

Updated: May 2023

**EUROPEAN YOUTH FOUNDATION**

**GRANT APPLICATION FORM[[1]](#footnote-1)**

**PILOT ACTIVITY**

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.

|  |  |
| --- | --- |
| **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.* |
| **Responsible** |
| **NGO Number** |
| **NGO Type** |
| **NGO Email** |

**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 project (application and report).*

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

**PROJECT SUMMARY**

*Please use this page to provide a basic overview of your project and help us to understand in simple terms what you wish to do. You can view this page as an "elevator pitch" of your project.*

1. **Project title**\*
2. **Project dates**\*

*What are the dates of your project? (maximum one year). The application must be submitted at least three months before the start date of the project, unless otherwise indicated by the EYF. Check the EYF website regularly to be informed about the deadlines to submit a grant application for a pilot activity* [*https://www.coe.int/en/web/european-youth-foundation/deadlines*](https://www.coe.int/en/web/european-youth-foundation/deadlines)

*You should indicate the start and end dates of the whole project, including preparation, implementation, evaluation and follow-up.*

|  |  |
| --- | --- |
| **Start day**\* | *Make sure you indicate the correct date and that the start day is prior to the end day.* |
| **End day**\* |  |

1. **Project location**

|  |  |
| --- | --- |
| **City**\* | *If your project has several venues, include only the main venue. Only one location is needed for the application form.* |
| **Country**\* | *Choose the country from the drop-down menu.* |
| **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*](http://eyf.coe.int) *– FAQ/General). N.B. The correct format is: 48.60228,7.769466 (no space after the comma).* |

1. **What is the issue faced by young people in your community that this project will address? \***

*Please use this box to convince us of the need for, and importance of, this project. Explain the specific situation or need of young people in your community that you wish to address. Please also explain what the added value of your project is in the context where it takes place, by indicating what other initiatives are happening and what this project will bring as new elements.*

#### In one brief paragraph, summarise the action(s) your project will take against this issue.  Please indicate if you intend to produce any outputs (publication, audio-visual or similar).\*

*Please keep your answer short and simple. You will have the opportunity to provide the specific details later in the form.*

#### Please provide the overall aim of your project, along with three supporting objectives. \*

|  |  |
| --- | --- |
| **Aim**\* | *The aim of your project is about the long-term change the project wishes to bring or contribute to. Objectives are more specific changes your project will realistically achieve. The aim should be formulated as one sentence, and similarly for each objective.* |
| **Objectives**\* | *Using the “Add objective” button, add your project objectives. Per each objective, indicate its number (for example, Objective 1, Objective 2, etc.) and the explanation of the objective. At least one objective must be added.* |

#### Which [*youth sector priority*](https://www.coe.int/en/web/european-youth-foundation/council-of-europe-priorities) does this project most closely align to?\*

|  |  |
| --- | --- |
| **Priority**\* | *Choose first one priority. If your project is not linked to any priority, you may choose also this option here and in the programme orientation below.* |
| **Programme orientation**\* | *The list will be available according to the priority you chose.* |
| **Year**\* | *Do not modify, unless your project starts in the next year.* |
| **Focus theme** | *Choose one if the list is active. If the list not active, you do not need to do anything.* |

**PROJECT DETAILS**

*On this page, please provide us with more detailed information about what will happen during your project. Be sure to also consider what will happen after your project ends, to ensure the benefits will be long lasting and multiplied within your community.*

1. **In the space below, add information about your project activities. By clicking on “Add activity”, you will be able to add information about each project activity. Include all the project activities that happen within the project timeline, such as meetings to prepare your key project activities, launching calls for participants, as well as key activities with an educational dimension, and evaluation or reporting activities. For each activity, once you click on “Add activity”, a pop up will open where you need to indicate the starting month, what will happen, and what you will achieve. For the project key activities that include non-formal education, tick the box “This activity has an educational dimension” and provide more details on the activity content, methodology and outcomes. You may add as many activities as appropriate. \***

|  |  |
| --- | --- |
| **Activity name\*** |  |
| **Month\*** |  |
| **What will happen? \*** | *Please provide specific information about the activity duration, format, target group, content etc.* |
| **What will you achieve? \*** |  |
| *If the activity has an educational dimension, tick the box. Several additional question will appear, described below.* | |
| **What is the main content of this activity? \*** |  |
| **What methodology will you use? What will participants learn in this activity? \*** | *How will the content be delivered? Which non-formal education methodologies will you use? What will participants learn from this activity?* |

#### You may upload a draft programme here.

*You may upload a programme here. Click on "Choose file" first and select the file you wish to upload and then select it, and click on "Upload". Uploading a programme is optional.*

#### How will your project contribute towards [gender equality](https://www.coe.int/en/web/european-youth-foundation/gender-perspectives-in-youth-activities)and [inclusion](https://www.coe.int/en/web/european-youth-foundation/inclusion-in-youth-projects) of groups exposed to marginalization, exclusion and discrimination? \*

*We would like to understand how you have considered the experience of different genders for your issue. We would also like to understand whether your project will include any measures for the inclusion of groups exposed to marginalisation, exclusion and discrimination. What language will be used during project activities and how will the use of this language allow for all relevant groups to be included?*

#### What will the outcomes for participants be as a result of this project? \*

*How will the participants have changed because of this project?*

#### What will be outcomes for the community be as a result of this project? \*

*How will the community have changed because of this project?*

#### After your project has finished, how will your organisation and/or participants continue to work on the issue? \*

*We would like to understand the commitment of your organisation to the issue, as well as any concrete plans for further work that will be carried out.*

**PEOPLE**

*On this page you can provide details of who will be involved in the project. Remember, EYF funded projects should be by, for, and with young people. We expect to see a gender balance and appropriate lived experience of the issue(s) you are working on represented.*

*Please note that the core team members should include all the people who are involved in the decision-making process on the project and the main content (coordinator, trainer, facilitator, etc.). Experts may include speakers, intervenors, etc. who have a specific and time-bound role within the project.*

1. **Who are the team members for this activity? You may add extra rows as appropriate.** \*

*Who are the core project team members? The majority should be young people under 30.*

*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).*

|  |  |
| --- | --- |
| **Name**\* |  |
| **Age**\* |  |
| **Gender**\* |  |
| **Role**\* |  |

1. **Please describe the relevant experience and competencies of the team members. \***
2. **Do you intend to work with partners / experts / trainers on this project? If yes, who will these be and what is their role? You may add extra rows as appropriate. For individual experts or trainers, also add their age.**

|  |  |
| --- | --- |
| **Name**\* |  |
| **Age and role for individual experts / Role for institutional partners**\* |  |

1. **Who will the participants of your project be?** \*

*Give us an indication of the expected number of participants directly involved in this project. Do not include the project team here (see section above).*

|  |  |
| --- | --- |
| **Less than 15 years** |  |
| **Between 15 and 30 years** |  |
| **Over 30 years** |  |

**Participants’ profile**\*

1. **How do you intend to recruit your participants?** \*

*How will you ensure that you successfully attract the right group of young people to ensure that you can achieve your project’s aims?*

**BUDGET**

*You are required to fill in a budget table online indicating the draft budget of your activity split into three phases: preparation, activity and follow-up. The draft budget 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*](http://eyf.coe.int) *– Resources/Forms & guidelines.*

**ATTACHMENTS**

*Anything to add? If you wish, you can attach two further documents related to your application. Please make sure that they add relevant information and not just copy what has already been filled in.*

1. In this form, the asterisk \* is used to indicate the obligatory fields/questions from the online application form. [↑](#footnote-ref-1)