

This list includes the most important elements to have in mind while preparing, implementing, and reporting on an EYF-supported IA. Please read it carefully at the start of your project.

1. UPDATED BANK ACCOUNT AND NGO DATA

Once you receive the approval message through the online system of the EYF, you must **confirm your bank account** or change your bank account information. Make sure the **name of your legal representative and address of your NGO** in the EYF online system are also up to date.

2. INSTRUCTIONS FOR FINANCIAL MANAGEMENT AND REPORTING

Please read **the instructions for financial management and reporting** carefully at the start of your project. This will help you to avoid surprises and unsupported expenses at the end of the project. You can find them on the EYF website, under resources > forms and guidelines

3. COMMUNICATION WITH THE EYF

During the whole process of your grant, the communication channel between you and the EYF will be the **EYF online system**. Use the Comments section of your project in the online system to exchange messages with the EYF.

4. GRANT ACCEPTANCE FORM

The **Grant Acceptance Form (GAF)** is the contract between you and the EYF in relation to your grant. It will be sent to you by e-mail and should be read carefully.

- a. In case the GAF contains **conditions that need to be addressed before the first instalment**, respond to them via the EYF online system.
- b. The GAF needs to be printed, signed by the legal representative of the NGO, scanned and **sent back to the EYF by e-mail**, to eyf.courrier@coe.int.
- c. The GAF usually contains also **specific expectations related to your final report**. Take them into account for reporting.

5. FIRST PAYMENT

10 weeks before the start date of the project, the EYF initiates the payment of the first instalment, corresponding to **80% of the awarded grant**. The funds may take between 4 to 8 weeks to reach your account.

6. EYF VISIBILITY

The **Council of Europe logo, the visual identity of the EYF, as well as a reference to the support received by the European Youth Foundation** must appear on any document, publication, website, or resource linked to the project and/or produced with the EYF grant. This is a grant obligation mentioned in the GAF (see details on the EYF website).

7. CHANGES IN YOUR PROJECT

If something changes in your project, the guidelines are as follows:

- a. **Budget changes:** Within the amount approved by the EYF, you may move funds between budget lines, as long as the project purpose remains as approved. **Any new cost** not foreseen in the approved budget, or **if the change refers to an increase in fees**, prior approval by the EYF is required – contact the EYF using the online system.
- b. **Venue and/or dates:** please send a message to the EYF through the online system as soon as you know you need to change dates and/or venue of your activity, as well as the reasons for it. Please provide us with the GPS coordinates of your new venue.

- c. **Programme:** if the change concerns the **objectives of the activity or overall project**, or the length of your programme, please consult the EYF prior to the activity and justify the changes.
- d. **Project team:** for international activities, there is a hard criterion that the team should include at least 4 people of 4 different nationalities/countries of residence. If your team changes, but the mentioned criterion is respected, include this in your project report. In case the criterion **is not respected** anymore, please seek the approval of the EYF before the change.
- e. **Participants:** if the modifications do not have any impact on the **hard criteria for participants**, the change does not need to be communicated in advance. If those criteria are **no longer respected**, contact the EYF urgently. Also, if there is a major change of participants' profiles, contact the EYF.

8. MATERIALS AND RESOURCES

You can contact the EYF in the online system to ask for educational resources, leaflets or gadgets to be sent to your project. Please provide a name, phone number and complete address of the desired recipient, as well as which items, which language(s) and how many copies are needed. Resources are limited to availability, but most are also available in digital format.

The EYF website also includes dedicated pages on gender equality, inclusion, sustainability and non-formal education, where you can find guidelines and resources. Finally, the youth sector has a Trainers Pool, where you can find professional trainers with different profiles and areas of expertise.

9. NARRATIVE AND FINANCIAL REPORT

You will have to submit your **narrative and a signed financial report within 2 months of the end date** mentioned in the GAF. This should be prepared from the start of the project, by collecting all the necessary financial documents as well as relevant information and resources for the narrative part. A draft report form can be started in the online system under "reports", and it will be based on the application form.

- a. **Narrative report:** fill in and submit the report form related to your project. Information about the project team and participants will be required. Keep evidence of your project achievements and visibility. Remember to upload also project manuals, publications and add the links to project website or social media. Check once more the GAF for any specific requirements of your narrative report.

- b. **Financial report:**

- Fill in the model budget report, which is a **numbered list of bills** with a description of the type of expense. On the summary page, have this file signed by the person who can take legal responsibility for your organisation. Use one line per each receipt/invoice. For each budget line, consult the Financial management and reporting guidelines, to understand which proof of expenditure is needed.

- Together with the model budget report, **all proofs of expenditure** must be sent, either as **paper copies or as PDF files on a USB key**. In any case, each bill must be **individually and clearly identified with the corresponding number from the first column of the model budget**.

Note: For invoices in other languages than English and French, you must include a synthetic translation of the document.

10. CLOSING OF THE GRANT

Once your narrative and financial reports are approved, you will receive the **last instalment of your grant**, corresponding to the total amount approved in your final report minus the first instalment. If the total expenses approved are lower than the first instalment, you must reimburse the difference to the EYF.

Still have questions? Check the FAQ section on the EYF website or contact the EYF via the online system.