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**Youth in Action Programme**

Action 4.6 - Partnerships

Call for Proposals EACEA/06/2013

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| **Project title:** |
| **Project acronym :** |

**DETAILED DESCRIPTION OF THE PROJECT**

**(To be attached to the e-Form)**

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| Part I. Identification of the applicant organisation |

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| 1. Details of the applicant organisation[[1]](#footnote-1) | | | | | | | | | | |
| Full name | |  | | | | | Acronym: | | |  |
|  | | | | | | | | | | |
| 1. Profile of the applicant | | | | | | | | | | |
| Type and status | Regional public body | | Local public body | | Association / network of regional and/or local public bodies | | | European Grouping for Territorial Cooperation (EGTC) | | |
| Foundation active at EU level in the youth field | | | | | | | | | |
| Company / undertaking / profit-making body active in Corporate Social Responsibility in favour of youth | | | | | | | | | |
| Body active at European level in the youth field (ENGO)\* | | | | | | | | | |
| \* Please join relevant "Articles of association": document that sets out the structure, purpose and operating parameters of your organisation | | | | | | | | | |
| *Geographical coverage of active member organisations:* | | | | | | | | | |
| Belgium | | | France | | Austria | | | Iceland | |
| Bulgaria | | | Italy | | Poland | | | Lichtenstein | |
| Czech Republic | | | Cyprus | | Portugal | | | Norway | |
| Denmark | | | Latvia | | Romania | | | Switzerland | |
| Germany | | | Lithuania | | Slovenia | | | Croatia | |
| Estonia | | | Luxembourg | | Slovakia | | | Turkey | |
| Ireland | | | Hungary | | Finland | | | Other *(please specify)* | |
| Greece | | | Malta | | Sweden | | |  | |
| Spain | | | Netherlands | | United Kingdom | | |  | |
| Please give a short presentation of your organisation (aims and regular activities, membership in other structures, specific expertise, staff, possible involvement of young people under 30 in the organisation's structure and activities, etc.) and explain your motivation to carry out the proposed project. | | | | | | | | | | |
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| 1. Operational capacity |
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| Professional competences and qualifications:   * Please describe the know-how of your organisation in the fields covered by the Call for proposals.   Organisations applying for a grant equal or above EUR 60 000 must (See Section 7.1 of the Applicants' Guidelines):   * Illustrate such experience by means of a list of projects already implemented (the past two years only) in the relevant fields. Please also mention the different products realised by these projects, i.e. publications, website, etc. Please give precise references. * Please attach a copy of the Curriculum Vitae of the person responsible for the general coordination/implementation of the action (project manager) showing his/her relevant professional experience. |
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| 1. European Union funding obtained the last two financial years | | | | | |
| --- | --- | --- | --- | --- | --- |
| Applicant | Partner | Agreement n° | Programme/Action | Project title | Amount in € |
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| 1. Has your organisation submitted, or does it intend to submit, a grant application for this project or any other project to other Actions of the Youth in Action Programme or to (an)other European Union Programme(s) in 2012 and/or 2013 | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NO | |  | YES | |  | *(please specify)* | | | | |
| Application | | | Project | | | Youth in Action Programme *(please specify Action)* | Other EU Programme *(please specify)* | Amount in € | Grant decision taken | |
| submitted | intend to submit | | the same | an other | | Yes | Not yet |
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| Part II. Identification of the co-organising partners |

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| * ***To be filled in only if the project is implemented under 'procedure B'*** |
| * ***To be filled in by each co-organising partner*** |

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| 1. Details of the co-organiser | | | | | | | | | | |
| Full name | |  | | | | | | Acronym: | |  |
|  | | | | | | | | | | |
| 1. Profile of the co-organiser | | | | | | | | | | |
| Legal status | Private | | Public | | Local  Regional  Association / network of regional and/or local public bodies  European Grouping for Territorial Cooperation (EGTC) | | | | | |
| Type | Non-profit | | | | NGO | | | | | |
| Foundation active at EU level in the youth field | | | | | | | | | |
| Company / undertaking / profit-making body active in Corporate Social Responsibility in favour of youth | | | | | | | | | |
| Activity level | Local | | | | Regional | | National | | | |
| Body active at European level in the youth field (ENGO)\* | | | | | | | | | |
| \* Please join relevant "Articles of association": document that sets out the structure, purpose and operating parameters of your organisation | | | | | | | | | |
| *Geographical coverage of active member organisations:* | | | | | | | | | |
| Belgium | | | France | | Austria | | | Iceland | |
| Bulgaria | | | Italy | | Poland | | | Lichtenstein | |
| Czech Republic | | | Cyprus | | Portugal | | | Norway | |
| Denmark | | | Latvia | | Romania | | | Switzerland | |
| Germany | | | Lithuania | | Slovenia | | | Croatia | |
| Estonia | | | Luxembourg | | Slovakia | | | Turkey | |
| Ireland | | | Hungary | | Finland | | | Other *(please specify)* | |
| Greece | | | Malta | | Sweden | | |  | |
| Spain | | | Netherlands | | United Kingdom | | |  | |
| Please give a short presentation of your organisation (aims and regular activities, membership in other structures, specific expertise, staff, possible involvement of young people under 30 in the organisation's structure and activities, etc.) and describe your competencies and motivation to cooperate in the implementation of the project. | | | | | | | | | | |
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| 1. Mandate(s) |
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| * ***To be signed by the persons authorised to enter into legally binding commitments on behalf of the coordinator (applicant) and eachco-organiser (partner)*** |

**MANDATE**

***[Organisation full official name] [ACRONYM]***

*[official registration No]*

[official address in full: street, n°]

[official address in full: ISO-code country – Postal code CITY],

“the co-organiser” (partner), represented for the purposes of signature of this mandate by *[surname, first name and function]*

of the one part,

and

***[Organisation full official name] [ACRONYM]***

[official address in full: street, n°]

[official address in full: ISO-code country – Postal code CITY],

“the coordinator” (applicant), represented for the purposes of signature of this mandate by *[surname, first name and function]*

of the other part,

HAVE AGREED

for the purposes of the implementation of the action entitled:

***[project title]*** ("the action");

type of activity: *[check relevant box(es) as appropriate]*

YOUTH EXCHANGE  YOUTH INITIATIVE  EURPOPEAN VOLUNTARY SERVICE

TRAINING & NETWORKING

the following:

1. The co-organiser grants power of attorney to the coordinator, to act in its name and for its account in submitting the above project and, if selected for a grant award, signing an agreement and its possible subsequent riders with the Education, Audiovisual and Culture Executive Agency. Accordingly, the co-organiser hereby mandates the coordinator to take full legal responsibility for the implementation of the above project and related agreement with the Agency.
2. The co-organiser hereby confirms having taken careful note of and accepts all the provisions of the relevant call for proposals and the model grant agreement, in particular of all provisions affecting the co-organiser and the coordinator (Article I.3). The co-organiser acknowledges that, by virtue of this mandate, the coordinator alone is entitled to receive funds from the European Union and distribute the amounts corresponding to the co-organiser's participation in the project as laid down in Article I.3.1h and Article I.7.3 of the model agreement.
3. The co-organiser hereby agrees to do everything in its power to carry out properly the actions assigned to it acting on its own responsibility, and certifies that it has the operational and financial capacity to participate in the action mentioned above.
4. The co-organiser hereby agrees to do everything in its power to help the coordinator fulfil its obligations under the model grant agreement. In particular, the co-organiser hereby agrees to provide to the coordinator whatever documents or information may be required under the terms and conditions of the grant agreement, as soon as possible after receiving the request from the coordinator.
5. The provisions of this mandate, shall take precedence over any other agreement between the co-organiser and the coordinator, which may have an effect on the implementation of the agreement between the co-ordinator and the Education, Audiovisual and Culture Executive Agency.
6. Subject to selection for a grant award, a copy of this mandate shall be annexed to the agreement signed between the coordinator and the Agency and shall form an integral part of it.

SIGNATURES

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| For the **co-organiser (partner)** | For the **coordinator (applicant)** |
| ***[surname/first name]*** , | ***[surname/first name]*** , |
| Function: | Function: |
| Done at , Date: . . / . . / . . . . | Done at , Date: . . / . . / . . . . |

In triplicate in English: one (1) as part of the application, (to be **imperatively** joined to the application); one (1) co-organiser's copy; one (1) coordinator's copy

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| Part III. Project identification and summary |

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| 1. Relevance to the general objectives of the Youth in Action Programme |
| Please tick relevant box(es) |
| The project: |
| Promotes young people’s active citizenship in general and their European citizenship in particular |
| Develops solidarity and promote tolerance among young people, in particular in order to foster social cohesion in the European Union |
| Fosters mutual understanding between young people in different countries |
| Contributes to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth field |
| Promotes European cooperation in the youth field |

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| 1. Relevance to the priorities of the Youth in Action Programme | |
| Please tick relevant box(es) | |
| **Permanent priorities** | |
| Participation of young people | European citizenship |
| Cultural diversity | Inclusion of young people with fewer opportunities |
| **Annual priorities** | |
| Awareness raising of the rights linked to the EU citizenship | Creativity, entrepreneurship and employability |
| Inclusive growth | Healthy behaviours |

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| 1. Relevance to the specific objectives of the call for proposals |
| Please tick relevant box(es) |
| The project: |
| Encourage the involvement of public bodies at regional or local level or other stakeholders active in the youth sector in European youth and non-formal education activities |
| Support their capacity building as bodies active in the youth field providing non-formal education opportunities to young people and youth workers |
| Promote the development of sustainable networks, the exchange of best practices as well as the recognition of non-formal education |

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| 1. Type and number of activities | | | |
| Please indicate the activity type and the related number of activities and participants for which you are submitting this application. | | | |
| Activity type | | Number of activities\* | Number of participants\*  (young people and youth workers) |
|  | 1. Project coordination and visibility of the partnership |  |  |
|  | 1. Trans-national Youth Exchanges |  |  |
|  | 1. National or Trans-national Youth Initiatives |  |  |
|  | 1. European Voluntary Service |  |  |
|  | 1. Training and Networking |  |  |
| **TOTAL** | |  |  |
| \* Numbers indicated in this table must be in line with "Part V: Detailed activity programme" of the application form | | | |

| 1. Role of the applicant | | | | |
| --- | --- | --- | --- | --- |
|  | **Procedure A: the applicant organisation implements the programme of activities** | | | |
| Where applicable, please specify the country(ies) of the project partners **(associated partners)** involved in the project. | | *N° of different countries* | *Country(ies) (ISO code)\** | |
|  |  | |
|  | **Procedure B: the applicant acts as coordinator; the programme of activities is jointly implemented by the applicant and the co-organisers** | | | |
| Please specify the bodies implementing each type of activity. | | | | |
| *Activity type* | | *Co-organisers (Name of organisation)* | | *Country (ISO code)\** |
|  | 1. Project coordination and visibility of the partnership |  | |  |
|  | 1. Trans-national Youth Exchanges |  | |  |
|  | 1. National or Trans-national Youth Initiatives |  | |  |
|  | 1. European Voluntary Service |  | |  |
|  | 1. Training and Networking |  | |  |
| Where applicable, please specify the country(ies) of the project partners **(associated partners)** involved in the project. | | *N° of different countries* | *Country(ies) (ISO code)\** | |
|  |  | |
| \* Countries indicated in this table must be in line with "Part V: Detailed activity programme" of the application form | | | | |

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| Part IV. Project implementation |

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| The points below are intended to serve as a guide for your description of the proposed activities.  The information that is requested will be crucial in the selection process, and later for the monitoring and evaluation of the project.  Therefore, be clear, detailed and structured. |
| ***If more space is needed, please extend boxes*** |

| 1. Context |
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| Please describe:   * the background of your organisation's community/milieu (where relevant also of your partners), with regard to non-formal learning and youth work; * any existing deficiencies/shortages which are targeted by your project. |
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| 1. Objectives of the project |
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| Please describe:   * how your project is in line with the general objectives of the Youth in Action Programme; * how the project is targeting the general and specific objectives of this call for proposals; * how you are going to address the priorities of this call for proposals; * what are the complementarities with other initiatives you and/or your partners carry out in the field of youth and non-formal learning; * which themes are tackled by your project; * the expected results and the target group(s) of the project. |
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| 1. Activity programme |
| --- |
| Please describe:   * the working methods envisaged; * the activities foreseen throughout the project for its implementation, including preparatory and evaluation activities; * the sharing of tasks within the applicant organisation and where relevant among co-organising and associated partners; * how you intend to organise and co-ordinate the activities with regard to the scale of your project; * how you intend to ensure the quality and coherence of the activity programme; * how the planned activities and working methods will contribute to the process of non-formal learning and to the promotion of social, professional and personal development of young people and youth workers involved in the project.   Please identify, where relevant, specific tasks that will be sub-contracted to bodies other than the applicant organisation and/or co-organising and associated partners. |
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| 1. Involvement of participants | | | | | |
| --- | --- | --- | --- | --- | --- |
| Please explain:   * how the participants/volunteers will be selected * how will young people and youth workers be involved in each stage of the project. | | | | | |
|  | | | | | |
| **For European Voluntary Service (EVS) activity only.**  Please describe:   * how will you ensure the openness and transparency of the selection process; * how will you avoid job substitution; * which tasks will be carried over by the volunteers during their Service; * how will the volunteers be prepared, trained and supported throughout their EVS and how will the activities be evaluated on an ongoing basis; * the objectives, the content and a programme of the Training and Evaluation Cycle sessions provided to the volunteers (for more information on this point please consult the document "How to develop a good project" available on the following website: <http://eacea.ec.europa.eu/youth/funding/2013/call_action_4_6_en.php>) | | | | | |
|  | | | | | |
| * Does your project involve young people with fewer opportunities? | | | | Yes | No |
| If so, please tick the situation(s) they face and explain how this will be achieved (specific measures, etc.). | | | | | |
| Geographical obstacles | Health problems | Economic obstacles | Disability | | |
| Educational difficulties | Social obstacles | Cultural differences | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
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| 1. Multiplying effect and sustainable impact |
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| Please describe:   * the expected multiplier effect of the project in the area of youth and non-formal learning; * the expected impact of the planned activities on the young people/youth workers involved; * the impact in a short, medium and long term perspective on your organisation and - where relevant – on the partners involved.   Please also identify indicators which could help you measuring the impact of the project. |
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| 1. Dissemination and exploitation of results |
| --- |
| Please describe:   * the tangible results you intent to achieve; * the products you plan to develop during the project.   Please give a detailed description of the strategy defined and the measures planned in view to spread and exploit the results of the project. In this respect, please consult Section 11 - Publicity of the Applicants' Guidelines. |
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| 1. Visibility |
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| Apart from the compulsory use of the Youth in Action Programme logo (Section 11 - Publicity of the Applicants' Guidelines), please describe:   * how you will ensure the visibility of the partnership with the European Commission; * how your project will provide clear promotional added value for the Youth in Action Programme; * how you will ensure the broad visibility of your activities and of the project as a whole. |
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| 1. Evaluation and follow-up |
| --- |
| Please describe:   * how you will ensure the evaluation and follow-up of the project.   Please provide details of:   * the evaluation activities to be performed during the project implementation; * the monitoring activities and your risk assessment as regards implementation of the project (qualitative and quantitative values) and corrective measures planned; * the evaluation activities to be carried out at the end of the project. |
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| Part V. Detailed activity programme |

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| The tables below are intended to describe more in detail the activities proposed. Some parts may not be relevant with regard to the particularities of the proposed activity programme.  **If this is the case, they should not be filled-in.** |
| ***ATTENTION: the columns under "Countries of the project partners' involved*** *(ISO code country)****" must always be duly filled in.*** |
| * ***Please add rows if necessary*** |

| 1. **Activities ensuring the coordination of the project and the visibility of the partnership,** **including specific travels for that purpose** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Specification** | | **Duration** | | **Venue**  *(Town, Country)* | **Countries of the project partners' involved**  *(ISO code country)* | | | **Expected outcome**  *(results or products)* |
| **from** *(m/yyyy)* | **to** *(m/yyyy)* | Applicant | Co-organisers | Associated partners |
| n° 1 |  |  |  |  |  |  |  |  |
| n° 2 |  |  |  |  |  |  |  |  |
| n° 3 |  |  |  |  |  |  |  |  |
| n° 4 |  |  |  |  |  |  |  |  |
| n° 5 |  |  |  |  |  |  |  |  |

| 1. **Trans-national Youth Exchanges** | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Youth Exchange**  *(bilateral, trilateral or multilateral)* | | **Duration**  *(days)* | **Venue**  *(Town, Country)* | **Countries of the project partners' involved\***  *(ISO code country)* | | | **Participants (including group leaders)**  **directly involved in the project\*\*** | | | | **Age groups** | | | |
| Applicant | Co-organisers | Associated partners | Total n° | Female | Male | with fewer opportunities | 13-14 | 15-17 | 18-25 | 26-30 |
| n° 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \* For the minimum number of partners involved and the minimum number of different countries involved, see document " Specific eligibility criteria and funding rules". | | | | | | | | | | | | | | |
| \*\* For the minimum number of participants involved and the minimum number of different countries involved, see document "Specific eligibility criteria and funding rules".  Participants are involved through project partners (either applicant, co-organisers or associated partners). | | | | | | | | | | | | | | |

| 1. **Youth Initiatives** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Youth Initiative**  *(national or trans-national)* | | **Duration**  *(months)* | **Venue**  *(Town, Country)* | **Countries of the project partners' involved\***  *(ISO code country)* | | | **Participants directly involved in the project\*\*** | | | | **Age groups** | |
| Applicant | Co-organisers | Associated partners | Total n° | Female | Male | with fewer opportunities | 18-25 | 26-30 |
| n° 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** | |  |  |  |  |  |  |  |  |  |  |  |
| **\*** For the minimum number of partners involved and the minimum number of different countries involved, see document " Specific eligibility criteria and funding rules" | | | | | | | | | | | | |
| **\*\***For the minimum number of participants involved and the minimum number of different countries involved, see document " Specific eligibility criteria and funding rules". Participants are involved through project partners (either applicant, co-organisers or associated partners) | | | | | | | | | | | | |

| 1. **European Voluntary Service (EVS)** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of EVS**  *(individual EVS or group EVS)* | | **Duration**  *(weeks)* | **Venue of the Service\***  *(Town, Country)* | **Countries of the project partners' involved\*\***  *(ISO code country)* | | | **Volunteer(s)\*** | | | | **Age groups** | |
| Applicant | Co-organisers | Associated partners | Total n° | Female | Male | with fewer opportunities | 18-25 | 26-30 |
| n° 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| n° 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** | |  |  |  |  |  |  |  |  |  |  |  |
| **\*** European Voluntary Service must be carried out in a country other than the country of residence of the volunteer. Volunteers are involved through project partners (either applicant, co-organisers or associated partners) | | | | | | | | | | | | |
| \*\* European Voluntary Service must involve partners from at least two (2) different Programme Countries (including the applicant organisation), of which at least one is a Member State of the European Union. For full details as to the number of partners, see document "Specific eligibility criteria and funding rules" | | | | | | | | | | | | |

| 1. **Training and Networking** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of activity**  *(Job Shadowing, Feasibility Visit, Evaluation Meeting, Study Visit, Partnership-building activity, Seminar, Training Course)* | | **Duration**  *(days)* | **Venue**  *(Town, Country)* | **Countries of the project partners' involved\***  *(ISO code country)* | | | **Participants directly involved\*\*** | | | |
| Applicant | Co-organisers | Associated partners | Total n° | Female | Male | with fewer opportunities |
| n° 1 |  |  |  |  |  |  |  |  |  |  |
| n° 2 |  |  |  |  |  |  |  |  |  |  |
| n° 3 |  |  |  |  |  |  |  |  |  |  |
| n° 4 |  |  |  |  |  |  |  |  |  |  |
| n° 5 |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** | |  |  |  |  |  |  |  |  |  |
| \* For the minimum number of partners involved and the minimum number of different countries involved, see document "Specific eligibility criteria and funding rules" | | | | | | | | | | |
| **\*\*** Participants are involved through project partners (either applicant, co-organisers or associated partners) | | | | | | | | | | |

| **SUMMARY** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity type** | **Total number of activities** | **Total number of countries**  **involved in the project** | | **Total number of project partners**  **involved in the project** | | **Volunteer(s) / Participants directly involved** | | | |
| EU27 | Other Programme countries | Co-organisers | Associated partners | Total n° | Female | Male | with fewer opportunities |
|  |  |  | |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |
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|  |  |  | |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |

1. Please download and fill in the legal entity identification form from the European Commission’s website:

   [*http://ec.europa.eu/budget/contracts\_grants/info\_contracts/legal\_entities/legal\_entities\_en.cfm*](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) [↑](#footnote-ref-1)