



Education and Culture

Youth

**Application
for**

**YOUTH programme
Action 5
SUPPORT MEASURES**

**Innovative Co-operation, Training
and Information Projects
Call for proposals DG EAC 62/05**

Part I. Project identification and summary

Project number	
To be filled in by the European Commission	Postmark / Date of receipt

Title of your proposed project
Please give a short title to your project.

Priority themes
Please tick the box (only one) corresponding to the theme of this project.
<input type="checkbox"/> (1) Cultural diversity and tolerance <input type="checkbox"/> (2) Less favoured regions <input type="checkbox"/> (3) Eastern Europe and Caucasus - South East Europe <input type="checkbox"/> (4) Innovation in European citizenship education <input type="checkbox"/> (5) Co-operation between local or regional authorities and youth NGOs

Project format
Please tick the box (only one) corresponding to the project format.
<input type="checkbox"/> Project format 1 <input type="checkbox"/> Project format 2 (combination of YOUTH Actions)

Duration of your project	
Please indicate the total duration of the project from preparation to evaluation (= eligible period for costs linked to the project).	
The project starts : (date when the first costs incur) ___ / ___ / ___	The project ends : (date when the last costs incur) ___ / ___ / ___
Total duration of the project activities (in months) : _____	
Venue(s) / Places where the project will take place :	

Part I. Project identification and summary (cont.)

Main themes for the activities

Please tick not more than 2 boxes.

- | | |
|---|--|
| <input type="checkbox"/> Art and culture | <input type="checkbox"/> Social exclusion (in general) |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Measures against delinquency |
| <input type="checkbox"/> Heritage protection | <input type="checkbox"/> Youth information |
| <input type="checkbox"/> Rural development | <input type="checkbox"/> Youth policies |
| <input type="checkbox"/> Urban development | <input type="checkbox"/> Youth leisure |
| <input type="checkbox"/> Equal opportunities | <input type="checkbox"/> Youth sports |
| <input type="checkbox"/> Anti-racism/xenophobia | <input type="checkbox"/> Media and communications |
| <input type="checkbox"/> Health | <input type="checkbox"/> European awareness |
| <input type="checkbox"/> Anti-drugs/substance abuse | <input type="checkbox"/> Other |

Summary of your project

Please give a short description of your project (maximum 200 words), including objectives, target groups, main activities and expected results. This summary should be filled in English, German or French, regardless of which language you use to fill in the rest of this application.

Inclusion: special considerations and other information

Does your project involve participants with fewer opportunities (from a less-privileged cultural, geographical or socio-economic background, or with disabilities) and/or special needs (special premises, additional accompanying person, dietary needs, mobility problems, health care, etc.)? If so, please describe.

Part II. Applicant

A. Details of the applicant organisation

Name	_____		
Street address	_____		
Postcode	_____	City	_____
Region	_____	Country	_____
Email	_____	Website	_____
Telephone	_____	Telefax	_____

Person authorised to sign the contract on behalf of the applicant (legal representative)

Family name (Mr/Ms)	_____	First name	_____
Position/function	_____		

Person in charge of the grant/finance

Family name (Mr/Ms)	_____	First name	_____
Position/function	_____		
Email	_____		
Telephone	_____	Telefax	_____

Person in charge of the project (contact person)

Family name (Mr/Ms)	_____	First name	_____
Position/function	_____		
Email	_____		
Telephone	_____	Telefax	_____

B. Profile of the applicant organisation

Status	<input type="checkbox"/> non-governmental	<input type="checkbox"/> local / regional authority	<input type="checkbox"/> other
Activity level	<input type="checkbox"/> local <input type="checkbox"/> regional <input type="checkbox"/> national <input type="checkbox"/> international		
	<input type="checkbox"/> European level non-governmental organisation (with member organisations in at least 8 Programme countries)		
Please give a short description of your organisation (regular activities, member of, etc.) :			

Part III. Partner organisation(s)

Please fill in this page for each of your partner organisation(s).

A. Details of the partner organisation

Name	_____		
Street address	_____		
Postcode	_____	City	_____
Region	_____	Country	_____
Email	_____	Website	_____
Telephone	_____	Telefax	_____

Person in charge of the project (contact person)

Family name (Mr/Ms)	_____	First name	_____
Position/function	_____		
Email	_____		
Telephone	_____	Telefax	_____

B. Profile of the partner organisation

Status	<input type="checkbox"/> non-governmental	<input type="checkbox"/> local / regional authority	<input type="checkbox"/> other	
Activity level	<input type="checkbox"/> local	<input type="checkbox"/> regional	<input type="checkbox"/> national	<input type="checkbox"/> international
	<input type="checkbox"/> European level non-governmental organisation (with member organisations in at least 8 Programme countries)			

Please give a short description of the organisation (regular activities, member of, etc.) :

C. Preliminary agreement of the partner organisation

Please enclose a letter of endorsement on the letterhead or with the official stamp of the partner organisation, stating name of the partner organisation, name of the project, type of participation of the partner organisation, outline of motivation to participate in the project and declaration of their capacity to actively participate in all phases of the project. Original signatures are required.

Part IV. Participants in the project

A. Information on countries, organisations, persons and roles in the project

Please list below the number of participants from each organisation, including trainers, speakers, support staff etc.

Country of residence	Organisation	Estimated number of persons involved in the project	Role: participant, manager, trainer, support staff, expert, youth group, etc.
<i>TOTAL</i>			

B. Information on the gender and age of persons involved in the project

Information is needed here about the composition of the group of people by country of residence participating in the project.

Country of residence	Total number of persons involved	Distribution by gender		Distribution by age group			
		Male	Female	< 15	15-17	18-25	> 25
<i>TOTAL</i>							

C. Special considerations and other information

If there is anything else you would like to add regarding your participants and/or your project, please write it down here.

Part V. Project description

Please consult the text of the Call for proposals.

The points below are intended to serve as a guide for your description of the proposed activities. The information that is requested will be very important in the selection process, and later for the running of the project.

A. Priority themes of the Call

Please describe in detail:

1) Objectives - What are you planning to do and why?

Please describe in detail:

- what you expect to achieve with this project with regard to the priority theme you have chosen,
- how the project will reflect the needs and working priorities of the partner organisations.

2) Working methods - How do you want to go about it?

Please explain how you intend to implement the project in the following priorities. Please comment on each of them. Please describe:

- the innovative aspects of your project and the new approaches you are going to introduce to the theme chosen;
- how you will involve young people and/or youth workers in the preparation, implementation and follow-up of the project and which other persons or groups may benefit from the project;
- how you will combine cooperation, training and information aspects in order to allow for a strong European / international dimension and an intensive learning process for participants;
- how you will ensure high visibility of your activities and the dissemination of the results;
- how you intend to achieve a multiplier effect of both the project in question and the YOUTH programme and how the envisaged activities can lead to sustainable impact and development in this respect;
- to what extent your project is based on intercultural working methods and non-formal education in a European / international context.

If your project refers to the project format 2 please explain in addition:

- how you will ensure the coherence with the criteria related to different Actions in the User's Guide, the diversity of the Programme and the effective synergetic use of different instruments chosen,
- what kind of contacts you have already established to additional partners/participants in the project.

B. Preparation - Evaluation

Please describe in detail:

1) Preparation - please explain:

- what kind of preparation you have done and will do, and
- the extent to which your partner organisations have been involved.

2) Follow-up and evaluation – How do you ensure the evaluation, follow-up and a sustainable impact of the project? Please give details:

- regarding evaluation during the project
- regarding evaluation and follow-up after the project is finished (meetings, presentations, material etc.)

C. Work Programme

Please attach a detailed work programme for the planned project activities. Explain how you intend to organise and co-ordinate activities with regards to the long-term format of your project.

Part VI. Budget

For information on funding rules and eligibility of costs please consult the text of the Call for proposals.

A. Budget summary (only for project format 1)

All items in euros

Estimated costs	Total	Accepted costs (to be filled in by the European Commission)
- Direct costs (please fill in the fields here below)		
Personnel costs		
Travel and board & lodging costs		
Costs for meetings, conferences, other events, etc.		
Production / dissemination / information costs		
Other costs		
- Indirect costs (up to 7% of all direct costs)		
Total estimated costs		

Estimated income	Name, description	Total	
International public institutions			
National/regional/local institutions			
Private donors			
Own resources (including partners')			
Other resources			
Grant requested from the YOUTH programme			
Total estimated income			

Please note that total estimated income should be equal to total estimated costs.

Signature of the legal representative

Name in capital letters :

Place, date :

Signature :

B. Grant request (only for project format 2)**All items in euros**

For project format 2 please note that for the calculation of flat rates only standard flat rates as indicated in the YOUTH programme's User's Guide can be accepted. The flat rates are calculated on the basis of the number of participants and the duration of activity. The fixed amounts used for regular Action 1, 2 or 5 activities are not applicable here. Other eligible expenses should be presented as actual costs under coordination costs.

	Total estimated costs (100%)	Amount requested from the YOUTH programme	Amount granted (to be filled in by the European Commission)
Grant requested			
Funding for project co-ordination			
Coordination costs (up to 50%)			
Funding for project activities			
Travel costs (up to 50%)			
Visa and vaccination costs – if applicable (up to 50%)			
Sending activities costs (flat rates only)	(not applicable)		
Host activity costs (flat rates only)	(not applicable)		
Volunteer's allowance (flat rates only)	(not applicable)		
Participants' costs (flat rates only)	(not applicable)		
Advance planning visit (flat rates and travel costs up to 50%)			
On-arrival training – if applicable (up to 50%)			
Volunteer meetings – if applicable (up to 50%)			
Exceptional costs – if applicable (up to 50%)			

Total grant requested from the YOUTH programme		
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Other funding

If you are receiving or applying for other European Commission or national funding for this project, please give details.

Programme, reference, amount :		
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Signature of the legal representative

Name in capital letters :

Place, date :

Signature :

C. Description of costs

All items in euros

(only for project format 1 and coordination costs in project format 2)

If the project includes several events/activities, please separate and indicate type and name of activity for each related item.

Personnel costs						
<i>Please indicate the personnel costs directly induced by the activity (including names, functions, whether the person is directly recruited for this project and the related activities). Separate clearly internal staff of your organisation from the recruited personnel.</i>						
Name	Function	Tasks	Internal or recruited	Number of days/months	Salary day/month	Costs
TOTAL PERSONNEL COSTS						

Travel and board & lodging costs					
<i>If applicable, please separate clearly the different activities/phases of your project (e.g. preparation, activity, follow-up, etc.) in the "specification" column.</i>					
a) Travel					
<i>Please note that only cheapest means of transport and fares are subject to reimbursement (APEX airfare, 2nd class train ticket, etc.). Also include the local transport.</i>					
Specification	Number of persons	From	To	Means of transport	Costs
<i>Subtotal</i>					
b) Board & lodging costs					
Specification	Number of persons	Number of days	Cost per day	Costs	
<i>Subtotal</i>					
TOTAL TRAVEL AND BOARD & LODGING COSTS					

Costs for meetings, conferences, other events, etc.				
<i>If applicable, please separate clearly the different phases of your project (e.g. preparation, activity, follow-up, etc.) in the "specification" column.</i>				
a) Rental of rooms				
Specification		Number of days	Cost per day	Costs
<i>Subtotal</i>				
b) Equipment hire				
Specification		Number of days	Cost per day	Costs
<i>Subtotal</i>				
c) Interpreting costs (including travel, accommodation and fees)				
Language from / to	Number of interpreters	Number of days	Cost per day	Costs
<i>Subtotal</i>				
d) Hire of booths for interpreting (including equipment)				
Specification		Number of days	Cost per day	Costs
<i>Subtotal</i>				
e) Fees for external speakers				
Specification	Name of speaker	Number of days	Cost per day	Costs
<i>Subtotal</i>				
TOTAL MEETING / CONFERENCE / SEMINAR AND TRAINING COURSE COSTS				

Production / dissemination / information costs			
Please indicate costs for producing and distributing information documents and materials (CD-ROM, video, books, leaflets, etc.) including the estimated number of copies needed.			
a) Production			
Specification	Number of copies	Unit price	Costs
<i>Subtotal</i>			
b) Translation			
Language from / to	Number of pages	Price / page	Costs
<i>Subtotal</i>			
c) Distribution			
Specification	Number	Unit price	Costs
<i>Subtotal</i>			
d) Website			
Specification			Costs
<i>Subtotal</i>			
TOTAL PRODUCTION / DISSEMINATION / INFORMATION COSTS			

Other costs	
Specification (Visa, insurance, etc.; administration only for project format 2)	Costs
TOTAL OTHER COSTS	

TOTAL ESTIMATED COSTS (SECTION C)

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D. Calculation of grant request (only for project format 2)**All items in euros***If the project includes several activities, please separate and indicate type and name of activity for each related item.*

Travel costs						
<i>Please note that only cheapest means of transport and fares are subject to reimbursement (APEX airfare, 2nd class train ticket, etc.).</i>						
Name/type of activity	Organisation	Number of persons	From	To	Means of transport	Costs
<i>TOTAL</i>						

Visa and vaccination costs (if applicable)		
Name/type of activity	Specification	Costs
<i>TOTAL</i>		

Sending activities costs					
Name/type of activity	Organisation	Number of persons	Duration months / weeks / days	Flat rate	Total
<i>TOTAL</i>					

Host activities costs					
Name/type of activity	Organisation	Number of persons	Duration months / weeks / days	Flat rate	Total
<i>TOTAL</i>					

Volunteer's allowance					
Name/type of activity	Organisation	Number of persons	Duration months / weeks / days	Flat rate	Total
<i>TOTAL</i>					

Participants' costs					
Name/type of activity	Organisation	Number of persons	Duration months / weeks / days	Flat rate	Total
<i>TOTAL</i>					

Advance planning visit – actual travel costs						
<i>Please note that only cheapest means of transport and fares are subject to reimbursement (APEX airfare, 2nd class train ticket, etc.).</i>						
Name/type of activity	Organisation	Number of persons	From	To	Means of transport	Costs
<i>Subtotal</i>						

Advance planning visit – flat rate calculation						
Name/type of activity	Organisation	Number of persons	Venue	Number of days	Flat rate per day	Total
<i>Subtotal</i>						
TOTAL ADVANCE PLANNING VISIT						

On-arrival training (if applicable)			
Name/type of activity	Specification	Provided by	Costs
<i>TOTAL</i>			

Volunteer meetings (pre-departure training, mid-term and final evaluation meetings)			
Name/type of activity	Specification	Provided by	Costs
<i>TOTAL</i>			

Exceptional costs (if applicable)			
<i>Please consult the overview of funding rules for exceptional costs as defined in the User's Guide.</i>			
Name/type of activity	Specification		Costs
<i>TOTAL</i>			

Part VII. Signature

I, the undersigned, certify that all information contained in this application is certified truthful and accurate and that no relevant information has been withheld.

By signing this application the applicant allows the European Commission to make available and to use all data provided in this form, for the purposes of managing the YOUTH programme. The data, on paper or electronically, will always be used respecting the privacy of individual persons.

The applicant undertakes to inform the European Commission of all changes affecting the activities as described in this form.

Applicant organisation

Name :

Legal representative

Name in capital letters :

Place, date :

Signature :

Contact person

Name in capital letters :

Place, date :

Signature :

Annex: Information concerning the Applicant

1. The Applicant's details

Please go to http://europa.eu.int/comm/budget/execution/legal_entities_fr.htm, choose the language and legal status of the Applicant, download the appropriate Legal Entity form, complete it and attach it to this form.

Please note that you must also attach proof of legal status, VAT number and/or photocopy of ID card/passport as detailed in the form you have downloaded and filled in.

2. The Applicant's bank account

Please go to http://europa.eu.int/comm/budget/execution/ftiers_fr.htm, choose the language and country of the Applicant, download the appropriate Financial Identification form, complete it in accordance with the instructions contained in the web page and attach it to this form.

Please note that you must have this form also signed or stamped by the Applicant's bank.

3. The Applicant's Declaration on Honour

Please go to http://www.europa.eu.int/comm/youth/call/index_en.html, download the form for Declaration on Honour, complete it and attach it to this form.

Please note that you must have this form stamped by the applicant organisation.

4. The Applicant's financial capacity

In the case of a requested grant of more than 20.000 Euro, the application needs to be accompanied by:

- copy of the **profit and loss accounts** of the applicant organisation, together with the balance sheet for the last financial year for which the accounts have been closed (if applicable).
- a **financial report** for the previous year (in euros), covering only operational expenditure. Please go to http://www.europa.eu.int/comm/youth/call/index_en.html, download the form for the Financial report, complete it and attach it to this form.

I certify that I have provided the information requested, completing the forms downloaded from the internet and providing the proof to accompany the forms.

Name in capital letters :

Place, date :

Signature :