

Info session on the Call one-off international youth co-operation projects Ukraine (2026.C4.A)-Transcript of the meeting

21 juillet 2026,

1h 28m 28s



BALTAG Olga 0:03

We are starting the recording. So, my name is Olga Baltag. I'm a project officer for the European Youth Foundation. I am joined here by three other colleagues, so I will let them first introduce themselves and then I will explain how this info session will take place. So, Marilyn please.
Please.



HORST Marilyn 0:27

Thank you, Olga. So my name is Marilyn Horst and I'm a financial assistant at DYF and my main task is to assess the financial reports once your activity is over.



HECO Samir 0:49

My name is Samir Heco and I'm also a project officer with Olga in the European Youth Foundation.



BERJAN Gordana 0:58

And hello everybody, my name is Gordana Berjan and I am the Head of the European Youth Foundation and I'm super happy to see that so many have joined. So warmly welcome. I will speak a little bit also after Olga, but warmly welcome for now.



BALTAG Olga 1:13

Thank you very much, Gordana. So we are half of our team is here. We are a very small team of eight people at the European Foundation. So we are very happy to present this info session about this call for proposals for the international youth cooperation activities in Ukraine, with Ukraine. So the way that this info session will take place is that I will present some general information about the European Youth Foundation and I will present the objectives of the call. Then we will have a small questions and answers. Then I will present the narrative

application form and take questions and answers. Then my colleague Marilyn will present the budgetary information, so the template for the financial information. Then we will take some questions and answers. And at the end, we will propose you some small tips and also take some final questions and answers if you have them. And without further ado, I am giving the floor to Gordana to start an introduction and a welcome.



BERJAN Gordana 2:38

Thank you, Olga. Maybe after we can have a little one that everybody says from where they are and your name so we also know who is in the space. Really nice that you took the time to join us. As Olga said, we are here today to inform you about this call for proposals for international youth cooperation activities supporting young people from Ukraine. And this is also an opportunity for you to clarify any thoughts you have or questions regarding this call. We have announced it on our website and we will go through it thoroughly so that it will be easier for you to also see how you can apply for this.

We are really happy to launch this call because we have supported young people from Ukraine since the start of the war and we have dedicated a lot of our work and resources in trying to find ways of how to support young people in Ukraine, but also young people who are outside Ukraine due to the war. And since 2022, we had a special call, which now has transformed into something which is more a regular call that we will see how we continue with. But this is, we are happy to be able to launch it this year (because there has been a break of a year more or less since we could support any projects with young people from Ukraine). As you can see, all documentation is on the website. It's a little bit offline and we had hoped to launch this earlier this year because we wanted you to have more time to apply and start organising your activities already this year. But some of you might know, we did a lot of changes in the Foundation. We went through a big reform and part of that was to transition into a new online grant management system. And we were waiting for this system to get going, but it's a little bit delayed.

So the whole idea is that when you apply later on, you will apply in this new online system. For you who have applied before to the Foundation, you know we have quite an old system which is not so user friendly. So we hope that this new system will make it easy.

But to gain some time, we thought we do this info sessions. We give you all information in documents for the time being, and then you will be able to apply later on in this new system that we keep our fingers crossed will be ready by end of this month or beginning of August. So this is where where we are.

Now also just to mention that some of you know the Foundation went through this reform in the last two years, which meant that we updated our operational regulations, all the parameters around how the foundation should work, so that it's more in tune and aligned with today's needs of youth organisations and the sort of wishes to how to work with projects and with the Council of Europe. So we have new operational regulations. We also have a new guide for all our grants, which is supposed to help you to better understand also what type of projects that the European Youth Foundation supports. We also have introduced a number of different activities to support your work. We have this digital desk, once a week where you can just pop in and ask your question, if we don't clarify all the questions here today. And that can maybe be good when you start planning and working with your project application.

We will have one more info session later on in August, also on this same call, but that doesn't mean that you cannot write to us and ask us otherwise or call us. Just to also say that in parallel to this call, we have another call. It's slightly different because this call is about international cooperation in support of young people from Ukraine, but in parallel right now, we have another call, which is supposed to contribute to the work that Council of Europe is doing in terms of democracy promotion and helping young people to gain skills and abilities for critical thinking to support human rights and democracy.

But it's more for projects that are local or national. That might also be interesting for you. Just so you know that we have these two, so you don't get confused if you go on our website and you see these different calls. I think this is more or less what I wanted to say.

I hope that you find this super interesting. We are hoping for many great project applications. And I am also curious to hear also where you are from and your questions to see where we are heading with this call. So thank you very much for coming. And I hand over to you, Olga.



BALTAG Olga 8:43

We are here to discuss about the call for proposals for international one-off youth cooperation activities supporting young people from Ukraine. And first things first, we are part of the Council of Europe, which is an intergovernmental organisation with 46 member states. We were created in 1949 in the aftermath of the Second World War. We're based in Strasbourg and we are a value-based organisation with the three pillars of protecting human rights, democracy and rule of law. And the key objective of our meeting today is to discuss about the support for Ukraine.

Our mission, the mission of the European Youth Foundation, is to promote youth cooperation in Europe by providing financial support to European youth activities that serve the promotion of peace, understanding and cooperation between the people of Europe and of the world in a spirit of respect for human rights and fundamental freedoms.

This is the first article of our statute that is also available on our website.

A few facts about ourselves. We provide partnership and financial support for youth organisations from the 46 member states of the Council of Europe for youth-led projects and for their operations.

We are part of the Youth department since 1972. We give approximately 4 million EUR of grants per year. We are based in the European Youth Centre in Strasbourg and as stated in the previous slide, we support youth-led projects and international cooperation activities for youth organizations, for young people to promote democracy, human rights, and multiply our values and work in their contexts.

To access EYF funding, youth organisations need to be registered with our online platform. I will put a link in the chat a little bit later on about the registration process and the model of the registration form. You can prepare this while this new online platform is being ready to go live at the end of the month or at the beginning of next month at the latest. So once you're registered as a youth organization, you can apply for calls for proposals. They are announced on this platform, but also on our website. And the applications need to contain a narrative part and a financial part. Then the applications are assessed by the EYF Secretariat, which is me and some of my colleagues, on the basis of the criteria that are already announced in the call for proposal.

And then the decision is taken by the Programming Committee on Youth, which is a co-managed committee involving 8 representatives of member states of the Council of Europe and eight representatives of youth organizations.

What are the important characteristics of youth projects? We look at educational cultural, social projects that are created by, with and for young people that do a contribution to the youth sector priorities and are using youth sector approaches. So non-form education, for example. We look at the European dimension, the international solidarity and the aspect of supporting peace and cooperation. And of course, youth participation is a very, very important characteristics in the projects that are supported by the EYF.

Our aim right now for this call is to support initiatives by and for young people from Ukraine and to enhance international youth cooperation activities with Ukrainian youth. Based on the four priorities, I'm not going to go into details on that, but you can find them on our website as well.

The specific objectives of this call is:

- to address emerging needs of young people from Ukraine in the context of the war of aggression, to enhance young people's participation in democratic societies, in youth organisations and in other forms of mobilisation and action, specifically in the context of the war in Ukraine,
- to allow young people to explore in depth a subject of importance related to democracy, young people's access to rights, peace, and combating discrimination in the context of the war in Ukraine,
- promoting intercultural dialogue by allowing young people to meaningfully connect across cultures, exchange perspectives, network, and cooperate and learn from each other, and
- build capacities for future action and empowering young people to initiate, develop and support inspiring educational, awareness raising, cooperation or advocacy initiatives on the thematic priorities of the EYF.

So just to recap, these objectives are already presented in the call for proposal document.

But your initiative does not have to answer all of them. It can answer one or several or all if you manage, but it's not mandatory for your project proposal to respond to all of these objectives.

The main parameters of the call for proposal are here, but they are also presented in the overview document. In terms of activities, we are looking to finance international meetings of young people. These can be youth camps, for example, seminars, conferences, training courses or study visits with participants residing in at least seven Council of Europe member states in adequate country representation. You will

find that in the document. So the adequate country representation, it means geographical balance. So for example, relatively equal number of people coming from different member states, rather than having 10 come from one country and one from another one.

Young people from Ukraine must be among the participants in the activity, whether they are residing in the country currently or in other member states. And 75% of the participants need to be under 30 years of age. Because for the EYF, we consider that young persons are people from 15 to 30 years of age.

The team needs to be culturally diverse.

But we also look at if the project proposal will include youth leaders from Ukraine. It is strongly recommended to associate trainers or facilitators from Ukraine for these initiatives.

For the approaches of the project, we of course look at non-formal education, the aspects of the intercultural learning, youth participation and human rights education are also very important. We strive for quality in youth work. So there is a checklist of quality standards of the Council of Europe Youth Sector that you can find in the call document and also in this presentation that we will share after the info session.

Project start date need to happen between the 1st of December and the 31st of December 2026. So the project start date is in December this year and the end date of the projects should be no later than end of December next year. So they can be projects of one year, but they need to start in December this year.

We will have a limited amount of money to give, and the maximum amount of grant that a youth organisation can request is 25,000 EUR.

The co-funding is a principle. This is one of the novelties of these new changes with the operational regulations of the EYF, is that the co-funding can be expressed in in-kind or in volunteer time recognition. But we do ask that the organisation that is organising the project is also ensuring some of the costs, either through in-kind, monetary or voluntary contribution. There are some ineligible activities that are mentioned in this call for proposal document. We invite you to have a look at them. I will not cite them right now.

There are some exclusion criteria, but it's based on a self-declaration in the application. So in principle, the eligible organisations that are registered on our platform will not be excluded unless they don't sign this self-declaration.

And so who is this call for proposal open for? This is a call for proposal for either:

an international non-governmental youth organisation or
an international network of non-governmental youth organizations,
or a sub-regional network of non-governmental organizations,
or national non-governmental youth organisations with at least three partner
national youth organisations in three other countries,
or a national organisation
with an international non-governmental organisational network as partners.
So local organisations are unfortunately not eligible to apply for this call for proposal.

So I'm going to stop the stop the sharing and I'm going to see if we have any
questions and answers right now for the information that I have presented until now.
Floor is yours for the question.



Representative - IFLRY 19:50

Hello, Olga. Thank you so much. And hello, everyone. And so far, based on your presentation, I just have one question. Everything else is super clear. You mentioned that we need to start the project this year in December itself, since this is a one-time activity. The way we structure our project it would mostly be a four day like activity or something. So does that mean that we need to do it in December itself or could we, I mean, is there a possibility that we could also implement the project, I don't know, like early next year in some month, or does it necessarily have to be implemented this year if it is just a three or a four day activity?



BALTAG Olga 20:49

Thank you very much for your question. So as all of you know, project has a preparation phase, an implementation phase, and then a follow-up phase usually. So the implementation start date has to happen this year in December. But the main activity does not have to happen this year. So you can start the preparation, which means also engaging some costs possibly, or looking for team members, or organising some coordination meetings. This you can start the preparation this year, but the main activity can happen even in the summer next year, for example, if you have enough time to then close the project with the follow up, etc, etc. So yeah, I hope this answers your question.

 Representative - IFLRY 21:45

Yeah, it does. Thank you.

 Representative - Motivaction 21:50

Yes. Hi, Olga. Thank you for the presentation. I hope you can hear me. My question is, maybe I did not correctly understand it. So you need to be an international organisation to apply for the call?

And then the second point is you need to have a co-sponsor. So can a co-sponsor be a local organisation in Ukraine or no?



BALTAG Olga 22:24

So it's not about co-sponsorship. So the application needs to come either from an international organisation or from an international network or from a regional network or from national partner organisation with three other national partners.

So this is the consortium of organisations that can organise the event. And then the sponsorship, I think you are referring to the co-funding part.

Is it the co-funding part? Yeah. So the co-funding part is a principle. It means that we expect that the organisation that is going to implement this activity will have some sort of contribution to the project. It can be with monetary contribution, so money, but it can also be in-kind contribution. So for example, someone offering a venue for free, that you can quantify. It can be also voluntary time recognition. So the fact that some people are volunteers and are involved in this project, this is also, we consider this as a contribution. So it's not necessarily just the money, but we expect that you explain how you will contribute.

There is a part in the budget that my colleague Marilyn will explain. You will see a little bit how this presents itself. But I hope I answered your question.

OK. Thank you, Natalia.

 Representative - Motivaction 23:55

Yes, thank you.



Participant 3 24:06

Yeah, yes, hello friends. I'm not, sorry, I'm using Natalja's account.



BALTAG Olga 24:07

Hello. Okay.

Okay, can you just say who you are? Yes, thank you.



Participant 3 24:14

Yes. I am based in Ukraine. I represent an organisation in Vinitsa. So my first question is about how you define the national organization, if you can explain this, because we work on national level, we work in other regions of our country.

But we are just a simple non-governmental organization. So how should I define between these two, national and local? This first question. And the second question is about activities being held in Ukraine. How possible it is, OK, next year. So the situation is tricky this year, may change next year, but anyway, let's presume that the situation is similar as this year, risky, yes? So is it possible to make activities in Ukraine directly? Okay, not close to the frontline, but anyway, in Ukraine, in Western Ukraine, for example.



BALTAG Olga 25:16

Yes, yes. Okay, thank you very much. So on the first question, you will actually find the answer in the guide. On pages 17 and 18 of the guide, and there you have the link in the comments, in the chat, you will find an exact description of what we understand as national organization. And you can also see what is local, what is national, what is an international. So I'm not going to go into detail, but the answer is there. We nevertheless recommend that you start the registration process with us and then

If, for example, based on the documents and on the information that you provide, we realise that you are in a different category, we would ask you to change and to modify. So we will guide you through this process of first registering an organization. And on the second question, Gordana, maybe do you want to take this?



BERJAN Gordana 26:22

So maybe on the national organisation, it's really important that you are having a, how should I say, you are working across the country. So it's in the parts, of course, where you can work in your case. Because sometimes local organisations apply for a national organization, but basically they are working with a few young people here

and there, but it needs to somehow substantiate that you are having different branches across the country. But as Olga said, you can have a look in the guide and there we try to explicitly explain.

What is important maybe also to mention is that the foundation is unique in that respect that we consider NGOs to be part of the system of applying when they are youth led. This is really important. So this is an aspect where we look very, very thoroughly into. So you need to consider that also when if you are not registered yet with the foundation.

When it comes to the current situation in Ukraine, we are actually very aware of this and we know that the situation and the risks have significantly increased. In the past when we did activity in Ukraine, situation was slightly different.

And we are now discussing this internally inside the Council of Europe, how we should go about it, because we want to, of course, support also initiatives that come from Ukraine. But we also have to do a risk assessment. And I think you know very well, I don't have to tell you, but I think what is important, because a year, two years ago, it was slightly different. We are, I think it's important if you are considering to organise the main activity inside Ukraine, that you also have a plan B, that you have an option, that you have another venue, maybe on the border to Poland, to Hungary, to Romania or somewhere else. It doesn't have to be border, it can be somewhere else, but you have a plan A and plan B, because then we can take into consideration your first wish if you want to do it in Ukraine, and then if there is an option, so that that doesn't harm the project, so to speak, in a positive sense, that you are disregarded just because the situation in Ukraine can be very difficult at that moment. And we as Council of Europe have to also take some time now to see how we address it. So we will inform you, but you should put it in the application. This is important that if you want to do it in Ukraine, you put it in. This is our primarily focus. We have had a few exchanges in the past. Most of the projects in the past were Ukrainian projects, local projects, the international ones were mostly outside Ukraine. So this is something that we will come back to you. But the advice is try to plan for if you want Ukraine, you put it in which city or place you want, but also put another option that is feasible for you that you could switch in case it's not possible to do it in Ukraine.

Does that make sense?



Yeah, yeah, of course it makes sense. But sometimes the events, they evolve so fast that you cannot even replant it. Yeah, but I understand that this situation is specific now, okay.



BERJAN Gordana 30:14

Well, I think what if you want to be on the safe side to also have a good process of your project, probably at this stage where we are now, I cannot say it depends when you also want to do the project. It's probably we would advise you to do it outside Ukraine with a group.



Participant 3 30:21

Mmh.

Mhm.



BERJAN Gordana 30:34

And then in the new system, I said in the beginning, we have done a reform. We have this possibility of doing activities and multiplier activities. So you can also do parts of the projects at national level. So you connect those two if you have an idea or a concept. So there is a main meeting, but that main meeting can also result in many other things that you can also address at national level. So you could do parts of the projects in Ukraine also with the young people in Ukraine. But the question here is actually bringing in young people into Ukraine who are not living in Ukraine. This is this is the issue that that we are we are contemplating now how to deal with that.



Participant 3 31:01

Okay, okay, so thanks for your advice. And referring back to the first question, as I understand, so the definition of national organisation is, it's your definition. It's not like some in jurisdiction of Ukrainian law, nothing, because we don't have like a national or we just have an NGO? Yes. Okay, okay, I understand.

Okay, thank you.



BALTAG Olga 31:42

Thank you very much.



Representative - IUSY 31:46

Hi, thank you very much for the presentation and for the info session today. I have one question regarding the participants. So my question is, is it possible, for example, to have a project that focuses only on the participants or partner organisations or member organisations that come, for example, from Balkans or BISA region, Black Sea area region, as a criteria that we would like to meet, of course, including also the people from Ukraine and having all this region, because we have the project idea already now in our heads, kind of. So we want to know if you will see this or according to the call, this will be a limitation, even if you know we are meeting the criteria of at least seven Council of Europe member states.



BALTAG Olga 32:49

Thank you for this question. So of course, it's possible to have participants from other countries. But you have to not forget that this is a specific call in support of young people from Ukraine. So if it makes sense in the project idea that you have to involve participants from other countries, from other types of groups, for example, you need to explain why you want these particular people in the room with the Ukrainians. So yes, but in principle, it's possible.



Representative - IUSY 33:32

Okay, thank you.



BALTAG Olga 33:34

You're welcome.

I propose that we move forward. So I present the application form and then we will have another questions and answers if you have any particular questions about that. And then we will, we have to move on to the budgetary part also so that we have the time to go through it in the less than one hour that is remaining for our time. So I will now share the narrative form.

You may have seen it on the website. I will ask my colleagues to publish the link, but you have in the call for proposal, you have the narrative form of the application. So you can use this template to already develop your project proposal, but you will need to apply in the online system once it will be live that will happen at the end of this month or at the latest early August. So you will have approximately one month for the application.

So you will start by inserting the contact person for the project. You will need to add a project title. And venues. So this is where, you know, we spoke just a little bit before. You can add as many venues as you like. So for example, if you have a plan A, plan B, plan C, you can include it here. We need the country and the place, not specifically the name of the hotel if you don't know it right now.

Then you need to include the whole project duration from the very beginning until it officially ends. I don't know if you can see, I will just make it a little bit bigger in case you are looking at a smaller screen. Project duration means the total project duration. And so, as I said just before, the starting date needs to happen in December this year, and the end date of the project needs to be at the latest end of December next year, 2027. But it can also last for shorter than 12 months.

And then you need to indicate the number of working days of the international meeting without counting the arrival and departure dates.

In the proposal overview, you will have a limit of characters and you will need to explain the format of the meeting. So what is it? Is it a seminar? Is it a camp? Is it a conference? training course? Explain the use and the European dimension of your project, meaning how is your project idea set up in the overall European context, because initially the ideas don't just come out out of nowhere, out of thin air. So how are you including your idea in what is happening at the European level? What needs and issues and aspirations of young people you want to address with this project? Why is your organisation proposing this activity?

How is this project different from what you have done before? How will this project contribute to the priorities of the Council of Europe's youth sector and the specific goals of this proposal? So have a look, read the application, the call for proposal document to understand the objectives and then to see how your project answers these objectives.

Next question is To achieve what? So here you will need to present the aim of your project idea, of your initiative. You need to present the results of the project, what it will lead to for the participants, for their communities, for their organizations. and for other people, if relevant. And then explain again, if relevant, what outputs you will have, how they will be used. An output is a publication or a website or an e-learning platform or a video or a podcast. So you have 3000 characters to explain this.

So the next section, "how" you will need to present the main phases of the proposal.

So as I said, you know, you have the preparation, you have the implementation, you have the follow up. So exact detail how it happens and what happens in each of these phases.

And also, if relevant, include information about how you will evaluate your project.

We ask that you provide us a general outline of the daily programme you foresee. You don't have to be very detailed, but we do want to understand what exactly are you trying to teach or show or discuss or reflect with your participants in this project idea? The methodological approaches, again, we want to understand how you will carry your activity and what method you will use. Present how the project includes youth participation, is open and inclusive, supports gender equality and other human rights and value-based consideration. Yes, I don't think I need to explain this more.

Next: Who? Project team. So we are looking to find out who is going to lead this project. International activities organised by the EYF need to have a multicultural project team. So we want to know who they are, if you have the names, or where they come from. Is it gender balanced? Do they have a specific role in your organization, in your partner organizations? Are they external?

Are there trainers, facilitators? You need to detail a little bit the experiences of the team members, what they are bringing in this project proposal.

The project, yeah, as I said, it can include coordinators, facilitators, and explain who will be responsible for managing the grant financially. In case, for example, you foresee a consortium of partners, you need to explain here who exactly will deal with the managing of this grant.

And then about the partners. So if the main applicant is a national organization, you need to have at least three NGO partners from three other countries or one international organisation or network as a partner. So this is the section where you will be asked to name the partner, so the organization, to indicate a contact person from this organisation and contact e-mail and to explain what they will do, what they will bring to your project, what their role is, and if they do any action in this project proposal.

And the last section is the participants. So here we will ask you to make an estimate on how many participants from different countries will be involved in your activities. So just a reminder, they need to be from at least 7 member states.

And below, you will have an age range of participants. I mean, below because it's in word, but in the system it will look a little bit different. But you will need to say how

many from, I don't know, let's say for example, you want 20 participants. And here you will say how many from which country. And then how many from these 20 you think that will be under 15.

years old, between 15 and 30 years old, and over 30 years old, and then the total need to match.

But there is a limit. So in order for your project to be considered, you need to include at least 75% of people that are under 30 years old. So if you want to involve people that are over 30 years old, you need to make sure that this is balanced. And it's not more than 25% of the overall number of participants. And then there is a small chapter in which we ask you to describe the profile of the participants that will join this project, how you will select them, where they will come from, any relevant information that you find useful to explain how they will be recruited and what they will be asked to do here.

And that's it for the narrative form. We have tried to simplify this from what we had in the past for those that know us. So it's a simple, straightforward narrative application. I'm going to stop here, and then go for questions and answers on this part, if you have any.

Okay, it doesn't seem to be the case. Then I propose to move on to the next part, which is about the financial part. So what happens in the budget information? And I will ask my colleague Marilyn to take over and to present this.



HORST Marilyn 43:24

Okay, I'm gonna share my screen

So the aim of this presentation is just to cover the new budgetary approach, the eligible expenditure, the reporting requirements and the major changes that occurred with the reform that Gordana was also mentioning. I will make some pauses in the meantime also for you to ask questions and you will of course be able to ask questions also at the end.

So throughout this presentation, I will distinguish between what you need to provide when applying and what you will need to provide when reporting. This distinction is important because some costs are reimbursed based on real costs with documents, while others use unit costs or lump sums and flat rates.

So before looking at the individual budget lines, we will have a look at the main documents that were already mentioned partially by my colleagues. So we have

three documents which are important, that they can all be found on the website, as already mentioned.

So we have the statute that explains the foundation's mission and its main areas of work. It gives the overall legal and policy framework. We have the operational regulations that were updated in December last year and describe the granting process. You will find information on how applications are assessed, how decisions are made and the general conditions attached to the grants. And then finally, we have the guide to the EYF grants, which is the document you will use most often when preparing your application and reports. It gives practical instructions, definitions, examples, and the requirements for each type of expenditure.

It's, as I said, the main document for you when you prepare your budget and your report, and the information can be found between pages 26 and 36 of this document. I can only advise you to read it before applying, when implementing your activity, and just before reporting. You will find a lot of information there.

And if you can't find information, you can, of course, contact us.

Okay, now that we know the rules, let's see how expenditure is organised in the application and the report. So the financial part of the application is organised by type of expenditure. Each budget line belongs to a category such as travel, accommodation and meals, human resources, equipment and supplies, supplementary services, and indirect costs.

The reporting method is not identical for every category. We will see that also later in details. Some costs require invoices, contracts and proofs of payment. Travel is reported using unit rates or lump sums. Indirect costs are a flat rate for which no documents need to be provided.

This is very important because this will help you classify the cost from the start of your project. A good budget line contains enough information for someone who does not belong to your organisation to understand the calculation. For example, instead of writing only accommodation, 6,000 EUR, it's better to write the number of people, the number of nights, and the average cost per person and per night. The purpose is, of course, not to predict each cost by the cent. It's to show a reasonable estimate based on the information available when applying. If the amount is unusual, use the comment field to explain why. The same figure should also appear consistently throughout the application.

If the activity description says that there will be 30 participants, this should also be reflected in the descriptions in the budget for travel, for accommodation and so on.

It's of course important that the figures are the same.

So, let's focus first on the main changes that were introduced with the reform. First, co-funding has changed, as Olga already explained. There is no longer a minimum co-funding threshold. This does not mean that you should not have co-funding or other sources. And in the budget, you must indicate only the cost covered by the EYF grant and co-funding should be shown separately.

There will be a column specific to this in the budget tab that you will see later in the presentation.

Second, there is no threshold anymore for staff costs. It used to be 10% of the awarded grant. Now it's not limited. It should, of course, be reasonable within the project and proportionate to the work carried out by the person who will be included in this budgetary line.

Third, participant and team travel is based on lump sums or unit rates at reporting stage. This will reduce drastically the reporting phase for this budgetary line. You will not have to provide any documents. You will have to keep them, of course, because we can also audit you. And in this case, we will ask for these documents. The costs will now be calculated based on the distance.

Administrative costs, this is also different now. It used to be 7% of the awarded grant. Now it's part of this new feature which is called indirect eligible costs. You can include there any cost which is not listed in any other budgetary line in the budget and you do not have to provide documents.

It's calculated automatically on the cost of your activity. This amount must stay the same as is calculated. You cannot modify it. Then we have also this new thing that is called the Equal Access Fund, which is intended to support inclusion of participants. And then we also have multiplier activities.

These used to be in the past the local actions or the follow-up activities, which are now also in a specific line in the budget.

Okay, let's move on to more details for each of these budgetary lines.

Travel costs. So this is the one where there was a major change, of course. It's now calculated based on the distance. It includes: participants and team members, local travel directly connected to the event, local transport and visa related costs when needed.

For participants and team travel, the applicant indicates an average cost per person, the estimated number of people travelling and the activity concerned. For example, 24 participants at an average cost of 320 each for the main event. You can also

include costs for the preparation and the follow-up. Local travel refers to transport during the activity, such as public transport between venues, a bus for a project visit or transport to an external meeting. This cost should be budgeted at the project level estimate. It's not part of the main travel cost to go to the venue. It's really separate. Visa costs and travel connected to the visa application process can be eligible when they are relevant to participation in the project. You should estimate the visa cost per person and explain any related travel if necessary. At reporting stage, as I said, this is covered, this is calculated through this distance calculator, and no documents are needed when reporting. This is how it will look like in the new system. Those of you who know the current system will see the difference. So here you see how you have to fill in your budget. It will be the same or less when reporting. So as you can see, it's divided into several sublines, including prep meetings, main event, follow-up, local transportation and visa costs. You will have to indicate the number of units, for example, the number of participants. You can choose, in fact, it's a scroll down menu where you can choose the type of unit. You will have to indicate the average cost per unit, and then it's calculated automatically in the budget. What is important as well is to fill in the comments, to provide the descriptions of the calculation. For instance, as I said earlier, 20 participants at 320 each. So that we understand from your application also compared to the application if this will cover all the participants or part of the participants.

And then you have this last column, which is called estimated amount of co-funding. Here you can indicate if this, if the budgetary line is co-funded by another source of funding, another monetary source, in fact. Then, this is the basis of the calculation.

Reimbursements depend on travel distance and unit rates. Now, the travel distance is calculated as the crow flies, distance between the participants' residence and the meeting place. The relevant band is based on the one-way distance, so it's only one way, not back and forth. For example, a participant lives 600 kilometres from the venue. The one-way distance means the relevant band and the listed demand covers the return journey. In this table, it would then be 290 EUR. The standard demand is a contribution to the return journey. In other words, the unit rate is not calculated separately for the outward and return trip. It's only one way.

There is also an incentive for more environmental friendly travel. The eco-friendly rate may be used when no plane, boat, or personal car is used during the whole journey. A car may be considered eco-friendly for this person when at least three

participants travel together. So if your trip, in your trip, you use an eco-friendly means of transportation, but in the meantime, in the middle, there's also a plane then you cannot use this incentive for more eco-friendly travel rates. It has to be fully eco-friendly if you want to use these rates.

And also, you should not assume that the unit rate will always equal the ticket price. It can be higher or lower. It really depends. It's a standard contribution determined by this distance calculator and travel mode.

To report travel costs: as there are now no documents to be provided, you have to fill-in the participants list.

This list is also valid for the team. It's not only the participants, it's all people joining your activity. You will have to indicate name and surname of the participants, e-mail address, which are the usual information that you provided in the past already, if they are team members or participants, their age, and most importantly, where they travel from and where they are travelling to. And this will then help calculate the correct unit rate and the distance. You can see at the top of the page, the distance calculator. We hope that it will be embedded in the new system so that you can calculate the distance and then report it in this document. This list must also be signed by the participants. This might be a bit tricky. We also already had questions around that. But if you cannot have them signed on the spot, you can also have a second list. I mean, the regular one where you have only the signatures and you provide those when reporting.

And of course, again, I repeat, no documents to be provided, which is a big progress, I think, in the financial procedures of the EYF on both sides, for you and for us.

Next, we have accommodation and meals. This includes coffee breaks for participants and team members. It may cover the main activity and where relevant also preparation and follow-up meetings. At application stage, this is calculated using the average cost per night multiplied by the number of people and nights.

The meals are calculated in the same way. You can use the average daily or per meal cost multiplied by the number of participants and days. When you are not sure of the exact cost of a room or meal price, you can use an average amount, but it must be realistic, of course.

Here you have how it will look like in the system. It's more or less the same, the same way of including the cost. It's the unit rate, it's the number of units, it's the average cost and of course the comments, and co-funding if available. So this is exactly the

same. Maybe I can stop here to see if there are questions, especially I guess around maybe the travel expenses.

NI Representative - IFLRY 56:42

Yeah, I have one question regarding the travel because I mean, I've read the guidelines and it is pretty clear to me that if the destination and the origin point differs, then we can also choose like whatever covers best the amount. But in case there is a situation where let's say the participant is travelling outside a council of member state, is that a possibility to like, I don't know, like if the participant is a resident or a citizen of a Council of Europe member state, but is somehow travelling to a destination which is outside a member state, then do we still count, do we allow that? Like, is that even possible? Or how do we navigate that?

HM HORST Marilyn 57:34

Thanks for the question there. I know that you have participants sometimes from South America or other countries like this, outside, really outside of the Council of Europe member states. It's up to you to decide if you want to cover them. You can also cover them with another source of funding. And yeah, in this case, if I'm not wrong, you should choose the leg that is the rate that is closest to the real cost of the ticket in the table. That is how it is now. I can check further and come back to you by e-mail if you wish. But of course, then it's up to you also to decide if you want to cover fully, if you want to report fully to the EYF, or if you want to share the cost between two sources of funding. The way you reimburse the participants is actually up to you.

In the EYF report, you have to provide this list of participants with the distance calculator, no matter what the amount is compared to the real cost of the ticket. And then if you want to cover more or you want to limit the amount that you reimburse to participants because this is the way you work in your organization, this is then up to you. But in the calculation list of participants, you report as is calculated with the distance.

NI Representative - IFLRY 58:52

Sure, thank you so much. And I just have a very technical like follow up question on that. When we say like participants need to be from 7 member states at least, is it

nationality based or residence based? Because a lot of times the application itself is not very clear on that.



BALTAG Olga 59:16

It's residence-based, so where they are living.



Representative - IFLRY 59:18

Okay, thank you so much.



BALTAG Olga 59:22

You're welcome, and we have another question.



Participant 4 59:48

Do we need to know the names of the participants, and where they come from exactly, when we indicate the participants per country.



BALTAG Olga 59:48

So not the names, of course, because you don't know who is going to take part. You can estimate where they will come from. And the calculation at the application stage is not based on the travel. Actually, you can use the travel calculation to help you estimate what you think will cost this budget line. But at the application stage, we just need to see where do you want your participants to be from. And then when you will actually do the project, you will have this participant list.



BALTAG Olga 1:00:27

You can fill it in with the names of the actual people, then they will sign, and then at the reporting stage, this is where you will see how much, and you can also you can check it on the system, you can check how much you will get for each person that is coming from this country to this country.



Participant 4 1:00:48

Yeah.

And one more question. Am I right that we need to have participants from seven countries? Am I right?



BALTAG Olga 1:01:00

At least, yes, yes, at least seven countries, yes.



Participant 41:01:02

at least of seven countries and how many participants the big the maximum.



BALTAG Olga 1:01:10

We don't have a minimum or a maximum threshold. We just have the maximum amount of grant that we can give. And then it's up to you to decide how you split the money and how you use the money that you have. We have projects that have organised activities with 12 people.



Participant 41:01:18

Mhm.



BALTAG Olga 1:01:31

We have projects that have organised activities with 40 people. So it's really depending on how you decide to do it. There is no minimum, but there is a minimum of coming from at least seven countries. So I mean, they can be at least seven.



Participant 41:01:34

Mhm.

Mmh.

Seven people will be enough, okay?



BALTAG Olga 1:01:50

But you need to explain why you want to organise a project with seven people also.



Participant 41:01:59

Thank you.



HORST Marilyn 1:02:05

Okay, I will try to be short.

So the next budgetary line is human resources. There are two main subcategories. The first one is salaries for staff employed by the organisation and who dedicate part of their working time to the project. The second is fees for trainers, external experts, facilitators, interpreters, designers, whoever will have a contract and who will be paid a fee and not a salary.

Important to note is that there is no threshold anymore for these human resources. It used to be 10% for staff up until 2025. This is now cancelled. Of course, the costs must be proportionate also to the general budget.

You cannot put only staff costs unless it's really, really justified that you only put staff cost on the EYF and other costs on another donor. It must really, really be a good reason to do that. For employed staff members, the suggested calculation is the gross monthly salary divided by the number of working days in the month multiplied by the number of days dedicated to the project. Another difference here is that you can also now include, it was only based on the gross salary up until now, now we can also include any other expenditure paid by the employer.

For the external experts, it's the same. You calculate based on the number of working days, including preparation and follow-up if need be, the number of days, a daily rate, and that's the calculation, it is then done automatically. This is what it looks like in the system.

Again, it's the same as any other budgetary lines. You have the type of unit, number of units, and the costs. Again, here, the description is also important, especially for the external service provider, so that we understand how their fees are calculated.

The number of days is an important information, I guess.

And for the staff as well, so this will be now the new way of presenting things more or less for all budgetary lines.

Just one more thing about human resources. The way you are supposed to report is for staff costs, salary slips, as was the case up until now, indicating the gross salary and any relevant document providing the additional charges paid by the employer as well as proof of payment. So if you pay social security as an employer, you have to provide proof of that as well.

For the external service providers, it's the same as it used to be. It's the contract, invoice and the proof of payment and if possible, a copy of the deliverables when there are any.

Then, equipment and supplies. This category includes office supplies and materials, equipment rental needed for the projects, for example, interpretation equipment,

technical equipment, materials used for the workshops. It also now includes the purchase of low value items, such as chargers, laser pointers, microphones, with a maximum total of 300 EUR per grant. This, of course, does not include the purchase of computers, which are usually more expensive than that. But now buying external batteries or Wi-Fi routers, this is now possible up to 300 EUR.

And of course, I show you the screenshot as it will be in the new system.

Then we have this budgetary line now called supplementary expenditure and services, which includes rental and purchase at the same time. So it's a rental of equipment, rental of meeting rooms. It also includes technical production of project outputs. So it can be a graphic designer, technical production, printing of publication. It includes visibility and communication. Under this line, you can include social media, website costs and phone costs, for instance.

Then I will make a specific point about the multiplayer activities, because this is now new more or less. In the past, it used to be the local actions, the micro grants that were given out to participants to implement the follow-up activities. And you had to, in the budget when applying, you had to split the cost under each different budgetary line.

Now in the budget, there is a specific line where you can put the total cost of the multiplier activity. So you can, for instance, have one activity with only multiplier expenses, multiplier activity expenses. Reporting is also different. In the past, you had to provide each and every single receipt, invoice, or proof of payment which was really, I think, time consuming for everyone.

Now, what you have to provide is you do a contract with the multiplier. You have to provide a copy of this contract, a proof that you paid them, and you have to provide more documents linked to the activity, such as the program, pictures, a summary of what happened and these kind of things, a report, but no more financial documents. Olga, if you want to complete on this one, maybe you have more information than me, more relevant information.



BALTAG Olga 1:08:01

Just to say that the signed list of participants for the multiplier, this is one of the main parts, and then a short report, a narrative report of what happened, and then photos or links or some sort of things like that. nothing more to add on this.



HORST Marilyn 1:08:25

OK, thank you, Olga.

So this is the screenshot of the platform, how it will look like in the budget. You have the different lines, of course, rent, production of outputs, multiplier activity and visibility and communication.

Next, indirect eligible cost. This is also new.

In the past, we had this 7% administrative cost that could be included with very specific types of expenditure. Now, these administrative costs no longer exist in the budget. It's replaced by these indirect eligible costs, which are 7% of the grant. They are calculated automatically.

You can put in this category any cost which does not have a dedicated line in the budget. So administrative costs as they were in the past would go in here. And the good news is that you do not have to provide documents to support these indirect eligible costs. They are calculated automatically. So if the, for instance, the programming committee decides to lower the grant, when deciding, this 7% will also be reduced. So this is also to be kept in mind. But this is, yeah, a new feature in the budget.

Then a short comment about double funding. In fact, co-funding is important, of course. You can have co-funding from different sources, private donors, VTR, in kind, but you cannot use two EYF grants, for instance, to support the costs. There should not be any overlap. I'm sorry, I'm maybe not clear on this one. It's a bit tricky.

There is a non-cumulative award principle, which means that an activity or project can receive only one project grant for the same eligible expenditure. Well, if you are an international organization, maybe not all of you here, if you receive a structural grant from the EYF, you cannot use it to cover costs, to fund a part of an activity that is already fully funded by another source, because this is then double funding. So this has to be kept in mind, no double funding.

A quick word on procurement. You must follow the relevant national legislations, of course. EYF rules do not replace your national procurement tax, labour or accounting obligations. It's really the ones you should follow.

Before signing contracts with suppliers, the organisations should seek the best deal and best value for money. This is also written in our supporting documents. And depending on the amount of national rules, this may involve a competitive call requesting at least three offers or another appropriate market comparison procedure.

We do not ask for the documents regarding procurement. At least when reporting,

you do not have to provide them. It's your local, national way of proceeding. You may also use direct awards or tender procedures when appropriate, but you must be able to justify your choices if we ask.

And the decision should of course be transparent, fair and free from conflict of interest. This is also an important point, this conflict of interest. You must keep the documents for procurement like any other financial documents for 10 years and make them available to us if we decide to audit. We do not need to see them, but we might ask if we decide to audit your accounts.

Payments: So the first instalment is 80% payable upon signature of the grant agreement, or if the project starts later, it's 10 weeks before it starts. Usually it's upon signature because the project dates are now wide enough for that. And then the remaining 20% will be paid only upon approval of a complete report meaning narrative and financial reports. You can, of course receive reduced balances if the costs were not as high as planned or if some costs are cut, but 20% are only paid when the report is complete and finalized. We have sometimes requests from organisations asking us to pay the 20% because they need the money to cover some costs. But this, in principle, cannot be accepted.

So what you have to provide remains the same as in the past. You have to report and provide a narrative report, the program, the signed list of participants, the financial documents that are needed, and the declaration of the co-funding. So this is basically what we expect to receive when you report.

And that's it, thank you very much for your attention. And if there are more questions, please feel free to ask.



BALTAG Olga 1:14:26

Please, with your question.



Participant 3 1:14:32

Yeah, yeah, thank you. So if I understood correct, if the national organisation is working over the project, it has to have in consortium three other partners from other countries, also national organisations can be. So 4.



BALTAG Olga 1:14:48

Yes, yes, or one international organization. So if, for example, you are part of a

network or you are collaborating with someone who is an international organisation and they can be partners in your project, then you need only one.



Participant 3 1:14:55

Okay.

Okay, but let's presume there are four, yes, like the example that I said. And among those four organizations, you need to bring to the event participants from seven countries, various countries.



BALTAG Olga 1:15:09

Yes.

Yes, so in principle, the partners are not necessarily sending participants. They may be involved differently in your project. This is up to you how you structure your idea. But if they only send participants, this is also not very good because this means that their involvement in the project is not very high.

So this is not a mobility project. The aim of the partners is not to just send participants. We are looking at how you are structuring your partnership and how you are collaborating with them and what is their role in the project proposal.



Participant 3 1:15:49

Mm.

Okay. And then the question is about the financial responsibility, like to provide the proofs and so on of the partners before the coordinator, the lead applicant.

So it's the same. So every organisation in the consortium has to provide these proofs of financial expenditure and also co-funding also.



BALTAG Olga 1:16:38

No, because you can have partners, but only the applicant organisation will receive the money. So it depends on what you do with this money. So for example, if you as a lead organisation are giving money to another partner to do something,



Participant 3 1:16:39

Mhm.

Yes, mhm.



BALTAG Olga 1:16:56

Then, then all these documents need to be gathered by the person who is paying and then you will need to submit to us when you report.



Participant 3 1:17:10

So, and if the partner also does something, then has some expenditures, so they need to also provide the lead applicant with like the lead organisation with the proofs, yes?



BALTAG Olga 1:17:24

Yes, but you will be actually doing that. You will collect everything if you are applying and then you will submit to us. And there is also one thing that Marilyn didn't say that we want, if, for example, the document is in a different language than English or French, which are the official languages of the European Youth Foundation, we need a translated version, but the translation does not need to be notarized. We just need to understand what was paid. So for example, you can scan a document and you can write in PDF or with a pen to say this is the date, this is what happened, and then you explain in a few words what was paid. We want to be able to understand the invoice. So this is what we ask by translation, but it does not have to be an official notarized document.



Participant 3 1:18:25

Okay, and the last clarification about the co-funding. So the co-funding of this 10%, as I understand, passes on to the partner who receive proportionally like the money that they receive from the lead applicant from the lead organization. So if we receive, for example, like 10% of the grant from the applicant, yeah, from the lead organization. So we need anyway this 10% of co-funding shown from our side if we receive this 10%.



BALTAG Olga 1:18:55

We don't have a co-funding threshold. So there is no 10% of co-funding. The co-funding is based on a declaration. So we just want to know where you will co-fund and how this will be expressed. For example, as my colleague Marilyn showed in the

travel, for example, you have 12,000 EUR of travel cost, and you say 1,000 EUR of co-funding, participants will contribute to their travel, for example. This is co-funding.



Participant 3 1:19:12

Mm.

Mhm.



BALTAG Olga 1:19:30

and this is based on a declaration. So we don't have a minimum threshold, but we know that in practice this is the reality. So we want to see where it happens.



Participant 3 1:19:32

Mhm.

But this is the obligation of every partner in the consortium, yeah, or only of the lead organization.



BALTAG Olga 1:19:51

This is the obligation of the project budget. The way you split the project budget is your internal cuisine, but the organisation that applies and then that reports will say where, for example, I don't know, you want to quantify the time that you as a volunteer spend on doing reporting, but you can put it there and say I spent 10 hours of volunteer time to do the reporting and this is estimated, this is the amount of the estimation.



Participant 3 1:20:27

Okay, thank you.



BERJAN Gordana 1:20:29

Maybe I can, if I may add, we are looking at this because we are looking at the sustainability of the budget. So the international projects are often expensive and even if the maximum is 25,000, if you have a number of participants, it goes quickly. this 25,000. So we are looking at if you are looking at other resources or maybe you are working very well with a municipality and they give you the space where you are going to have your meeting for four days for free, things like this. So when we are looking at the budget, we look how you're going to spend the EYF money.

But we look overall if this makes sense for what you want to do. So this is why we are asking this additional information. But there are no, in the past, we used to have a specific amount, but we stopped that because the youth organisations told us it's not a good idea. So now it's much more free, you can just indicate.



BALTAG Olga 1:21:32

We have 5 more minutes left to the meeting and I have two slides, one of which is very important because it contains some tips. So I thought maybe you would be interested in seeing tips. So how to apply to the actual call?

For the youth organisations that are not yet registered on the platform that my colleague Marilyn shared before, you will be able to apply as from two, three weeks time. So to register, you can register on our platform. As said, use the guide to understand exactly where you are situated, what kind of organisation you are. And then you will fill out the information. You will need to provide the statutes, the translated version of the statutes.

Again, not necessarily the official one, but it has to be complete, and the proof of registration of your organisation with a national authority. And then we will try to look at these registrations as fast as we can in August, so that you have the time to prepare.

And then the application, this is why we did this today. We presented the narrative and the budgetary application. You can already start to draft the idea. And then once you are registered, you will be able to apply in this new online system. The deadline is 1st of September, midnight, 23:59 Central Eastern Summer Time. So you will need to apply by the 1st of September.

And the tips, so we advise you to read the call several times. Check the different parts of it to make sure that you understand everything and also read the guide to the EYF grants. That will be very useful in drafting the budgetary aspect of it.

Agree with your partners and project team on the focus of your proposal. You need to make sure that it's clear for you, but also for us, what you want to do. Prepare your proposal with the young people and take into account the situation of young people from Ukraine, because this is a specific call and activity supporting young people from Ukraine. The budget is an estimated budget, so we don't ask you to already know the exact costs, but you do need to estimate to the best of your abilities. Check the EYF website for past supported projects in the Call Ukraine.

Consider carefully the priorities of the call and avoid a proposal that is about everything. We know that young people need time to get to know each other, to learn from each other, or from other experts and to reflect on solutions following the meetings. So you need to be very focused on the proposal and you need to be realistic. So it's better to have less expected results than to have 10 and not to be realistic in the way you will do your project.

And the more focus of the proposal, the more time and depth you can go into. And there are also resources that you can use that the youth sector of the Council of Europe has prepared. So for example, there is the T kit on project management. It's A toolkit document that explains how to best manage a project, how to organise yourself. So these are useful elements and tools that you can use when developing your project. And the new granting system (that is not yet online, but it will be in a matter of weeks time) is the support4youth.coe.int. But for the time being, you can find us on our website. You have this e-mail address. You can find us on the social media of the youth department. And also, as my colleague said, we have open desks. every Wednesday from 2 to 4. So you can also join those meetings also on Teams. The link is on our website. And we are here to answer questions.

There is a document that we fill out whenever we have questions about the call. And this is public information. So we provide the questions and answers to everybody. So some of the questions that were asked in this meeting will appear in that document and you will be able to consult to see what has come up, what other questions come up from other organizations, and they can help you in best preparing your application.

And that's it from my side. Gordana, do you want to say a couple of words to close this?



BERJAN Gordana 1:26:54

We can wrap up now and a big thank you. And we hope that we will see good projects. That's it. And don't hesitate to contact us if you need any help or if something is not clear.

This year is a year of change and transition. So we are also juggling working offline, online, new system, new rules, simpler rules so that everybody understands because the old rules were there for a long time. So it's also to reprogram our heads in how we are working. So we're doing it with you.

So we also ask for your patience if something is not unclear always, but we keep our

fingers crossed and wish you good luck with your applications and that our online system will be ready. I think this is what we need to say now and a big thank you to everybody.

BALTAG Olga 1:28:16

Thank you very much. I will just close this recording. And then, yes, thank you very much.