

GRANT HANDBOOK

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2019/2020



elsa

The European Law Students' Association

Table of Contents

1. What is a grant?	2
1.1 What is a grant in general?	2
1.2 What is a grant within ELSA?	2
2. General Information	3
2.1 What to think about	3
3. How to apply for a grant?	4
3.1 Basic Steps	4
3.2 How to write a proposal	4
3.3 Presenting the project	6
3.4 Budget	7
3.5 Answer	7
3.6 Reporting	8
4. ELSA Development Foundation	9
4.1. What is the EDF	9
4.2 What can you apply for support for?	9
4.3 Who can apply?	10
4.4 Application Process	11
5. Erasmus+	13
5.2 General Structure of ERASMUS+	13
5.3 Who Can Participate ERASMUS+	13
5.4 Eligible Countries	13
5.4 Relevant Key Action for Organisations	13
5.5 Who Can Take Part in A Strategic Partnership	14
5.6 Eligibility Criteria	14
5.7 When to Apply?	14
5.8 How to Apply	14
5.9 Award Criteria	14
6. European Youth Foundation (EYF)	15
6.1 Introduction	15
6.2 Priorities of the European Youth Sector	16
Key priorities	16
6.3 Event Format	16
6.4 Structural criteria of organisations supported by the EYF	17
6.5 The three types of funded activities:	18
Pilot activity	19
International activity	19
Annual work plan	20
6.6 Application procedure	21
Assessment process	21
Notes on the application:	21
6.7 Grant phases	21
6.8 Finances	23
6.9 Communication with the EYF	23
6.10 Location	24
6.11 Reporting	24

Foreword

Dear ELSA Family,

Our ever-expanding Network, with its large array of projects and events, is constantly in need of financial resource. May it be for a project or for general administration; grants can be a useful source of income to any ELSA group. This Grant Handbook contains all the steps necessary in order to obtain a grant, with all information presented in a simple format to assist any ELSA officer in their search for the right type of grant.

This Grant Handbook contains a basic introduction to what a grant is, the necessary steps normally taken when applying for a grant, as well as some of the most important types of grants and the organizations that offer them. Hopefully, this handbook will come to great use, not only to Treasurers, but to every single ELSA member looking for grant funding.

In the hope that our efforts were not in vain, we truly wish that this handbook will be of great use to ELSA Officers all over Europe and help us take one step forward in creating a just world in which there is respect for human dignity and cultural diversity.

Sotiris Vergidis

Treasurer

ELSA International 2019/2020

1. What is a grant?

A grant can be a contribution, a gift or other non-repayable funds awarded by a governmental or a non-governmental organization for specified purposes to an eligible recipient. Grants are usually conditional upon certain qualifications as to the use of the grant. In order to receive a grant, the applicant usually needs to fulfil some specified requirements and often there are certain application forms to fill in when applying.

1.1 What is a grant in general?

As stated in the previous section, grants are funds awarded to an eligible recipient for a specific purpose and these granted funds are for the grantee to keep. When applying for a general grant, grant seeking organizations should make sure that their general objectives or the objectives of their projects should match, or nearly match, with the objectives or the general structure of a grantor or a donor. Firstly, it should be researched that the grant is eligible for the grant seekers geographical region. This is one of the basic objectives of all grants and why there is a list of regional grants further back in this handbook. Questions that should generally be asked are to establish eligibility are:

- Does my group fit the regional requirements?
- Is it possible to apply as an NGO?
- Does the grantors field of interest include the type of your activity or programme?
- Does the grantor or donor side require a specific application form or proposal?

Finally, as a grant seeker it is important to keep in mind that most of the grants have some deadlines or application periods.

1.2 What is a grant within ELSA?

Within ELSA grants have then been divided into two categories, national grants, and international grants.

National grant

A national grant is a grant for which only one National Group is eligible under the criteria set out by the organisation providing the grant.

International grant

An international grant is a grant for which one or more National Groups and/or ELSA International is eligible under the criteria set out by the organisation providing the grant.

Only ELSA International is allowed to apply for an international grant. However, ELSA groups who wish to apply for an international grant may ask the Treasurer of ELSA International for permission to do so by submitting information about:

- The international grant for which the National Group wishes to apply;
- The deadline for the applications;
- The purpose for which the international grant is to be used;
- The amount to be applied for.

2. General Information

According to experience within ELSA, finding information about grants is not always extremely easy. After you have decided that you need financial support, either in general or for your projects and activities this Grant Handbook will include some sources and information on available grants. On the other hand, in our age Internet is making the research part simpler compared to a few of years ago. However, when researching grant opportunities on the internet you can come across some sites that require you to pay money to access the grant information. To avoid this if you are looking for international grants, search on the sites of European Institutions like the European Commission or the Council of Europe. If you are looking for a national grant it can be useful to check the institutional website of your government. Other sources of information can be the citizens' information point in your city, libraries, the university or even the city hall.

2.1 What to think about

One of the big strengths of ELSA is that we are a Network. If you are interested in applying for a grant, use this strength and the communication channels within the Network to exchange your ideas with other ELSA members who applied for some International or National Grants. Some grants are eligible for several countries or regions. As a result, other ELSA Groups who have applied for that grant or similar grants before might be able to provide you with help or information.

Also, the organisations that give out grants often publish what NGOs they have granted money for. By researching these NGOs, you can get a clearer picture of what the grant givers are looking for in organisations and maybe even contact these organisations to ask for help.

3. How to apply for a grant?

3.1 Basic Steps

When applying for grants, most of the well organised institutions have specific application forms. As you see from our Regional Grants part, these application forms are available on their websites for grant-seekers. On the other hand, few of them give guidelines of what exactly they are looking for and some of them are missing specific time periods for receiving applications. In this situation, you should send your application by e-mail to the grant givers.

Fortunately, some basic steps will help you in both these situations of application: things to keep in mind are:

- You should explain who you are (your organization) and what your vision is. Based on this you can describe what you want to accomplish with your application.
- You should state your organisation's or your activities objectives in a clear way.
- You should show the grant givers that you have a significant need in your application.
- In your proposal, you should prove that you have enough ability and experience to reach or accomplish your goal according to your application.
- In the application form, make sure to complete all of the required attachments.
- You should cover some important criteria; project purpose, why funds are needed and what will be achieved with this support.
- Describe what differentiates you from other grant seekers in a 'selling' way.
- You should explain what you aim for in your project and how many people in that will benefit from your project.
- Don't forget to give some examples of how your funding request complies with the grant makers purpose, goals and objectives.
- Finally, make your conclusion strong, reliable, and convincing.

3.2 How to write a proposal

Today most of the grant givers are using specific application forms for grants. However, there are still some organizations that do not provide the applicant with special application forms or other required attachments. If grant application forms are provided, it is very likely that they will vary a lot from one grant to another. Therefore, we would like to inform you about possible parts, which are required in the several application forms.

1) Organisation's Name

This part shall contain your organization's official name and legal seat (where is your organization registered and/or operating).

2) Project Summary

In the project summary part, you should briefly describe your project, including the main objectives. In this part, you should add beginning and end dates of your project, number of participants, activities, location etc.

3) Full Project Details

In this part, you should outline the background, the context, and the issues of the project. Afterwards you should state the overall aim, outcomes, and the main objectives of your project.

In this part:

- The overall aim refers to the long-term programme, the impact of the project.
- The objectives of the project should be specific, measurable, and therefore capable of being evaluated. Project objectives should be limited in scope and time.
- The outcomes refer to the changes and effects that happen as a result of the project activities.

Afterwards in this part, you should state who will benefit from your project and who the target audience is.

4) Project Achievements

In this part, you should clarify the expected achievements from your project. Also, you should state what indicators you will use to assess the achievement of your objectives.

5) Risks and Managing Risks

Here you should clarify what the main risks are and how you will deal with these risks.

6) Strategic Fitting with Grantmaker

In this part it is important to explain in which ways your organization are strategically or structurally fitting.

7) Budget/Funding Requirements

In this part, you should have realistic budget with a detailed explanation of the funding request, committed matching funds, evidence of sound fiscal management, and long term funding plan.

8) Details of Your Organization Background

Shortly describe the background of your organizations, focusing on achievements that are relevant to the grant.

9) Conclusion

Conclude by writing a brief and concise summary of your proposal.

10) Appendices

It is possible that the grant giver will require some additional attachments, like organisational and financial documents.

Finally, and hopefully, it is possible that the grant giver will ask for additional information or ask you to rewrite parts of your application to make it more suitable to their objectives.

3.3 Presenting the project

When presenting the project or your organization, in the application there are some things that are important to keep in mind. Define the project according to the grant criteria and keep in mind the audience for your grant proposal. Always keep in mind that it should be written clearly, by giving specific examples, follow the guideline instructions, and do not repeat yourself. It is especially important to try to write in a clear, jargon-free style and to answer all the questions that are posed in the criteria.

For many writers of grant proposals, the budget component can be very intimidating. However, knowing some basic principles of writing grants, such as how costs are presented, can make writing a grant less stressful. Organize your budget so it is easy to read and understand. Present your grant proposal budget in a way to make a very good impression on the reviewer:

- print it on a new page,
- align figures properly,
- double-check your figures,
- include column headings, such as: budget category, requested funds, contributions, and project total.

3.4 Budget

All grants applications require a budget. A form might be given for the budget, or you will have to structure it more or less freely. Be very carefully by calculating of your costs, always use the currency required in the guidelines (usually euro). Before you begin creating it, it is important to realize that in order to be successful you have to provide as much detailed information as possible. Ultimately, the result will be able to show where your money is coming from, how much is there and where it is all going.

The budget for the grant's application should be realistic, but you may include more expenses and income than you expect for real. The budget may be the key to your proposal, and therefore one should carefully think through exactly what will be needed from the funding agency to carry out the project and establish your budget around this amount.

In the first part of the budget, state the expenses and in the second part the income. Calculate all costs (including costs which cannot be reimbursed by the foundation and which will be paid by you from other resources) and also the expected contribution of the foundation (only for the items which can be reimbursed by the foundation). As an income specify the expected contribution from the foundation, your own contribution, and other donors of your project. The contributions of other donors may be fully confirmed or fully expected, or partly confirmed and partly expected. The foundations might require you to exactly specify which costs will be covered by which income. Foundations may have a list of prohibited items which cannot be financed from the resources of the foundation, so be prepared to show in your budget that the cost of these items will be covered by other sources.

However, the most basic rule of them all is that in a budget the total amount of contributions for the project (income) and expected total amount of costs (expenses) - both totals have to be identical (spent amount cannot be higher than volume of income). Financially speaking, the budgets needs to be balanced.

3.5 Answer

After submitting the application there will be a period in which one has to wait for the answer from the foundation. There are of course two types of situations, one in which the application is accepted, and the grant is received, and the other when it is rejected, and no funding will be given.

Positive response

In the former situation, one can start allocating the amount of money received within the time limit and financial conditions as agreed upon with the foundation and in

accordance with the proposal. What is important in this part is that the mode of payment changes from one grantor to another. Some will give you all the money in advance, while others will give you half of the money in advance and the rest after the project is finished, or even one can receive all the money after the project is finished.

In every case, at the end of the project a final report and account of the event must be submitted. Thus, one will have to justify every single invoice and support them with the receipts of the expenditures. Therefore, it is important for you to keep your accounts updated during the development of the project itself and to save all receipts, invoices, and other form of financial proof.

Negative response

In the latter situation, when the application form is rejected, one should bear in mind the fact that for every grant given, there are many others rejected. That is why, even though bad news is received, the good news is that you can try again, either with another type of proposal or by resubmitting the failed proposal when the opportunity presents itself again.

However, one should always write to the foundation asking if they can give feedback about the application. In that way the organisation offering the grant will explain the reason of the rejection. That will give you the chance to improve your skills and correct your mistakes, so that next time there will probably be better results.

3.6 Reporting

Often, grant givers want the grant receiver to report what the granted funds have been used for. Therefore, an important part of the grant process is the reporting of the grant. The requirements for the reporting vary from grant to grant, so take the time to read through the specifics regarding the reporting as soon as a grant application has been accepted.

Two important reasons to report the grant properly can be:

- To get all the granted funds - often only part of the granted money is paid out before the reporting and the remaining sum is only paid after proper reporting;
- To keep the granted funds - if the grant is not reported properly all the granted money have to be paid back.

Even though the requirements vary from grant to grant, things that might be necessary for the

reporting can be:

- receipts, or copies of them;
- list of participants for events;
- potential press cuts of events;
- a daily programme of events/workshops;
- evaluation forms of participants/organizers;
- detailed report of the event;
- preparatory documents;
- planned follow up.

4. ELSA Development Foundation

4.1. What is the EDF

The ELSA Development Foundation, more commonly known as the EDF, is a founded to financially support measures and activities within ELSA.

ELSA Groups, both local and national, can apply for financial support for certain events and activities.

4.2 What can you apply for support for?

The events and activities that can be supported by the EDF are divided into three main groups of modes of support.

The first mode of support, A, is so called project support. This mode of support can be applied for when a group is organizing an event (core activity of ELSA as it is described in our decision book) connected to the Key Area, such as:

- Seminar
- Conference
- Law School
- Moot Court Competition
- Essay Competition
- L@W event
- Study Visits
- Etc.

or an event which includes more than one Member country of ELSA and thus, is defined as regional cooperation event.

The second modes of support, B, is to support trainings within the Network. The EDF can support three different modes of support for trainings.

B.1 International Training events;

B.2 Accommodation and/or travels for Trainers at national events (IMPORTANT! Only travel/accommodation is supported, not social programme, training materials etc.);

B.3 Travel and/or accommodation for National Board members to attend training events organized in ELSA.

For all the modes of Training Support, B, it is important that the training has to be delivered in English.

The third mode of support, C, is the Network Support. In this category of support groups can apply for:

C.1 Organizing an International Council Meeting, International President Meeting, Key Area Meeting or Supporting Area Meeting;

C.2 Internal events aims at developing Officers' skills and knowledge such as Nordic Officers Meeting, Slavic Officers Meeting etc

C.3 Travel and/or accommodation for National Board members to attend international meetings statutory meetings (International Council Meetings)

4.3 Who can apply?

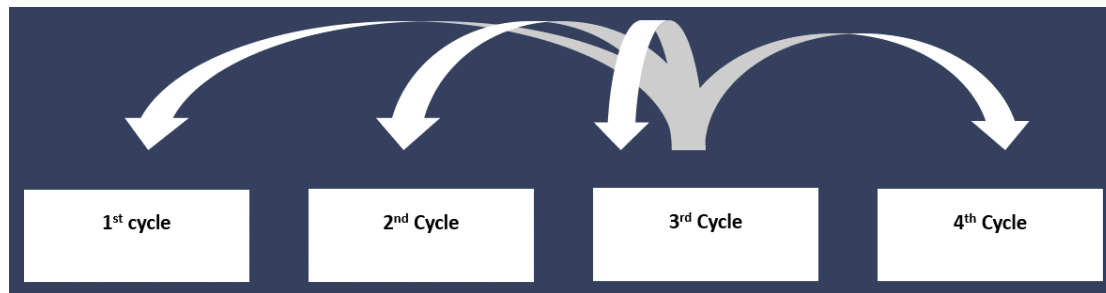
Both National and Local groups are eligible to apply for support from the EDF. However, a local group that wishes to apply for EDF support shall do so through their National Group. The only exception to this is if there is no National Group in the country or if the National Group has repeatedly refused to help the local group with their EDF application.

Other criteria to be rewarded EDF granting is a lack of financial resources and the National Group has to have filled in the EDF report sent to them by the Treasurer of ELSA International in the beginning of the term in office. In the EDF report, the National Group list the income they have had from partner the previous year, since that is the basis of their financial contribution to the EDF.

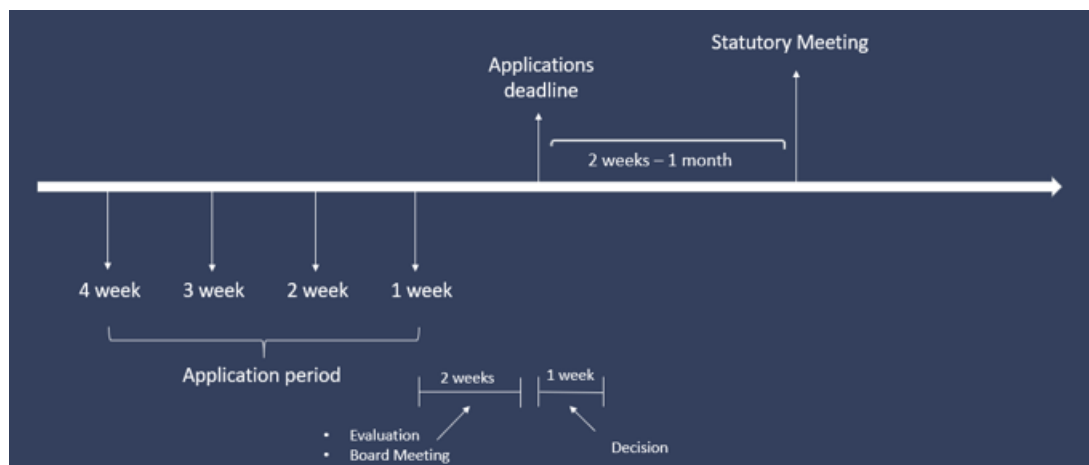
4.4 Application Process

1. Submitting the application form to <https://elsa.org/edf-application/> during the cycle in which the event or activity is opened, at the soonest within the two cycles before the event or activity is opened, and at the latest within the cycle, after the event or activity is opened.

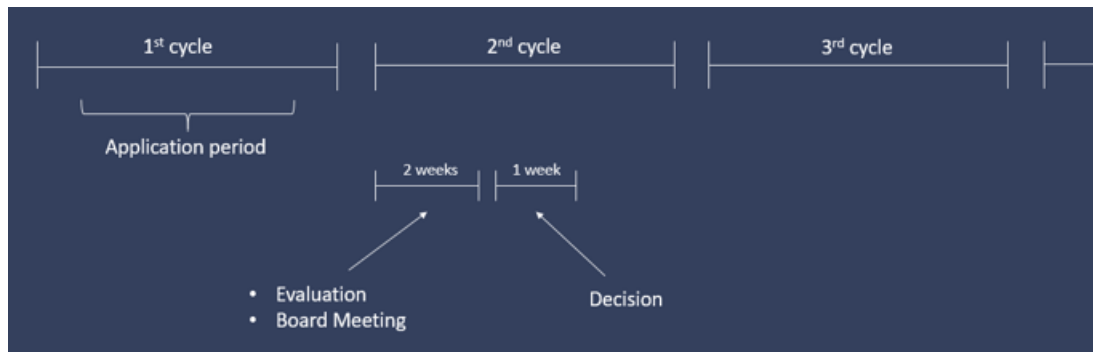
For example, if the event took place on the third cycle:



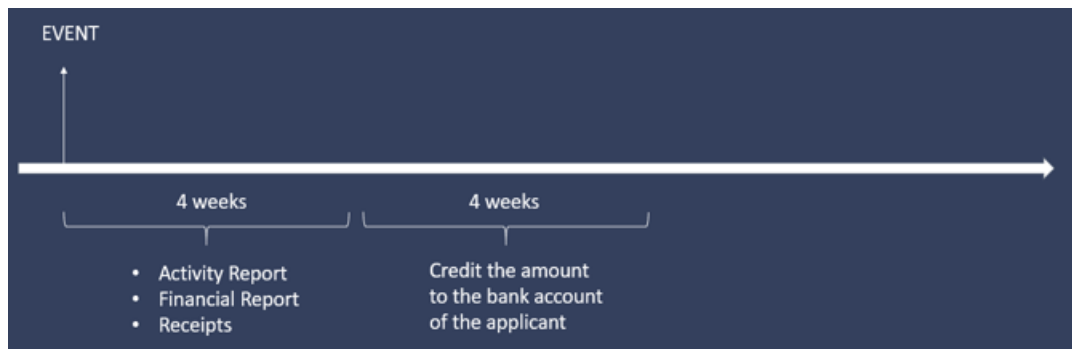
The financial support for the participation of the National Board in International Council Meeting is deemed as an exceptional cycle and has its own deadlines. The deadline for a National Group to apply for an exceptional cycle is set between four and one week before the application period of the Statutory Meeting closes, at the discretion of the Board of Directors. The Board of Directors shall evaluate and decide upon the applications two weeks after the end of the application period.



2. The decision from the Board of Directors of EDF should be taken no later than two weeks after sending the application (can also ask to re-write the whole or a part of the application and set a new deadline) and it should be communicated to the applicant no later than one week after the decision.



3. Receipts and a detailed report of the event or activity organised or attended is to be submitted within four weeks of the conclusion of the event or activity. If the report is approved, the Board of Directors has four weeks to credit the granted amount to the applicant's bank account.



4. Receiving the payment within four weeks of the accepting of the receipts and the activity report as it is described above.

5. Erasmus+

5.1. Introduction

Erasmus+ is the new European Union Programme new EU programme for Education, Training, Youth and Sport for 2014-2020 starting at January 2014. Erasmus+ aims at boosting skills and employability, and modernising Education, Training and Youth work. The seven-year programme will have a budget of €14.7 billion. This represents a 40% increase compared to current spending levels and shows the EU's commitment to investing in these areas. Most important of them all Erasmus+ will support transnational partnership with organizations. This International Grant brings together seven existing EU programmes in the fields of Education, Training, Youth and Sports.

5.2 General Structure of ERASMUS+

In order to achieve its goals, ERASMUS+ Programme implements three (3) main actions.

- KA1 - Mobility projects in the field of education and training
- KA2 - Strategic partnerships in the field of education and training Support for Policy Reforms
- KA3 – Support for policy reform

5.3 Who Can Participate ERASMUS+

Individuals- students, trainees, apprentices, pupils, adult learners, young people, professors, teachers, trainers, youth workers in the fields of education, youth and the training are the main target population of the programme. However, the programme reaches these individuals through organisations, institutions, bodies or groups that organise such activities.

5.4 Eligible Countries

Member States of the EU, the Former Yugoslavian Republic of Macedonia, Iceland, Norway, Liechtenstein, Turkey. Additionally, there are partner countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine, Albania, Bosnia and Herzegovina, Kosovo, Montenegro and Serbia. In addition, Russia will be a partner country in the programme. At the time of writing this Grant Handbook, Switzerland has stopped all negotiations with the ERASMUS+ and it is not possible to say if they will be eligible to apply for funding from the ERASMUS+ or not.

5.4 Relevant Key Action for Organisations

As we mentioned above there will be three different key actions in the Erasmus+ Programme. In the third key action, which is Support for policy reform and more specific Civil society cooperation in the field of youth (Annual Call) is being supported by the Erasmus+ Programme and thus, this is the key action that organisations such as ELSA should focus on.

5.5 Who Can Take Part in A Strategic Partnership

Strategic Partnerships are open to any type of organisation active in any field of education, training and youth or other socio-economic sectors as well as to organisations carrying out activities that are transversal to different fields. Generally, Strategic Partnership target the cooperation between organisations established in programme Countries. However, organisations from Partner Countries can be involved in a Strategic Partnership, as partners, if their participation brings an essential added value to Project.

5.6 Eligibility Criteria

European Youth NGO's, non-profit organisations and a group of young people active in youth work are eligible for to apply.

5.7 When to Apply?

Each year the deadline for the applicants to apply a proposal varies. Useful information related to deadlines can be found in the following website: https://eacea.ec.europa.eu/erasmus-plus/funding_en

5.8 How to Apply

The first step is to register in the Participating Portal. A user manual explaining all necessary steps is available at https://ec.europa.eu/research/participants/portal/doc/call/fp7/fp7-ict-2013-sme-dca/32991-obtaining_pic_and_ecas_en.pdf

5.9 Award Criteria

Projects will be assessed against the following criteria:

1) *Relevance of the project:*

The Project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the Project.

2) *Quality of the project design and implementation:*

The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination.

3) *Impact and dissemination:*

- The quality of measures for evaluating the outcomes of the Project.
- The potential impact of the Project:
- on participations and participating organisations, during and after the Project lifetime
- outside the organisations and individuals directly participating in the Project, at local, regional, national and/or European levels.

4) *Quality of the project team and cooperation arrangements*

6. European Youth Foundation (EYF)

6.1 Introduction

The European Youth Foundation (EYF) is a fund established in 1972 by the Council of Europe to provide financial and educational support for European youth activities. Only youth NGOs from Council of Europe member states (47), as well as the European Cultural Convention Signatories: Belarus, Kazakhstan, and the Holy See, can apply to the Foundation.

The three pillars of the Council of Europe are:

- Human Rights,
- Democracy and
- the Rule of Law.

The Secretary General of the Council of Europe is in charge of the EYF.

Within the Council of Europe there are sub bodies Committee of Ministers, Parliamentary Assembly, European Corp of Human Rights, Congress.

The Youth Sector contributes to these bodies by bringing together the voice of young people, including them in the policy making of the Council of Europe and making them participate in the work of the Council of Europe.

The Youth sector is a department of the secretariat. Within the Youth sector there is the Advisory Council of Youth which brings together young people who are elected in youth organisations. Apart from the Advisory Board there is an intergovernmental Committee which has representatives from the ministries responsible for youth and education. These two committees are responsible for deciding the youth policy of the Council of Europe and youth priorities. Once the policies have been taken by these committees they are implemented. The EYF helps and provides support monetary or by advising for these policies to be implemented.

The EYF has a 3,500,000 EUR budget. Such founding is provided by the member states. The distribution is around 2,500,000 EUR to NGOs per year.

The EYF finances International/National Youth NGOs and their projects. The projects should support the priorities. In 2018, 120 grants were approved (2.2M EUR).

6.2 Priorities of the European Youth Sector

New priorities are adopted every two years. Implementation of these three priorities is of capital importance for a project to be in line with the EYF priorities.

Key priorities

1. Access to rights
2. Youth participation and youth work
3. Inclusive and peaceful societies

It is necessary to include the following EYF focal points to strengthen a grant application.

- Human Rights
- Education
- Discrimination
- Gender Equality

6.3 Event Format

Non-formal education

The EYF does not support formal education projects. I.e. University lectures taught by professors. Non-formal education in which participants can become active learners by direct participation is the teaching format supported by the EYF.

Non-formal education refers to planned, structured programmes and processes of personal and social education for young people designed to improve a range of skills and competences, outside the formal educational curriculum. Visit the EYF page on non-formal education to learn more about what is expected.

You may want to work with a professional NFE trainer. The Youth Department has a pool of trainers who can help you to design and implement your project. Follow this link to learn more about requesting and working with a COE trainer.

Characteristics of a non-formal approach:

- Learner centred
- Learning by doing
- Interactive
- “World café method”

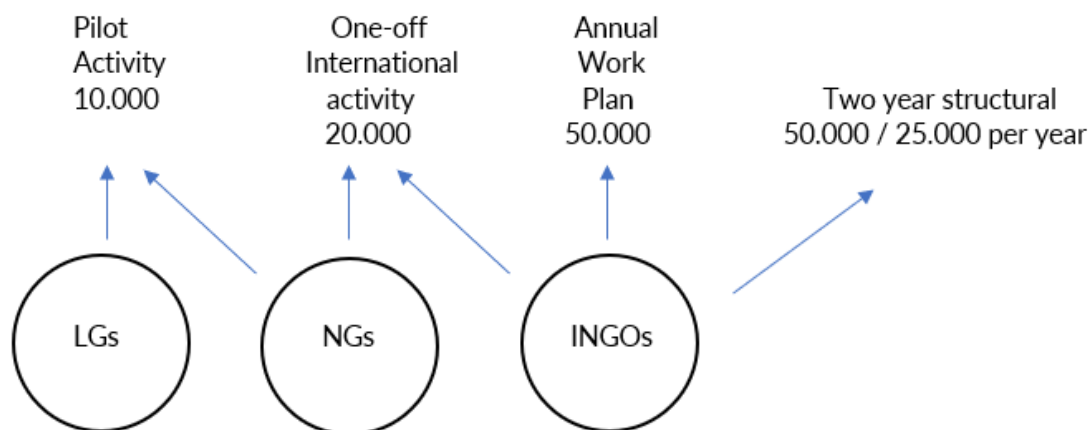
- Brainstorming
- Working Groups
- Team Building activities

For example, team building activities are to be implemented instead of an introduction for the participants to get to know each other. This could take the form of a role play, a group work etc.

More on non-formal education here: <https://www.coe.int/en/web/european-youth-foundation/definitions>

6.4 Structural criteria of organisations supported by the EYF

- Non-Governmental Organisation
- Legally registered: It is important for the EYF to know with whom they are working with. The elements are the following:
 - having a legal representative,
 - operating an independent bank account,
 - not being part of another institution,
 - the organisation must be in charge of its own budget.
- Youth based structure: 75% of the organisation board should be younger than 30 years old.



Local and national NGOs are important for the EYF. According to them, everything starts from there. Especially when it comes to the impact on communities and countries. The NGO must be registered and apply on its own merit, it cannot apply through another umbrella association.

Below you can also see a table showing who can apply for what type of grant.

TYPE OF ORGANISATION		GRANT TYPES
International youth NGO	Members/branches in ≥7 CoE member states* (main office/seat and 7 other countries)	<ul style="list-style-type: none"> • International activity • Work plan • Structural grant
International network of youth NGOs	≥7 youth NGOs in 7 different countries (applicant organisation + 6 other NGOs in different CoE member countries*)	<ul style="list-style-type: none"> • International activity • Work plan • Structural grant
Regional network of youth NGOs	Present in ≥4 and not more than 6 countries (applicant NGO + 3 to 5 other NGOs in different CoE member countries*)	<ul style="list-style-type: none"> • International activity • One-off structural grant • Pilot activity
National youth NGO	Based in CoE member state* at national level	<ul style="list-style-type: none"> • International activity (with partners) • Pilot activity
Local youth NGO	Based in CoE member state* at local level	<ul style="list-style-type: none"> • Pilot activity

In ELSA, only **ELSA International** is seen as an international youth NGO. This means that ELSA International can apply for grants for international activities, work plans and the structural grant.

A **National Group**, could with the approval of ELSA International, apply for an international activity with partners and a pilot activity.

A **Local Group** would, with the approval of ELSA International, only be eligible to apply for a pilot activity.

6.5 The three types of funded activities:

Below you can see a table describing the different types of activities that EYF support and will be explained shortly:

International activity International/European meetings, promoting participation and intercultural learning	<ul style="list-style-type: none"> • Participants ≥ 7 member states • 75 % of participants under 30 years old • Multiplier effect • Run by international team (4 nationalities) • 4 working days minimum • 1/3 cost is covered by other sources • Maximum grant: € 20,000
Annual work plan Several activities resulting from NGO strategy or action plan	<ul style="list-style-type: none"> • Explain rationale and link between different parts/activities • Link with priorities of CoE youth sector • Maximum grant: €50,000
Structural grant Administrative costs for international NGOs/networks with a European co-ordination structure	<ul style="list-style-type: none"> • 2-year grant (confirmed after one year) • Must have 3 international activities during previous 3 years (EYF grant or EYC study session) • Maximum annual grant: € 25,000
One-off structural grant Administrative costs for regional networks establishing a European co-ordination body	<ul style="list-style-type: none"> • One-off grant (non renewable) • Active in ≥ 4 but not more than 6 countries • Must have 3 international activities during previous 3 years (EYF grant or EYC study session) • Maximum one-off grant: € 10,000
Pilot activity An intervention, addressing a contextual societal challenge	<ul style="list-style-type: none"> • Clear links to local context • Priority to local NGOs supported by international NGOs • Priority to young people trained in EYCs • Priority to activities with local authorities • Maximum grant: € 10,000

Pilot activity

- 10,000 EUR per activity,
- One-time event with a specific subject,
- Pilot activities are more flexible since you can apply throughout the year.
 - However, one must apply 3 months before the activity starts (Local & National NGOs). Ergo, the project must start at least 3 months after the application has been submitted. There are 5 application cycles.
- The activity does not require co-founding
- The NGOs have to be registered as a local NGO
- The registration should be 2 weeks in prior of the application

International activity

- 20,000 EUR per activity,
- Working with partners from another country for an international event,
- You need 3 partners,
- A partner should be domiciled in one of the 47 member States of the Council of Europe, including Belarus, Kazakhstan and the Holy See. They should have a clear role in the implementation of the activity,
 - Note: the EYF wants to see how and the extent of the cooperation with the partners, how they are involved with the project,
- The participants should be representing 7 different countries of the Council of Europe member-states. Gender balance is taken into consideration,

- The organising committee should be from at least 4 different nationalities. Gender balance is here again taken into consideration,
- The trainers are to be young (less than 30 according to the EYF),
- 70% of the participants should be under 30,
- The grant covers only 2/3rd of the total amount,
- 1/3rd can be co-founded by Erasmus+ which is often solicited for this purpose,
- The project must start the following year,
- There are two application periods per year: One in April and one in October.

Note: To be considered an International NGO, an organisation must have at least 7 branches in 7 different member-states.

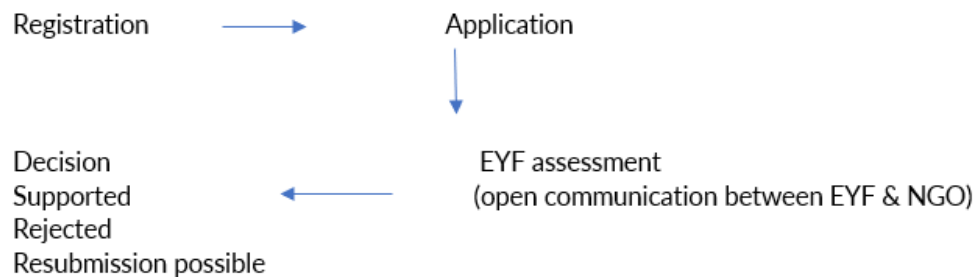
Annual work plan

- Ambition to achieve several activities in order to reach a final goal,
- The project should last one year,
- The project must start the following year,
- There are two application periods per year: One in April and one in October.
- It's a series of activities that are interconnected and taking place over a year (1st January – 31st of December)
- It must have at least one International activities (should be aligned with the criteria of the International activities)
- The knowledge and the skills should be shared from the previous event to the other with a logical sequence. The sequence can be retained with the content or the same participants that are involved or leading in a common result.
- The aim of the work plan is the increase of the participation in a local level. The activities cannot be only international.
- The applicant should identify the aim, what will be the challenge and that has a youth dimension
- Linked to the youth sector priorities
- Identify one clear focus – aim and be specific with it no matter that there will be different projects
- In the work plan a statutory meeting cannot be included
- Some of the people should be interlinked to the whole process so you can build up knowledge and experience. The participants of the one activity can become trainers on the next activity.

Pre-Covid note: In June 2020 there will probably be an exceptional application call for international activities. The topics are still to be defined. However, the organisers mentioned “building knowledge in digital governance, artificial intelligence, environment crisis” or actions towards the protection of the environment through participation at the local level with youth participation and vulnerable groups.

The EYF receives the application and provide recommendations. However, they do not take decisions. The granting decision power is in the hands of a separate committee led by 8 young representatives of the youth organisations and 8 ministry representatives.

6.6 Application procedure



Assessment process

The EYF terms the process “3 eyes process” as there are 3 assessors. The secretariat members are also taking part in the process.

First, a communication with the applicants is opened for any clarifications,
Once the assessment is finalised, a recommendation for the committee is drafted,
The advisory council is responsible for the decision.

Notes on the application:

- The EYF sometimes takes the opportunity to visit projects,
- Online publications that can help during the drafting of the application
- The visual identity of EYF (including its logo) should be on the working materials during the activity. The EYF will check the social media materials relating to the activity,
- The project should have a strong link with the priorities of the Youth Sector.

You can apply to study sessions on non-formal education that are regularly organized within the youth department. Those sessions are organised to teach how you can approach a non-formal education project. A manual for non-formal education is available on the EYF website.

6.7 Grant phases

- Preparation
- Implementation
- Follow up

The following is the application information that should be provided and the questions that we have to ask ourselves when we are applying:

1. What for?
 - Aim
 - Objectives (3 specific objectives)
2. Who?
 - Participants (for international activities, 7 different nationalities)
 - Teams (for international activities: 4 different nationalities)
 - Partners (for international activities: 3 different partners)
3. Impact?
 - Outcome: What the participants will learn in terms of knowledge, skills (i.e. the participants were able to prepare a broadcast after the event) how the participants' attitude change after the event
 - Output: What kind of materials are being produced? (if there is any concrete output produced during the implementation of the activity this output will help to have a bigger and stronger impact as it can be used for future activities or it can have a multiplier effect, very important for the EYF)
 - Follow-up: the phase following the implementation (The project should have three phases:
 - the preparation,
 - the implementation and
 - the follow up phase.

Note: the follow up question is “What is next?” The involvement of participants does not stop right after the training. Follow up actions that are implemented by the participants after the main activity are considered (i.e. Campaign, conferences organised by the participants in their local communities, published materials etc.)

When the selection process takes place, you can establish a commitment for the participants to have a follow up action and select the participants who are motivated to implement the follow up result. It is a plus for the evaluation to have published the follow up activity of a previous activity that was supported.

It is possible to distribute money to the participants to achieve the follow up result, such expenses are to be included in the follow up costs.

During the reporting time all the proof of payments shall be provided by you and the participants. It is recommended to distribute money for the follow up to increase involvement of participants.

4. How?
 - The method (What kind of methodology, if there is implementation of non-formal education),
 - Programmes (methodology, learning outcomes and objectives should always be kept in mind),
 - Timeline.

6.8 Finances

Budget expenditure should be clear and detailed. It is split in 3 columns: Preparation costs, Implementation costs and Follow up costs.

Expenses covered by the grant:

- Transfer of the trainers (for trainers they encourage CoE's youth pool experts-trainers that can be found on the website and are trained by the CoE who participate in trainings organised by the Council of Europe and they can offer advice for fee or paid)
- Venue costs
- Office supplies
- Translation
- Equipment (office supplies and materials can be rented but not bought)
- Visas
- Travel / accommodation for the participants
- Income
- Co-founding (partner, donor, own contribution)
- Participation fee (not recommended cause can be a restriction – burden for participants)

1. Why?

Provide the Context: Why was this specific activity organised ?

- “There is such an issue, thus we want to organise this activity to tackle the issue...”

Why is this project needed?

2. What?

- The format (General overview – link to the youth sector priorities)

3. Where?

- The venue must be one of the 47 countries)

4. When?

6.9 Communication with the EYF

If you change the dates or the venue of the project after issuing the application, the EYF must be informed.

In case of visa related problems in the Schengen area, the organisation can ask for a recommendation letter from the EYF. The EYF can provide a letter stating that the project is supported by the Council of Europe.

The application has to be clear, there is a logical learning process during the whole activity, and it has to be convincing

6.10 Location

There are youth centres, in Strasbourg and in Budapest. The European Youth Centres are residential educational, training and meeting centres, as well as hosting part of the Youth Department. The two locations are in Strasbourg and Budapest.

The EYF likes when the activities are taking place in the youth centres. The EYF will try and help organise such event as well as organising an additional study visit with the bodies of the Council of Europe. The youth centres can offer the following:

- accommodation,
- meals,
- meeting rooms,
- social programme.

In the case of an event taking place in a youth centre, it must be mentioned in the application. As with any location, the location of the accommodation can change after submitting the application since it is a forecast.

There was an activity that some participants of the training did a democracy tour with a bus and they delivered workshops in different cities to the citizens and it was scored highly as an innovative idea.

6.11 Reporting

The main resource to be used for vocabulary and idea frame is the COMPASS, the manual on human rights education for youth. <https://www.coe.int/en/web/compass>

The EYF is publicly funded. The supported NGO is accountable to the EYF. In turn, the EYF is accountable to the donors.

After the report has been completed, there is a two months deadline to fill in the narrative and the financial report. The EYF can be flexible with the deadline if the report is not ready, in such cases the EYF should be informed.

- The report should not be a copy-paste of the application.

If there are changes during the project such as unplanned events making it impossible to implement the project as it was first conceived. These should be mentioned and the question

“how did the organiser overcome the difficulties” should be answered in a transparent way, not embellishing the faults that were made.

The follow up is of capital importance for the report, any concrete output that has been produced shall be described and the objectives should be linked to the achievement and describe how they are linked.

It is highly recommended during the reporting procedure to not only mention the successes, but also the failures and how these were dealt with and the organisers overcame them. The information is useful for the Council of Europe as it shares good practices. These are often included on their report.

Photos, links, newsfeed, media tools, examples of the materials produced can be sent and are encouraged during the reporting.