

EUROPEAN YOUTH FOUNDATION
USER GUIDE for the new online system
How to apply for a Pilot Activity



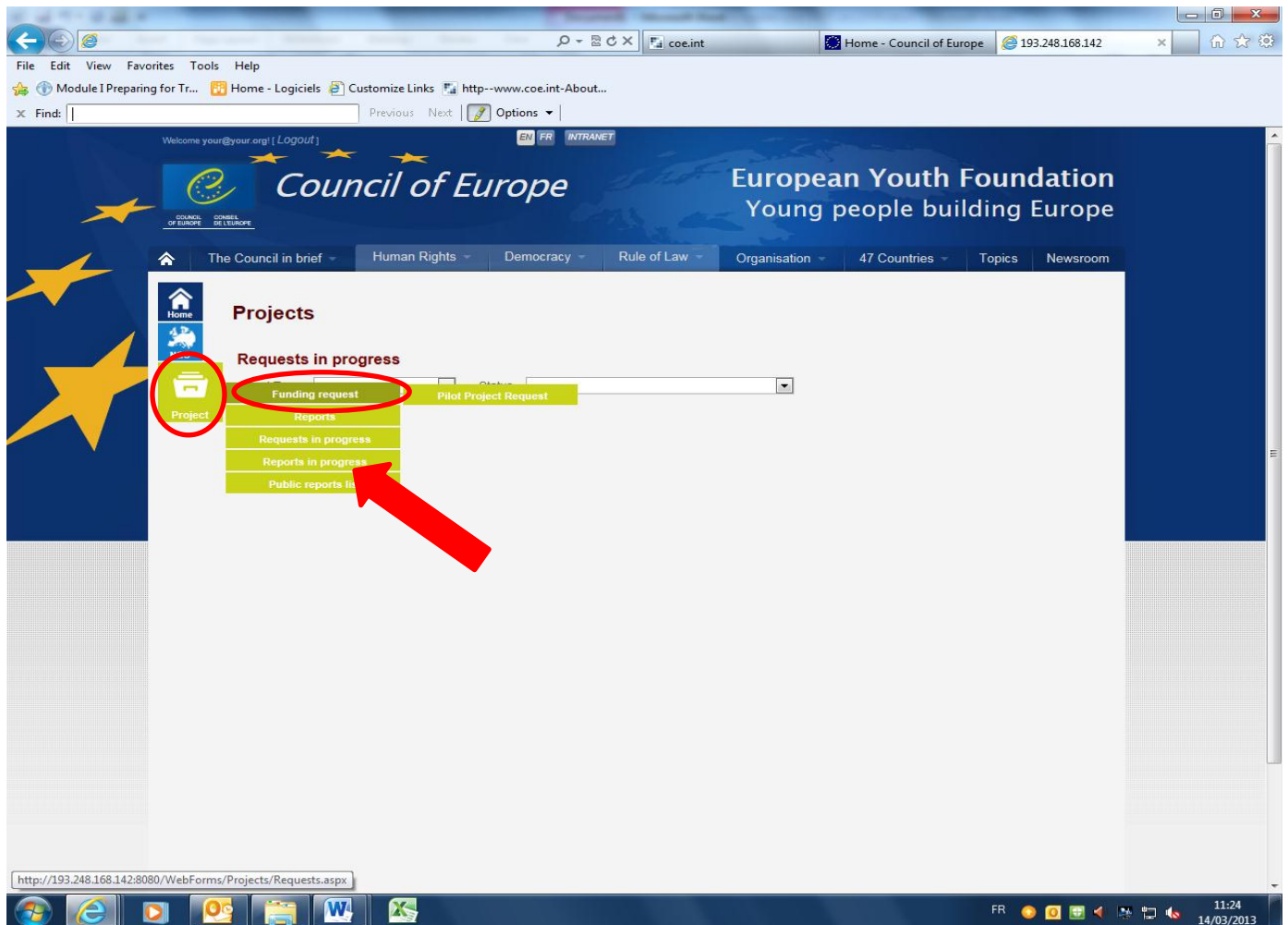
Table of Contents

I. How to access the grant application forms	2
II. How to fill in the application form for a pilot activity	3
III. After submitting your application form to the EYF	18
IV. Once the application has been validated by the EYF	23
V. General Remarks	28

I. How to access the grant application forms

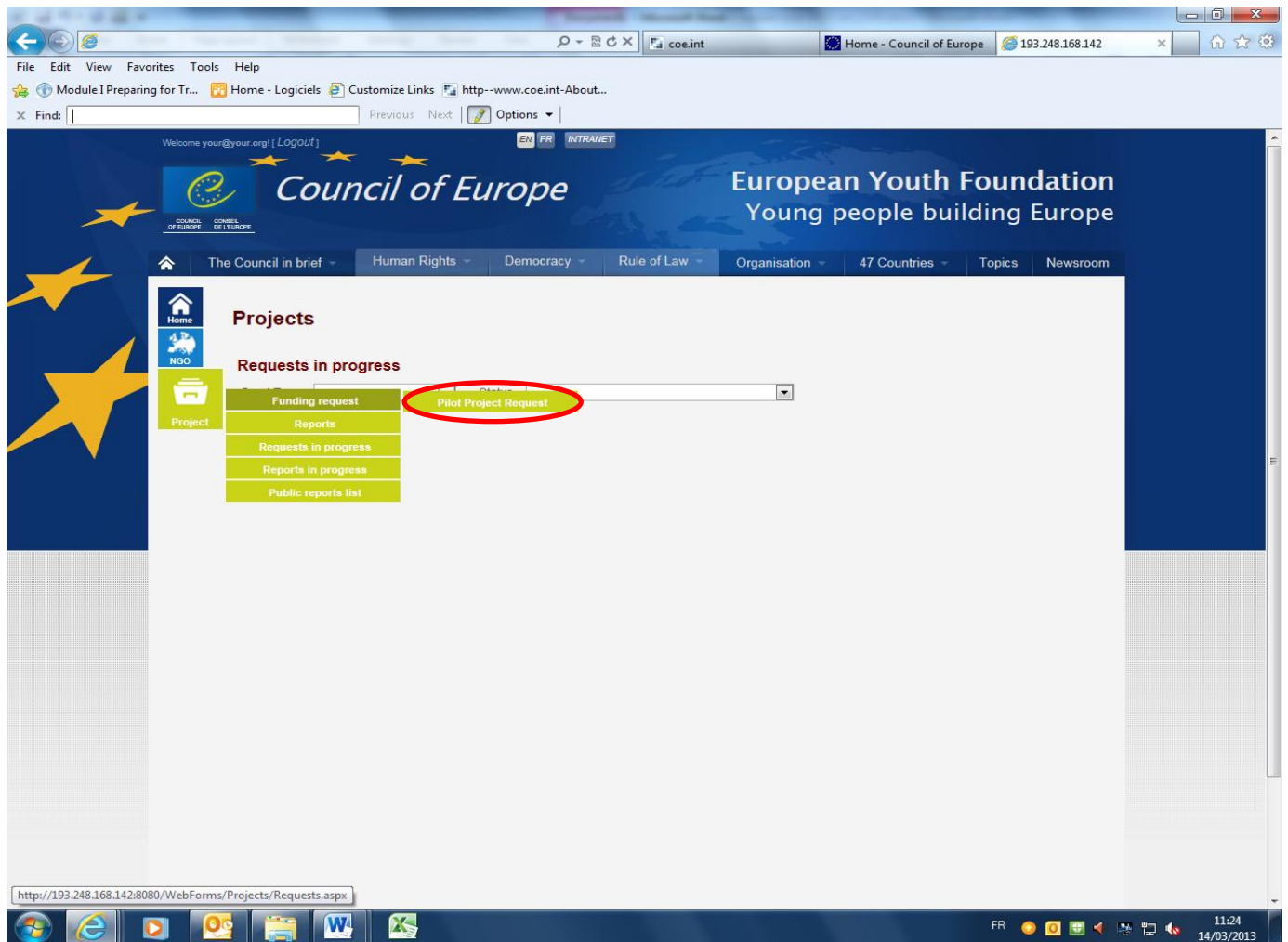
Once your registration has been validated by the EYF you are to access the application forms.

- ✓ You log on to the system and move the cursor on the green button “Project” and then on “Funding request” in the menu on the left hand side. Afterwards all types of projects which your organisation is eligible to apply for will appear.



II. How to fill in the application form for a pilot activity

- ✓ You will reach the application form by clicking on “Pilot Project Request”



You arrive on the first tab “Presentation”


The screenshot shows a web application interface for a Council of Europe project. The top navigation bar includes links like 'The Council in brief', 'Human Rights', 'Democracy', 'Rule of Law', 'Organisation', '47 Countries', 'Topics', and 'Newsroom'. A secondary navigation bar contains tabs: 'Presentation' (highlighted with a red circle), 'What', 'How', 'Impact', 'Project team', 'Expertise', 'Participants', 'Expenditure', 'Income', 'Validation', and 'Comment'. On the left, a sidebar has icons for 'Home', 'NGO', and 'Project' (highlighted with a yellow box). The main content area is titled 'Pilot activity' and contains the following sections:

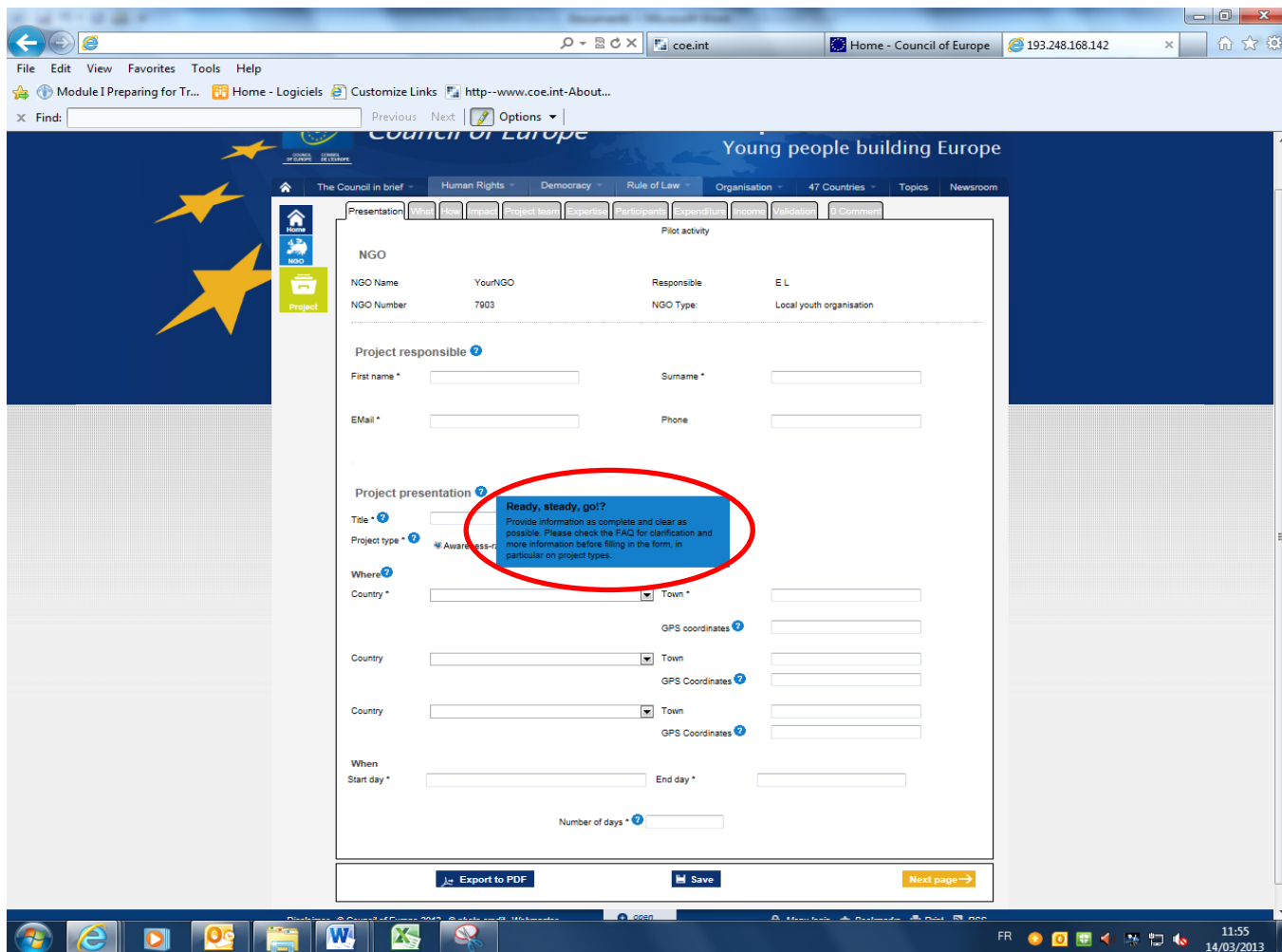
- NGO**: Fields for 'NGO Name' (YourNGO), 'Responsible' (E L), 'NGO Number' (7903), and 'NGO Type' (Local youth organisation).
- Project responsible**: Fields for 'First name *', 'Surname *', 'EMail *', and 'Phone'.
- Project presentation**: Fields for 'Title *' (highlighted with a red circle), 'Project type *' (highlighted with a red circle, with options: Awareness-raising, Skills development, Collaborative work), 'Where' (Country, Town, GPS coordinates), and 'When' (Start day *, End day *, Number of days *).

At the bottom, there are three buttons: 'Export to PDF', 'Save', and 'Next page →'.

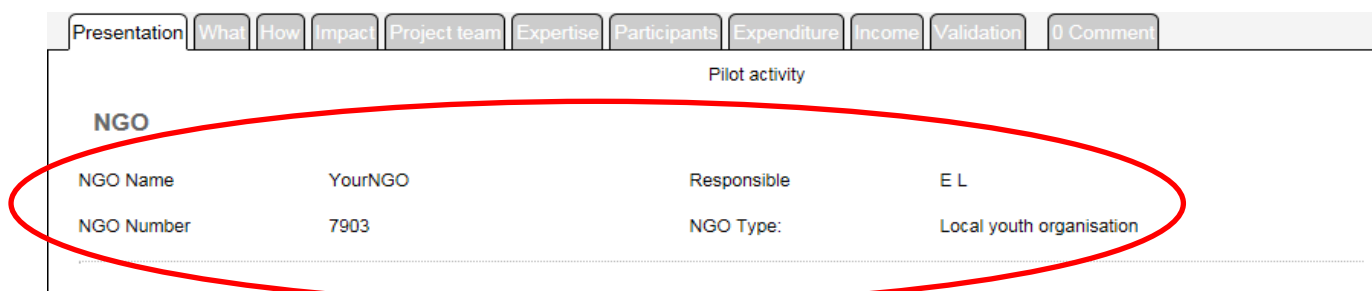
The application form consists of 10 tabs, however not all fields and tabs are obligatory.

- ✓ The fields with * are obligatory, meaning these fields must be filled in otherwise the application form cannot be submitted.

- ✓ If you do not understand which information is required in certain sections move the cursor on the question mark  and a short explanation will appear next to it.



The top section on the application form concerns general information about your organisation which is used from the information which was indicated in the registration forms.



Pilot activity			
NGO			
NGO Name	YourNGO	Responsible	E L
NGO Number	7903	NGO Type:	Local youth organisation



In case you notice that the information in this section is not correct please go back to the registration form, click on the button “change request” at the bottom and indicate the changes. Afterwards you

click on save the changes at the bottom of the same tab. Please keep in mind that some changes are subject to validation to the EYF.

- ✓ Indicate the details of the person responsible for this activity. This person will be contacted in case of any questions or comments regarding this activity.

Project responsible ?

First name *	<input type="text"/>	Surname *	<input type="text"/>
E-Mail *	<input type="text"/>	Phone	<input type="text"/>

In the section “project presentation” you are asked to provide general information about your project.

- ✓ You can choose only one project type out of the three options: Awareness-raising, Skills development and Collaborative work. An activity can combine aspects of the different project types but the core aim of your activity should fall under one of the three.
- ✓ Consult the frequently asked questions ([FAQ](#)) before choosing the type of project for your activity.

Project presentation ?

Title * ?

Project type * ? ☒ Awareness-raising ☐ Skills development ☐ Collaborative work


Where ?

Country *	<input type="text"/>	Town *	<input type="text"/>
		GPS coordinates ?	<input type="text"/>
Country	<input type="text"/>	Town	<input type="text"/>
		GPS Coordinates ?	<input type="text"/>
Country	<input type="text"/>	Town	<input type="text"/>
		GPS Coordinates ?	<input type="text"/>

When

Start day *	<input type="text"/>	End day *	<input type="text"/>
-------------	----------------------	-----------	----------------------

Number of days * ?

 Export to PDF

 Save

Next page →

- ✓ Use the drop down menu to indicate the country where the project will take place.



Choose “Other” in this menu if the activity will be implemented in a country outside the Council of Europe Member states and signatories to the Cultural Convention. In this case indicate the country and the town in the field “Town”.

Project presentation ?

Title * ?

Project type * ? ☒ Awareness-raising ☐ Skills development ☐ Collaborative work

Where ?

Country * Other Town *

Country Town GPS coordinates ?

Country Town GPS Coordinates ?

Country Town GPS Coordinates ?

When

Start day * End day *

Number of days * ?

[Export to PDF](#) [Save](#) [Next page →](#)

You can select more than one venue, if necessary. In case the activity takes place in more than three different countries please indicate this information in the field “What”.

Do not forget to indicate the GPS Coordinates – so that your project will appear on the map on the homepage of the EYF. Please follow the [instructions](#) to provide the information.

- ✓ Insert the “Start day” and the “End day” of your activity keeping in mind that you must submit your grant application for a pilot activity at least 3 months before the start date. We would advise you to send it earlier if possible, to give time for the assessment and decision-making process.

The dates of your activity will appear in the calendar on the website of the EYF, in case your project will be supported.



- ✓ After finalising this tab click on the button “Save” at the bottom of the page and on “Next page”. Follow this procedure at the end of each tab – otherwise your information could be lost.

In the following tab “What” you can see the ? buttons and on top of that there are watermarks in the different fields. The watermarks are explaining in more detail what information the EYF is asking you to provide in the specific fields. If you click in the field concerned the watermark will disappear and you can write your text.

Home
NGO
Project

The Council in brief Human Rights Democracy Rule of Law Organisation 47 Countries Topics Newsroom

Presentation **What** How Impact Project team Expertise Participants Expenditure Income Validation 0 Comment

What

What * ?

You have 3,000 characters to briefly describe what you want to do. You are talking to someone from the outside who is not familiar with what you do. You need to summarise what will happen during the activity, from the beginning to the end and to highlight the main theme and the main intentions.

Why * ?

You have 3000 characters to explain the following: - One criteria of pilot projects is that it must be an intervention. Which challenge in society is this activity responding to? - How did this project come about? How did the idea start? Why did your NGO decide that this was needed, looking at the development of the organisation(s) involved, the broader context, the situation of the young people in the local community and their needs?

To achieve what * ?

(3,000 characters) What do you want to achieve with your activity if it is 100% successful? Describe the aim and three main objectives. This is the essence of the project and should not change during the implementation, even if changes take place at other levels (methodology, for example). If you intend to produce something concrete, please mention it here (for example a resource pack that participants can use or share afterwards, development of strategic plans, etc). There will be further questions concerning the impact and outcomes later in the form.

← Previous page Export to PDF Save Next page →

In all fields you have maximum 3000 characters spaces included to provide the requested information. Furthermore you can use to the menu at the top of each field in order to highlight and structure your text or to insert a link, if necessary.

- ✓ After finishing the tab you click again on “Save” and “Next page” at the bottom of this tab (Follow this at the end of each tab).

Then you will reach the tab “How” – in principle you follow the same procedure when filling in this tab.

- ✓ In this tab you are asked to upload a timeline and a draft programme of the activity.

The timeline should give a general overview of which actions are foreseen at which stage of the project over a certain period of time (preparation, activity, evaluation, follow-up). In this document you should present the milestones of the project with dates (you do not need to indicate the exact day but maybe the week or the month).

The programme should show how you will be working with the participants in a face-to-face situation during the main activity of your project (international meeting, workshop, training, etc). It should indicate which sessions are planned and on which topics. If you already know which methods you intend to use during the sessions you can also add this information. The programme can of course be adapted during the preparatory process and the activity itself depending on the needs of your participants.

Presentation What **How** Impact Project team Expertise Participants Expenditure Income Validation 0 Comment

How

Flow * ?

(3,000 characters) Outline the concrete steps in your project and/or in your activity. What happens when? (For example, the successive sessions in the programme and the order for introducing the sessions/topics.) If you have different activities, why have you chosen to do them in this order. How does the flow help meet the objectives described above? What is the "fil rouge" or "red thread" in your activity, which ensures coherence and progression?

Timeline: * ?

Programme: * ?

Browse... Upload

File:

Browse... Upload


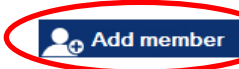
File:

Afterwards you follow the instructions on the tab "Impact" to fill in the fields there.



In the tab "Project team" you are asked to provide information on the members of your project team and their roles within the team.

Presentation What How Impact **Project team** Expertise Participants Expenditure Income Validation 0 Comment

Project team ?

Process * ?

B *I* U abc ≡ ≡  

A project team is made up of different members who have the same goal, work together and contribute actively. They also have different skills, competencies and expertise. How will your project team work together (preparation meeting) and how will the experience and expertise of each be taken into account.

You can attach the CVs of the members of the project team.

File:

.

✓ You click on the button “Add member”.

✓ The following page will open. Again the fields with * are obligatory and must be filled in. Complete the form and click on “Save” at the bottom of the page.

Member

First name: *

Surname: *

Age: *

Sex: *

☒ Male
☐ Female
☐ Other

Nationality: *

Country of residence: *

Role:

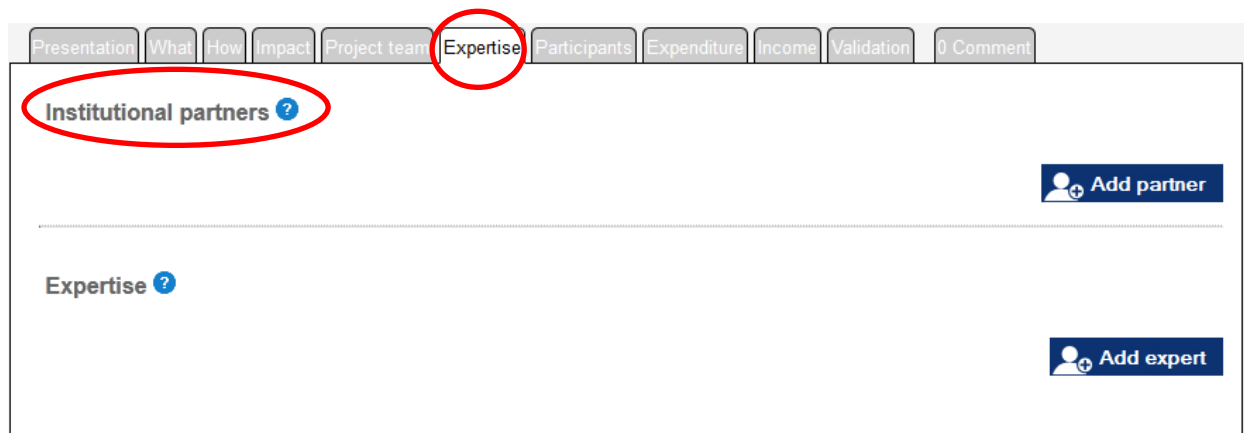
- ✓ Then you will be back on the main page of the tab “Project Team” and you can see the main information which you provided for each member. Click on the button “Add member” again in order to provide this information for all team members.

The screenshot shows the 'Project team' tab selected in a navigation bar. Below the tab, there is a section titled 'Project team' with a help icon. It displays member information: 'First name: Member One', 'Surname: Member One', 'Country of residence: Germany', and 'Age: 25'. To the right of this information are 'Edit' and 'Delete' buttons. Below the member information, there is a red circle around an 'Add member' button, which includes a plus icon and a person icon.

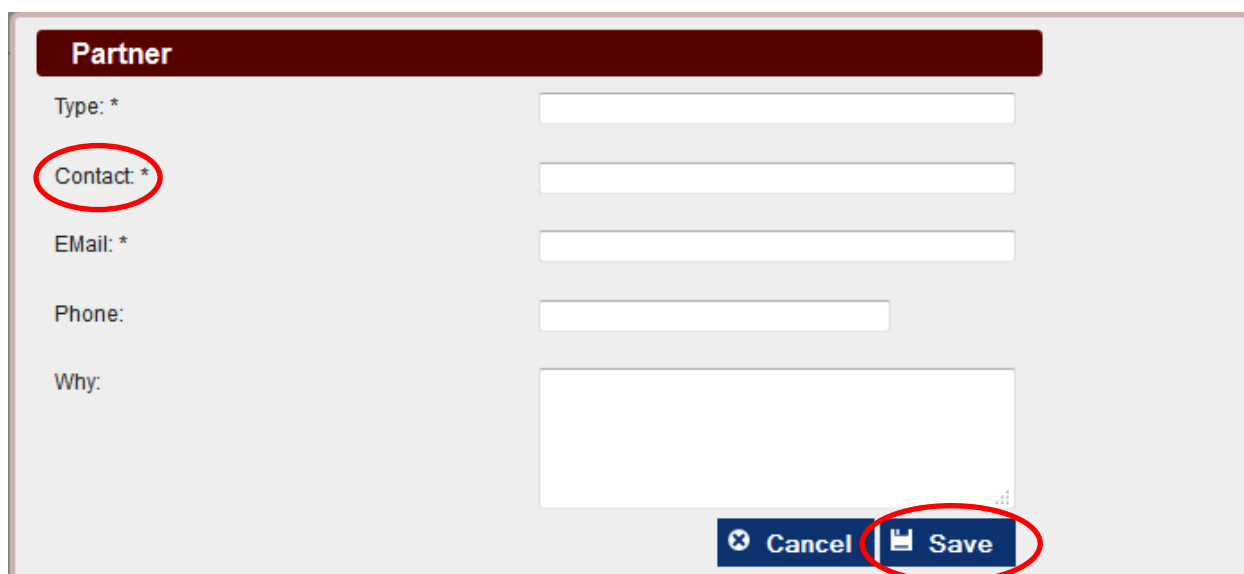
- ✓ You can attach the CVs of the members of the project team. However you can attach only one document in this section, so if you would like to share several CVs please put them together in one document.

The screenshot shows the 'Project team' tab selected. Below the member information, there is a section titled 'Process' with a help icon. It contains a text area with the text 'Project team'. Below the text area, there is a red circle around a file upload section. This section includes the text 'You can attach the CVs of the members of the project team.', a text input field, a 'Browse...' button, and an 'Upload' button with an upward arrow icon.

The next tab “Expertise” is not obligatory – but in case your organisation is cooperating with institutional partners (i.e. schools, universities or municipalities) you should provide information about these partners in this tab.



- ✓ You click on “Add partner” and the following page will open. Again the fields with * are obligatory and must be filled in.
Complete the form and click on “Save” at the bottom of the page.



Follow the same procedure for all institutional partners.

If you are receiving any other external support when preparing and implementing this activity indicate this by clicking on “Add expert” in the section Expertise.

The following window will open and you complete it by following the same procedure as for the partners and the team members.

Expert

First name: *

Surname: *

Age: *

Sex: *

☒ Male
☐ Female
☐ Other

Nationality: *

Profil:

CV:

Browse...

Upload

File:

Cancel

Save

You can add several experts, if necessary.

After completing this tab you move to the tab “Participants”.

- ✓ Use the drop down menu to indicate the number of participants per country. Choose “Other” in the drop down menu for participants from countries outside the Council of Europe member states and signatories to the Cultural Convention. Opposite to “Other” you indicate the total number of these participants and in the field “Other Countries” you specify which countries are concerned.

Please see example below:

Information on participants

Participants by country ?

Country	Number of participants
France	15
Other	15

Other Countries :
Canada, South Africa

Total participants : 30

+ Add a country



The total number of participants indicated in the section participants per country must be identical with the total number of participants indicated in the section "Age range".

Information on participants

Participants by country ?

Country	Number of participants
France	15
Other	15

Other Countries :
Canada, South Africa

Total participants : 30

+ Add a country

Age range ?

Less than 15 years	0
Between 15 and 30 years	30
Over 30 years	0

Total participants : 30

In the tab "Expenditure" you can see a table which you have to fill in, the budget is sorted according to the project phases: Preparation, Implementation and Follow-up.

- ✓ Provide us with the costs which are foreseen in the budget lines during the different phases of the project. On the right hand side, next to each amount there is a box where you should explain and specify which costs you calculated, for whom and how.

Expenditure

	Preparation		Activity		Follow up	
	Amount	Description	Amount	Description	Amount	Description
Travel/accommodation						
Participants Travel	0.00		0.00		0.00	
Participants accommodation and meals	0.00		0.00		0.00	
Travel Team and Trainers	0.00		0.00		0.00	
Team and Trainers accommodation and meals	0.00		0.00		0.00	
Travel other (interpreters, ...)	0.00		0.00		0.00	
Other accommodation and meals (interpreters, ...)	0.00		0.00		0.00	
Visa Costs	0.00		0.00		0.00	
Local Transportation	0.00		0.00		0.00	
subtotal	0.00		0.00		0.00	
Fees						
Trainers/Experts	0.00		0.00		0.00	
Translators/Interpreters	0.00		0.00		0.00	
External experts	0.00		0.00		0.00	
Other contributions	0.00		0.00		0.00	
subtotal	0.00		0.00		0.00	
Material/administrative costs						
Equipment/ Room Hire	0.00		0.00		0.00	
Equipment / Office supplies	0.00		0.00		0.00	
Translation/Interpretation	0.00		0.00		0.00	
subtotal	0.00		0.00		0.00	
Communication/Visibility						
Printing	0.00		0.00		0.00	
Brochures/Flyers/Publications (concept/design)	0.00		0.00		0.00	
Website	0.00		0.00		0.00	
Phone charges	0.00		0.00		0.00	
subtotal	0.00		0.00		0.00	
Other costs						
Bank fees	0.00		0.00		0.00	
Other (please specify)	0.00		0.00		0.00	
subtotal	0.00		0.00		0.00	
Total expenditure	0.00		0.00		0.00	




If you are still negotiating in-kind contributions (for example with local authorities or private sponsors) please mention it here. However keep in mind that in-kind contributions should not appear in your financial report which should contain the real costs of your activity. For example if you succeed to negotiate accommodation for free with your municipality this should be indicated as accommodation = 0 Euro (in-kind contribution municipality).

In the following tab "Income" you should explain what other resources your organisation uses in order to finance this activity. Provide us with detailed information concerning all type of funding sources which you generate for this activity by filling in the fields on the left hand side.

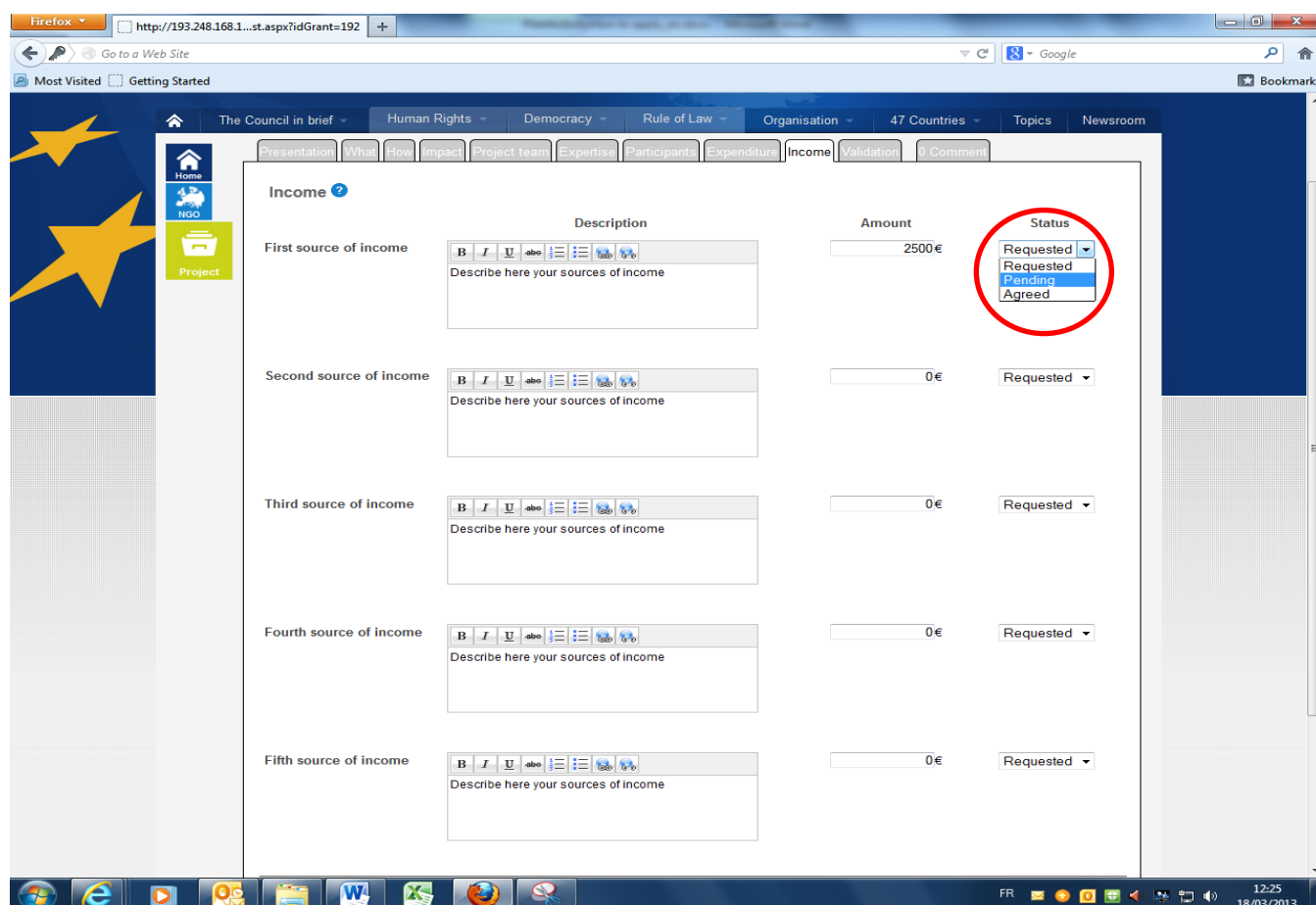
Income

Description	Amount	Status
First source of income	2500€	Requested


In this tab you also state your own resources used for this activity as well as contributions from participants.

 A contribution from the participants is not obligatory for an EYF-funded activity. Depending on the circumstances, you can cover 100% of the participants' costs. The EYF does not want to limit access to EYF-funded activities to young people who can afford to pay a participation fee.

For each budget line in the income section you insert the amount and you choose a status - there are 3 options: Pending, Requested, Agreed.



At the bottom of the page you note down the amount of the EYF grant requested.

 The maximum grant which can be awarded for a pilot activity is 10 000 €.

In any case the total expenditure and the total income must be balanced.

Home NGO Project

The Council in brief Human Rights Democracy Rule of Law Organisation 47 Countries Topics Newsroom

Presentation What How Impact Project team Expertise Participants Expenditure Income Validation 0 Comment

CERTIFICATION OF ACCURACY OF INFORMATION


☐ We certify that the information provided is true, accurate and complete.

Attachments (optional, 2 maximum) ?

Browse... Upload

.

← Previous page Export to PDF Save **Submit request**

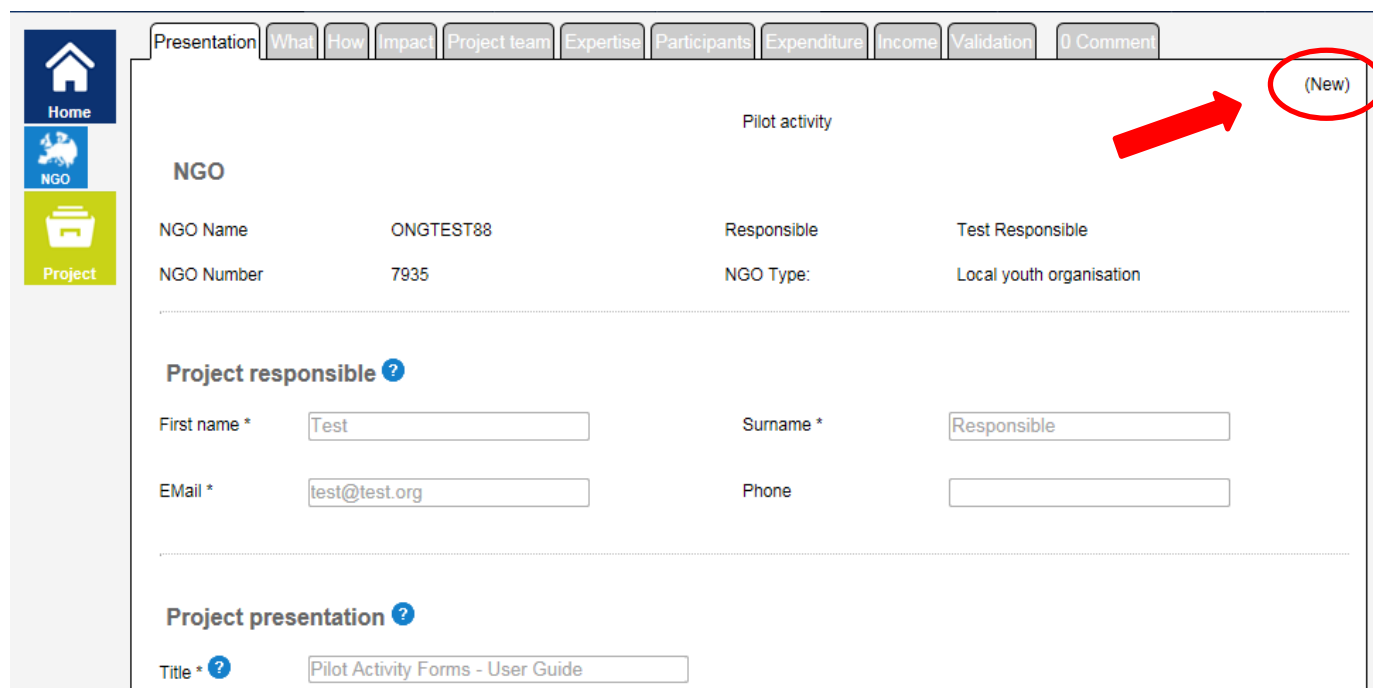
 It is not necessary that you fill in the complete application form in one rush. On each page you can see the button “save” at the bottom, if you click on it and log out and log on to the system again at a later stage your information will be kept and the form will remain in status “draft” so that you can finalise the application any time later.

- ✓ In case there are documents which you would like to attach to the application, you have the option to attach maximum two additional documents on the validation page.
- ✓ After completing the application form you must certify that the information provided is true, accurate and complete and then you click on “Submit your NGO” at the bottom of the tab “Validation”.

III. After submitting your application form to the EYF

STATUS NEW

- ✓ After submitting your application form the status of your NGO changes to “New”. If you login to the system again you can see this change of status at the top of the form on the right hand side.



The screenshot shows the EYF application form interface. On the left is a sidebar with icons for Home, NGO, and Project. The top navigation bar includes tabs for Presentation, What, How, Impact, Project team, Expertise, Participants, Expenditure, Income, Validation, and 0 Comment. The main content area is titled 'Pilot activity' and shows the status '(New)' circled in red with a red arrow pointing to it. Below this, the 'NGO' section displays 'NGO Name: ONGTEST88', 'Responsible: Test Responsible', 'NGO Number: 7935', and 'NGO Type: Local youth organisation'. The 'Project responsible' section contains fields for 'First name *' (Test), 'Surname *' (Responsible), 'E-Mail *' (test@test.org), and 'Phone'. The 'Project presentation' section has a 'Title *' field with the text 'Pilot Activity Forms - User Guide'.

The EYF Secretariat will take the time now to verify your application.



You cannot modify anything on the form unless the EYF Secretariat has given you access to the form again by asking for further information.

Once the project is in status “New” the EYF Secretariat might ask you for further information concerning your application.

STATUS: UNDER DISCUSSION

- ✓ If **the EYF needs more information** in certain areas of your application form you will be informed about this by e-mail and you will be able to access your form.
- ✓ In this case you should log on to the system again. In the section “Requests in progress” you can see all your projects, their status as well as when the last comment has been done.

Home The Council in brief Human Rights Democracy Rule of Law Organisation 47 Countries Topics Newsroom

Home NGO Project

Projects

Requests in progress

Grant Type Status

Project Title	Grant Type	Status	Last action date	Requested Amount	Awarded amount	Comments	Last comment
Test PA	Pilot activity	Under discussion	03/07/2013	10000.00	0.00	1	03/07/2013

- ✓ You click on the project title of the project concerned.
- ✓ As you can see on the right hand side of the page the status of your organisation changed into "Under discussion"

Home NGO Project

Presentation What How Impact Project team Expertise **Participants** Expenditure Income Validation 1 Comment

Pilot activity

NGO

NGO Name ONGTEST88 Responsible Test Responsible

NGO Number 7935 NGO Type: Local youth organisation

Project responsible ?

First name * Surname *

E-Mail * Phone

Project presentation ?

Title *

Project type * ? ☒ Awareness-raising ☐ Skills development ☐ Collaborative work

Where ?

Country * Town *

GPS coordinates ?

Country Town

GPS Coordinates ?

Country Town

GPS Coordinates ?

When

Start day * End day *

(Under discussion)

- ✓ In the tab “Comment” you can see in the blue box what further information is required by the EYF.

The screenshot shows the EYF web application interface. The top navigation bar includes 'The Council in brief', 'Human Rights', 'Democracy', 'Rule of Law', 'Organisation', '47 Countries', 'Topics', and 'Newsroom'. Below this, a secondary navigation bar has tabs: 'Presentation', 'What', 'How', 'Impact', 'Project team', 'Expertise', 'Participants' (highlighted in red), 'Expenditure', 'Income', 'Validation', and '1 Comment'. On the left, there are icons for 'Home', 'NGO', and 'Project'. The main content area shows a comment box with a blue message: 'Please provide us more details (...)'. The 'Participants' tab is circled in red.

At the same time the tab concerned will be highlighted in red and if you enter this tab the fields concerned will be in a red frame. The concrete question/comment regarding this field is written next to it on the right hand side.

The screenshot shows the EYF web application interface with the 'Participants' tab highlighted in red. The 'Participants' tab is circled in red. The 'Participants by country' section is highlighted in red. The 'Participants profile' section is highlighted in red. A red box contains the text: 'Please provide us more detailed information on the profile of your participants.'

Participants by country

Country	Number of participants
France	28
Other Countries :	
Total participants :	28

Age range

Less than 15 years	0
Between 15 and 30 years	28
Over 30 years	0
Total participants :	28

Participants profile *

Users of the new online system, which are people working for or representing youth NGOs.

Please provide us more detailed information on the profile of your participants.

Navigation buttons: Previous page, Export to PDF, Save, Next page

- ✓ In Status “Under discussion” specific sections which the EYF is referring to are open again and you are able to modify the requested sections.

Participants

Information on participants

Participants by country ?

Country: France (dropdown) Number of participants: 28

Other Countries : (input)

Total participants : 28

Age range ?

Less than 15 years: 0

Between 15 and 30 years: 28

Over 30 years: 0

Total participants : 28

Participants profile * ?

You can modify the information in this field....

Please provide us more detailed information on the profile of your participants.

- ✓ After finalising the modifications you click on the button “Submit request” at the bottom of the tab “Validation”.

💡 You are not obliged to change anything in the form, if you consider that this is not coherent in your specific context. In this case leave the form as it is and add a comment in the comment section explaining the reasons.

Home

NGO

Project

Presentation

What

How

Impact

Project team

Expertise

Participants

Expenditure

Income

Validation

1 Comment

CERTIFICATION OF ACCURACY OF INFORMATION

☒ We certify that the information provided is true, accurate and complete.

Attachments (optional, 2 maximum) ?

Browse...

Upload

:

← Previous page

Export to PDF

Save

Submit request

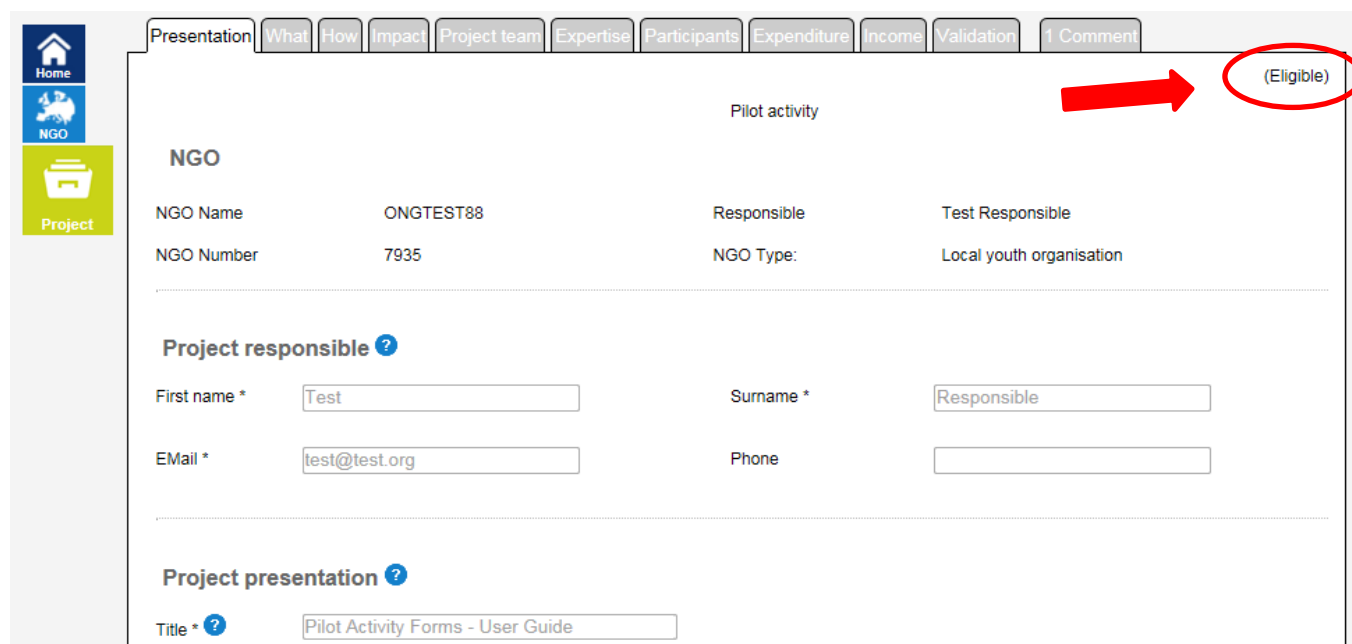
Next page →

After submitting your NGO again the Status changes back to “New”. It is possible that this discussion goes back and forth several times and the status shifts between “Under discussion” and “New”.

IV. Once the application has been validated by the EYF

STATUS: ELIGIBLE

Once the discussion is finalised the EYF Secretariat will validate the application form. The status of the application will then change into “Eligible”. This means that your application will be submitted to the Programming Committee on Youth for decision.



The screenshot shows the EYF application form interface. On the left is a sidebar with icons for Home, NGO, and Project. The top navigation bar includes tabs for Presentation, What, How, Impact, Project team, Expertise, Participants, Expenditure, Income, Validation, and 1 Comment. The 'Validation' tab is active, and a red arrow points to the '(Eligible)' status label in the top right corner. The main content area displays the following information:

NGO		Pilot activity	
NGO Name	ONGTEST88	Responsible	Test Responsible
NGO Number	7935	NGO Type:	Local youth organisation

Project responsible ?

First name *	Test	Surname *	Responsible
E-Mail *	test@test.org	Phone	

Project presentation ?

Title *	Pilot Activity Forms - User Guide
---------	-----------------------------------



Grant applications for pilot activities are processed throughout the year and the Programming Committee on Youth takes decisions every 2 to 3 months. You will be informed as soon as the decision is taken.

STATUS GRANTED

You will receive an email telling you that your EYF grant application has been approved. In this case you log on to the online system again and in “Requests in progress” you can see the status of all your requests.

- ✓ You click on the title of the project which is in status granted.

Navigation bar: Home, The Council in brief, Human Rights, Democracy, Rule of Law, Organisation, 47 Countries, Topics, Newsroom

Left sidebar: Home, NGO, Project

Projects

Requests in progress

Grant Type: [dropdown] Status: [dropdown]

Project Title	Grant Type	Status	Last action date	Requested Amount	Awarded amount	Comments	Last comment	
<u>Pilot Activity Forms - User Guide</u>	Pilot activity	Granted	02/07/2013	8000.00	5000.00	3	01/07/2013	
<u>Canyoning rocks!!! :)</u>	Pilot activity	Draft	02/07/2013	0.00	0.00	0		Delete
<u>Test Projet Pilote 88</u>	Pilot activity	Closed	01/07/2013	50.00	50.00	5	01/07/2013	

The following page will open.

- ✓ You click on update your bank details.

Navigation bar: Home, The Council in brief, Human Rights, Democracy, Rule of Law, Organisation, 47 Countries, Topics, Newsroom

Left sidebar: Home, NGO, Project

Validation of your information

Congratulations, the EYF is pleased to support your project. To enable us to send you the contract, please check and confirm the following information. Thank you.

[Return to see your request.](#) [Update your bank details](#)

☐ Confirm that your bank details are complete and up-to-date.

[Click here to learn about the operational regulations of the EYF.](#)

☐ I confirm that I have read and accept the operational regulations of the EYF.

Confirm your information

- ✓ Provide, update or verify your bank details and click on the button "Save".

Bank details

Account owner:

Bank name:

Bank address:

IBAN or account number: ?

SWIFT code: ?

☐ I don't have a bank account

Cancel **Save**

- ✓ Afterwards you must confirm that your bank details are complete and up-to-date. Also you must confirm that you have read and accept the operational regulations of the EYF.
- ✓ Then you click on “Confirm your information”.

The status of your project will change into “Ready for contract” as you can see in the list “Requests in progress”.

Project Title	Grant Type	Status	Last action date	Requested Amount	Awarded amount	Comments	Last comment
Pilot Activity Forms - User Guide	Pilot activity	Ready for contract	02/07/2013	8000.00	5000.00	3	01/07/2013
Canyoning rocks!!! :)	Pilot activity	Draft	02/07/2013	0.00	0.00	0	
Test Projet Pilote 88	Pilot activity	Closed	01/07/2013	50.00	50.00	5	01/07/2013



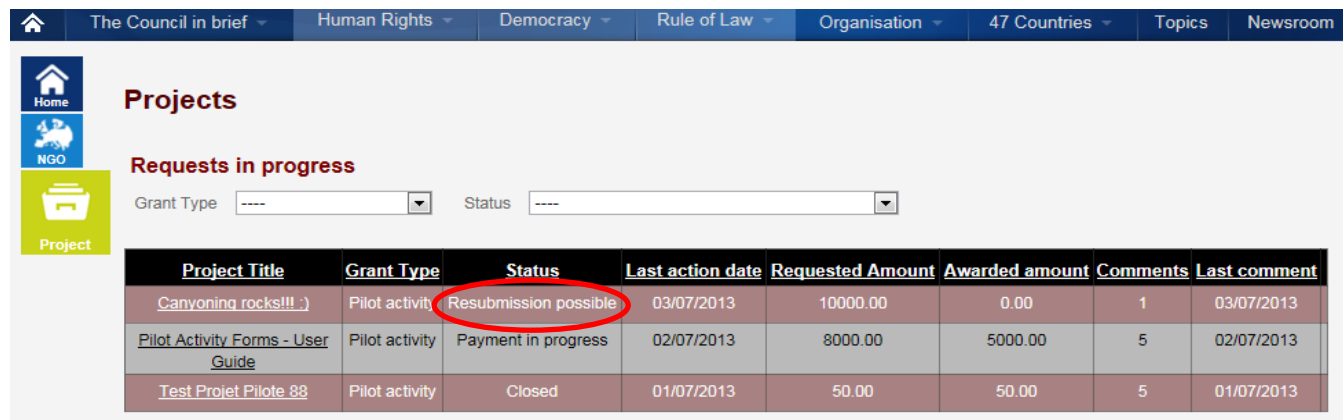
You will receive a letter confirming the grant, as well as a grant acceptance form (GAF) attached to an email. The GAF must be signed and sent to the EYF by post. Check if there are any recommendations and/or conditions linked to the grant and if you need to provide additional information before the first instalment is paid.

Once the signed GAF is received by the EYF and all conditions are fulfilled the Secretariat can proceed with the first payment. However the first instalment can only be paid 10 weeks before the start of the activity, not earlier. Also, once you receive the information that the payment is in process please keep in mind that it can take up to 3 weeks until the money arrives in your bank account.

STATUS RESUBMISSION POSSIBLE

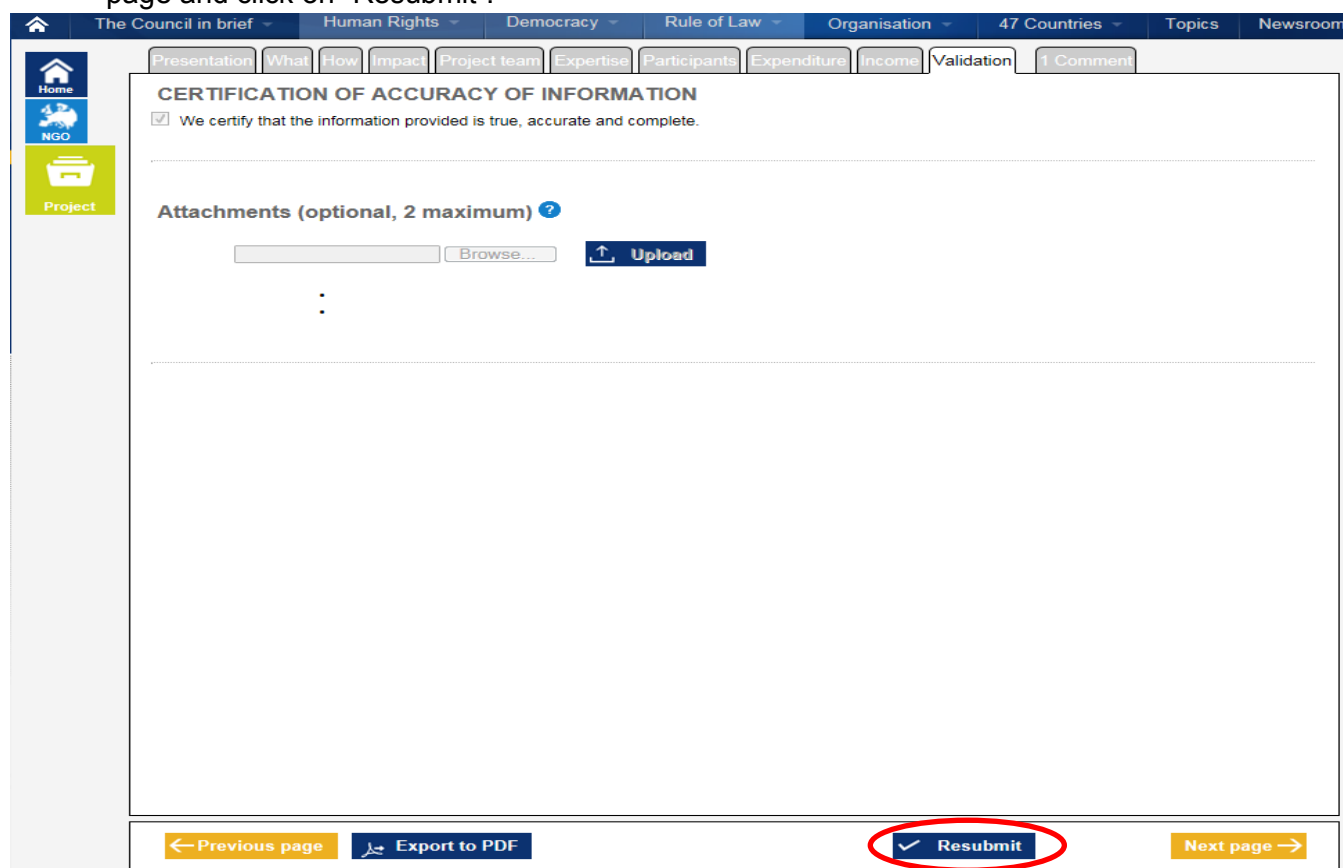
Instead of granting your project right away the Programming Committee on Youth has the option to reject an application with the option to resubmit the project, under certain conditions, at a later stage. You will receive an email informing you about this.

In this case you log on to the online system again and in “Requests in progress” you can see the status of your project.



Projects							
Requests in progress							
Grant Type <input type="text"/>		Status <input type="text"/>					
Project Title	Grant Type	Status	Last action date	Requested Amount	Awarded amount	Comments	Last comment
Canvoning rocks!!!! :)	Pilot activity	Resubmission possible	03/07/2013	10000.00	0.00	1	03/07/2013
Pilot Activity Forms - User Guide	Pilot activity	Payment in progress	02/07/2013	8000.00	5000.00	5	02/07/2013
Test Projet Pilote 88	Pilot activity	Closed	01/07/2013	50.00	50.00	5	01/07/2013

- ✓ To resubmit your project, you open the application “Resubmission possible”, go to the “Validation” page and click on “Resubmit”.



Presentation What How Impact Project team Expertise Participants Expenditure Income Validation 1 Comment

CERTIFICATION OF ACCURACY OF INFORMATION

☒ We certify that the information provided is true, accurate and complete.

Attachments (optional, 2 maximum) ?

:

← Previous page Next page →

- ✓ The application will then be duplicated and you will find a draft version in your “Projects in progress”. You can modify this version.

Presentation What How Impact Project team Expertise Participants Expenditure Income Validation 0 Comment (Draft)

Pilot activity

NGO

NGO Name	ONGTEST88	Responsible	Test Responsible
NGO Number	7935	NGO Type:	Local youth organisation

Project responsible ?

First name *	Ev	Surname *	Le
EMail *	Lula@tutu.ie	Phone	


- ✓ Once you are finished you click on “Submit request” at the bottom of the Validation page and resubmit the application.

Presentation What How Impact Project team Expertise Participants Expenditure Income Validation 0 Comment




CERTIFICATION OF ACCURACY OF INFORMATION

☐ We certify that the information provided is true, accurate and complete.

Attachments (optional, 2 maximum) ?

Browse...  Upload

:

← Previous page  Export to PDF  Save  **Submit request**

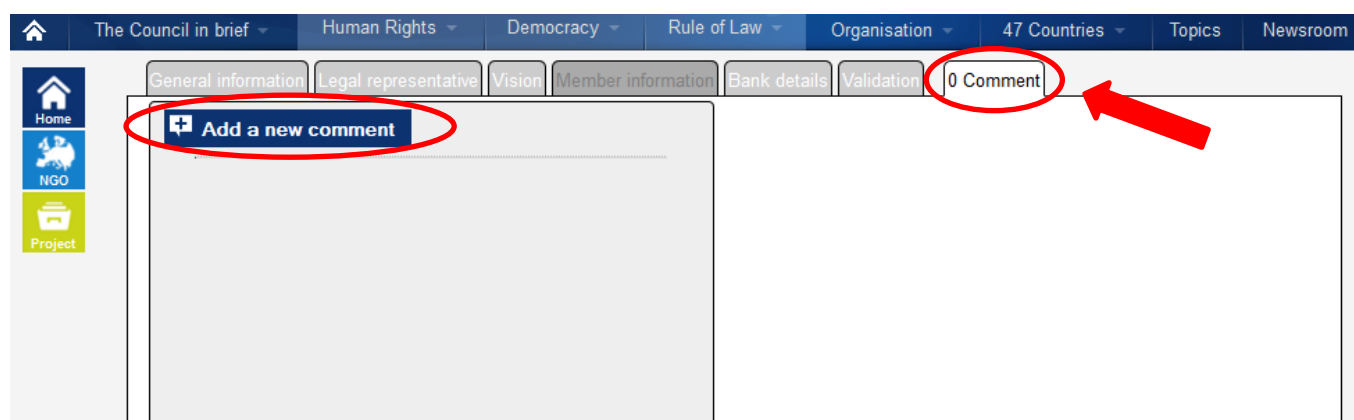
STATUS REJECTED

Applications which have been rejected by the Programming Committee on Youth cannot be resubmitted. You will be informed about the negative decision by email.

V. General Remarks

In case **you have any questions** during the process (independent of the status of your project application) you can add a comment in the comment section, if necessary.

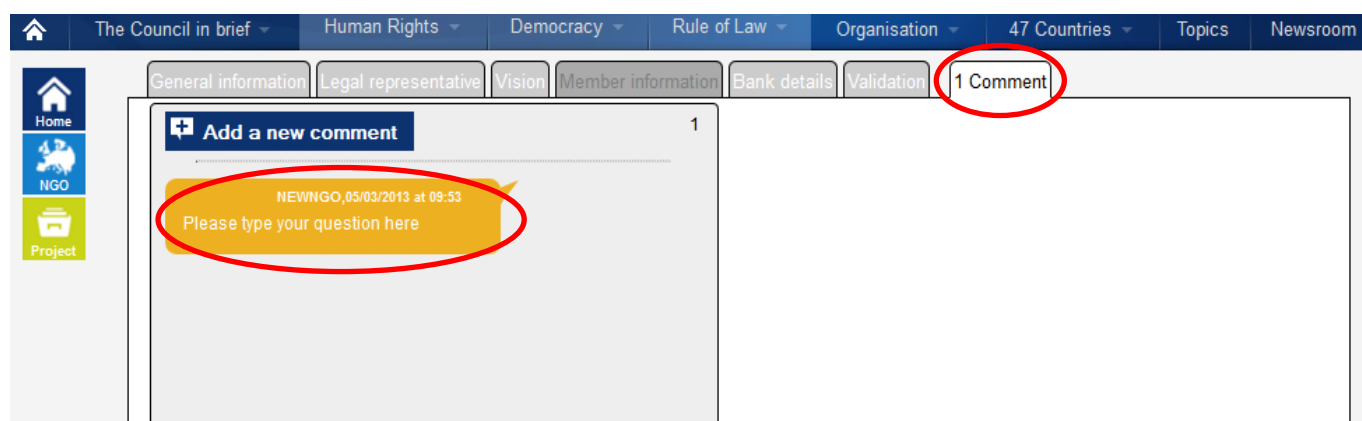
- ✓ In this instance you click on “Add a new Comment” in the tab “Comment”.



- ✓ Write your comment or question in the box which opens and then you click on the button “Add your Comment”.

A screenshot of a form titled 'Add a new comment'. The form has a header section with the title 'Add a new comment'. Below the title, there are two lines of text: 'Author: NEWNGO' and 'Comment type: Public Message'. The main section is labeled 'Message:' and contains a large text input box with the placeholder text 'Please type your question here'. At the bottom of the form, there are two buttons: 'Close' and 'Add your comment'. The 'Add your comment' button is circled in red.


- ✓ Your comments will appear in orange on the left hand side in the tab “Comment”.



- ✓ You will be informed by email when the EYF responds to your comment. If you log on to the online system again and there you can see the EYF comments in the tab “Comment” on the right hand side.



The numbers of comments in this section are counted in the tab “Comment” at the top on the right hand side of the page.

 In case of **major changes in your project** (i.e. dates, venue, participants and budget) compared to the application submitted you must ask for **prior approval** to the EYF by using the comment section as explained above. If the EYF agrees to the changes the modifications will be done by the Secretariat and you will receive a notification about this.