

Make use of the “Youth in Action” Programme



ENGLISH

We hope that the information in this booklet will help you discover opportunities offered by the European Commission's **“Youth in Action”** Programme, make the application process easier to understand and encourage you to develop projects with young people yourself.

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www.salto-youth.net

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Do you want to take part in new opportunities and do projects in foreign countries? Do you want to cooperate with partners from other cultures and encourage young people to become actively involved to create projects with impact on the local community? Do you want to live abroad and make new friends?

Make use of the “Youth in Action” Programme!

What is “European citizenship”?	02
What does “Participation of Young People” mean?	02
What is “Cultural Diversity”?	02
What does “Inclusion of people with fewer opportunities” mean?	02
YOUTH EXCHANGE	04
YOUTH INITIATIVE	05
YOUTH DEMOCRACY PROJECTS	06
EUROPEAN VOLUNTARY SERVICE	06
YOUTH IN THE WORLD	08
TRAINING AND NETWORKING PROJECTS	08
SUPPORT FOR EUROPEAN CO-OPERATION IN THE YOUTH FIELD...	09
APPLICATION FORM	10
PROJECT MANAGEMENT	13
YOUTH PASS	16
GLOSSARY	16



The “Youth in Action” Programme is designed for all proactive and creative young people or youth workers to provide them with a framework to achieve their ideas and potential. This framework is built of four main pillars (ideas) that are described below:



What is “European citizenship”?

The concept of European citizenship assists people in Europe to care for their communities and discover the fundamental values of representative democracy and freedom. It aims to give more young people the chance to share their culture with other young people from different cultures, countries, religions, educational backgrounds or any other different way of living or thinking. Think about what you could do to make the present and future Europe a place of tolerance and solidarity!

What does “Participation of Young People” mean?

Today’s youth are tomorrow’s decision makers so the “Youth in Action” Programme wants to encourage them to be an active part of society and to offer them opportunities to shape their community and Europe. Projects developed under the “Youth in Action” Programme allow young people to manage their own projects and make their own decisions.

What is “Cultural Diversity”?

Respect for people’s cultural origins is the heart of the “Youth in Action” Programme, as is the desire to fight against racism and xenophobia (dislike of foreigners). The programme supports projects and activities in which young people from different cultural, religious and ethnic backgrounds can work together towards common aims like tolerance for diversity, solidarity, respect and intercultural understanding.

What does “Inclusion of people with fewer opportunities” mean?

The “Youth in Action” Programme has been designed for young people from ALL educational, socio-economic, cultural or geographical backgrounds, as well as disadvantaged young people. That’s why youth groups and organisations that apply for funding their projects can receive additional financial support to cover exceptional costs in order to ensure that all target groups – including young people with special needs – can participate in the planned activities.



Funding for projects under the “**Youth in Action**” Programme is available from 2007 till the end of 2013 for:

Youth Exchanges an opportunity for a group of young people to meet other groups from different countries and learn about each other’s cultures while working together on a specific topic.

Youth Initiatives supporting groups of young people to develop their own ideas and set up a real project at local, regional and national level. It's also possible to build up networks with partners from other countries and to create an international project together.

Youth Democracy Projects encouraging young people’s participation in the democratic processes, on a local, regional, national and international level.

European Voluntary Service giving young people the chance to live abroad, learn about country & culture and to support a local project.

Youth in the World almost the same as Youth Exchanges or the projects supported by Youth Support Systems but with partners from Neighbouring Partner Countries of the European Union.

Youth Support Systems supports the development of quality-projects by making links between youth workers and organisations, sharing ideas and practice, learning and developing through seminars and trainings.

Support for European cooperation in the youth field supporting cooperation and structured dialogue between young people and other people responsible for youth policy.



YOUTH EXCHANGE

A Youth Exchange is a project which brings together groups of young people, aged between 13 and 25, providing them with an opportunity to discuss specific themes, whilst learning about each other's countries and cultures. According to the number of Partner Countries where the different groups come from, a Youth Exchange can be bilateral (2 countries), trilateral (3 countries) or multilateral (4 countries or more). All the groups involved plan their Youth Exchange together. Each project, including a solid preparation phase and evaluation can last up to 15 months. The actual exchange Activity (when all participating groups come together) can last between 6- 21 days (excluding travel days) and must take place in the country of one of the promoters.

Composition of each group participating in the Youth Exchange:

- _Bilateral Youth Exchange: minimum 8 participants per group
- _Trilateral Youth Exchange: minimum 6 participants per group
- _Multilateral Youth Exchange: minimum 4 participants per group
- _Maximum number of participants for the whole project: 60
- _Each national group must have one or two group leader(s)

Financial support:

The "Youth in Action" Programme supports group preparation, an Advance Planning Visit, travel costs (70%), accommodation, food, exceptional costs, follow-up and valorisation in activity costs.

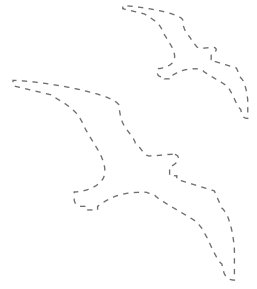
Example:

A bilateral Youth Exchange titled "Free time and volunteering in urban areas" in Italy involving 20 young people from Portugal and Italy. The exchange aimed at providing 16 to 18 years old young people with a framework for volunteering. The programme was a combination of practical activities where young people worked in teams trying out different voluntary activities. The project also allowed for each country group of participants to make a presentation on their country's culture and history.



YOUTH INITIATIVE

A Youth Initiative is a great tool for 15- 30 year old people to transform their ideas into practice by initiating, setting up and carrying out a project on their own. The young people are also responsible for planning, implementation and evaluation. However there is the possibility to involve a coach, who can support them on their way of creating a quality project. Those projects should last between 3 to 18 months and can be developed on local, regional and national level. A Youth Initiative can be organised by just one organisation or informal group of young people but also by two or more from different Programme Countries. It is also about giving young people the opportunity to try out their own ideas, making them aware of their European citizenship and the ways they can contribute to the construction of Europe. The project theme for a Youth Initiative can be related to art & culture, environment, heritage protection, youth information, rural/urban development, youth policies, health, anti-racism, support for people with disabilities, peer education, youth sports, youth leisure, media & communication, etc.



Financial support:

The “Youth in Action” Programme covers all costs related directly to the realisation of the project (up to a certain level), like materials, communication, exceptional costs, as well as the support for the involvement of a coach. In a Transnational Youth Initiative, an Advance Planning Visit and travel costs (70%) are funded.

Example

12 young people from Turkey developed a project aimed at giving basic computer skills to children who have to work in the streets. The group cooperated with a local youth club that regularly works with these children. Based on discussions 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. The training lasted three months and the project reached more than 70 children.

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. These projects allow 13 to 30 year olds who are legally resident in a programme country to create new networks, exchange and spread good practice in the field of youth participation and citizenship.

For a Youth Democracy project a minimum of 16 participants from at least 2 different countries is required. There has to be at least two active groups in each country, and the project can last between 6 and 18 months including the preparation and evaluation phase.

Example

40 young people from 11 Programme Countries met for 10 days to simulate the work and decision-making process of the European Parliament. The participants appointed the president of their Parliament and also created parliamentary groups and committees to discuss on commonly identified issues that are on top of the EU agenda and are relevant for the life of young people in Europe. After the preparation phase which is based on real documents and real works of the European Parliament they simulated the plenary session of the European Parliament. During the 10 days they also met with representatives from the European Parliament.

EUROPEAN VOLUNTARY SERVICE

It offers young people aged 18-30 the opportunity of undertaking a period of voluntary service in another country for up to a year in diverse and different environments. European Voluntary Service has no entry qualifications and is open to all young people. Board and lodging is provided and volunteers receive "pocket money" as a contribution towards out of pocket expenses. 'European Voluntary Service' is a relationship between three entities: the volunteer, the Sending Organisation (responsible for preparing and sending the volunteer) and the Hosting Organisation (responsible for the volunteer's placement, programme of activities and welfare).

Existing projects include working in youth centres, working with the elderly, supporting an environmental or recycling initiative and cultural heritage projects. But High-risk interventions in immediate post-crisis situations (e.g. humanitarian aid, immediate disaster relief, etc.) are NOT included in this programme.

To carry out the tasks the volunteer may receive specific training in relevant areas; e.g. organising activities for young people; intercultural learning; team building; managing time and conflicts; and creative thinking.

European Voluntary Service offers a young person the opportunity to make a difference to the local community abroad and to develop skills which they then can implement in their 'home'-community. Also, the new skills gained by the young people can enhance and influence a future career.

Young people with fewer opportunities can do 'Short-Term European Voluntary Service' (lasting between 2 weeks and 2 months) with the opportunity to extend to a maximum of 12 months if willing and able to cope with the challenge.

Example

A 24 year old young man from England, who had been in prison and was homeless started to work voluntarily at a local charity because he struggled to find a job.

There he heard about the possibility of attending a 'Short-Term European Voluntary Service'. Even though he had never left England before, he took on the challenge and went to a project in Poland which gave him the opportunity to get involved in helping to renovate a community park.

After returning he described his experience as "the time of his life" and decided to return to the project for another four months. He also attended the European Commission's celebration of the 10th anniversary of the "European Voluntary Service" - scheme as an official delegate.

YOUTH IN THE WORLD

This type of initiative supports activities involving informal groups of young people and organisations from Partner Countries and Neighbouring Partner Countries. Similar to a Youth Exchange it promotes dialogue, mutual tolerance, intercultural awareness and solidarity, in order to break down prejudices and stereotypes, and to build societies based on respect and democracy in all countries of the world.

This Action helps to create cooperation projects in the youth field, in particular Youth Exchanges and training and networking opportunities.

Example

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 Georgia. The project aimed involved six groups of young people from Ukraine, Georgia, Russia, United Kingdom, Estonia and Germany. Each group consisted of four participants and one group leader.

TRAINING AND NETWORKING PROJECTS

All individuals involved or interested in non-formal education and youth work (youth workers and leaders, youth advisers, trainers, policymakers) that are legally residing in a Programme Country can get involved in Training and Networking activities described below:

Job Shadowing a short stay with a partner organisation in another country with the aim of exchanging good practices, acquiring skills and knowledge through participative observation.

Feasibility Visit a short meeting with potential partners to explore the possibilities of a potential transnational project. The aim is to improve and develop existing cooperation and to prepare a future project.

Evaluation Meeting a meeting planned with partners to evaluate past meetings, seminars, training courses.

Study Visit an organised study programme focusing on a specific theme and informing about youth work and youth policy provisions in one country.

Partnership-Building Activity an event organised to allow participants to find partners for transnational co-operation and for project development.

Seminar a thematic event organised to provide a platform for discussions and exchange of good practice around a chosen theme that is relevant to the youth work field.

Training Course an educational learning programme to improve participants' competences, knowledge, skills and attitudes. Training courses should lead to higher quality in youth work, specifically in projects developed under the "Youth in Action" Programme.

Networking creating, strengthening and widening networks between youth organisations.



SUPPORT FOR EUROPEAN CO-OPERATION IN THE YOUTH FIELD

This part of the “Youth in Action” Programme supports cooperation, seminars and structured dialogue, based on non-formal learning principles, between young people, especially those who are active in youth work and for those responsible for youth policy. It wants to:

encourage the cooperation between administrations, policymakers and young people
improve knowledge and understanding of youth
contribute to the cooperation with international organisations active in the field of youth

Projects should implement one or a combination of the following Actions:

NATIONAL YOUTH MEETING

_ Meetings to offer space for debates and information on issues which are relevant to structured dialogue or European Union policies and topics

_ Preparing the ground of the official youth event to be organised by the Member State holding the turn of the Presidency of the European Union

_ Organising activities linked to the “European Youth Week”

_ Enhancing cross-sectoral dialogue and cooperation between formal and non-formal education areas

TRANS-NATIONAL YOUTH SEMINAR

_ Gatherings of young people and policy-makers aimed at discussing, exchanging ideas and best practice, and adopting recommendations around topics centred on the priorities and objectives of the “Structured Dialogue”; the “Open Method of Coordination” in the youth field and the “European Pact for Youth”. For this kind of project you need to find 30 or more participants from at least five different Programme Countries.

APPLICATION FORM

To apply for funding under the "Youth in Action" Programme you need to complete the application form according to the type of project you are planning.

You can download them on:

www.ec.europa.eu/youth/youth-in-action/programme/doc411_en.htm

When applying for funding don't forget:

- _to submit the application on the correct form, completely filled out and dated
- _to include all the additional documents requested in the application (e.g. a plan of the budget you think is necessary to run the project)
- _to have a signature of the person representing your project
- _to bring your application to the post office before the deadline



Projects starting between	Application deadline
1 May and 30 September	1 February
1 July and 30 November	1 April
1 September and 30 January	1 June
1 December and 30 April	1 September
1 February and 31 July	1 November



Financial support

Depending on the type of project you are organising, you can receive a grant for:

_Participants' travel costs - Travel costs, which should be the cheapest economy means and fares.

_Accommodation / Food costs during activities (given as a fixed lump sum)

_Activity costs - Costs directly linked to your project, including insurance (given as a fixed lump sum).

_Training tools - Trainers fees and training materials (given as a fixed lump sum).

_Exceptional costs - Any cost directly related to young people with fewer opportunities/special needs or warranted by the special nature of the activities.

_Costs related to an Advance Planning Visit - Travel costs, accommodation costs and other costs during the visit.

_Costs for additional dissemination and exploitation of the project results

_Costs related to involve a coach in a Youth Initiative project



Be careful about some conditions:

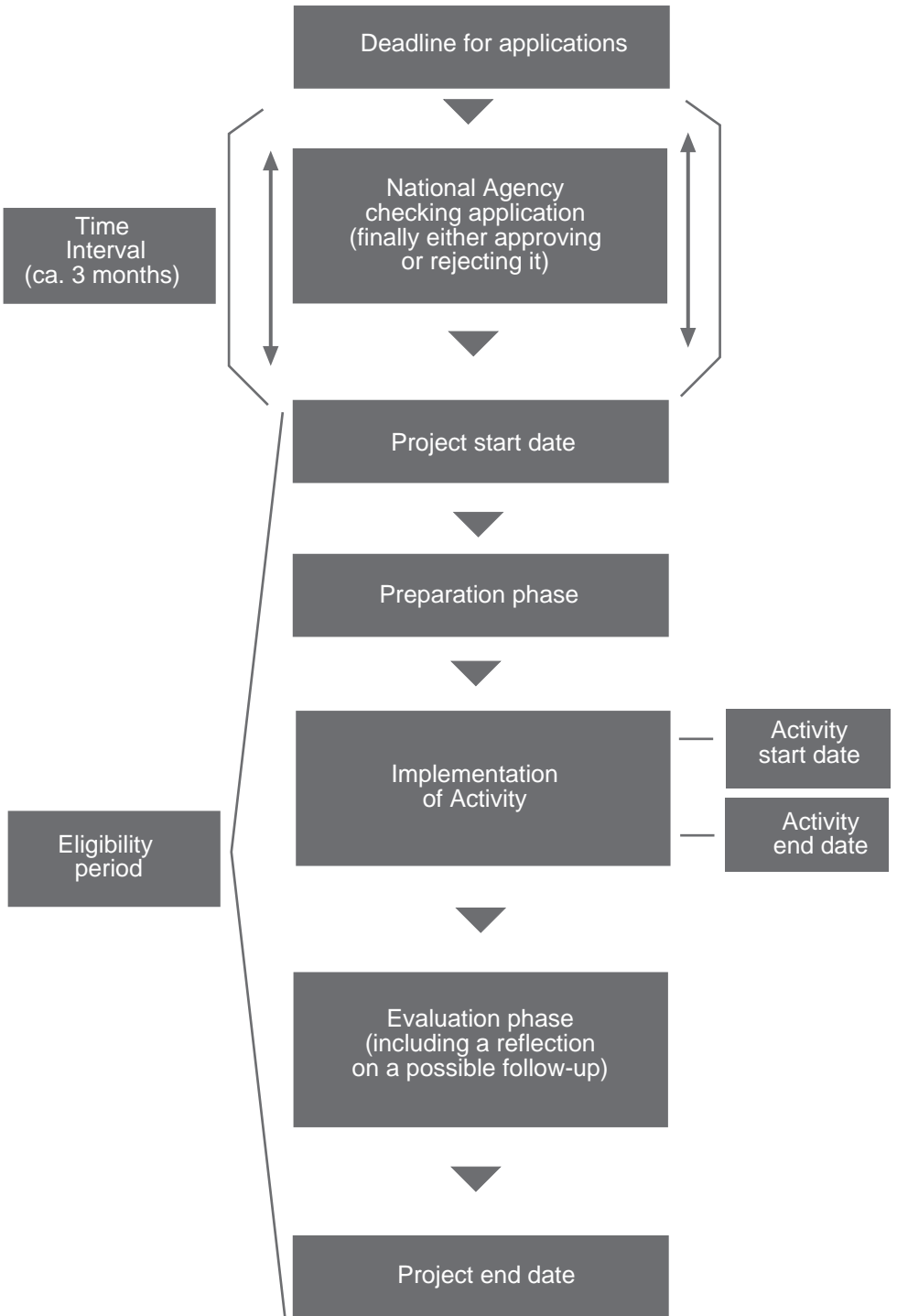
_All the paperwork you send to the National Agency for the “Youth in Action” Programme when applying for project funding is regarded as legally binding documents. This means that you are committed to carry out what is stated on the application form, contract and final report. Signing those documents makes you responsible and liable for what is written inside them!

_ Co-financing – the money you receive from the “Youth in Action” Programme will not cover all the cost of the project. For the amount missing you should look for financial contributions from other organisations, institutions or organise a fund raiser.

_No double-financing – if you are financially supported by the “Youth in Action” Programme you cannot receive any other funding from the European Community for the same project.

_Project dates are the dates when the project starts and when the project ends. The interval of time between these two dates is the eligibility period; this means that only the costs linked to the project and incurred within this period can be covered by funding of the “Youth in Action” Programme. Tickets or anything connected to the project must be bought within this period. This period includes the preparation of the project as well as the final evaluation.

_Activity dates are the dates during which the main Activity takes place (e.g. the first and the last day of a Youth Exchange, etc.). Activity dates therefore fall within the project dates and should preferably not start at the same time as the project dates because costs that incurred before or after the main activity (preparation and final evaluation phase) would not be covered by funding from the “Youth in Action” Programme.



PROJECT MANAGEMENT

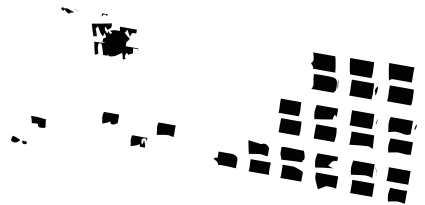
Quality of the partnership/ active involvement of all promoters in the project
Cooperation and partnership are key words to all of these projects. Project organisers are the main people responsible to guarantee active involvement of all partners, and to achieve the common goals:

Here are some points you should look out for in order to work in perfect cooperation:

- level of networking (How well do you work together? How good and continuous is your communication via email, telephone?)
- cooperation and commitment of each organiser of the project
- make sure that the profile and background of the organisers matches the aim of the project
- clearly and commonly agreed definition of roles and tasks of each organiser involved in the project

The good cooperation between all partners and participants has to be maintained throughout the different phases of the project. The preparation & planning phase is crucial for the success of a project. During this phase, the organisers and participating young person, should:

- agree on the common theme of the project
- work out the division of tasks, programme of activities, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, linguistic support)
- involve as many as possible participants of the project in this preparation phase
- prepare participants for intercultural encounters with young people from different backgrounds and cultures
- it is advised that the sending group(s) undertake an Advance Planning Visit to the host partner group



For the actual Activity you need to have a clearly defined programme (When do you want to do what? How? What is the learning objective of each activity?). The activities you use should be balanced and linked it to the objectives of the project and of the “Youth in Action” Programme.

Overall Aim / Theme	Activity (What will we do?)	Method (How will we do it?)	Learning (Why we are doing it? - How does this activity contribute to the objective of the exchange?)
Morning:			
Afternoon:			
Evening:			

During the final evaluation you and the other partners should reflect on the project and verify if the initial objectives were accomplished and if the expectations of the organisers and participants have been met, as well as looking for the outcomes of the project.

However it is possible and even advised to include several moments of evaluation in your project: evaluation sessions before, during and after the activity or even more if you think it is useful for the project.

Protection and safety of participants are highly important in the work with young people. Because legislation and policies may differ from one country to another it is essential to discuss these issues with the partners from different countries. But there are some general rules applying to all projects and countries.

You should ensure:

_that a sufficient number of group leaders/organisers is present to enable young people to share their learning experience in a reasonably safe and protected environment

_to have female and male organisers/ leaders, when both genders are participating in the project

_to have emergency procedures in place (e.g. 24/7 contact details for host & home country and emergency services, emergency fund, back up plan, organisers and leaders with first aid training, etc.)

_to develop a common 'code of behaviour' which will help both, organisers and participants, to respect commonly agreed standards of behaviour (e.g. use of alcohol, tobacco, etc.).

Quality of your project's content and methodology

The theme or aim as well as the objectives that you choose for the project should be interesting and relevant to the young people participating in the project. The more detailed objectives define what you as a group want to achieve through your project, e.g. "to learn what are the common values in all European cultures" or "teach each other about easy ways of recycling". Your objectives are linked to the project's theme and the working methods. As a next step, theme and objectives have to be translated into a concrete Activity programme.

To design the Activities you should apply a variety of non-formal learning methods and techniques (workshops, group work, role play, outdoor activities, ice-breakers, round-tables, etc.) in order to address the different needs of participants and to meet the desired outcomes. In the end it should be a learning process that stimulates creativity, active participation and initiative.

You can find more tools and inspiration at www.salto-youth.net/toolbox/

One of your **objectives** for all the activities of the project must be to involve the participants as much as possible and trigger a learning process. Young people should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.

Your **project should** enable the participants to acquire self-confidence when they are confronted with new experiences, attitudes, behaviours and thereby contribute their social & personal development.

You should **work to increase** young people's awareness of the intercultural dimension. It should also help to prevent and combat prejudice, racism and all attitudes leading to exclusion and to develop a sense of tolerance and understanding of diversity.

Impact, multiplying effect and follow-up

While your project you should not only try to include the young people in the decision making about the project but also to try to involve people from the neighbourhood, local area, etc. in the project activities. Organisers and participants should also try to spread the project's objectives and results by working with multipliers or even use the results themselves and think about a possible follow-up project with more partners. By doing so the project could achieve a long-lasting impact.

YOUTH PASS

Every person who has taken part in a Youth in Action Exchange, European Voluntary Service and Training Courses Projects will receive a Youthpass certificate. With this Youthpass you are recognised as someone who has been involved in an educational experience and a period of non-formal learning and informal learning. That could be a great benefit for your educational or professional future..

You can access Youthpass on: www.youthpass.eu

The detailed criteria to submit applications are specified in the “Youth in Action” Programme Guide under: www.ec.europa.eu/youth/youth-in-action-programme

For more information and support please contact your National Agency for the “Youth in Action” Programme.

www.ec.europa.eu/youth/youth/contacts_en.htm?cs_mid=152

GLOSSARY

Activity: the actual interactive part of the project, to be organised to produce results

Advance Planning Visit: a visit to the Host Organisation carried out during the planning or early preparatory phase of the project, before the project happens

Application form: if you want to apply to the Youth in Action Programme, you have to fill in and submit an official application form. You can download them from the Commission's website: www.ec.europa.eu/youth/youth-in-action-programme/doc411_en.htm

Applicant: someone who submits a project in order to get a grant from Youth in Action programme.

Beneficiary: if your project is selected, you become a beneficiary of the Youth in Action Programme, which means you will benefit from or receive money for your project. You sign the grant agreement, receive a financial grant for your project and assume the responsibilities for its implementation.

Coach: a resource person who has experience in youth work as well as organising projects like Youth Initiatives and gives your group support to make the activity happen successfully.

Coordinating Organisation: is the organiser who takes responsibility for the financial and administrative parts of the project, coordinating the project in cooperation with the partner and distributing the EU grant between the other organisers according to their roles within the project.

Eligibility criteria: These are conditions that your project must fulfil, regarding in particular its target group, its venue, its duration and its content.

Facilitator: a person that remains as neutral as possible during the project and keeps the group focused on the tasks, involves and encourages everyone in the group. Listening to what people say is a vital skill for this task

Final report: within two months of your project finishing, you have to complete and sign a report and send to the National Agency. You should describe how the project has actually been implemented, and to account for the actual financial aspects (cost actually incurred and income)

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.

Good practice: exemplary project which has positively influenced throughout its activity methods and results. Consequently, promoters should exchange, disseminate, use and exploit good practice in different contexts and environments. You can find more information in www.salto-youth.net

Grant agreement: This is the detail, the conditions and the level of funding that will govern how the EU funding is used.

Group leader: an adult who accompanies the young people participating in the Activity in order to ensure their effective learning, protection and safety.

Host Organisation (HO): the organisers in the country where the Activity project will take place.

Informal group of young people: a group of individual young people who come together without the support of a formal/legal/registered organisation or structure.

Legally resident: someone recognized by the national laws of her/his country holding legal residency papers.

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.

Multiplier: person who was involved in a project and who spreads information or a message to a wider audience/community, in order to increase the impact of the project (e.g. young people, youth workers, but also the media, political leaders and EU decision makers).

National Agencies (NAs): every Programme Country of the 'Youth in Action' Programme has a National Agency. You can find the contact detail for your country here: www.ec.europa.eu/youth/youth/contacts_en.htm?cs_mid=152

Neighbouring Partner Countries: countries that are not Programme Countries but the "Youth in Action" programme supports cooperation Programme Countries and the following Neighbouring Partner countries:

Albania Bosnia and Herzegovina Croatia Former Yugoslav Republic of Macedonia (FYROM) Montenegro Serbia (Including Kosovo, under the auspices of the United Nations, pursuant to UN Security Council Resolution 1244 of 10 June 1999.)	Armenia Azerbaijan Belarus Georgia Moldova Russian Federation Ukraine	Algeria Egypt Israel Jordan Lebanon Morocco Palestinian Authority of the West Bank and Gaza Strip Syria Tunisia
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Partner: another group who is participating in the 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

Project duration: the whole period from the beginning to the end of the project, which includes the preparation phase, the implementation of the Activity and the evaluation phase (including reflection on a possible follow-up).

Programme Countries: Participants and promoters from programme Countries can participate in all Actions of the "Youth in Action" programme. The following are Programme countries:

Austria Belgium Bulgaria Cyprus Czech Republic Denmark Estonia Finland France	Germany Greece Hungary Ireland Italy Latvia Lithuania Luxembourg Malta	Netherlands Poland Portugal Romania Slovak Republic Slovenia Spain Sweden United Kingdom	Iceland Liechtenstein Norway Turkey
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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.

Sending Organisation (SO): promoter sending a (group of) participant(s) enabling them to take part in an Activity abroad.

Make use of the “Youth in Action” Programme

ENGLISH version

SALTO-YOUTH
CULTURAL DIVERSITY
RESOURCE CENTRE



SALTO-Youth is a network of 8 Resource Centres across Europe that provides information, training and support for international youth projects in the framework of the European Commission's "Youth in Action" Programme. We respond to the needs of the National Agencies of this Programme to support Inclusion and Cultural Diversity on an international level and with local impact. Our activities take place in non-formal environments (outside of schools and universities) in order to provide youth leaders with specific skills and competencies that they can then to utilise and multiply in their own communities. Our core aim is to encourage the quality and quantity of youth projects across Europe.

You can find more information about us at: www.salto-youth.net