youth policy documents (including the renewed framework for European cooperation in the youth field) | European Commission, other EU institutions | http://ec.europa.eu/youth/youth-policies/doc1687_en.htm |
| Structured Dialogue in the youth field | European Youth Forum | http://www.youthforum.org/index.php?option=com_content&view=article&id=836&lang=en&Itemid=30 |
| Youth on the Move flagship initiative | European Commission | http://europa.eu/youthonthemove/index_en.htm |
| Council Recommendation on the Mobility of Young Volunteers Across the European Union | Council of the European Union | http://ec.europa.eu/youth/youth-policies/doc1697_en.htm |
| 2. European citizenship | | |
| European Citizenship TCs | SALTO-Youth Resource Centres | HTTP://WWW.SALTO-YOUTH.NET/rc/training-and-cooperation/tc-rc-nanetworktcs/europeancitizenship/ |
| Training courses on European Citizenship offered by the 'Partnership' | Partnership between the European Commission and the Council of Europe in the youth field | HTTP://YOUTH-PARTNERSHIP-eu.coe.int/youth-partnership/training/europeancitizenship.HTM |
| 3. Participation of young people | | |
| Participation | SALTO-Youth Participation Resource Centre | http://www.salto-youth.net/participation/ |
| 4. Cultural Diversity | | |
| Practical manuals and resources on cultural diversity | SALTO-Youth Cultural Diversity Resource Centre | HTTP://WWW.SALTO-YOUTH.NET/rc/cultural-diversity/about/ |
| 5. Inclusion | | |
| Inclusion Strategy of the Youth in Action Programme | European Commission | http://ec.europa.eu/youth/focus/focus260_en.htm |
| Practical manuals to support Inclusion Projects | SALTO-Youth Inclusion Resource Centre | HTTP://WWW.SALTO-YOUTH.NET/rc/inclusion/aboutinclusion/ |
| 6. Non-formal learning | | |
| Youthpass: Recognition of Non-formal learning | SALTO-Youth Training & Cooperation Resource Centre | HTTP://WWW.SALTO-YOUTH.NET/rc/training-and-cooperation/YOUTHPASS/ |
| 7. Youthpass/Europass | | |
| Youthpass homepage | European Commission | http://www.youthpass.eu/en/youthpass/ |
| Europass homepage | CEDEFOP | http://europass.cedefop.europa.eu/europass/preview.action |

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| 8. Dissemination and exploitation of results | | |
| Dissemination and exploitation webpage on Europa server | European Commission | HTTP://EC.EUROPA.EU/youth/focus/INDEX EN. HTM |
| 9. Gender Equality | | |
| Gender Equality - DG Employment, Social Affairs & Equal Opportunities | European Commission | http://ec.europa.eu/justice/gender-equality/index_en.htm |
| UNIFEM: working for women's empowerment and gender equality | United Nations Development Fund for Women | http://www.unwomen.org/ |
| 10. Protection and safety of young persons | | |
| Guidelines for Good Practice | Irish National Agency | http://ec.europa.eu/youth/focus/focus1232_en.htm |
| Country Guide (Risk and Young Person Protection in the European Union) | Irish National Agency in collaboration with all National Agencies | http://ec.europa.eu/youth/focus/focus1232_en.htm |
| Code of Good Practice Child Protection for The Youth Work Sector | Department of Education and Science, Ireland | http://www.childprotection.ie/CPYWS_Web/index.html |
| 11. Trainings | | |
| Training Kits (T-Kits) | Partnership between the European Commission and the Council of Europe in the field of youth | http://youth-partnership-eu.coe.int/youth-partnership/publications/T-kits/T_kits |
| Good practices in Training | SALTO-Youth Resource Centres | http://www.salto-youth.net/about/services/goodpractices/ |
| European Training Calendar | SALTO-Youth Resource Centres | http://www.salto-youth.net/training/ |
| Toolbox for Training | SALTO-Youth Resource Centres | http://www.salto-youth.net/toolbox/ |
| TOY - Trainers Online for Youth | SALTO-Youth Resource Centres | http://www.salto-youth.net/toy/ |
| 12. Youth knowledge | | |
| European Knowledge Centre for Youth Policy | Partnership between the European Commission and the Council of Europe in the youth field | http://youth-partnership-eu.coe.int/youth-partnership/ekcyp/index |
| 13. International cooperation | | |
| SALTO-Youth EECA RC web site | SALTO-Youth EECA Resource Centre | http://www.salto-youth.net/rc/eeca/ |
| SALTO-Youth SEE RC web site | SALTO-Youth SEE Resource Centre | http://www.salto-youth.net/rc/see/ |
| SALTO-Youth EuroMed RC web site | SALTO-Youth EuroMed Resource Centre | http://www.salto-youth.net/rc/euromed/ |

Youth in Action Programme

www.ec.europa.eu/youth

