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**REVISED**

**OPERATIONAL REGULATIONS**

**OF THE EUROPEAN YOUTH FOUNDATION**

(entry into force: 1 January 2013)

adopted by the Committee of Ministers on 11 January 2012  
at the 1130<sup>th</sup> meeting of the Ministers' Deputies

# **REVISED OPERATIONAL REGULATIONS OF THE EUROPEAN YOUTH FOUNDATION (2013)**

## **I. Operations eligible for financing by the European Youth Foundation**

1. In the light of the aims and criteria laid down in Article 1 of its statute, the European Youth Foundation ("the Foundation" hereinafter) may contribute, in accordance with the manner and conditions specified in the present regulations, to the financing of the following activities:

- a. international co-operation activities;
- b. structural grants;
- c. ad hoc pilot activities.

2. In particular cases, the initiative of financing certain activities of the same nature as those specified in Article 1, paragraph 2, of the statute may be taken by the Foundation itself, in accordance with Article 1, paragraph 3, of the Foundation's statute.

3. The Foundation may not participate in the financing of operations of a commercial nature or involving the construction, purchase or equipment of buildings. Nor are tourist activities, statutory meetings of youth organisations and networks, activities that are part of a school or university programme or have only a vocational training character eligible for its contributions.

### *A. International co-operation activities*

4. Co-operation activities eligible for a financial contribution from the Foundation are international/European meetings of young people or youth leaders in Europe and other youth activities, in particular training courses, seminars, conferences, studies, research projects, documentation, special publications, exhibitions, campaigns, the production of audiovisual material and the development of websites on youth matters, as well as study visits, which relate to one of the objectives mentioned in Article 1, paragraphs 1 and 2, of the Foundation's statute. The Foundation may decide to support a one-off international co-operation activity or several international co-operation activities as part of an annual programme.

5. Any co-operation activity receiving a financial contribution from the Foundation must be prepared and organised:

- a. by an international non-governmental youth organisation which has branches in at least seven member States of the Foundation, or by a network of at least seven youth organisations, acting alone or together with one or more international, national, regional or local non-governmental youth organisations or networks;
- b. by a national non-governmental youth organisation or network. In this case, the co-operation activity or activities must be prepared and organised in a partnership with at least three other national non-governmental youth organisations or networks from different countries or with an international non-governmental youth organisation or network. Proof must be provided that the partners have worked on common projects during the two years preceding the grant application.

6. The organisation responsible for such co-operation activities must be capable of taking the legal responsibility for carrying them out and give full guarantees as to the use of the Foundation's contribution in conformity with its aims and in a spirit of sound financial management.

7. In order to receive a contribution from the Foundation, the co-operation activities must:

- a. make a valid contribution to the objectives and work of the Council of Europe in the youth field;
- b. be attended, in suitable numbers, by nationals of at least seven member States of the Foundation. Depending on their aims, they may also include participants from States which are not members of the Foundation;
- c. have a multiplier effect;

- d. be carried out in accordance with the educational principles of the Council of Europe youth sector, in particular the promotion of participation and intercultural learning;
- e. except in special cases, be partly financed by resources other than those of the Foundation. In this respect, the applicant organisation must be in a position to finance at least one third of the cost of the co-operation activities;
- f. be attended by participants at least 75% of whom are under 30 years of age;
- g. as a general rule, take place in a member State of the Foundation. If any of the proposed activities are to be held in a non-member State, the applicant organisation must give reasons for the choice of venue.

#### *B. Structural grants*

8. The Programming Committee may, in accordance with Article 1, paragraph 4, of the statute, grant international non-governmental youth organisations and networks a financial contribution to cover part of the general administrative costs involved in running their activities.

9. A contribution from the Foundation to cover general administrative costs for two years can only be given to organisations and networks:

- a. whose members have joined voluntarily;
- b. which have received a contribution from the Foundation for at least three international activities of the same nature as those specified in Article 1, paragraph a, of the present regulations, or financed within the annual programme of the European Youth Centre, during the three years preceding the year for which the structural grant is requested;
- c. which have European structures or a European secretariat;
- d. which have branches in at least seven member States of the Foundation or are composed of at least seven youth organisations.

10. The total sum of the Foundation's contributions to the administrative costs of international non-governmental youth organisations and networks as referred to in Article 8, cannot exceed, in the course of one year, a specific proportion of the Foundation's resources for that year. This proportion shall be determined annually by the Joint Council on Youth, within the framework of their common position concerning the priorities, objectives and budget envelopes of the youth sector.

11. The Programming Committee may also contribute to the administrative costs of new international non-governmental youth structures, during a maximum period of one year, in order to help them to establish a European structure. Such a contribution can only be provided to organisations and networks:

- a. which received a contribution from the Foundation for at least three international activities of the same nature as those specified in Article 1, paragraph a, of the present regulations or financed in the annual programme of the European Youth Centre, during the three years preceding the year for which the structural grant is requested;
- b. which have branches in at least three member States of the Foundation.

12. The total sum of the Foundation's contributions to the administrative costs of non-governmental youth organisations and networks as referred to in Article 11 above cannot exceed, in the course of one year, a specific proportion of the Foundation's resources for that year. This proportion is determined annually by the Joint Council on Youth within the framework of its common position on the priorities, objectives and budget envelopes of the youth sector.

#### *C. Ad hoc pilot activities*

13. The Foundation may also participate in the financing of activities as referred to in paragraph c of Article 1 – hereafter named “pilot activities” – which have the possibility of contributing to the following priority objectives of the Council of Europe youth policy:

- a. helping young people, particularly disadvantaged young people, to find ways of meeting both the challenges facing them and their own aspirations;
- b. encouraging new forms of youth participation and organisation;

- c. contributing to social cohesion, in particular by combating exclusion and the prevention of phenomena specifically affecting young people;
- d. adapting and opening up programmes and structures to the changes in society;
- e. addressing societal challenges affecting young people at local level.

14. In order to receive a contribution from the Foundation, a pilot activity must:

- a. be a youth activity prepared, run and managed by a local, regional or national non-governmental youth organisation and involving young people;
- b. have a European dimension, either by involving more than one country and/or by taking into account the European context;
- c. be an innovative activity in terms of methodology for the target group and/or organising body;
- d. contribute to youth participation;
- e. have a clear local impact;
- f. follow the basic principles of the youth sector's work, in particular the promotion of intercultural dialogue and understanding;
- g. contribute to the priorities of the youth sector of the Council of Europe.

## **II. Registration, the submission of applications and decisions on financial contributions**

### *A. Registration of organisations*

15. Any organisation applying for the first time for a contribution from the Foundation must provide detailed information on its aims, membership, structures, national branches or partners (as regards international organisations or networks), international affiliations or partners (as regards national organisations and networks), as well as the names of the persons exercising leadership functions and a survey of all its activities, whether recent, present or future.

16. The Foundation may request that an organisation provide certified copies or originals of any relevant documents confirming the information indicated in Article 15 above.

### *B. Submission of the applications for a contribution*

17. The Directorate of Democratic Citizenship and Participation makes application forms prepared in agreement with the Programming Committee available for organisations announcing their intention to apply for a contribution from the Foundation,.

18. Whenever it applies for a contribution from the Foundation, the organisation concerned must submit:

- a. a detailed description of the particular activity or activities in respect of which it is applying for a grant from the Foundation;
- b. a detailed draft budget showing the receipts and expenditure envisaged for the carrying out of the activity or activities, including as regards the receipts, the estimates concerning the financial participation of the applicant organisation and of the participants, as well as the financial contributions from other sources, whether they have been obtained, promised or requested;
- c. any useful details relating to the object of its application, in particular with regard to the amount of the contribution requested.

19. Any organisation or network applying for a structural grant must also submit an outline of the general budget showing its receipts and expenditure. The Foundation may ask an organisation to provide its last annual financial report.

### *C. Examination of the application and decision*

20. The Directorate of Democratic Citizenship and Participation shall carry out a preliminary enquiry into each application file concerning a contribution by the Foundation and submit it to the Programming Committee for examination and decision.

21. The Directorate of Democratic Citizenship and Participation shall evaluate the applications received, verify that the information supplied is correct and sufficient and make a report to the Programming Committee on their relative merits. Particular efforts shall be made to identify cases of inflated costs or unnecessary expenses in the budgets submitted and, through direct contact, encourage the organisers to adjust their budgets to real needs.

22. Decisions regarding the selection of funded activities and the amounts of grants to be made by the Foundation are taken by the Programming Committee.

23. The contribution of the Foundation can only be granted to a single organisation, namely that which has made the application.

#### *D. Communication of the decision*

24. The Directorate of Democratic Citizenship and Participation shall inform the applicant organisation of the decision taken on its application. A separate document shall set out the general and specific conditions accompanying the decision. The applicant must acknowledge receipt and acceptance thereof and indicate the place at which it wishes to receive payment of the contribution.

25. If an application for a contribution is rejected, the applicant must be informed of the reasons for the decision.

### **III. Execution of the decision to grant a contribution**

26. If there is a substantial modification of the elements of the activity or activities envisaged which motivated the decision to grant the contribution, the execution of the decision to grant a contribution shall be suspended by the Directorate of Democratic Citizenship and Participation, which shall inform the beneficiary. The Programming Committee shall consider the matter at its first meeting after having been informed of such modification, with a view to deciding whether the decision to grant the contribution should be maintained, modified or withdrawn.

27. The decision to grant a contribution by the Foundation may be withdrawn by the Programming Committee if it becomes apparent that it was based on false information furnished by the applicant or if the latter does not acknowledge receipt and acceptance of the decision and its conditions.

28. After receipt and acceptance by the beneficiary of the decision to grant a contribution by the Foundation and of the conditions attached to it, the Directorate of Democratic Citizenship and Participation may pay an instalment of up to 80% of the contribution at the beneficiary's request. The remainder shall be paid after the submission, within a period of two months after the end of the activity or activities in respect of which the contribution was granted, of a report on the carrying out of the activity or activities and of the accounts concerning them. If the report and the accounts have not been submitted at the end of the two-month period, the Directorate of Democratic Citizenship and Participation shall send a reminder to the beneficiary fixing an adequate new time limit; once this new time limit has expired without the beneficiary providing a report on the activity or activities and the accounts concerning them, the remainder of the contribution shall no longer be due and the Directorate may request the beneficiary to reimburse any advance payment from the Foundation. The Directorate shall then report to the Programming Committee.

29. The beneficiary must submit to the Directorate of Democratic Citizenship and Participation the necessary proof of expenditure entailed by the carrying out of the activity or activities in respect of which the grant from the Foundation was given. The beneficiary must justify the use of any contribution by providing, along with the report on the activity or activities and accounts concerning them, all proof of expenditure related to the total cost of the activity or activities (copy of the bills, invoices, receipts, used travel tickets, etc.) in order to ensure that the financial contributions made by the Foundation have been spent in an appropriate manner.

30. The beneficiary shall keep all the documents related to the activity or activities and the expenditure corresponding to the total cost of the activity or activities for a period of 10 years after the completion of the activity or activities.<sup>1</sup> The Foundation may request the original documents if necessary and consult the relevant

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<sup>1</sup> Article 64 of the revised Financial Regulations of the Council of Europe (CM/Del/Dec(2011)1117/11.2/appendix3E) is applied by analogy.

National Youth Council or competent national authorities to confirm authenticity or validate the documents received. The Foundation reserves the right to suspend, cancel or withdraw from the activity or activities and their financing if substantial errors, irregularities or fraud of any kind have been discovered at any stage of the execution of the activity or activities and if the beneficiary has failed to take all appropriate measures to remedy the situation.

31. The beneficiary must reimburse in full or in part the contribution obtained from the Foundation:
- a. if the activity or activities for which it was intended have not been carried out;
  - b. if the activity or activities have been carried out in circumstances substantially different from those approved when the decision to grant the contribution was taken;
  - c. if the contribution has been used for purposes other than those on which the Foundation's decision to award a grant was based;
  - d. if the beneficiary has not provided any report on the activity or activities and the accounts concerning them within the requested time limit;
  - e. if the beneficiary has undertaken a substantial modification of the elements of the activity or activities without notifying the Foundation of any change in the activity or activities or asking for prior approval;
  - f. if substantial errors, irregularities or fraud of any kind have been discovered at any stage of the execution of the activity or activities or the structural grant;
  - g. if any document submitted by the beneficiary has failed to be issued in conformity with the legislation of its country;
  - h. if the beneficiary has failed to submit documents requested by the Foundation or necessary proof of expenditure related to the cost of the activity or activities, in particular bills, invoices, receipts, used travel tickets, etc.;
  - i. if in the performance of the activity or activities the beneficiary breached the applicable principles, rules and values of the Foundation and the Council of Europe.

The Programming Committee shall determine whether the contribution has to be reimbursed in full or in part. That sum shall be paid to the Foundation's bank account within 30 calendar days from the notification in writing by the Foundation to the beneficiary.

32. If the beneficiary does not comply with the obligations as specified in Articles 26 to 31 of the Operational Regulations, he or she may be subject to sanctions which may include, but which shall not go beyond:
- a. temporary loss of the right to submit applications for financial contributions (duration of the ban depending on the nature of the non-compliance);
  - b. permanent loss of the right to submit applications for financial contributions by all those who have supplied false information about income, assets, transactions or false documents confirming those actions, or about persons exercising leadership functions and entitled to represent the beneficiary;
  - c. temporary or permanent disqualification from participation in certain types of programmes and activities supported by the Foundation;
  - d. temporary or permanent loss of the right to benefit directly or indirectly from contributions granted by the Foundation to other organisations in exercising supported activities;
  - e. submission of a statement of facts detailing the beneficiaries' actions and behaviour to the competent national authorities with a view to opening administrative or criminal proceedings.