



'Youth in Action' Programme

**Application for:**  
**Action 4 - Youth Support Systems**  
**Sub-Action 4.3 – Training and networking**  
*Version valid for the pilot projects*  
**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**

<b>Project number</b>	
<i>To be filled in by the Executive Agency or the National Agency</i>	<i>Postmark/Date of receipt</i>

<b>Name of the applicant</b>	
<i>Please indicate the name and acronym of the applicant organisation or group.</i>	

<b>Title of the project</b>	
<i>Please give a short title to the project.</i>	

<b>Type of project</b>	
<input type="checkbox"/> leading to the development of further projects under the Youth in Action Programme <input type="checkbox"/> promoting exchanges, cooperation and training in the field of youth work	

<b>Type of Activity</b>			
<i>Please tick the box corresponding to the Activity for which you are submitting this application. For more information, please consult Part B, Action 4.3 of the Programme Guide.</i>			
Type of Activity: (tick <u>one</u> box only)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> 1. Job shadowing  <input type="checkbox"/> 2. Feasibility visit  <input type="checkbox"/> 3. Evaluation meeting  <input type="checkbox"/> 4. Study visit           </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> 5. Partnership-Building activity  <input type="checkbox"/> 6. Seminar  <input type="checkbox"/> 7. Training course           </td> </tr> </table>	<input type="checkbox"/> 1. Job shadowing <input type="checkbox"/> 2. Feasibility visit <input type="checkbox"/> 3. Evaluation meeting <input type="checkbox"/> 4. Study visit	<input type="checkbox"/> 5. Partnership-Building activity <input type="checkbox"/> 6. Seminar <input type="checkbox"/> 7. Training course
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<b>Duration of the project<sup>1</sup></b>	
<i>Please indicate the total duration of the project from preparation to evaluation and also the start and end dates of the Activity.</i>	
Start date of the project <sup>2</sup> : (date when the first costs incur)     /     /     _____	End date of the project: (date when the last costs incur)     /     /     _____
The Activity starts:     /     /     _____	The Activity ends:     /     /     _____
Total duration of the Activity (in days), excluding travel days:     _____	
Venue:     _____	

<sup>1</sup> Duration between 3 and 18 months.

<sup>2</sup> Please consult Section 3 of the Call for Proposals ("Time schedule"). and its Annex 1



## 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"/> Non-discrimination based on sexual orientation | <input type="checkbox"/> Environment                                    |
| <input type="checkbox"/> Young migrants                                 | <input type="checkbox"/> Roma communities                               |
| <input type="checkbox"/> Children                                       | <input type="checkbox"/> Intergenerational activities                   |
| <input type="checkbox"/> Youth leisure                                  | <input type="checkbox"/> Animal welfare                                 |
| <input type="checkbox"/> Other - If so, please specify:                 |   |

## Part I. Project identification and summary (cont.)

### Summary of the project

Please give a short description of your project (approximately 10-15 lines). Please note that if your project is approved, this paragraph may be used for publication. Therefore be accurate and include the venue, the type of project, the theme, the objectives, the duration in days, the countries involved, the number of participants, the implemented activities and the methods applied. This summary should be completed in English.

### Composition of the partnership<sup>3</sup>

Name of partner	Status	Country
<i>TOTAL number of partners</i>		

<sup>3</sup> Job Shadowing: two promoters from different countries, of which one is from the Republic of Macedonia and one is from an EU country. Feasibility Visit: at least two promoters from different countries, of which one is from the Republic of Macedonia and one is from an EU country. Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course: at least four promoters from different countries, of which one is from the Republic of Macedonia and one is from an EU country.



### 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 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				

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.*

*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 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.

### Project's design:

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 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.

### **Project's content and methodology:**

Please describe:

- the theme(s) of the project,
- 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 participants involved in the project,
- how the participants 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 participants' positive awareness of other cultures,
- the project supports dialogue and intercultural encounters with other participants 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 participants' 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 participants and the local communities involved in the project and which measures are foreseen to attain this impact. In a long term perspective, please describe how you plan to achieve a multiplying effect and sustainable impact. Furthermore, please describe the planned measures aimed at recognizing and validating the learning outcomes of participants and promoters involved in the project.

Please also explain how you plan to follow up this Training and Networking (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 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.*

Part VI. 1. Grant request		ALL ITEMS IN EUROS
<i>For further information please consult the Annex 1 from the Call for Proposals for the overview of funding rules and the lump sums / scales of unit costs.</i>		
	Amount requested from the Youth in Action programme	Amount granted (to be filled in by the National Agency)
<b>A. Grant requested</b>		
Travel costs (70% of eligible costs)		
<b>Project costs for</b> <input type="checkbox"/> Job shadowing <input type="checkbox"/> Feasibility Visit <input type="checkbox"/> Study visit <input type="checkbox"/> Evaluation meeting <input type="checkbox"/> Seminar <input type="checkbox"/> Partnership-building Activity <input type="checkbox"/> Training  (scale of unit costs)		
Exceptional costs (100% of eligible costs) – if applicable		
<b>Total grant requested from the Youth in Action programme</b>		
<b>B. Co-financing</b>		
<i>Please consider that the percentage of travel costs not covered by the EU grant should be indicated in this section.</i>		Amount
Own resources		
Other contributions to this project (please specify each source):		
<b>Total of co-financing</b>		
Did your organisation/group apply for/receive an EU operating grant for the current year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If so, please specify the contract number:		

C. Calculation of grant request	ALL ITEMS IN EUROS
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<b>Participants' travel costs (including experts and support staff)</b>						
<i>Please note: only cheapest means of transport/fares are subject to reimbursement</i>						
Promoter	Number of persons	From	To	Means of transport	Total costs (100%)	Grant requested (70%)
<b>TOTAL</b>						

**Project costs for Job shadowing, Feasibility Visit, Study visit, Evaluation meeting, Seminar, Partnership-building Activity, Training – scale of unit cost calculation (including experts and support staff)**

Promoter	Number of persons	Number of nights	Unit cost per night/per person	Amount
<i>TOTAL</i>				

**Exceptional costs (if applicable)**

*Please consult the overview of funding rules for exceptional costs as defined in the Programme Guide.*

Specification	Costs
<i>TOTAL</i>	

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

If so, please specify the contract number:

## 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:

Date:

Signature:

## 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 Union<sup>8</sup>, 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 websites 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:

<sup>8</sup> 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** of 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.
- ❖ Additional mandatory documents for projects submitted at **National level only**<sup>9</sup>:
  - only for non-gouvernemental organisations**: an extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
  - only for public bodies**: a legal resolution or decision or other official document established in respect of the public body;
  - only for informal groups of young people**: a copy of the group representative's **identity card or passport**.

<sup>9</sup> *These documents do not have to be provided if the applicant has already submitted them in occasion of a previous application under the Youth in Action Programme; on the condition that no changes have been occurred in the meantime.*