**EYF (Re)generation**

**European Youth Centre Strasbourg**
**18-20 February 2015**

**Tools prepared by participants at the seminar**

# READY TO APPLY?

**(EYF PROJECT APPLICATION CHECKLIST)**

This checklist can be used to clarify if your project is really ready to be sent to the EYF.

|    | Clarification | Check |
|----|---------------|-------|
| 1  | Does the title reflect the type and purpose of your project? | |
| 2  | Have you followed all the guidelines when filling in the application form without repeating information? | |
| 3  | Are your objectives well specified and understandable (SMART – Specific – Measurable – Attainable (Achievable) – Realistic – Timely)? | |
| 4  | Have you defined the target group according to the needs (background, knowledge, experience and expertise)? | |
| 5  | PA: Are the local context and the needs of the target group clearly explained? <br> IA: Have you explained the added-value of having this activity at international level? Have you checked if this activity fulfils the hard criteria? <br> WP: Is the flow clearly visible, explaining the connection between the different activities? | |
| 6  | Is the learning process clearly explained and visible in the programme? Are learning outcomes specified in terms of skills, knowledge and change of attitudes? | |
| 7  | Did you clearly describe the short-term and long-term impact of the project on the target group (direct and indirect beneficiaries)? | |
| 8  | Does your project have a clear and direct link to the priorities of the youth sector of the Council of Europe? | |
| 9  | Is there a concrete follow-up to your activity? (Creating a group on a social network is not a follow up, but can be a tool for developing follow-up actions) | |
| 10 | IA: Do you have partners (for national NGOs)? Do you have co-funding (an EYF grant can only cover 2/3 of the total budget)? | |
| 11 | Have you checked the budget? Have you included all costs? Have you checked that ineligible costs are not included in the budget? | |
| 12 | Did you give the application to someone not familiar with your activities to give you feedback? | |

IA: International Activity
PA: Pilot Activity
WP: Work Plan