

October 2023

**NGO REGISTRATION FORM**

**PRELIMINARY QUESTIONS**

*Are you eligible to receive EYF support? Check the* [*EYF website*](https://www.coe.int/en/web/european-youth-foundation/who-can-apply) *for more info.*

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 1. My organisation is non-profit-making and non-governmental. |  |  |
| 2. My organisation has its own statutes. |  |  |
| 3. My organisation runs activities for young people (15-30). |  |  |
| 4. It is young people who take the decisions of our organisation (in our decision-making structures and our programme of activities). |  |  |
| 5. Members of my organisation are aged between 15 and 30. |  |  |
| 6. Our work is in line with the values and priorities of the Council of Europe and we respect the values and principles of the Council of Europe . |  |  |

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **NGO Name**  *What is the name of your organisation?*  *Please indicate the full name in English or French (official name if registered in your country) (Example: European Youth Foundation).* |  |
| **Acronym (max. 10 characters)**  *Indicate the acronym (abbreviation) of your NGO (Example: EYF). You will receive an error message if this acronym already exists in the EYF database and will have to choose another one - this is only for EYF use. Please do not use special characters in your acronym.* |  |
| **NGO Type**  *Identify the type of your organisation.*  *Your organisation must fall under one of the following categories:*   * *International youth organisation* * *International network of youth organisations* * *Regional network of youth organisations* * *National youth organisation* * *Local youth organisation.*   *See the* [*EYF website*](http://www.coe.int/en/web/european-youth-foundation) *for definitions (Who can apply).* |  |

**HEAD OFFICE (contact details for any correspondence with the EYF)**

Postal address of your organisation

|  |  |
| --- | --- |
| **Street number and name** |  |
| **Post code** |  |
| **City/town** |  |
| **GPS coordinates**  *Why GPS coordinates? This will help us keep an updated map of NGOs and EYF-supported activities on our website. The correct format is: 48.60228,7.769466 (no space after the comma).* |  |
| **Country** |  |
| **Phone** |  |
| **Email**  *This Email and password will be used to log on, modify your information and apply for grants. N.B. There is only one login possible for each organisation.* |  |
| **Website** |  |

**LEGAL REPRESENTATIVE**

*Person(s) who can take legal responsibility for your organisation. Include one or two people who have legal responsibility and will be in contact with the EYF (President/Secretary General/Treasurer etc).*

|  |  |
| --- | --- |
| **First Name** |  |
| **Surname** |  |
| **Function** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

**WORK AND FUNCTIONING**

**What is your field of work and who is your target group?**

What is the vision and mission of your organisation? What is your field of work? What are the main types of activities you implement? Who is targeted by your activities? Which age group of people do you want to reach? Give examples of activities carried out in the past by, for and with young people. If you are applying as a national NGO, please explain the national scope of your organisation’s work.

|  |  |
| --- | --- |
| **What is your field of work and who is your target group?** (maximum 3,000 characters) |  |

**Are young people taking decisions in your NGO? How?**

What is the decision-making structure of your organisation and how does it work? How old are the people involved in the decision-making structures of your organisation (for example, in the board or general assembly)? How do young people participate in the decision-making process of the organisation regarding its functioning, programme, and budget?

|  |  |
| --- | --- |
| **Are young people taking decisions in your NGO? How?** (maximum 3,000 characters) |  |

**MEMBER INFORMATION**

*Who are your member organisations? If your organisation is an* ***international youth organisation, an international network of youth organisations or a regional network of youth organisations*** *please provide us with the following information about each of your members. Please consult the* [*EYF website*](http://www.coe.int/en/web/european-youth-foundation/home) *for more information on the types of organisations.*

**Member 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Description** |  |
| **Postal address**  **(Street number and name, Postal code and Town)** |  |
| **Country** |  |
| **Phone** |  |
| **Email** |  |
| **Web site** |  |
| **Vision and Mission** |  |
| **Functioning and decision-making** |  |
| **Person responsible**  **(Name, Surname, Function, Phone, Email)** |  |

**BANK DETAILS**

These are not obligatory for registration. Please do not indicate a personal bank account – the EYF can only transfer money to an NGO.

If your registration is accepted and the EYF awards you a grant, you will be asked to fill in your bank details.

**ATTACHMENTS (obligatory)**

**Your registration form will not be examined if you do not attach these documents:**

**Original statute:** attach the original statute, signed and stamped by the national authority your NGO is registered with.

**Translation of the statute**: attach a complete translation of your statute in English or French.

**Annual activity report**: Attach your most recent annual activity report of activities (not your accounts) in English or French. If you do not publish an annual report, attach a detailed list of the activities organised during the last year. Please make sure you include information about the participants, objectives, topics, venues of the activities, etc.