

22/02/2024

**EUROPEAN YOUTH FOUNDATION**

**GRANT APPLICATION FORM**

**ANNUAL WORK PLAN**

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.

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| **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 work plan (application and report)

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

**PROJECT PRESENTATION**

**Title**

Provide a title that summarises the work plan in two lines.

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| **Title of the work plan** |  |

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| **Work plan** | What are the main reasons for proposing this annual work plan?  Which elements of your organisation’s strategic approach (to be attached – see below) do you want to focus on in this annual work plan?  - What needs / issues / aspirations of young people do you want to address and how did you identify / prioritise them?  What is the main focus of the work plan as a whole? Identify the main aim and the related 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. Identify the target group(s) and the relevance of the work plan objectives to them.  Explain the youth and European dimension of your annual work plan.  Does this work plan bring any innovation to your work or context? If yes, please explain how.  How is this work plan linked to the priorities of the Council of Europe’s youth sector? How will your results contribute to these priorities? |
| **Strategic approach** | Please attach your organisation’s strategic approach document for the coming year(s). Some organisations call it “vision” or “action plan”. |
| **Phases** | Give an overview of the different activities of the annual work plan and how they are interconnected.  You should not describe each activity in detail as this information will be asked later in the form.  In this section,  - describe briefly each activity in chronological order;  - explain how the results of one activity will feed into the next activity(ies);  - explain how these activities will contribute to achieving the objectives of the work plan as a whole.  How will your project contribute towards gender equality and inclusion of groups exposed to marginalization, exclusion and discrimination? \*  We would like to understand how you have considered the experience of different genders for the main issue you want to address. We would also like to understand whether your project will include any measures for the inclusion of groups exposed to marginalisation, exclusion and discrimination. |
| **Expected results and visibility** | What are the main results you expect from this annual work plan? Be as specific as possible, and refer to results for the direct participants, your member organisations, local communities.  If this annual work plan will feed back into your NGO strategy, how will this happen?  What measures will you have for evaluation of the annual work plan?  Share here also the main visibility channels for your project. |

**TOTAL COST AND TOTAL GRANT REQUESTED**

Please indicate the total cost of all the activities in the work plan.

Note: On the basis of the final report, the EYF will not be able to cover more than two-thirds of the total cost of the international activities supported by the EYF calculated together (i.e. the two-thirds rule will not apply to each separate international activity). This rule does not apply to “other” activities.

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| **Total cost** |  |
| **Total grant requested** |  |

On page 4, you will find the form for the individual activities. You will have to provide information on each activity of your work plan (one form for each activity).

Note: Preparatory meetings for a specific activity, production of material, research, etc ., should not be added as separate activities, but must be linked to an international or other activity.

**ATTACHMENTS**

Anything to add?

If you wish, you can attach three further documents related to your work plan application on the Validation page at the end of the form. Please make sure that they add relevant information and not just copy what has already been filled in.

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| IMPORTANT  Your application form will not be examined without the following documents:   * Your organisation’s strategic approach * Details of each activity   + Programme per activity see model Daily Programme on the Resources/Forms & guidelines page of the EYF website (if applicable)   + Budget per activity (using the form available on the EYF website) |

**PHASES**

You are asked to fill in a separate sheet for each activity, bearing in mind the following:

* The activities will automatically receive a number in the online system in the order you add them

Example:

The first activity you add is a regional training course taking place in April. This will automatically receive the number (1).

The second activity you add is an international seminar taking place in February. This will automatically receive the number (2).

* The activities will appear in the online system in chronological order

Taking the example above, the activities will appear in chronological order, but with the activity number in the order you entered them in the system:

International seminar (2)

Regional training course (1)

Note: Please add each activity in the system in chronological order.

**Title**

Give a short, meaningful title to each activity.

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| --- | --- |
| **Title of the activity** |  |

**Scope**

You will have to choose between “international” and “other”.

To be “international”, the activity must fulfil the conditions applying to a one-off international activity (participants from 7 different countries, balanced geographical representation, gender balance, 4 team members from different countries, European dimension).

Examples of “other” activities are local activities, study visits, regional seminars involving 3 or 4 countries, campaigns, etc. See more information on the [EYF website](http://www.coe.int/en/web/european-youth-foundation/annual-work-plan).

Note: Preparatory meetings for a specific activity, production of material, research, etc., should not be added as separate activities, but must be linked to an international or other activity.

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| **Scope of the activity** | ⃝ International ⃝ Other |

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| **What?** | Define the activity aim and 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. |

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| **How?** | What are the different phases of this activity?  What happens when and how?  Explain the methodological approaches of the activity.  Refer to how the activity contributes to youth participation and intercultural learning.  Guide us through the learning process of your programme. How will you ensure a non-formal education approach? Explain why you built the programme in this way and how it contributes to meeting the objectives set for this activity.  Please use the model programme available on the [EYF website – Resources/Forms & guidelines](http://www.coe.int/en/web/european-youth-foundation/resources) to explain further the methods and step-by-step learning process.  What do you expect the participants to gain from this activity (more information can be provided in the programme)?  Explain what specific outputs/products you expect to create, for example a training manual, a resource pack, development of action plans, a short video, etc). |

**WHERE**

**Country and town**

Where does the activity 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** |
|  |  |  |

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| **Added value?** | What justifies this activity being included in the work plan?  This is to help us assess the importance of this activity in the work plan and to understand in which way it is an essential part.  You have 3,000 characters to focus on the following:  - How is this activity linked to the other activities of the work plan and how will it feed into the next and/or future activities?  - Which objectives of the overall work plan will this activity contribute to?  - What impact (if any) do you expect this activity to have outside the work plan? |

**Programme**

**Attach** a draft programme (if applicable), including the timing, topics for each session and methods to be used – see model Daily Programme on the Resources page of the EYF website <http://eyf.coe.int>. You can adapt this version later in the course of the implementation of the work plan, depending on needs.

|  |  |
| --- | --- |
| **Who?** | Who is involved in this activity?  This section is about the team and the participants.  (3,000 characters):  Who are the core project team members?  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).  You need at least four nationalities represented in the team for an international activity, with a majority under 30 years of age. Provide names and nationalities if available.  What is the profile of the team members?  What experience/expertise/competencies do you expect?  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/>.Describe how the team will work together.  Describe the profile of the participants to be directly involved in this activity, 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?  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).  Note: Do not forget to add the number of participants per country when you have finished filling in this activity sheet in the online system (see below). |

**WHEN?**

How many days will this activity last (excluding preparatory and follow-up meetings for an international activity)? See criteria for international activities http://www.coe.int/en/web/european-youth-foundation/international-activity

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

**Budget**

You are required to attach the draft budget of your activity split into 3 phases: preparation, activity and follow-up (if applicable). This 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.

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, please explain 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).

**Note: When you have finished filling in the activity sheet, click on Save. You will then be asked to add the participants using the PAX button (this is obligatory and you will receive an error message if you try to submit your form without participants for each activity).**

**PARTICIPANTS**

**Participants by country**

Give us an indication of the expected number of participants from each country.

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

For “other” activities, you must indicate at least one country.

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