



'Youth in Action' Programme

Application for:

Action 1 - Youth for Europe

Sub-Action 1.1 - Youth Exchanges

Version valid for Pilot Project in 2012

Please fill in all relevant sections of this application. It is compulsory to annex ALL documents requested in the check list. Please consult the Annex 1 of the Call for Proposals to find all the information you need to lead your project and to fill in this application form.

Part I. Project identification and summary

Project number	
To be filled in by the National Agency	Postmark/Date of receipt

Name of the applicant	
Please indicate the name and acronym of the applicant organisation/group.	

Title of the project
Please give a short title to the project.

Type of Activity
Please tick the boxes corresponding to the exchange for which you are submitting this application. For more information, please consult Part B, Action 1.1 of the Programme Guide.
This project is a Youth Exchange of the following type: (tick <u>one</u> box only) <input type="checkbox"/> bilateral (2 promoters from different countries) ¹⁾ <input type="checkbox"/> trilateral (3 promoters from different countries) ¹⁾ <input type="checkbox"/> multilateral (at least 4 promoters from different countries) ¹⁾

¹ At least 1 promoter from an EU country and 1 promoter from the Republic of Macedonia must be involved.

Duration of the project²	
Please indicate the total duration of the project from preparation to evaluation, and also the start and end dates of the actual Exchange Activity.	
Start date of the project ³ : (date when the first costs incur) _____ / _____ / _____	End date of the project: (date when the last costs incur) _____ / _____ / _____
The Activity starts: _____ / _____ / _____	The Activity ends ⁴ : _____ / _____ / _____
Total duration of the Activity (in days), excluding travel days : _____	
Venue(s) _____	

² Maximum duration of the project: 15 months.

³ Please consult the Section 3 of the Call for Proposals ("Respect the deadline").

⁴ Duration of the Activity: between 6 and 21 days (travel days excluded).



Part I. Project identification and summary (cont.)

Relevance to the general objectives of the Youth in Action Programme

Please tick relevant box(es).

The project:

- promotes young people's active citizenship in general and their European citizenship in particular;
- develops solidarity and promote tolerance among young people, in particular in order to foster social cohesion in the European Union;
- fosters mutual understanding between young people in different countries;
- contributes to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth field;
- promotes European cooperation in the youth field.

Relevance to the priorities of the Youth in Action Programme

Please tick relevant box(es).

Permanent thematic priorities

- European Citizenship
- Participation of young people
- Cultural diversity
- Inclusion of young people with fewer opportunities

Annual priorities

- Promoting young people's commitment towards a more inclusive growth
- Stimulating young people's spirit of initiative, creativity and entrepreneurship, employability, in particular through youth initiatives
- Promoting healthy behaviours, in particular through the promotion of the practice of outdoor activities and grassroots sport
- Raising young people's awareness and mobilization in tackling global environmental challenges and climate change thus encouraging the development of "green" skills and behaviours among young people and youth workers and their commitment to a more sustainable growth

National priorities

- If so, please specify:

Main themes for the Activity

Please tick not more than 2 boxes.

- | | |
|---|---|
| <input type="checkbox"/> European awareness | <input type="checkbox"/> Minorities |
| <input type="checkbox"/> Inter-religious dialogue | <input type="checkbox"/> Urban/Rural development |
| <input type="checkbox"/> Anti-discrimination | <input type="checkbox"/> Youth policies |
| <input type="checkbox"/> Art and culture | <input type="checkbox"/> Media and communications/Youth information |
| <input type="checkbox"/> Gender equality | <input type="checkbox"/> Education through sport and outdoor activities |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Health |
| <input type="checkbox"/> Roma Communities | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Non-discrimination based on sexual orientation | <input type="checkbox"/> Intergenerational activities |
| <input type="checkbox"/> Children | <input type="checkbox"/> Animal welfare |
| <input type="checkbox"/> Youth leisure | <input type="checkbox"/> Young migrants |
| | <input type="checkbox"/> Other - If so, please specify: |

Part II. Applicant

A. Details of the applicant

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

Person in charge of the project (contact person)

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

B. Profile of the applicant

Type and status	<input type="checkbox"/> Non profit/non governmental organisation	<input type="checkbox"/> Public body	<input type="checkbox"/> Informal group of young people	
	<input type="checkbox"/> Other – please specify: _____			
Activity level	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National	<input type="checkbox"/> European/International

Please give a short description of your organisation/group (regular activities, member of, etc.) and describe your competencies and motivation to complete the proposed project.

Has your organisation/group already received a EU grant?

- No
- Yes - specify funding received or applied for in the last financial year: _____

Part III. Partner promoter(s)

A. Details of the partner

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

Person in charge of the project (contact person)

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

B. Profile and role of the partner

Type and status	<input type="checkbox"/> Non profit/non governmental organisation <input type="checkbox"/> Public body <input type="checkbox"/> Informal group of young people		
	<input type="checkbox"/> Other – please specify: _____		
Activity level	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> European/International		
	<input type="checkbox"/> Member organisation of the applicant		
Role	<input type="checkbox"/> Sending Organisation <input type="checkbox"/> Host Organisation		

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

C. Preliminary agreement of the partner

I, the undersigned, on behalf of (repeat the name of the partner)

confirm our participation in each stage of the project (repeat the title of the project as stated in Part I):

I declare having reached an agreement with all the promoters involved in the project with regard to the share of EU grant my organisation/group is entitled to receive in order to implement the project.

I confirm that my organisation/group has not applied for funding for this project to another National Agency or to the Executive Agency.

Furthermore, I confirm my undertaking to ensure visibility of the European Union support for the project and to ensure dissemination and exploitation of its results.

Name in capital letters:

Place:

Signature:

Date:

Part IV. Participants in the project

If more space is needed, please add rows.

A. Information on the YOUNG PEOPLE directly involved in the project

Please give information about the composition of the group of young people by country of residence participating in the project (not including the group leaders).

Country of residence	Total number of young people ⁵	Name of the promoter ⁶	Distribution by gender		Distribution by age group ⁷			
			M	F	13-14	15-17	18-25	26-30
<i>Subtotal</i>								

⁵ From 16 to 60 participants - minimum 8 participants per group (for a Bilateral Youth Exchange), minimum 6 participants per group (for a Trilateral Youth Exchange) and minimum 4 participants per group (for a Multilateral Youth Exchange).

⁶ Please specify whether it sends or hosts participants.

⁷ Young people aged between 13 and 25 and legally resident in a Programme Country can participate in a Youth Exchange. Up to 20% of participants may be aged between 26 and 30, at the application deadline.

B. Information on the GROUP LEADERS directly involved in the project

Please note that the group leaders should only be mentioned in this table, not in table A.

Country of residence	Total number of group leaders ⁸	Promoter	Distribution by gender	
			M	F
<i>Subtotal</i>				

⁸ Minimum 1 group leader per promoter.

TOTAL of participants (young people and group leaders)

Part V. Project description

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. For further information, please consult the Call for Proposals and its Annex 1

If more space is needed, please extend boxes.

Objectives and priorities:

Please explain the context, the origin and the objectives of your project and in which way it meets the objectives and the priorities of the Youth in Action Programme.

Partnership, theme and activities:

Please indicate:

- how you found the other promoter(s), how you established an efficient partnership, and how the partner(s) will cooperate and be involved in the project,
- the theme(s) of the project,
- the activities foreseen throughout the project for its implementation, including preparatory and evaluation activities.
- the practical arrangements for the implementation of the Activity (food, lodging, transports, etc.)

Please attach an estimated daily timetable of the planned Activity.

Protection and safety:

Please describe how your project ensures the protection and safety of young people involved.

Advance Planning Visit:

Have you planned an Advance Planning Visit?

Yes No

If so, please indicate proposed programme, dates and venue⁹.

⁹ For more details about the eligibility criteria, please refer to the Call for Proposals and its Annex 1.



Project's content and methodology:

Please describe:

- *how the main theme reflects the interests and needs of participants,*
- *the working methods,*
- *how the planned activities and working methods will contribute to the process of non-formal learning and to the promotion of social and personal development of young people involved in the project,*
- *how the young people will be actively involved in each stage of the project.*

The learning dimension (i.e. acquisition/improvement of competences) is an essential component of any project supported by the Youth in Action programme.

With this regard, please describe:

- *competences (i.e. knowledge, skills and attitudes) which might be acquired by the participants in your project*
- *planned measures aimed at providing a place for reflection and assessment of the learning experience in your project*

Intercultural dimension:

Please indicate if and how your project reflects the following characteristics:

- *the project increases young people's positive awareness of other cultures,*
- *the project supports dialogue and intercultural encounters with other young people from different backgrounds and cultures,*
- *the project helps to prevent and combat prejudice, racism and all attitudes leading to exclusion,*
- *the project develops sense of tolerance and understanding of diversity.*

European dimension:

Please indicate if and how your project reflects the following characteristics; tick box(es) and then describe:

- the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future of Europe;
- the project reflects a common concern for European society, such as racism, xenophobia and anti-semitism, drug abuse...;
- the project's theme is linked to EU topics, such as EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people;
- the project debates the founding principles of the EU, i.e. principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Impact, multiplying effect and follow-up:

Please explain the expected impact on young participants and the local communities involved in the project and which measures are foreseen to attain this impact. Furthermore, please describe the planned measures aimed at recognizing and validating the learning outcomes of participants and promoters involved in the project. In a long term perspective, please describe how you plan to achieve a multiplying effect and sustainable impact. Please also explain how you plan to follow up this Youth Exchange (e.g. new projects within the framework of the Youth in Action Programme, continuous contact with the promoter(s), etc.)?

Visibility:

Apart from the compulsory use of the Programme Logo (please see the Call for proposals), please describe:

- how you will ensure the visibility of the project;
- how your project will provide clear promotional added value for the Youth in Action Programme.

Dissemination and exploitation of results:

Please give a detailed description of standard measures planned in view to disseminate and exploit the results of the project.

Have you planned additional measures assuring dissemination and exploitation of project's results? Yes No
If so, please describe them, give additional information on the target group and include a timetable of your planned activities.

Inclusion of young people with fewer opportunities:

Does your project involve young people with fewer opportunities (facing situations that make their inclusion in society more difficult, see main situations/obstacles identified herebelow) and/or special needs (mobility problems, health care, etc.)? If so, please describe and motivate.

Number of young people with fewer opportunities **directly involved** in the project (out of the total number of participants indicated in Part IV, Table A of this form):

Please tick the situation(s) they face:

- | | | |
|---|--|--|
| <input type="checkbox"/> Social obstacles | <input type="checkbox"/> Economic obstacles | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Educational difficulties | <input type="checkbox"/> Cultural differences | <input type="checkbox"/> Health problems |
| <input type="checkbox"/> Geographical obstacles | <input type="checkbox"/> Other – please specify: | |

Part VI. Budget**All ITEMS IN EUROS**

For further information please consult the Annex 1 of the Call for Proposals for the overview of funding rules and the lump sums/scales of unit costs. Please note that the National Agency may modify the amounts indicated in the grant request according to the funding rules of the Annex 1 of the Call for Proposals.

A. Grant requested from the Youth in Action programme

	Amount requested from the Youth in Action Programme	Amount granted (to be filled in by the National Agency)
Travel costs (70% of actual costs)		
Advance Planning Visit – travel costs (100% of actual costs) if applicable		
Project costs (scale of unit costs)		
Exceptional costs (100% of actual costs) – if applicable		
Total grant		

B. Co-financing

Please consider that the percentage of travel costs not covered by the EU grant should be indicated below.

	Amount
Own resources	
Other contributions to this project (please specify each source):	
Total of co-financing	

Did your organisation/group apply for/receive an EU operating grant for the current year? Yes No

If so, please specify the contract number:

C. Detailed calculation of grant request

If more space is needed, please add rows.

Travel costs (young people and group leaders)

Travel costs from home to the venue of the project and return. For itinerant projects: travel costs from home to the place where the Activity starts and travel costs from the place where the Activity ends to home. Please note: only cheapest means of transport/fares are subject to reimbursement.

Promoter	Number of persons	From	To	Means of transport	Total costs (100%)	Grant requested (70%)
TOTAL						

Advance Planning Visit – travel costs (if applicable)

Please note: only cheapest means of transport/fares are subject to reimbursement.

Promoter	Number of persons	From	To	Means of transport	Costs
Subtotal					

Project costs – scale of unit calculation (young people and group leaders)

Country	Number of participants	Number of nights	Unit cost per night	Total
Subtotal				
TOTAL ACTIVITY COSTS				

Exceptional costs (if applicable)	
<i>Please consult the overview of funding rules for exceptional costs as defined in the Annex 1 from the Call for Proposals.</i>	
Specification	Costs
<i>TOTAL</i>	



Part VII. Bank details

Please fill in the details needed for the payment to reach the account of the applicant.

A. Account details

Account holder	_____		
Address	_____		
Postcode	_____	City	_____
Region	_____	Country	_____

Contact

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

B. Bank details

Bank name	_____		
Branch address	_____		
Postcode	_____	City	_____
Region	_____	Country	_____
Account number	_____		
IBAN (if applicable)	_____		
BIC (if applicable)	_____		
Sort Code (if applicable)	_____		

Remarks

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Part VIII. Signature of the legal representative

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

The applicant allows the European Commission, the Education, Audiovisual and Culture Executive Agency and the National Agencies to make available and use all data provided in this application form for the purposes of managing and evaluating the Youth in Action Programme. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies.

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Agency in charge of the management of their application. For projects selected at national level, data subjects may lodge a complaint against the processing of their personal data with the authority in charge of data protection in their country at any time. For projects selected at European level, complaints may be lodged with the European Data Protection Supervisor at any time.

The applicant undertakes to inform the promoters and participants in its project on the provisions and practices regarding data protection applied under the Youth in Action programme.

Applicant

Name:

Legal representative

Name in capital letters:

Place:

Signature:

Date:

Part IX. Declaration on honour

To be completed by the person authorised to enter into legally binding commitments on behalf of the applicant.

I, the undersigned, hereby request a grant from the Youth in Action Programme of EUR to implement the action covered by this grant application

I certify that all information contained in this application, including project description, is correct to the best of my knowledge and am aware of the content of the annexes to the application form.

I confirm that my organisation/group has the financial and operational capacity to complete the proposed project.

I confirm that my organisation/group has taken the appropriate measures to ensure the protection and safety of participants involved in the project.

I take note that under the provisions of the Financial Regulation applicable to the general budget of the European Union¹⁰, grants may not be awarded to applicants who are in any of the following situations:

(a) if they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) if they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

(c) if they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) if they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) if they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) if following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;

(g) if, on the date of the grant award procedure, they are subject to a conflict of interest;

(h) if, on the date of the grant award procedure, they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure or fail to supply this information.

I confirm that neither I nor the organisation/group for which I am acting as legal representative are in any of the situations described above, and am aware that the penalties set out in the Financial Regulation may be applied in the case of a false declaration.

In the event that my grant application is successful, I authorise the Commission/the Agency to publish on its internet site or in any other appropriate medium:

- The name and address of the beneficiary of the grant;
- The subject of the grant;
- The amount awarded and the rate of funding of the costs of the approved work programme.

By signing this application form, I accept all the conditions set out in the Call for Proposals, published on the website of the National Agency for European Educational Programmes and Mobility.

Place:

Date (day/month/year):

Signature:

Stamp of the applicant (if available):

Name in capital letters:

Position/function:

¹⁰ Council Regulation N° 1605/2002 (OJ L248 of 16/09/2002), Commission Regulations N° 2342/2002 (OJ L357 of 31/12/2002) and N° 1248/2006 (OJ L227 of 17/08/2006). These can be consulted in the Official Journal online at <http://eur-lex.europa.eu/JOIndex.do>.

Check list

Before returning this application form to the National Agency, please check the following:

❖ The application must include the following documents:

- the present **application form**, duly completed and signed in original by the person authorised to enter into legally binding commitments on behalf of the applicant (signatures required in Parts VIII and IX of this form), together with the **Preliminary agreements** with all partner promoters, duly completed and signed in original. Please note that Preliminary agreements can be provided in the form of fax (when submitting the application) on the condition that they are complemented by originals that must be received by the NA before the Evaluation Committee takes place.
- daily timetable of the planned activity

❖ Additional mandatory documents for grant requests **exceeding € 25 000**:

In accordance with the provisions of the Financial Regulation applicable to the general budget of the European Communities, all applicant promoters – with the exception of public bodies and informal groups of young people – to EU funding exceeding € 25 000 must submit, together with their application form, the following financial documents:

- the profit and loss accounts** of the applicant,
and
- the balance sheet** for the last financial year for which the accounts have been closed.

The objective is to permit an assessment of the financial capacity of the applicant promoters. Please note there is no specific form to submit the information outlined above.