

17/01/2018

**EUROPEAN YOUTH FOUNDATION**

**GRANT APPLICATION FORM**

**INTERNATIONAL ACTIVITY**

This form is for drafting purposes only and must not be sent to the EYF.

It reproduces the information contained in the online form

to help you prepare your application.

All grant applications must be submitted online.

|  |  |
| --- | --- |
| **NGO Name** | This information will automatically be filled in when your online registration form has been validated by the EYF. The number of your organisation will be used in all correspondence with the EYF. |
| **NGO Number** |
| **NGO Type** |

**CONTACT PERSON FOR THE PROJECT**

Who is in charge of communication with the EYF for this project?

This person will be the contact person for all questions and comments concerning this activity (application and report)

|  |  |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Email** | Please make sure this is a valid address |
| **Telephone** |  |

**PROJECT PRESENTATION**

Provide information that is as complete and clear as possible, using your own words. Please check the EYF website for clarification and more information before filling in the form: [http://eyf.coe.int, What we support/International activity.](http://www.coe.int/en/web/european-youth-foundation/international-activity)

**PROJECT TITLE**

You have 100 characters to give a short and meaningful title, which should give an idea of what your project is about.

|  |  |
| --- | --- |
| **Title of the project** |  |

**PROJECT TYPE**

Why three options? All activities have a core element:

- either participants are made aware of something (knowledge, particular situation, particular solutions or responses), and at the end they can say “I now know this or that”, “I am aware of this or that”; this is **awareness raising**;

- or they develop skills to address a situation and at the end they are in a position to say: “I can do this” or “I have the ability to do that”; this is **skills development;**

- or their skills and knowledge serve as a basis to build and develop a material or non-material outcome (for example a campaign, guidelines, recommendations, etc) and at the end they can say “I have contributed to develop this or that”; this is **collaborative work**.

There might be elements linked to all three, but you have to choose what constitutes the core of your activity.

|  |  |
| --- | --- |
| **Project type** | ⃝ Awareness raising ⃝ Skills development ⃝ Collaborative work |

**WHERE**

**Country and town**

Where does the project take place?

You can indicate more than one venue if applicable.

**GPS coordinates**

Why GPS coordinates?

This will help us keep an updated map of NGOs and EYF-supported activities on our website. To provide GPS coordinates, please follow the instructions on the EYF website (<http://eyf.coe.int> – FAQ/General). N.B. The correct format is: 48.60228,7.769466 (no space after the comma).

|  |  |  |
| --- | --- | --- |
| **Country** | **Town** | **GPS coordinates** |
|  |  |  |
|  |  |  |

**WHEN?**

How many days will your main activity last (excluding preparatory and follow-up meetings)?

See [criteria for international activities](http://www.coe.int/en/web/european-youth-foundation/international-activity). You can explain the whole picture (including preparation, implementation, evaluation and follow-up) in the Timeline in the How section.

|  |  |
| --- | --- |
| Start day |  |
| End day |  |
| Number of working days |  |

**WHAT?**

|  |  |
| --- | --- |
| **What?** | Give us a general overview of the project.  How does it contribute to the priorities of the Council of Europe’s youth sector?  You have 3,000 characters to briefly introduce your project to us. Don’t forget that you are talking to someone from the outside who is not familiar with your daily work.  Please explain the youth dimension of your project.  How is this project linked to the priorities of the Council of Europe’s youth sector?  Look at the priorities defined on the What we support/Council of Europe priorities page of the EYF website: <http://eyf.coe.int> and choose one expected result and programme orientation. |
| **Why?** | Explain the need for this project.  Please answer the guiding questions below.  You have 3,000 characters to explain the following:  - How did this project come about? How did the idea start? Why did your NGO decide that this was needed?  - What is the added value of doing this activity at an international level rather than national?  - If you have partners, why were they chosen to co-operate on this particular project?  - What is the added value of the venue chosen in relation to the topic of the project? |
| **To achieve what?** | Define one aim and maximum three specific objectives for this project.  (3,000 characters) Describe the aim and three main objectives. An objective is specific, realistic, measurable and easy to assess at the end of a process. It is the objective that defines the work to be done and how to achieve it.  Explain what concrete outputs/products you expect to create, for example a training manual, a resource pack, development of action plans, a short video, etc). |

**HOW?**

|  |  |
| --- | --- |
| **Phases** | What are the different phases of your project ?  What happens when, with whom and how?  (3,000 characters) Outline the concrete steps in your project and/or in your activity. What happens when, with whom and how? If you have different activities, why have you chosen to do them in this order?  TIMELINE – attach document (obligatory)  What happens when?  Give an overview of the calendar with milestones and foreseen dates for the duration of the project. This includes preparation, the activity(ies), evaluation, follow-up.  PROGRAMME – attach document (obligatory) – a model Daily Programme is available on the Resources/Forms & guidelines page of the EYF website <http://eyf.coe.int>  Attach one document with the draft programme for each activity (if applicable), including the timing, topics for each session and methods to be used. |
| **Educational dimension** | Guide us through the learning process of your programme.  How will you ensure a non-formal education approach?  (3,000 characters) Explain why you built the programme in this way. Describe the step-by-step learning process and how a participant-centred approach is ensured. Explain how the programme contributes to meeting the objectives set. Make sure all objectives are reflected in the programme.  You may find the Manual for facilitators in non-formal education helpful: <http://www.coe.int/en/web/european-youth-foundation/coe-publications>  The EYF invites you to consider an environmentally friendly approach when planning, preparing and implementing youth activities in order to reduce the effects on the environment.  Please consult the environmental sustainability guidelines on the Resources/Forms & guidelines page of the [EYF website](http://www.coe.int/web/european-youth-foundation) <http://eyf.coe.int>. |
| **Gender perspective** | How does your project include a gender perspective?  Are you taking an inclusive approach, considering the needs of every individual?  (3,000 characters) Please explain how a gender perspective is included in your project. This does not just mean having an equal number of female and male participants.  Given the main issue(s) that you want to address, are there important differences in the way people experience this issue(s) (social, cultural or material) from a gender perspective? How is this project taking those differences into account?  Do you plan to apply gender inclusive processes during the implementation? Think about the different phases of your project: for example reviewing icebreaking activities used to make sure they do not perpetuate gender stereotypes; establishing a gender code of conduct and safe spaces; reaching out to other organisations with relevant experience.  More information on gender perspectives can be found on the Resources/Gender perspectives page of the the EYF website <http://eyf.coe.int> |

**IMPACT**

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| **Learning outcomes** | What will the participants gain from this project?  (3,000 characters) At the end of the activity, what do you expect the participants to have learnt from the experience in terms of “I now know…” (knowledge), “I can now do…” (skills), I have now changed my attitude towards …? How do you plan to measure and/or evaluate this? |
| **Cascading effect** | How will the message be spread?  How will the participants share what they have learnt? Explain how people who were not participating will benefit from this activity.  (3,000 characters)  - How will the participants share what they have learnt? With whom and where?  - How and to whom will the concrete results of the activity be disseminated?  - What influence and change do you expect within participants’ organisations?  For each, indicate the method of assessment envisaged, the indicators and the evaluation schedule. What qualitative measures will you follow? |
| **Visibility** | How will you ensure visibility of your project and the EYF?  (3,000 characters) How do you plan to give visibility to this project? Do you have any links with the local/regional authorities where your project is taking place? You may wish to check the members of the Congress of Local and Regional Authorities of the Council of Europe: [www.coe.int/congress](http://www.coe.int/congress).  Will you promote this project on your website and/or Facebook page? Don’t forget to share #eyfcoe.  How do you expect participants to give visibility to the project in their national contexts?  How will you give visibility to and acknowledge the EYF support?  Does your programme include a presentation of the EYF? |
| **Follow up** | What is next?  Do you plan any follow-up activities?  (3,000 characters) What follow-up action is planned by your organisation? Do you expect the participants to take follow-up action and how do you intend to support them? How will you continue to work on this topic (if applicable)? |

**PROJECT TEAM**

**Project team**

Who are the core project team members? You need at least four nationalities represented in the team for an international activity, with a majority under 30 years of age.

This includes all the people involved in the decision-making process (coordinator, trainer, facilitator). Support staff can be mentioned when reporting (logistics, finance, etc. – see model list of participants on the EYF website).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **First name** | **Surname** | **Age** | **Gender** | **Nationality** | **Country of residence** | **Role** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please attach the CVs of the trainers (if they are already identified).

**Process**

|  |
| --- |
| Describe how the team will work together.  How will the experience and expertise of each team member be taken into account?  Do you have an experienced youth trainer on the team? If not, you may wish to contact the Council of Europe Youth Department’s Trainers Pool: <http://trainers-youthapplications.coe.int/>.  Please indicate clearly if your partner organisations are represented in the team.  The EYF provides the possibility to include Volunteer Time Recognition (VTR) in the projects it supports. This is a contribution/support/input people provide of their own free will to invest time and service for the benefit of a youth activity implemented by a non-profit-making youth-led organisation, and for which there is no monetary or in-kind payment (e.g. fees, salaries).  Consult the [EYF web page](http://www.coe.int/en/web/european-youth-foundation/volunteer-time-recognition) which explains how VTR will be applied. If you would like to include VTR in your grant application (not more than 10% of the total budget), please explain here who will be involved and describe the tasks to be performed as well as the amount of time foreseen for volunteers’ input (number of hours and hourly rate calculated). A calculation table has been included in the model draft budget (Resources/Forms & guidelines). |

**EXTERNAL RESOURCES**

**Partners**

Will you have institutional partners (universities, public authorities, research institutions, etc.), partners from other sectors, or other NGO partners? You may wish to contact local/regional authorities, e.g. members of the Congress of Local and Regional Authorities of the Council of Europe: www.coe.int/congress.

Explain the role that the partner(s) will play in the project, and the added value of the partnership.

|  |  |
| --- | --- |
| Type |  |
| Contact |  |
| Email | Please make sure this is a valid address |
| Phone |  |
| Role |  |

**Expertise**

Is there any specific expertise needed on a topic, or in training or facilitation?

If this is the case, describe the profile here (including details of the person if you have already selected someone).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name | Surname | Age | Gender | Nationality | Profile |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

You can attach CVs separately.

**PARTNERS (obligatory for national NGOs)**

If you are a national organisation, you need to have at least 3 NGO partners from 3 other countries.

The applying NGO and the 3 (minimum) partners must work together throughout the whole process (initial idea, concept, design, implementation, evaluation, etc.). There must be a valid reason why these organisations are working together (for example a common vision on a particular subject, specific expertise, previous co-operation).

You are asked to explain why you co-operate with these organisations, what joint activities you have carried out over the past 2 years, what role each organisation will play in the process and if the organisations are known to the EYF.

On the Project Team page, you are asked to indicate if your partner organisations are represented in the team.

A partner is not:

* an individual
* an organisation only sending participants but not having any other role.

Please fill in the following information for each partner:

|  |  |
| --- | --- |
| NGO Name |  |
| Website |  |
| Country |  |
| Email contact | Please make sure this is a valid address as the EYF will contact your partners |
| Details of joint activities since 2 years  (attach a separate document if necessary) |  |
| Is the NGO known to the EYF? |  |
| Why this cooperation? |  |
| Who will do what? |  |

**PARTICIPANTS**

**Participants by country**

Give us an indication of the expected number of participants from each country who will be directly involved in the activity.

Do not include the team here (see section on Project Team above).

You need participants from a minimum of 7 member states of the Council of Europe and should ensure a balanced geographical scope.

|  |  |
| --- | --- |
| Country | Number |
|  |  |
|  |  |
|  |  |
|  |  |
| Total number of participants |  |

**Age range**

The Council of Europe defines youth as between 15 and 30. You are allowed to have participants younger or older within a limit of 25% (to be justified in the Participants’ profile field below).

|  |  |
| --- | --- |
| Less than 15 years |  |
| Between 15 and 30 years |  |
| Over 30 years |  |
| Total |  |

**Participants’ profile**

|  |
| --- |
| Who are the participants?  How will they be selected?  (3,000 characters) Describe the profile of the participants to be directly involved in this project, including the criteria for their selection.  How will you look for the participants (through an open call, going through your networks(s), calling on specific partners)? What procedure will you use to select the participants? Who will make the final selection? How will you take a gender perspective into account?  Bear in mind that, if your grant application is accepted, you will have to send a list of participants signed by each person taking part in the activity(ies) when submitting your final report. Please use the model list of participants on the EYF website <http://eyf.coe.int> (Resources/Forms & guidelines). |

**BUDGET**

You are required to fill in a budget table online indicating the draft budget of your activity split into three phases: preparation, activity and follow-up. Bear in mind that the EYF cannot cover more than two-thirds of the total cost of an international activity. The draft budget should be as detailed as possible, indicating all anticipated expenses and income.

Please use the budget form available on the EYF website <http://eyf.coe.int> – Resources/Forms & guidelines.

**ATTACHMENTS**

Anything to add?

If you wish, you can attach two further documents related to your application. Please make sure that they add relevant information and not just copy what has already been filled in.

|  |
| --- |
| IMPORTANT  Your application form will not be examined without the following documents:   * Timeline (calendar with milestones and foreseen dates for the duration of the project) * Programme (using the model daily programme available on the EYF website) * Budget (using the model form available on the EYF website) |