

This list includes the most important elements to have in mind while preparing, implementing, and reporting on an EYF-supported WP. 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 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 AGREEMENT

The **grant agreement** 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 grant agreement contains **conditions that need to be addressed before the first instalment**, respond to them via the EYF online system.
- b. The grant agreement 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. It will then be countersigned by the EYF.
- c. The grant agreement usually contains also **specific expectations related to your final report**. Take them into account for reporting.

5. FIRST PAYMENT

Once the signed grant agreement reached the EYF and any conditions related to your grant are fulfilled, the payment of the first instalment will be initiated, corresponding to **60% of the awarded grant**. The funds may take between 4 to 8 weeks to reach your account.

6. EYF VISIBILITY

In your grant agreement you will find specific obligations on visibility.

7. 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.

8. INTERIM REPORT AND SECOND PAYMENT

For annual work plans, you will need to fill in an online Interim narrative report. The deadline for this report is indicated in your grant agreement. Only the narrative report is required, and no financial report must be submitted at this point. An updated excel table of the budget is appreciated if possible. In the Interim report, please make sure to **update the information of the activities which have taken place so far** and attach the relevant signed participants lists. We advise you to fill in and submit this narrative report as soon as possible, as the **second payment**

for your project, corresponding to 25% of the EYF grant, is made upon assessment and approval of the interim report by the EYF.

9. FINAL REPORT

You will have to submit your **narrative and a signed financial report within 2 months of the end date** mentioned in the grant agreement. This should be prepared all along the project implementation, by collecting all the necessary financial documents as well as relevant information and resources for the narrative part.

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 grant agreement for any specific requirements of your narrative report.

b. **Financial report:**

- For each WP activity, 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.

- Starting from November 2024, **beneficiary organisations can submit their financial report by email to the EYF**. The beneficiary NGO must submit its narrative report and update the budget in the EYF online system and send the financial report and all related documents by email to eyf.courrier@coe.int

- The beneficiary NGO must indicate in the subject of the email the wording “Financial report” followed by the grant reference number. The financial report must include:

- The scanned signed list of participants saved in PDF format.
- The completed model budget report form (expenditure and income), signed by the legal representative of the beneficiary NGO, in PDF, where each expense is presented in a separate line. The same model budget report form must be also sent in Excel format.
- For each budget line (e.g.Travel) in the model budget report a separate subfolder must be created. All the documents relating to that expenditure must be numbered and named (e.g. 1.2.Smith plane ticket) and saved in pdf in the subfolder.

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 two instalments. If the final amount approved is lower than the total amount already transferred, 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.