

ROLE Subgrant – General & Narrative

REQUIREMENTS.....	2
RECOMMENDATIONS.....	2
SCORING PROCESS & CRITERIA.....	3
KEY TIPS.....	4
Structure of National Projects.....	7
FLOW & CONNECTION.....	7
Q&A.....	11

Dear ROLE Organisers,

If you want to be part of the Annual Work Plan Grant for ROLE supported by the European Youth Foundation (EYF), you are invited to submit a sub-grant application outlining your National ROLE Project for the next term. The following guidelines are designed to support you in preparing a strong, coherent, and eligible narrative in line with both ELSA International's application and goals, as well as EYF's funding priorities.

REQUIREMENTS:

- Implement at least some ROLE Training during the eligible time frame. Training must be compliant with the International Council Meeting Decision Book: include training on the Curriculum, the rule of law and non-formal education.
- Implement at least some school visits during the eligible time frame.
- Mention the FLOW & CONNECTION between the International ROLE Training Conference and your National Project, as well as internally between all the parts of your National Project (how people, knowledge, materials and products from previous activities are used and utilised in the following activities - e.g. how the same people are involved, how derivatives and other materials produced in localisation are used later, etc.)
- Mention how you will implement some of the EYF Youth Sector Priorities.
- Mention how you plan to promote inclusion and diversity.

RECOMMENDATIONS (will benefit you in scoring and make reporting easier for you):

- Implement Curriculum Localisation during the eligible time frame.
- Base your application on ELSA International's grant application.
- Base your Curriculum Derivative on some of the EYF Youth Sector Priorities.
- Promote inclusion and diversity by including disadvantaged or marginalised students and schools.
- Organise ROLE Facilitator Training live in person.

SCORING PROCESS & CRITERIA (what we value in your application, based on the EDF review process):

The applications are first subjected to a preliminary evaluation to ensure that they fulfil the hard requirements. An unsuitable application will be rejected at this stage, and the rejection will be communicated to the applicant.

The hard requirements are:

1. Inclusion of Facilitator Training and School Visits during the eligible time frame
2. Budget submitted using the template
3. Budget balanced (equal expenses to subgrant requested)
4. No activation of inactive budget lines

After the preliminary evaluation, the merit of the application will be evaluated using the following criteria:

1. quality of the submitted application overall;
2. quality of the ROLE National Project parts (Localisation, Training, Visits);
3. quality of coherence and flow - from ELSA International's Training Conference to your National Project, and in between the parts of your National Project;
4. implementation of inclusion & diversity;
5. quality of the budget, including but not limited to how realistic it is, how clear and transparent your explanations are etc.;
6. reasoning for the need for financial support;
7. impact of the support on the applicant group;
8. quality of the Interim and Final Reports, both financial and narrative (after reporting).

If accepted, you will be granted an amount that corresponds to the fulfilment of the above parameters (like amount requested, project quality, the realism of the costs, the need for financial support and its impact, etc.).

If all approved subgrants together exceed the total amount of available funds, all will be proportionally reduced until the total maximum is reached.

KEY TIPS

Read the EYF Youth Sector Priorities

The EYF scores applications and reports based on these priorities. It is good to have them in mind when writing your application, especially if you intend to introduce your special topics into your ROLE National Project, so that you can “angle” the application (and later the narrative report) to align with some of these priorities more clearly. When in doubt, refer to how ELSA International included them in the grant application.

Read ELSA International’s Work Plan Grant Application

Your National Project is part of ROLE, and the conditions outlined in ELSA International’s application are binding for us towards the EYF, which means that you need to be aware of it and align your approach with that of the rest of the Network. Pay special attention to the “Multiplication Phase” (Activity 2) where National Projects are outlined to the EYF.

Gender Equality, Inclusion and diversity

EYF is big on gender equality, diversity and inclusion, which are a crucial part of every grant they give. Its implementation in ROLE is thus also important. ELSA International encourages ROLE sessions to involve economically, educationally or otherwise disadvantaged students in order to comply with this. Think about this when planning your National Project, and try to mention it in your application as well as include it in execution. For example, this includes schools from economically and socially disadvantaged areas and schools for students who are likely to never receive education on the rule of law in their lives due to their profession etc. Any other express implementations of diversity and inclusion in your National Project are desirable as well.

Eligible costs & Timeline

When planning your activities, keep in mind that the funding can be granted strictly only for eligible costs. Please refer to the financial guidelines and the subgrant agreement for more on eligible costs. These costs must be incurred

in the period between the ROLE Training Conference and the 21st of June 2026. Any costs incurred outside of this time frame cannot be part of the grant. This does not in any way restrict you from organising parts of your ROLE National Project outside of this window, but:

- You MUST NOT include in this application any activities that will take place outside of the time frame. You will still receive coaching and support for these activities, but EYF does not care or want to know about them, which is why they don't need to be part of this application, and will only be asked for later (in the ROLE Specification Form at the start of the next ELSA Term).
- You MUST conduct at least SOME FACILITATOR TRAINING and at least SOME SCHOOL VISITS during the eligible time frame for your application to be eligible. You CAN also include curriculum localisation in this time frame. This does not mean you cannot split the activities into multiple parts where some of them will be within and some outside the timeframe, but remember that only the activities in the time frame are eligible for EYF funding, and that anything taking place outside of the eligible time frame shall not be part of this application, or referenced in it.

Your Application details can CHANGE

If you are not completely sure what your actual needs and detailed activity structure will be at the time of the implementation, do not let this deter you from submitting the sub-grant application. Both your narrative and budget parts can change based on your needs and real-life situation later down the term.

NARRATIVE changes must always be previously APPROVED by ELSA International and must still **fulfil the scope of the project**. This is done through communication with your ROLE Coach and ELSA International. The reason for this is that changing the scope of the project as approved can require approval of EYF in communication with the International Board.

BUDGETARY changes must only be COMMUNICATED to ELSA International.

They do not need prior approval by ELSA, if:

- They are communicated promptly and reported properly
- They do not significantly impact the implementation and output of your National Project
- They do not activate previously inactive budget lines

- They do not deactivate previously active budget lines (ELSA will consider them deactivated even if they are fictitiously still there – e.g. if you reduce a large expense to a symbolic amount just so that it stays in the budget)
- Your budget still remains balanced after the change.

That is to say: what we are looking for now in your budget application is a FORECAST of what you will do and how much it will cost, APPROXIMATELY. Allocate the funds according to the amount you plan to apply for – and later you can redistribute the funds according to the actual needs of your NG, within the existing budget lines.

As long as you apply good faith and prompt communication, most changes will be possible later down the line.

Additional Conditions May Apply

The EYF may impose specific conditions before the end of this subgrant application deadline, or at any point during different stages of the project, and ELSA International has no influence over this. If that situation occurs, ELSA International will inform you immediately, and these conditions must be respected by you and the IB alike, as they are a consequence of an external that we have no influence on. These conditions might include things such as (non-exhaustive):

- Topics to be avoided when localising the Curriculum;
- Guiding topics to be included when localising the Curriculum;
- Additional visibility requirements (promotion etc.);
- Additional inclusion & diversity policies.

EYF & IB visits and pre-visits

The EYF may demand a control visit to any part of your National Project at random, and ELSA International has no influence over this. At their visits, they observe and control that there are no irregularities in the execution of your National Project. Thus, while this application is an approximation, until you are allowed to change it it still stands as an enforceable promise to deliver what is stated. In the case of EYF demanding a visit to your National Project, ELSA International will contact you to announce it, as well as help you fully prepare for it.

ELSA International may likewise request a pre-visit to help you prepare and

organise your ROLE National Project, or prepare for the visit of EYF. This visit is more internal and preparatory rather than external and aimed at control, but is likewise important for your project.

Structure of National Projects

Your National Project MUST contain ROLE TRAINING and SCHOOL VISITS within the eligible time frame. This means that, while you are free to organise whatever you want outside of the eligible time frame, those activities cannot be funded by this grant and are not counted towards the application.

This means that for the purpose of this grant, ELSA International ONLY considers and scores the quality, impact and flow of the activities taking place in the eligible time frame. Your efforts on ROLE outside of the time frame thus cannot contribute to this grant application and must not be included in it.

Your application must not refer to any activity taking place outside of the eligible time frame.

Your National ROLE Project must stand as a coherent and sensical whole IN THE ELIGIBLE TIME FRAME ALONE, and **must not rely** on training/visits/other significant parts **taking place outside of the eligible time frame** to make it work.

However, in your application, you are still allowed to reference any preparatory work done before the eligible time frame, and you are allowed to use previously prepared Curriculum Derivatives, even though their costs can't be covered.

FLOW & CONNECTION

All parts of your ROLE National Project within the eligible time frame must also include an explanation of FLOW & CONNECTION: how they are connected to the ROLE International Training Conference, and how they are connected to each other. This means that the parts of your project must be visibly coherent and feed into each other, as well as feed from the International Training Conference. For

inspiration on this, read ELSA International's grant application where we outlined this flow to the EYF.

Examples of this flow can be: how knowledge from the ROLE TC is implemented in your training and localisation, how a Derivative is created and how you will use it in the following parts of the Project, how the same people will be involved in different roles throughout the project etc.

Your National Project shall consist of the following 3(2) parts:

1. CURRICULUM LOCALISATION

This phase is for the NGs that still haven't decided which Curriculum Derivative they will use and/or are not yet part of the Coaching System and organising ROLE, or simply want to create a new one.

It is not mandatory – your application can skip this phase, especially if you have already developed a Derivative before.

If you choose to engage in this phase, your application should describe how you will adapt the ROLE Curriculum to suit your national legal, cultural, and educational context, while maintaining the core values of the ROLE programme and non-formal education.

Please describe how you will approach the localisation process: who will be involved (e.g., law students, academic experts, legal practitioners), structure of the sessions (are you using existing Version or you are making the new one/adding lessons), and how the curriculum will be reviewed before actual implementation. If you plan to add an extra lesson to the curriculum, include a preliminary description of its potential topic and purpose, explaining how it fits into the curriculum.

The final output should be a Curriculum Derivative that is locally relevant and ready to be used during training and school visits, while still reflecting the identity and aims of the overall ROLE project.

***Please send new Derivatives to your Coach, for ELSA International's review and approval before use. Follow Localisation Guidelines, available on the Officers' Portal.**

2. ROLE TRAINING

This is mandatory during the eligible time frame.

When submitting your application, outline how you plan on building on the non-formal education methodology and knowledge you have acquired during

the ROLE Training Conference as part of ROLE capacity-building. Your application should describe how the National Training will strengthen the capacities of your facilitators by equipping them with tools to design interactive sessions, apply non-formal education techniques and communicate effectively. It's also important to demonstrate how the training will deepen participants' understanding of the Rule of Law and help them become confident in using the localised Curriculum.

Please specify the proposed timeline of your activity, including when you plan to carry out the training. To be considered part of your application, it needs to be organised after the ROLE Training Conference. Indicate whether it will take place as a single event or in several stages and explain the structure you are proposing. Your application should also detail how long the training will last, what the format will be (online, hybrid, or on-site), if it will be adjacent to another event (like an NCM) as well as what the daily programme might look like. Include who will be facilitating the training and what methodologies will be used.

In-person training of any form (single, multiple, adjacent to NCM etc.) is highly recommended and will be awarded higher when scoring than purely online training.

The expected outcome should include a group of new ROLE Facilitators who are ready to engage with high school students and lead sessions in schools.

3. ROLE SESSIONS IN SCHOOLS

This phase is mandatory during the eligible time frame.

In your application, please explain how your trained facilitators will deliver the ROLE Curriculum in high schools across your country. Specify whether you plan to have shorter sessions (e.g. 90 min Curriculum) in a larger number of high schools (WIDE approach), or you will, e.g. use the Original version in a smaller number of schools (DEEP approach), etc. Include the approximate number of schools you aim to engage, the format and structure of the sessions, and how you will support your facilitators. If possible, mention visits to high schools of disadvantaged backgrounds, rural areas or schools that are not grammar schools (e.g. vocational high schools, art schools, etc).

BUDGET

When you decide for what amount you want to apply, you need to organise your budget accordingly. In your budget draft, please mention everything that can be billed, details of costs and prepare examples of what it can all look like. Please note that EYF is pretty strict when it comes to receipts, and you will be obliged to return the amount for which you don't fulfill the requirements of financial reporting or budgeting, according to the Financial Guidelines. More instructions about budgeting and financial reporting can be found in the Financial Guidelines.

IMPORTANT – BUDGET TEMPLATE

You don't have to make your budgets from scratch – we prepared a template for you!

- You **MUST** use budget templates provided by ELSA International to structure your budget.
- You are **ONLY** allowed to include expenses that can be reasonably sorted under the budget items already existing in the templates – **ACTIVE BUDGET ITEMS**. (e.g. under Participants Travel, you can include any type of transport – car, bus, train or else; for the Training or the School Visits part of your National Project. **BUT** things like *buying old car tires* or *investing in real estate* cannot be classified under Travel, or any other existing item from the templates for that matter. Thus, you are not allowed to include these expenses and you will not receive money for them 😊)
- You are however **ALLOWED** to reallocate money as you please between the **EXISTING** budget lines in the application including reducing any expense to zero (e.g. you already know you won't have any accommodation-related expenses, so you leave that category at 0 and reallocate the money elsewhere.). However, while you are free to reduce any active budget line to 0 (AKA “deactivate” it) during your application, please keep in mind that after your application is approved, you will need explicit approval of ELSA International every time you want to deactivate budget lines later.

Q&A

1. How much money can I get?

The amount will vary depending on the total grant awarded by EYF to ELSA, the number of National Projects, their total costs and quality. An absolute maximum for application and possible to be acquired is 6000€.

Please note that the more money you request/are granted, the smaller percentage of it you are going to get upfront before the start of your eligible expenses, because the first two instalments are flat-rate and equal across all subgrantees.

2. When will I get the money?

You will receive the money in three instalments, whose timeline will correspond to the timeline of instalments paid by EYF to ELSA International. You will receive the money no later than 4 weeks after ELSA International receives it from the EYF for each instalment. The instalments will look as follows:

1st instalment: before the end of the International ROLE Training Conference (February 2026). This instalment will be paid as a flat amount equal across all subgrantees, based on the total amount granted by EYF. It will equate to somewhere between 20% and 45% of the total amount sub granted to the Network, divided by the number of subgrantees. The exact amount will be announced after EYF's grant decision.

2nd instalment: after the Interim Report has been assessed by EYF (~May 2026). This instalment will be paid as a flat amount equal across all subgrantees. At maximum, it will equate to somewhere between 20% and 45% of the total amount sub granted to the Network, divided by the number of subgrantees. The exact amount will be announced after EYF's grant decision.

3rd instalment: after the Final Report has been assessed by EYF (~September 2026). This instalment will equate to the remaining balance due for your subgrant, if any.

The Subgrant Decision made by ELSA International after your application will include a detailed plan of payment for each National Group, including approximate times and exact amounts of payment for each instalment.

3. How much money should I apply for?

An amount that will realistically allow you to organise ROLE in the manner you are planning.

Please refrain from applying for excessive amounts, as your application will be considered through a comparison between your outcomes, planning and expenses to be realistic. While it is possible to apply for an unrealistic amount, it will score your application lower, and might have the negative effect of taking the money from other Organisers who actually need it.

4. Do I have to spend everything I receive?

No – but please do. Take appropriate care when planning to estimate the costs as close as you can, and then aim to execute them accordingly.

If you do not manage to spend all the money you received, ELSA International may not be able to reallocate the funds in time to other National Groups who actually need it, depending on the time we are informed of the change. This reduces the overall impact of ROLE and might negatively impact your reporting.

5. Can I pull out (cancel my subgrant), and what are the consequences?

Even after being awarded a subgrant, you do not have to sign the Subgrant Agreement. In this case you never enter into the subgrant. If you sign it, you can also still pull out of it within 3 months of signing with no repercussions to you.

After 3 months from signing have passed, you can still pull out. However, in that case you will have to return any money received, and ELSA International may hold you liable for damages incurred if it was not possible to reallocate the funds in time, or your cancellation otherwise incurred damages, and was conducted in bad faith/without due care.

6. What are the scoring criteria?

See above for the scoring process and criteria. They are a balance between project and budget quality, the need for and impact of the financial support, and reporting.

7. How do I make a budget?

Please follow the Financial Guidelines and use the provided budget template. You are only allowed to specify expenses which can be reasonably sorted into one of

the budget items (expense categories) already existing in the template (active budget items).

8. What costs are eligible?

Full conditions for eligible costs you can find in the Financial Guideline and the Subgrant Agreement. Please refer to them.

In summary, costs must be necessary, proportionate, reportable, sortable into active budget items, and most importantly incurred **during the ELIGIBLE TIME FRAME**. This time frame is **between the end of the International ROLE Training Conference and 21st of June 2026.**

9. What if I want to have ROLE Training or school visits outside of the eligible time frame?

You can always do that. That being said, keep in mind that:

- a. The costs of those activities cannot be covered by this grant.
- b. You still must have facilitator training and some school visits during the eligible time frame. If you do not do this your application will be discarded, but you can still organise ROLE without the financial support.

10. Can I still organise ROLE if I don't apply for this grant?

Yes. In that case you don't have to concern yourself with this subgrant, you will not receive any financial support from ELSA, and you do not need to sign the Subgrant Agreement. However, all requirements in the Decision Book and ELSA International's instructions, especially stemming from the Curriculum Terms of Use, still apply when organising ROLE.

11. What additional responsibilities do I have if I apply for this grant?

All the additional responsibilities of ROLE subgrantees serve the purpose of ensuring your accountability to ELSA for the money you receive. In turn, they are only natural consequences of the responsibilities that ELSA International has towards EYF, which the EYF can enforce at any time through grant reduction or postponing payment to ELSA itself. Thus, they only exist to serve the reasonable purposes of fulfilling ELSA's responsibilities towards EYF and will only be enforced by ELSA International for the fulfilment of said responsibilities:

- a. Organising a ROLE National Project
- b. Submitting an Interim and Final Report

- c. Keeping your finances lawfull and aligned with the Financial Guidelines of the subgrant
- d. Asking your coach for approval on Derivatives, plan changes and budget changes when required
- e. Duly and reasonably communicating with your coach and ELSA International, providing them all necessary information and respecting their instructions
- f. Preparing for and receiving a pre-visit from ELSA and/or EYF if requested
- g. Facilitating the audit of its accounts by ELSA and/or the EYF if requested
- h. Duly appointing a ROLE National Coordinator and an OC
- i. Sending at least 1 OC member to the ROLE Training Conference and other ROLE training organised by ELSA International
- j. Submitting the ROLE Evaluation Form within the deadline specified by ELSA
- k. Promoting ROLE according to instructions

A full list of enforceable responsibilities can be found in the Subgrant Agreement.

All the above responsibilities are enforceable by ELSA International via grant reduction (complete or partial) or postponing payment, based on EYF measures taken, or foreseeable to be taken, against ELSA itself by the EYF.

12. What if I fail to respect my responsibilities?

ELSA International will always insist on contacting you and solving any obstacle via dialogue. If you fail to properly report on a certain expense or part of your National Project, ELSA International or EYF may reduce your subgrant and/or ask you to return any amount received.

If you breach the Subgrant Agreement and do not collaborate to solve the problem that occurs in a reasonable manner, ELSA International will issue to you a Breach Notification, and give you appropriate time to respond. If you do not collaborate for such an extended period of time that you receive three consecutive Notifications, ELSA International may decide to terminate the subgrant agreement, in which case you will be liable to return the amount received and any damages caused.