



EUROPEAN COMMISSION  
DG Education and Culture  
Youth in Action Programme



# YOUTH IN ACTION 2007-2013

PROGRAMME GUIDE  
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[http://ec.europa.eu/youth/index\\_en.html](http://ec.europa.eu/youth/index_en.html)

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# A. Introduction

The European Commission, the European Parliament and the Member States of the European Union have agreed to establish the **Youth in Action** Programme, which puts into effect the legal framework to support non-formal learning activities for young people. It will run from 2007 to the end of 2013.

The **Youth in Action** Programme makes an important contribution to the acquisition of competences and is therefore a key instrument in providing young people with opportunities for non-formal and informal learning with a European dimension. It contributes to the fulfilment of the aims set out in the revised Lisbon Strategy<sup>1</sup>, the European Youth Pact<sup>2</sup>, the framework of European Cooperation in the youth field<sup>3</sup> and the Commission's Plan D for democracy, dialogue and debate<sup>4</sup> and aims to respond at European level to the needs of young people from adolescence to adulthood.

The **Youth in Action** Programme builds on the experience of the previous Programme "Youth for Europe" (1989-1999), the European Voluntary Service and the YOUTH Programme (2000-2006).

This Programme is presented by the Commission after a large consultation with the different stakeholders in the youth field. An interim evaluation of the YOUTH Programme was carried out in 2003 receiving input from a wide variety of specialists, stakeholders and individuals involved in the programme. An ex ante evaluation was used in the process of construction of **Youth in Action**.

This Programme is the response to evolutions in the youth sector at European level. It is in line with the recent developments of the European Framework of European Cooperation in the youth field, and will support this political process.

The overall budget of the **Youth in Action** Programme (2007-2013) is 885,000,000 €.

The implementation of the 2007 call for proposals of the **Youth in Action** Programme is subject to the following conditions being met:

- adoption by the European Parliament and the Council of the European Union of the final text of the legal basis establishing the programme;
- adoption of the annual work programme for the 'Youth in Action' programme, after its referral to the programme committee;
- adoption of the 2007 budget of the European Union by the budgetary authority.

<sup>1</sup> Working together for growth and jobs. A new start for the Lisbon Strategy, COM (2005) 24 of 2 February 2005.

<sup>2</sup> Annex 1 of Presidency Conclusions of the European Council, Brussels, 22 and 23 March 2005

<sup>3</sup> Council Resolution (2002/C 168/02) of 27 June 2002 regarding the framework of European co-operation in the youth field, OJ C 168 of 13/7/2002, pp. 2-5.

<sup>4</sup> COM (2005) 494 final of 13 October 2005

## Objectives of the Youth in Action Programme

The general objectives stated in the legal basis of the **Youth in Action** Programme are the following:

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

These general objectives shall be implemented at project level taking into consideration the following permanent priorities.

## Priorities of the Youth in Action Programme

### 1) European citizenship

Making young people aware that they are European citizens is a priority of the **Youth in Action** Programme. The objective is to encourage young people to reflect upon European topics including European citizenship and to involve them in the discussion on the construction and the future of the European Union.

On this basis, projects should have a strong European dimension and stimulate reflection on the emerging European society and its values.

### 2) Participation of young people

A main priority of the **Youth in Action** Programme is the participation of young people in democratic life. The overall objective for participation is to encourage young people to be active citizens. This objective has the three following dimensions, laid down in the Council resolution on the common objectives for participation by and information for young people<sup>5</sup>:

- to increase the participation by young people in the civic life of their community
- to increase participation by young people in the system of representative democracy;
- greater support for various forms of learning to participate.

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<sup>5</sup> Council Resolution (2003/C 295/04) of 25 November 2003, OJ C 295 of 5.12.2003, pp. 6-8.

Projects funded under the **Youth in Action** Programme should reflect these three dimensions by using participation as a pedagogical principle for project implementation.

### 3) Cultural Diversity

The respect for cultural diversity together with the fight against racism and xenophobia are priorities of the **Youth in Action** Programme. By facilitating joint activities of young people from different cultural, ethnic and religious backgrounds, the Programme aims to develop the intercultural learning of young people.

As far as the development and implementation of projects is concerned, this means that young people participating in a project should become aware of its intercultural dimension. Intercultural working methods should be used to enable project participants to participate on an equal basis.

### 4) Inclusion of young people with fewer opportunities

An important priority for the European Commission is to give young people with fewer opportunities access to the **Youth in Action** Programme.

Youth groups and organisations should take appropriate measures to avoid exclusion of specific target groups. The **Youth in Action** Programme is a programme for all and efforts should be made to include young people with special needs.

In close cooperation with the National Agencies and the SALTO Resource Centres, the European Commission has established a strategy for the inclusion of young people with fewer opportunities in the **Youth in Action** Programme targeting in particular young people from a less-privileged educational, socio-economic, cultural or geographical background, or with disabilities.

In addition, annual priorities may be fixed for the **Youth in Action** Programme and communicated on the Commission and National Agencies website and in the annex of the present Programme Guide.

## Structure of the Youth in Action Programme

In order to achieve its objectives, the **Youth in Action** Programme foresees five operational Actions.

### Action 1 – Youth for Europe

The aims of this Action are:

- to increase mobility of young people by supporting Youth Exchanges ;
- to develop young people's citizenship and mutual understanding by supporting Youth Initiatives, projects and activities concerning their participation in democratic life.

Action 1 supports the following measures.

#### 1.1 Youth Exchanges

Youth Exchanges offer an opportunity for groups of young people (in principle aged 13 to 25) from different countries to meet and learn about each other's cultures. The groups plan together their Youth Exchange around a theme of mutual interest.

#### 1.2 Youth Initiatives

This sub-Action supports group projects designed at local, regional and national level. It also supports the networking of similar projects between different countries, in order to strengthen their European aspect and to enhance cooperation and exchanges of experiences between young people. Youth Initiatives address mainly young people between 18 and 30. Young people from the age of 15 may be admitted if accompanied by a youth worker or coach.

#### 1.3 Youth Democracy Projects

This sub-Action supports young people's participation in the democratic life of their local, regional or national community and at international level. It is open to young people between 13 and 30.

### Action 2 – European Voluntary Service

The aim of the European Voluntary Service is to support young people's participation in various forms of voluntary activities, both within and outside the European Union.

Under this Action, young people (aged 18 to 30) take part individually or in groups in non-profit, unpaid activities. The service may last up to twelve months. In exceptional cases, young people from 16 years old may participate in European Voluntary Service.

## Action 3 – Youth in the World

The aim of this Action is to support projects with the Partner Countries, in particular exchanges of young people and those active in youth work and youth organisations and the development of partnerships and networks of youth organisations.

### 3.1. Cooperation with the Neighbouring Countries of the European Union

This sub-Action supports projects with Neighbouring Partner Countries. It mainly supports Youth Exchanges, Training and Networking Projects in the field of youth.

### 3.2. Cooperation with other countries of the world

This sub-Action concerns cooperation in the field of youth, in particular the exchange of good practice with Partner Countries from other parts of the world. It encourages exchanges and training of young people and youth workers, partnerships and networks of youth organisations.

## Action 4 – Youth Support Systems

The aim of this Action is to support bodies active at European level in the field of youth, in particular the operation of youth NGOs, their networking, advice for people developing projects, ensuring quality by means of the exchange, training and networking of those active in youth work and youth organisations, encouraging innovation and quality, providing young people with information, developing the structures and activities needed for the Programme to meet these goals and encouraging partnerships with local and regional authorities.

Action 4 is subdivided into eight sub-Actions:

### 4.1. Support to bodies active at European level in the field of youth

This sub-Action concerns operating grants to NGOs active at European level in the field of youth that pursue a goal of general interest. Their activities are aimed at young people's participation in public life and in society and the development of European cooperation activities in the field of youth.

### 4.2. Support to the European Youth Forum

A grant is awarded every year under this sub-Action to support the ongoing activities of the European Youth Forum.

### 4.3. Training and networking of those active in youth work and youth organisations

This sub-Action supports the training of those active in youth work and youth organisations, in particular the exchange of experiences, expertise and good practice between them as well as activities which may lead to long-lasting quality projects and partnerships and networks.

#### 4.4. Projects encouraging innovation and quality

This sub-Action supports projects aimed at introducing, implementing and promoting innovative approaches in the youth field.

#### 4.5. Information activities for young people and those active in youth work and youth organisations

Under this sub-Action support will be given to activities at European and national level which improve young people's access to information and communication services and increase the participation of young people in the preparation and dissemination of user-friendly, targeted information products. It also supports the development of European, national, regional and local youth portals for the dissemination of specific information for young people.

#### 4.6. Partnerships

This sub-Action is for the funding of partnerships with regional or local bodies, in order to develop long-term projects which combine various measures in the Programme.

#### 4.7. Support for the structures of the Programme

This sub-Action funds the management structures of the Programme, in particular the National Agencies.

#### 4.8. Adding to the value of the Programme

This sub-Action will be used by the Commission to fund seminars, colloquia and meetings to facilitate the implementation of the Programme and the valorisation of its results.

### Action 5 – Support for European cooperation in the youth field

The aim of this Action is:

- to organise structured dialogue between the various actors in the field of youth, in particular the young people themselves, those active in youth work and youth organisations and policymakers;
- to support Youth Seminars and National Transnational Youth Seminars;
- to contribute to the development of policy cooperation in the youth field;
- to facilitate the development of networks in order to improve a better understanding of youth;
- to support cooperation with international organisations.

#### 5.1. Meetings of young people and those responsible for youth policy

This sub-Action supports cooperation, seminars and structured dialogue between young people, those active in youth work and those responsible for youth policy. The activities include the conferences organised by the Presidencies of the European Union and the European Youth Week

5.2. Support for activities to bring about better knowledge of the field of youth

This sub-Action supports the identification of existing knowledge relating to the priorities in the field of youth, established in the framework of the Open Method of Coordination.

5.3. Co-operation with international organisations

This Action will be used to support the European Union's cooperation with international organisations working in the youth field, in particular the Council of Europe, the United Nations or its specialised institutions.

## B. Implementation of the Youth in Action Programme

Who implements the Youth in Action Programme?

### The European Commission

The European Commission is ultimately responsible for the smooth running of the **Youth in Action** Programme. It manages the budget and sets priorities, targets and criteria for the Programme on an ongoing basis. Furthermore it guides and monitors the general implementation, follow-up and evaluation of the Programme at European level.

The European Commission also bears overall responsibility for the supervision and coordination of the National Agencies, which are offices that have been designated and set up by the national authorities in charge of youth affairs in each Programme Country. The European Commission cooperates closely with the National Agencies and oversees their activities.

The European Commission relies on the Education, Audiovisual and Culture Executive Agency.

### The National Authorities

The EU Member States, as well as the other Programme Countries, are involved in the management of **Youth in Action**, in particular through the Programme Committee, to which they appoint representatives. They are also responsible for designating and monitoring the National Agencies. This latter task is shared with the European Commission.

### The National Agencies for Youth in Action

Implementation of the **Youth in Action** Programme is mainly decentralised, the aim being to work as closely as possible with the beneficiaries and to adapt to the diversity of national systems and situations in the field of youth. Each Programme Country has appointed a National Agency (see below). These National Agencies promote and implement the Programme at national level and act as the link between the European Commission, project promoters at national, regional and local level, and the young people themselves. It is their task:

- to collect and provide appropriate information on the **Youth in Action** Programme;
- to administer a transparent and equitable selection process for project applications to be funded at decentralised level;

- to provide effective and efficient administrative processes;
- to seek co-operation with external structures in order to help to implement the Programme;
- to evaluate and monitor the implementation of the Programme;
- to provide support to project applicants and promoters throughout the project life cycle;
- to form with all National Agencies and the Commission a good functioning network;
- to improve the visibility of the Programme;
- to promote the dissemination and valorisation of results of the Programme at national level.

In addition they play an important role as intermediate structure for the development of youth work by:

- creating opportunities to share experiences;
- providing training and non-formal learning experiences;
- promoting values like social inclusion, cultural diversity and active citizenship;
- supporting all kinds of youth structures and groups, especially non-organised;
- fostering recognition of non-formal learning through appropriate measures;

Finally, they act as a supporting structure for the framework of European co-operation in the youth field.

## The Education, Audiovisual and Culture Executive Agency

The Education, Audiovisual and Culture Executive Agency is responsible for the implementation of the centralised Actions of the **Youth in Action** Programme. It is in charge of the complete life cycle of these projects.

In addition, it undertakes the support activities set out under the section “What help is available?”.

## Other structures

Apart from the bodies mentioned above, the following structures provide complementary expertise concerning the **Youth in Action** Programme:

### The SALTO Resource Centres

The aim of the **SALTO Resource Centres** is to help improve the quality of projects funded under **Youth in Action** in the priority fields. In these European priority areas, SALTO provides resources, information and training for National Agencies and European youth work and fosters the recognition of non-formal learning.

The Eurodesk network

The Eurodesk Network offers information services to young people and those who work with them, on European opportunities in education, training and youth fields, and the involvement of young people in European activities. The Eurodesk Network offers enquiry answering services, funding information, events and publications.

The Partnership between the Commission and the Council of Europe in the field of youth work

The **Partnership** between the European Commission and the Council of Europe aims at increasing the synergies between the two institutions and their stakeholders mainly in the field of youth policy, youth work and youth research. The Partnership provides trainings, seminars, network meetings and T(raining)-kits that can be used for the preparation and implementation of a project. It manages the European Knowledge Centre for Youth Policy (EKCYP), a research database for youth policy across Europe.

## Who can participate in the Youth in Action Programme?

The **Youth in Action** Programme addresses **young people aged between 13 and 30** who are legally resident in one of the Programme Countries or, depending on the nature of the Action, in one of the Partner Countries, as well as other actors in the field of youth and non-formal education.

The **main target group** of the Programme are **young people between 15 and 28 years**.

The Programme is open to all young people independently of their level of education or social and cultural background.

### Age limits for participants

The age limits applying to each of the Actions are set out in the table below.

**Upper age limits:** Participants must not be older than the indicated maximum age at the application deadline. For example, if the upper age limit is 25 years, participants must not have reached their 26<sup>th</sup> birthday by the application deadline.

**Lower age limit:** Participants must have reached the minimum age at the application deadline. For example, if the lower age limit is 13 years, participants must have reached their 13<sup>th</sup> birthday by the application deadline.

	Lower age limit	Upper age limit	Exception
<b>Action 1: Youth for Europe</b>			
1.1 Youth Exchange	13	25	26-30
1.2. Youth Initiatives	18	30	15-17
1.3. Youth Democracy Projects	13	30	None
<b>Action 2: European Voluntary Service</b>			
	Lower age limit 18	Upper age limit 30	Exception 16-17
<b>Action 3: Youth in the world</b>			
For Youth Exchanges, the rules as in Action 1 apply, for Training and Networking Projects, the rules as in Action 4 apply.			
<b>Action 4: Youth support systems</b>			
No age limits			
<b>Action 5: European cooperation in the youth field</b>			
5.1 Transnational Youth Seminars and National Youth Seminars			
	Lower age limit 15	Upper age limit 30	

The exceptional lower age limits, foreseen for Youth Initiatives and for EVS, may only be applied under the condition that appropriate supervision is provided.

## Programme Countries and Partner Countries

Most types of project co-financed by the **Youth in Action** Programme require a partnership to be established between two or more partners. A distinction is made between Programme Countries and Partner Countries.

### Programme Countries

The following countries are Programme Countries:

<b>Member States of the European Union (EU)<sup>6</sup></b>		
Austria	Germany	Malta
Belgium	Greece	Netherlands
Bulgaria	Hungary	Poland
Cyprus	Ireland	Portugal
Czech Republic	Italy	Romania
Denmark	Latvia	Slovak Republic
Estonia	Lithuania	Slovenia
Finland	Luxembourg	Spain
France		Sweden
		United Kingdom

<b>Programme Countries of the European Free Trade Association (EFTA) which are members of the European Economic Area (EEA)<sup>7</sup></b>		
Iceland	Liechtenstein	Norway

<b>Programme Countries which are candidates for accession to the European Union</b>
Turkey

Participants from Programme Countries can participate in all Actions of the **Youth in Action** Programme.

### Neighbouring Partner Countries<sup>8</sup>

The **Youth in Action** Programme supports cooperation between Programme Countries and the following Neighbouring Partner Countries:

<sup>6</sup> Individuals from an Overseas Country and Territory (OCT), and where applicable the relevant public and/or private bodies and institutions in an OCT, shall be eligible for the **Youth in Action** Programme, subject to the rules of the Programme and the arrangements applicable to the Member State with which they are connected. The concerned OCTs are listed in annex 1A of Council decision of 27 November 2001 on the association of the overseas countries and territories with the European Community (2200/822/EC), Official Journal L 314 of 30 November 2001

<sup>7</sup> Switzerland will be a Programme Country upon conclusion of a bilateral agreement between the EU and Switzerland.

South East Europe <sup>9</sup>	Eastern Europe and Caucasus <sup>10</sup>	Mediterranean Partner Countries <sup>11</sup>
Albania Bosnia and Herzegovina Croatia Former Yugoslav Republic of Macedonia (FYROM) Montenegro Serbia <sup>12</sup>	Armenia Azerbaijan Georgia Moldova Russian Federation <sup>13</sup> Ukraine	Algeria Egypt Israel Jordan Lebanon Morocco Palestinian Authority of the West Bank and Gaza Strip Syria Tunisia

#### Other Partner Countries of the World

Cooperation with other Partner Countries of the world, having signed agreements with the European Community relevant to the youth field, is possible under Action 2 and 3.2 of the Programme.

#### Visas

In principle, **Youth in Action** Programme beneficiaries from non-European Union (EU) countries coming into the EU, and young people from the EU going to non-EU countries to take part in various youth projects have to apply for a visa of entry into the relevant host country. Young people resident within an EU Member State, who are holders of a non-EU nationality/passport, might also need a visa to enter another EU Member State.

It is the responsibility of the applicant to ensure, in cooperation with all partner organisations, that any visa required is in order before the planned activity takes place. It is strongly recommended that the visa is arranged well in advance, since the process may take several weeks.

The Commission has published some General Recommendations for visa/residence permit applications for the **Youth in Action** Programme participants. This document has been prepared for the benefit of youth organisations, youth workers and leaders and young people with the aim of providing them with help and advice on advance preparation before applying for visas in the case of short-term (*up to 3 months*) and

<sup>9</sup> Countries involved in the Stabilisation and Association process.

<sup>10</sup> Countries under the provisions of the European Neighbourhood Policy, having signed agreements with the European Community relevant to the youth field.

<sup>11</sup> Same as above.

<sup>12</sup> Including Kosovo, under the auspices of the United Nations, pursuant to UN Security Council Resolution 1244 of 10 June 1999

<sup>13</sup> Although not participating to the European Neighbourhood Policy, the Russian Federation is considered as Neighbouring Partner Country by means of a special Partnership Agreement signed with the European Union.

long-term (*more than 3months*) mobility projects. The document can be downloaded from the Commission website.

National Agencies and the Executive Agency may give further advice and support concerning visas, residence permits, social security etc.

## General selection procedures

Project promoters and young people interested in setting up a project must complete the relevant application forms and follow the application procedures which are described briefly below and explained in more detail under each Action.

Compliance with formal and quality criteria and with the objectives, as well as the priorities of the **Youth in Action** Programme and its Actions, are the basis for each grant award decision.

The vast majority of applications are processed at national level by the National Agencies. Projects are selected by national selection panels, which are composed of people familiar with the youth field and youth activities, for example members of National Youth Councils. Selections are made in accordance with the European Commission's guidelines.

Only a limited number of specific project types are dealt with directly at the European level and are mostly selected by the Executive Agency.

In all Actions, European non-governmental organisations (ENGOS), which are based in one of the Programme Countries and have member branches in at least eight Programme Countries, must apply directly to the Executive Agency.

### Application deadlines

For projects that are selected at national level, there are five application deadlines a year:

<b>Projects starting between</b>	<b>Application deadline<sup>14</sup></b>
1 May and 30 September	1 February
1 July and 30 November	1 April
1 September and 31 January	1 June
1 December and 30 April	1 September
1 February and 31 July	1 November

For all projects selected at European level, there are three application deadlines a year:

<b>Projects starting between</b>	<b>Application deadline</b>
1 July and 30 November	1 February

1 November and 30 March	1 June
1 January and 31 July	1 September

## Application forms

The National Agencies and the Executive Agency provide the official application forms. They can also be downloaded from the Commission, the Executive Agency and the National Agencies websites (see Annex).

Applications must be submitted by the deadlines given in the grid above.

## Eligibility criteria

To be eligible, a grant application must be submitted on the relevant form mentioned above, by the relevant deadline, by a legal person (the project promoter is generally an association but by way of exception, under certain Actions, natural persons may receive grants, as defined under each Action concerned). The applicant must be a non-profit organisation (for certain activities, a profit-making organisation may receive a grant).

The application must respect the eligibility criteria relating to the Action concerned:

- eligibility criteria described in this section (regarding the countries concerned or the age of the participants);
- specific eligibility criteria given in the section relating to the relevant Action (for example, nature of the activity foreseen, number of participants).

## Selection criteria

An application satisfying the eligibility criteria must also be checked against the following selection criteria:

- the applicant must have stable and sufficient sources of funding to maintain the activity throughout its duration or the year for which the grant is awarded, and to participate in its funding;
- the applicant must have sufficient and appropriate capacities and motivation to complete the proposed activity.

## Award criteria

The applications having satisfied the selection criteria are then assessed against the award criteria, with a view to determine the projects or bodies which aim to maximise the overall effectiveness of the Programme, in addition to complying with the objectives and priorities of the Programme and guaranteeing the visibility of the financing by the European Union.

The award criteria which reflect the objectives and priorities of the Programme are described under each Action.

## Notification of award decisions

The meetings of the panels responsible for the assessment of proposals, whether at national or at European level, usually take place between 6 and 8 weeks after the application deadlines. In general, applicants are notified of the award decisions with respect to their application, ten to twelve weeks after the application deadline. For more detailed information on results, applicants are invited to contact their National Agency (for projects selected at national level) or the Executive Agency (for projects selected at European level).

## General financial rules

As with all Community grants, financial contributions awarded under the **Youth in Action** Programme are subject to some rules deriving from the Financial Regulations applicable to the General Budget of the European Union. Their application is compulsory.

The financial rules are described briefly hereunder and in more detail under each Action.

### Type of grants

The **Youth in Action** Programme supports two types of grants:

- grants for projects (for example, to support a project of Youth Exchange under Action 1.1);
- grants for the operating budget of a body active in the field of youth (for example, to support a Youth NGO under Action 4.1).

### No double-financing

Each individual beneficiary is entitled to receive one, and only one, grant from the Community budget for the same project. Projects which plan to obtain, or have already received another Community grant are deemed ineligible.

A beneficiary may be awarded only one operating grant per financial year.

### Grant amount

It should be noted that the amount granted by the contract is to be considered as a maximum which cannot be increased in any circumstances.

However, the final amount is only granted after analysis of the final report and can be reduced on inspection of the actual implementation of the project (for example, the final grants based on fixed amounts are calculated on the basis of the actual number of participants and not on the foreseen number of participants).

### No-profit

Grants awarded must not have the purpose or the effect of producing a profit for the beneficiary. In practical terms this means that:

- if the total income of a project is higher than the final total costs of the project, the Community grant will be reduced accordingly after the analysis of the final report. Contributions of a flat-rate amount and scales of unit costs are not affected by this rule;
- Organisations receiving a Community operating grant are not allowed to have a surplus balance on the operating budget.

Existence of a profit may bring about recovery of amounts previously paid.

#### Cofinancing

The grant cannot finance the entire costs of the project. Promoters must show their commitment to the project by finding financing sources other than the Community grant. This can be done, for example, by running fund-raising activities, by adding own resources, or by requesting grants from other organisations (e.g. municipalities or other local or regional authorities). Proof of co-financing must be included in the final report.

Contributions of a flat-rate amount and scales of unit costs are not affected by this rule. Contributions in kind are considered an eligible source of co-financing.

#### Eligibility period – distinction between project dates and activity dates

The project dates cover the whole period from initial preparation to final evaluation. The activity dates refer to the period during which the actual activity takes place (e.g. the day the volunteer arrives in the host country until the day he/she leaves, the first and the last day of a Youth Exchange, etc.).

Selected projects must not start earlier than indicated in the table above. It is strongly recommended that activities do not start on the first day of the project period, as this would mean that costs linked to preparatory work are incurred prior to the project period and cannot be covered by the grant.

The final report of a project must be sent to the National Agencies, for projects selected at national level, or to the Executive Agency, for projects selected at European level, no later than 2 months after the end of the project.

#### Non retroactivity

No grant may be awarded retrospectively for projects already completed.

A grant may be awarded for a project which has already begun only where the applicant can demonstrate the need to start the project before the agreement has been signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application.

**IMPORTANT:** Starting the project before signing the agreement is done at the risk of the organisation and does not make it more likely a grant will be awarded.

## What help is available?

### The supportive approach

The supportive approach of the **Youth in Action** Programme consists of guiding users of the Programme through all phases, from the first contact with the Programme through the application process to the realisation of the project and the final evaluation.

This principle should not be in contradiction with fair and transparent selection procedures. However, it is based on the idea that in order to guarantee equal opportunity to everybody, it is necessary to give more assistance to some groups of young people through advising, counseling, monitoring, and coaching systems.

Therefore, an important principle of the **Youth in Action** Programme is the provision of assistance, training and advice for the applicants at different levels. At decentralised level, the National Agencies and the Eurodesk network provide training and information. At centralised level, help is provided through the Executive Agency and the SALTO network.

The Annex to this Programme Guide contains a list of contact details for the European Commission, the Executive Agency, the National Agencies, SALTO Resource Centres, the Eurodesk network and the Partnership between the Commission and the Council of Europe.

### The training strategy of Youth in Action

The European Training Strategy of the **Youth in Action** Programme is co-ordinated by the European Commission and aims to contribute to develop quality of support systems for youth activities and the capabilities of civil society organisations in the youth field and is the core element of a coherent quality approach of the Programme, which includes communication measures, recognition of non-formal learning activities, co-operation of all actors and applied youth and educational research activities.

The European Training Strategy of **Youth in Action** is the main instrument of the Programme for sustainable capacity building of youth workers and other key actors. The training strategy provides support for the key actors to deal with needed attitudes and competences, especially in the field of non-formal learning and the work with young people on European level and in a European context.

The main stakeholders are:

- The National Agencies;
- The SALTO Resource Centres;
- The Partnership between the European Commission and the Council of Europe;
- NGOs, active in the youth field;

- European Trainers.

The main elements are:

- training and Co-operation Plans (TCPs), the National Agencies' instrument of quality support in their role as intermediate structure;
- training for NA staff and staff of other structures of the Programme;
- SALTO Resource Centres offering content related support for National Agencies, organisations and individuals;
- resources of the Partnership between the European Commission and the Council of Europe in the field of youth;
- Action 4.3 Training and Networking for those active in youth work and youth organisations.

## The National Agencies

The **National Agencies** (NAs) provide training and general information on training possibilities for the preparation and implementation of projects.

Each National Agency

- offers a set of national and international trainings, seminars and workshops to people being interested or already involved in **Youth in Action** projects;
- gives advice, information and assistance to participants, project coordinators, actual or potential partners and beneficiaries throughout the process of planning and carrying out projects;
- helps building, developing and consolidating transnational partnerships between the various players in the Programme;
- delivers a set of information about the Programme, its rules and practice ;
- organises conferences, meetings, seminars and other events to inform target audiences about the Programme, to improve its management and presentation, to disseminate results and good practice.

## The SALTO Resource Centres

**SALTO** (Support for Advanced Learning and Training Opportunities) Resource Centre provides training and cooperation opportunities aiming at quality improvement and recognition of non-formal learning.

Their work is composed of:

- organising training courses, study visits, forums and partnership-building activities ;
- developing and documenting training and youth work methods and tools;
- giving an overview of European training activities that are open for youth workers through the European Training Calendar ;
- developing practical publications ;
- providing up-to-date information about European youth work and the different priorities;

- providing a database of trainers and resource persons in the field of youth work and training;
- coordinating the Youthpass.

## The Eurodesks

The **Eurodesk** network relays general information in the youth field and assists with disseminating information concerning the **Youth in Action** Programme. The Eurodesk national partners deliver a range of public European information services at national, regional and local levels, which can include:

- free enquiry answering - by phone, visit, e-mail, fax, etc. ;
- advice and help to enquirers;
- publications and resources;
- events, conferences, seminars etc;
- internet access to European information;
- training and support services.

Eurodesk also provides content for the European Youth Portal and offers online information services and contact details through its web site.

The network contributes to the up-dating of data on the European Youth Portal and enhances its promotion and further development. To this end, Eurodesk co-operates with other relevant youth information networks, in particular with the European Youth Information and Counselling Agency (ERYICA) and the European Youth Card Association (EYCA).

## The Education, Audiovisual and Culture Executive Agency.

The **Education, Audiovisual and Culture Executive Agency**, through its Youth Helpdesk, provides support to help the achievement of high quality standards in the project management and provides technical support to all actors involved in Europe-wide and international youth projects, with a specific focus on beneficiaries and participants based in countries where National Agencies are not present (regions of South East Europe, Eastern Europe and the Caucasus, Latin America and the ACP countries).

In particular the Youth Helpdesk performs the following tasks. It:

- provides assistance to project promoters, organisations and participants on specific request;
- supports visa issuing and best practice dissemination tools to help Youth promoters to overcome obstacles related to trans-national mobility;
- provides help with crisis management;
- supports the accreditation of organisations participating in EVS projects;
- provides, on the basis of needs identified by the European Commission, training and job-shadowing for the National Agencies.

## The Partnership

The Partnership between the European Commission and the Council of Europe in the field of youth policy, youth research and youth work (“The Partnership”) provides useful information on the context of youth policy in Europe and tools that can be used for planning and implementing projects.

Main activities are trainings, seminars and network meetings involving youth workers, youth leaders, trainers, researchers, policy-makers, experts and practitioners on topics mentioned above and contributing to the structured dialogue.

Activities focus particularly on European citizenship and human rights education, intercultural dialogue and co-operation, quality in youth work and training, recognition and visibility of youth work, better understanding and knowledge of youth, youth policy development, promoting understanding of and respect for cultural diversity. Part of the activities have a regional focus, for example on countries which form part of the European Neighbourhood Policy.

The European Knowledge Centre for Youth Policy (EKCYP) constitutes a single entry point to retrieve up-to-date research based information on the realities of youth across Europe. It promotes exchange of information and dialogue between policy-makers, practitioners and youth researchers.

The results of the Partnership are disseminated through the transfer of training modules, the Partnership website and research publications. T(raining)-Kits are thematic handbooks that can be used in **Youth in Action** projects.

## Important features of the Youth in Action Programme

### Non-formal learning

The **Youth in Action** Programme provides important opportunities for young people to acquire skills and competences. Therefore it is a key instrument for non-formal and informal learning in a European dimension.

Non-formal and informal learning in the **Youth in Action** Programme takes place in a wide and varied range of settings. Learning in the youth field provides important and effective instruments for making learning attractive, developing readiness for lifelong learning and promoting the social integration of young people.

Non-formal and informal learning enables young people to acquire essential competences and contribute to their personal development, social inclusion and active citizenship, thereby improving their employment prospects. Learning activities within the youth field provide a significant added value for society, the economy and young people themselves.

Non-formal and informal learning activities within the **Youth in Action** Programme are complementary to the formal education and training system. They have a participative and learner-centred approach, are carried out on a voluntary basis and are therefore closely linked to young people's needs, aspirations and interests. By providing an additional source of learning and a route into formal education and training, such activities are particularly relevant to young people with fewer opportunities.

The draft guidelines of the European Mobility Quality Charter have been taken into account when defining and assessing the quality of mobility and non-formal learning in the **Youth in Action** Programme. This is notably reflected through the award criteria of the different Actions and sub-Actions, the supportive approach by Commission and National Agencies towards the target groups of the programme, the definition of rights and responsibilities in European Voluntary Service, and, finally, the emphasis put on recognition of the non-formal learning experience.

Projects funded by the **Youth in Action** Programme have to follow the non-formal learning principles. These are:

- learning in non-formal learning is intended and voluntary;
- education takes place in a diverse range of environments and situations for which training and learning are not necessarily the sole or main activity;
- the activities may be staffed by professional learning facilitators (such as youth trainers/workers) or volunteers (such as youth leaders or youth trainers);
- the activities are planned but are seldom structured by conventional rhythms or curriculum subjects;

- the activities usually address specific target groups and document learning in a specific, field oriented way.

## Recognition of non-formal learning in Youth in Action

Youthpass is the instrument of validation and recognition for the **Youth in Action** Programme. Through the Youthpass certificate the European Commission ensures that the learning experience gained through the **Youth in Action** Programme is recognised as an educational experience and a period of non-formal learning.

Participants of the **Youth in Action** Programme are entitled to receive recognition of the non-formal learning experience they acquired through undertaking a **Youth in Action** project.

For further information, applicants are invited to contact SALTO Training and Cooperation in Germany (see contact details in the annex to this Programme Guide).

## Visibility of the Youth in Action Programme

All projects funded under the **Youth in Action** Programme have to provide a clear added promotional value for the Programme.

Enhancing visibility of the **Youth in Action** Programme means for example that activities and products funded within the Programme must clearly mention that they have received Commission support (including through the use of European and **Youth in Action** logos).

Each project should also communicate to a certain extent the **Youth in Action** Programme. Project partners should make use of all opportunities to have appropriate media coverage (local, regional, national, international) for their activities, before and during their implementation.

The political objective is to ensure that all beneficiaries are aware of the fact that they are participating in a European Programme, but also to show to the wider public that the European Union is creating learning opportunities for young people.

## Valorisation and dissemination of results

Valorisation can be defined as the process of disseminating and exploiting the results of projects with a view to optimising their value, strengthening their impact and making the largest possible number of young people in Europe benefit from it.

This implies transferring outcomes towards the appropriate stakeholders and multiplying them on a larger scale. In order to have an impact (at local, regional, national, and in some cases also at European level), the results of all **Youth in Action** projects need to produce long-lasting effects and to be better known and actively used.

For this purpose, the Commission has established a valorisation strategy targeting the systematic dissemination and exploitation of project outcomes at various levels. The

different actors involved in the Programme (European Commission, National Agencies, project promoters etc.) have a specific role to play in this sense and carry out various activities to this end.

As far as project promoters are concerned, they should carry out activities aimed at making their projects and the results more visible, better known and sustainable. This means that the results of a project will continue to be used and have a positive effect on the largest possible number of young people once the project has come to an end. By planning valorisation activities as part of their projects, promoters will increase the quality of their work and actively contribute to the overall impact of the **Youth in Action** Programme.

Because of the heterogeneous nature of the five Actions of the Programme, different valorisation approaches need to be developed by the projects.

For example, small projects may aim more towards having an impact at local level by carrying out visibility activities and by raising awareness of the participants.

On the contrary, larger projects, based on bigger partnerships, may be more ambitious and aim at creating an impact at sectoral or national and European level through a strategy for the dissemination, exploitation and follow-up of their results.

Certain additional follow-up activities can be supported by the **Youth in Action** Programme in order to increase the benefits to be drawn from the valorisation process.

## Anti-discrimination

Anti-discrimination is a core element of the **Youth in Action** Programme.

The Programme should be accessible to all young people without any form of discrimination on grounds of gender, racial or ethnic origin, religion or belief, disability or sexual orientation.

## Equality between women and men

Equality between women and men was strengthened in the Treaty of Amsterdam and is one of the priorities for developing employment in the European Community.

All Member States have decided to include the principle of equality between women and men (or ‘gender equality’) in all policies and actions at European Union level, particularly in the fields of education and culture.

The **Youth in Action** Programme aims at reaching an equal number of male and female participants, not only globally, but also within each sub-Action. At Programme structures level, this means that appropriate measures should be taken, as much as possible, to stimulate the interest and participation of the less represented gender in each sub-Action.

## Child protection and safety

Child protection and safety are important principles of the **Youth in Action** Programme. Child protection in this context is seen in a broad sense covering all kinds of inappropriate behavior including sexual and moral harassment, but also intercultural problems, accidents, fire, etc. The strategy on child protection adopted for the **Youth in Action** Programme focuses on prevention.

Guidelines on child protection are available from the National Agencies and the Executive Agency and can be downloaded from the Commission website.

In activities of the **Youth in Action** Programme, a sufficient number of youth leaders must be present in order to ensure young people's effective learning and protection. When both genders are participating in a project, the group of leaders will preferably contain both genders.

## Multilingualism

As set out in the communication from the Commission "The multilingual Union"<sup>15</sup>, the Commission endeavours to use its Programmes to promote multilingualism bearing in mind two long-term objectives: helping to create a society that makes the most of linguistic diversity and encouraging citizens to learn foreign languages.

The **Youth in Action** Programme achieves these objectives by bringing young people of different nationalities and different languages together and by giving them the opportunity to participate in activities abroad. Although **Youth in Action** is not a linguistic Programme, it is nevertheless a non-formal-learning Programme which gives young people the opportunity to become acquainted with other languages and cultures.

Project participants are invited to reflect upon the use of different languages in the project.

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<sup>15</sup> COM (2005)000 of 8

## C. Action 1 - Youth for Europe

What are the aims of the Action?

**Action 1 – Youth for Europe** of the **Youth in Action** Programme aspires to achieve the general objective of the Programme to promote young people’s active citizenship in general and their European citizenship in particular.

This general objective shall notably be achieved by:

- giving young people and youth organisations the opportunity to take part in the development of society in general and the European Union in particular;
- developing young people’s sense of belonging to the European Union;
- encouraging the participation of young people in the democratic life of Europe;
- fostering the mobility of young people in Europe;
- developing intercultural learning within the youth field;
- promoting the fundamental values of the Union to young people, in particular respect for human dignity, equality, respect for human rights, tolerance and non-discrimination, including young people with disabilities;
- encouraging initiative, enterprise and creativity;
- facilitating participation of young people with fewer opportunities in the Programme;
- ensuring that the principle of equality for men and women is respected in participation in the Programme and that gender equality is fostered in the Actions;
- providing non-formal and informal learning opportunities with a European dimension and opening up innovative opportunities in connection with active citizenship.

What types of activity are eligible?

Action 1 –Youth for Europe – is subdivided into three sub-Actions and a call for proposals. It supports:

- Youth Exchange (Action 1.1.)
- Youth Initiatives (Action 1.2.)
- Youth Democracy Projects (Action 1.3.)
- Pilot projects on thematic networking

### Multi -Measure Financial Agreements

A beneficiary who organises several Action 1 projects over a period of 18 months can present one single project proposal combining up to five activities. Bilateral and trilateral Youth Exchange activities are excluded.

The proposal may have the following structure:

- 1) The proposal may combine between two and five activities of the same type (for example three Multilateral Youth Exchanges)
- 2) The proposal may combine between two and five activities of different types (for

example one Multilateral Youth Exchange, two Youth Initiatives and one Youth Democracy Project).

## Action 1.1 - Youth Exchange

### What is a Youth Exchange?

A Youth Exchange allows one or more groups of young people to host or to be hosted by a group from another country in order to participate together in a joint programme of activities. Youth Exchanges are aimed for groups of young people aged between 13 and 25.

These activities, based on a transnational partnership, involve the active participation of young people and are designed to allow them to discover and become aware of different social and cultural realities, to learn from each other and to reinforce their feeling of being European citizens. Young people can thus explore similarities and differences between their cultures. Moreover, the effect of a Youth Exchange on the local population can give rise to more positive awareness of other cultures and have an impact not only on the young people themselves and their associations' activities, but also on the local communities.

The focus is on multilateral group mobility activities but bilateral Youth Exchanges are not excluded. A bilateral group exchange is justified especially where it is a first European activity or where the participants are small-scale or local groups without experience at European level. Exchanges for young people with fewer opportunities are particularly welcome, in order to encourage their participation in the Programme.

This Action also supports preparation and follow-up activities, with the aim of reinforcing young people's active participation in the exchange, in particular those activities intended to help the young people on a linguistic and intercultural level.

### Note: what a Youth Exchange is not

The following activities in particular are NOT eligible for grants under Youth Exchanges:

- statutory meetings of organisations;
- holiday travel;
- language courses;
- school class exchanges;
- academic study trips;
- performance tours;
- exchange activities which can be classed as tourism;
- exchange activities which aim to make financial profit;
- work camps;
- sports competitions;
- festivals.

## What are the eligibility criteria?

Please refer to the general eligibility criteria under section B.

The specific eligibility criteria applying to this Action are the following:

### Partner groups

Each Youth Exchange has one host partner group and one (bilateral exchange) or more (trilateral or multilateral exchange) sending partner groups. Any exchange must involve at least two different Programme Countries of which, at least one is an EU Member State.

Each partner group has a representative. The representatives of the host and sending groups will be jointly responsible for carrying out and monitoring the project properly and for ensuring the active involvement of all participants.

A partner must be:

- a non-profit organisation or association legally established in one of the Programme Countries or a local, regional or national public body involved in youth work or
- an informal group of young people.

In case of an informal group, one of the young people of the group (the representative of the group) takes responsibility for submitting the application and signing the grant agreement.

### Participants

Young people aged between 13 and 25 years and resident in a Programme Country can participate in a Youth Exchange. A small number of participants of a group may be older than 25 years, but participants must not be older than 30 years, at the application deadline.

Any Youth Exchange must have a minimum of 16 and a maximum of 60 participants, group leaders not included.

The partner groups must be balanced in terms of numbers of participants. Bilateral projects need to have at least eight participants per partner group; trilateral projects, at least six participants per partner group. A partner group must be composed of at least four participants in multilateral projects.

### Group leaders

Each partner group must have one or several **youth leaders** accompanying the young people participating in the exchange according to the size and characteristics of the target group in order to ensure the effective learning and security of the young people. A group leader may act as a representative.

## Duration

The duration of a Youth Exchange project, including preparation, implementation, evaluation and follow-up activity may last up to 15 months.

The duration of the exchange activity must be between 6 and 21 days (travel days included).

## Place

The exchange activity usually takes place in the country of the host partner group.

A Youth Exchange can be itinerant, implying the movement of all young people involved through two or more Programme Countries during the exchange activity.

## Theme

The Youth Exchange must have a thematic concept, which the partner groups wish to explore together because of its relevance to their everyday experience. The chosen theme should be translated into the concrete daily activities of the exchange activity. Examples of themes are participation of young people in society, racism, xenophobia, local heritage, environment or drug abuse, etc. The Youth Exchange must have a clear European dimension.

## Child protection and safety

Each Youth Exchange must ensure appropriate supervision of young people to ensure their protection and safety and their effective learning.

## What are the selection criteria?

Please refer to the general selection criteria under section B.

## What are the award criteria?

Grants for Youth Exchanges will be awarded to the Youth Exchanges reflecting in the best way the general priorities of the Programme, i.e. participation of young people, cultural diversity, European citizenship and social inclusion.

In addition, annual priorities may be fixed for the **Youth in Action** Programme and communicated on the Commission and National Agencies website and in the annex of the present Programme Guide.

Young people with fewer opportunities are a fundamental target group of this Action. Therefore, Youth Exchanges involving or benefiting young people with fewer opportunities will be given priority in the selection process.

Multilateral and trilateral Youth Exchanges are given priority, since the European added value in such exchanges is greater. Bilateral Youth Exchanges are intended for those partner groups, which have not organised Youth Exchanges before or involve young people with fewer opportunities.

The participation of small and/or local associations is encouraged.

## How to make a good project?

### Programme and working methods

When planning a Youth Exchange, it is essential to establish a clear and structured programme of daily activities which correspond to the theme and objective.

The daily programme and working methods must actively involve all participants and trigger a learning process.

Intercultural working methods should enable the participants to explore different topics on an equal basis, regardless of their language abilities or other skills. The Youth Exchange should aim to promote positive awareness of other cultures.

### Non-formal learning experience

The Youth Exchange should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The project should follow the principles of non-formal learning.

### European Dimension

The European dimension of a project could be reflected by the following characteristics:

- 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 of European interest, such as EU enlargement, European institutions, European projects;
- the project activities promote European values, such as equal opportunities, human rights and democracy, respect for other cultures;
- the project provides young people with an intercultural learning experience, i.e. co-operation of young people from different cultural backgrounds.

### Preparation/Advance planning visit

The preparation phase of an exchange is of crucial importance for the success of the exchange activity. During this phase, the partner groups should agree on the theme of the Youth Exchange, the programme of activities, practicalities and working methods.

It is strongly advised that sending group(s) undertake an advance planning visit to the host partner group. This visit should only take place once the application is approved and should last two days (travel days excluded). A maximum of two participants per sending group may participate in the advance planning visit under the condition that the second participant is a young participant.

The preparation phase should furthermore enhance the participants' involvement in the Youth Exchange and prepare them for intercultural encounters with other young people from different backgrounds and cultures.

#### Impact

The impact of a Youth Exchange should not just be limited to the participants in the activity, but also bring the concept of Europe to the local communities involved. The aim is to make optimal use of the projects' results and to achieve an impact in the long term.

#### Evaluation

In order to make the projects and their results more sustainable, partner groups and participants are called upon to lead an ongoing evaluation process.

Possible follow-ups should be discussed at the evaluation sessions with participants before, during and after the exchange.

#### Valorisation/follow up activities

The achievements and results of the exchanges should be disseminated and exploited in order to optimise their value, strengthen their impact and ensure that the largest possible number of young people and organisations benefit from them. This implies transferring outcomes towards the appropriate stakeholders and multiplying them on a larger scale.

Partner groups and participants are called to reflect systematically on the reciprocity of the exchange and follow-up phase. Will the exchange be reciprocal? May a new partner be involved in a next exchange? How can discussion on the thematic concept be continued and what could the next steps be?

The partner groups should pass on the experience gained to other groups as well as to their local communities, to local, national or European representatives, to the media, and to other multipliers. They are also encouraged to create websites. By doing this, they will give more visibility to the exchange and sustainability to its results.

Each beneficiary of a grant within Action 1 of the Programme may decide together with partners to go beyond the standard visibility measures, by valorising project's results further and promoting best practices. A financial incentive is provided. Applicants must complete the appropriate section in the application form and describe the planned activity in detail. The planned valorisation/follow-up activity has to build on the project experience and aim to highlight, disseminate and promote the project results and to increase its impact.

#### Visibility

Youth Exchanges should highlight the Community support (including the promotional use of European logos) and provide clear added value for the

Programme and its results. Also the organisations and participants involved in the projects should be made aware of their participation in the **Youth in Action** Programme.

### Who can apply?

A Youth Exchange is initiated by any non profit organisation or association established in one of the Programme Countries, or a local, regional or national public body involved in youth work, or by informal groups of young people.

If an informal group of young people applies, one person (the representative of the group) takes the responsibility for submitting the application and signing the grant agreement.

### How to apply?

Applications to be sent to the National Agencies:

For a bilateral or trilateral exchange, the sending and host partner groups apply separately to their respective National Agencies.

For a multilateral exchange, the host group applies, on behalf of all the partner groups, to its National Agency; it will act as coordinating partner group.

If the multilateral exchange is itinerant, any of the partner groups can be the coordinating group and apply to its National Agency on behalf of all the partner groups.

Applications to be sent to the Executive Agency:

European non-governmental organisations (ENGOS), which are based in one of the Programme Countries and have member branches in at least eight Programme Countries, must apply directly to the Executive Agency.

### How is the activity financed?

The Community grant is based on the principle of co-funding, which means that the total costs cannot be covered by **Youth in Action** alone. Therefore other public, private and/or own contributions in cash or in kind are needed. It is recommended that participants take part in the fund-raising activities, so that they are fully involved in exchange preparation.

The Community grant is based on a combination of:

- **actual costs**
- **flat rate amounts**
- **amounts based on scales of unit costs**

You will find greater detail below and on the table “overview of funding rules” at the end of section C.

The flat rate amounts and scales of unit costs indicated below and in the table represent the basic level of financing; this basic level can vary depending on the Programme Country in which the application is submitted.

Fixed amounts and flat rates represent a contribution to project activities; they are not directly linked to any specific costs; the costs they cover do not need to be accounted for or justified but results/achievements must be described in the final report.

This funding mechanism shall help applicants to calculate the expected grant amount and should facilitate realistic planning of the Youth Exchange.

Breakdown of the Community grant (see table at the end of section C)

#### Sending group

- 70% of actual travel costs (young people and group leaders);
- contribution to an advance planning visit (100% of travel costs + flat rate);
- fixed amount for the preparation of activities per country (including insurances);
- actual exceptional costs covering visa, visa-related costs, vaccination costs or relating to young people with fewer opportunities/special needs or to the special nature of activities (up to 100%)
- actual costs for the implementation of follow-up activities (up to 10% of the overall Community grant).

#### Host group

- fixed amount per project to cover general activity costs;
- flat rate per participant (young people and group leaders) per day;
- fixed amount for the preparation of activities per country;
- fixed amount for the implementation and evaluation of activities (including insurance);
- actual exceptional costs relating to young people with fewer opportunities/special needs or to the special nature of activities (up to 100%)
- actual costs for the implementation of follow-up activities (up to 10% of the overall Community grant).

#### Exceptional costs

Exceptional costs cover visa and visa-related costs as well as vaccination costs.

In Action 1, exceptional costs can also cover extra costs warranted by the special nature of the activities.

All other exceptional costs are related to young people with fewer opportunities and/or with special needs. They may cover for example: medical attendance, health care, additional linguistic training/support, additional preparation, special premises or equipment, additional accompanying person, additional personal expenses in the case of an economic disadvantage, translation/ interpretation. They cannot cover bank loans or interest. Up to 100% of exceptional costs can be supported by the grant, provided they are clearly linked to the implementation of the project, necessary and

justified in the application form. All exceptional costs must be actual costs, properly supported and justified.

Valorisation of results/follow-up activities

The additional amount possibly granted for the implementation of valorisation of results/follow-up activities must cover the preparation, implementation and evaluation of the activities. It is linked to the effective costs of the activities and shall not exceed 10% of the overall grant for the project.

## What are the contractual obligations?

Grant agreement

Once the Youth Exchange has been approved, beneficiaries (host and sending partner groups) will receive a grant agreement that will govern the use of the Community funds. In the case of a multilateral Youth Exchange only the coordinating group receives a grant agreement. Beneficiaries undertake to fulfill their contractual obligations. It is the shared responsibility of all beneficiaries to implement the exchange as set out in the application and to ensure evaluation. Sending groups and coordinating groups are responsible for justifying travel costs.

On-site visits or audits may be carried out by the National Agency, the Executive Agency, the Commission or the Court of Auditors to check that all contractual obligations are being properly fulfilled.

If, in the course of the exchange, unforeseen circumstances disrupt its implementation, the beneficiaries must immediately contact their National Agencies or the Executive Agency, to make appropriate arrangements.

Failure to carry out the exchange as agreed can lead to the recovering of part of or the entire grant.

Insurance

Each beneficiary is obliged to arrange for its group's insurance. This must cover illness, accident, death, permanent disability and repatriation in case of serious illness or accident. Insurance must also cover civil liability and the loss of identification and travel documents. Beneficiaries may choose their insurance company, as long as the quality of the cover is good.

## What support is available?

For further information on application procedures and deadlines, please see section B above. You can contact the National Agency in your country or the Executive Agency for guidance and assistance.

National Agencies and SALTO Resource Centres provide training for the preparation and implementation of a Youth Exchange and tools aimed to increase the quality of projects.

## Youthpass

Every participant in a Youth Exchange is entitled to receive a Youthpass, which describes and validates the non-formal learning experience. Through the Youthpass the European Commission ensures that the experience with the Programme is recognised as an educational experience and a period of non-formal learning and informal learning.

## Action 1.2 - Youth Initiatives

### What is a Youth Initiative?

A Youth Initiative is a project where young people participate actively and directly in activities of their own devising in which they play the key roles, in order to develop their initiative, enterprise and creativity. It is initiated, set up and carried out by young people themselves. It can give young people the chance to try out ideas through initiatives, which give them an opportunity to be directly and actively involved in planning and carrying out projects. Participation in Youth Initiatives is an important non-formal learning experience. It also provides young people with an opportunity to consider themselves as European citizens and to feel that they are contributing to the construction of Europe.

This Action supports projects designed at local, regional or national level. It also supports networking of similar projects in different countries, in order to strengthen their European aspect and to enhance cooperation and exchanges of experiences between young people. Projects developed by a single group in their country of residence are called ***National Youth Initiatives***, whereas projects realised in common by two or more groups from different countries are called ***Transnational Youth Initiatives***.

Transnational Youth Initiatives aim at exchanging and sharing good practices. These projects may involve young people's mobility.

### Note : what a Youth Initiative is not

The following activities in particular can NOT be considered a Youth Initiative:

- Youth Seminars, Youth Exchanges;
- competitions, work camps;
- activities which can be classed as tourism.

### What are the eligibility criteria?

Please refer to the general eligibility criteria under section B

The specific eligibility criteria applying to this Action are the following:

#### Groups

A National Youth Initiative is proposed by a group of young people from a Programme Country.

A Transnational Youth Initiative is based on a partnership of at least two partner groups from different Programme Countries of which at least one a EU Member State.

A (partner) group must be:

- a non-profit organisation or association established in one of the Programme Countries or
- an informal group of young people.

A group must consist of at least four individuals, one of whom is the representative of the group and takes responsibility for submitting the application and signing the grant agreement. A coach may act as a representative.

Participants

Young people aged between 18 and 30 and legally resident in a Programme Country can participate.

Young people aged from 15 to 18 may be admitted if accompanied by a youth worker or a coach.

Duration

National Youth Initiatives and Transnational Youth Initiatives must last between three and eighteen months including preparation, implementation, evaluation and follow-up.

Place

A National Youth Initiative or a Transnational Youth Initiative can take place in any Programme Country.

Programme

A well-structured programme and timetable for the project must be provided. It must be clearly linked to the objectives set up beforehand.

Theme

It is important that the theme or area chosen to develop a Youth Initiative project is of interest and relevance to the group of young people themselves and also to the local community. Some examples of potential project themes are: art and culture, social exclusion, environment, heritage protection, youth information, European awareness, rural/ urban development, youth policies, health, anti-drugs/ substance abuse, measures against delinquency, anti-racism/ xenophobia, disability, the elderly, homelessness, migrants, equal opportunities, peer education, unemployment, youth sports, youth leisure, media and communications. The range of possible themes for Transnational Youth Initiatives is as wide as for National Youth Initiatives.

The programme of a Transnational Youth Initiative should furthermore include detailed information about the activities to be organised both at national and transnational level (in all the countries concerned), specifying how each of the partner groups is involved in the preparation, realisation, evaluation and follow up of the project.

## What are the selection criteria?

Please refer to the general selection criteria under section B.

## What are the award criteria?

Grants for Youth Initiatives will be attributed to the projects reflecting in the best way the general priorities of the Programme, i.e. participation of young people, cultural diversity, European citizenship and social inclusion.

In addition, annual priorities may be fixed for the **Youth in Action** Programme and communicated on the Commission and National Agencies website and in the annex of the present Programme Guide..

Young people with fewer opportunities are a fundamental target group of this Action. Therefore projects to be carried out by, involving or benefiting young people with fewer opportunities will be given priority in the selection process.

Projects encouraging innovative creativity and entrepreneurship would also be given priority under this section.

## How to make a good project?

### Working method

The methodology used should actively involve the participants as well as the local community to be addressed.

### Learning objectives

The project must contribute to the educational process of young people and raise their awareness of the European reality. The projects should follow the principles of non-formal learning.

A well-defined description of what the group(s) intend(s) to achieve should be presented in the application form. The objectives should be realistic and measurable in the different phases of the project.

If a coach is helping the group to define the objectives and complete the application, he/she should make sure it reflects and corresponds to the interests and expectations of the young people themselves.

### European dimension

The group(s) should indicate by what means the planned project would make the young people involved more aware of their common European culture and heritage. The European dimension of a project could be reflected by the following characteristics:

- 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 of European interest, such as EU enlargement, European institutions, European projects;
- the project activities promote European values, such as equal opportunities, human rights and democracy, respect for other cultures;
- the project provides young people with an intercultural learning experience, i.e. co-operation of young people from different cultural backgrounds.
- the project implies that ideas, practices, methods experienced in a country can be shared and transferred into another one.

#### Preparation and coaching

The group(s) should prepare the objectives and the programme of the activities together. During this phase the group(s) of young people may be assisted by a coach; however, it is essential that the project is managed and implemented by the young people themselves.

Involving a coach is especially advisable for groups including participants under 18 years or young people with fewer opportunities. The coach plays different roles depending on the needs of a given group of young people.

A coach is a resource person who has youth work and/or Youth Initiatives experience to accompany groups of young people and support their participation. The coach remains outside the Youth Initiative but is supporting the group of young people in the implementation of their project. He/she works with the young people from time to time performing specific tasks based on the needs of the group.

Coaches can be volunteers or professionals, youth leaders or leaders of youth organisations, workers of youth clubs or youth services, etc. They can also be advisers provided by the National Agencies who meet the group of young people several times during the development of the project, generally at the beginning, in the middle and at the end of the process.

Young people who have already participated in a Youth Initiative project can be encouraged to use the competences gained during the process to support other groups of young people; they can therefore act as resource persons by taking over a peer coaching role. Peer coaching, that is supporting peers or fellows of the same age, is an important tool to be used in Youth Initiatives in order to develop effective coaching systems at local level. The National Agencies may arrange meetings between potential and ex-beneficiaries of Youth Initiatives, to facilitate the development of peer coaching systems.

For better understanding and support about coaching within Youth Initiatives, you can read 'Coaching Guide – Youth Initiatives & Participation', published by SALTO.

## Impact

The impact of a Youth Initiative project should not be limited to the participants in the project, but should also bring benefits to the local community and have a good local and/or regional, national, European impact. The group(s) should, as much as possible, try to involve other people from the neighbourhood, local area, etc. in the project activities. The aim is to make optimal use of the projects' results and to achieve an impact in the long term.

The involvement and support (financial or in any other form) of public authorities or other organisations are particularly encouraged.

## Evaluation

In order to make the projects and their results more sustainable, partner groups and participants are called upon to lead an ongoing evaluation process.

Possible follow-ups should be discussed at the evaluation sessions by participants before, during and after the project.

## Follow up/ valorisation activities

The achievements and results of the Youth Initiatives should be disseminated and exploited in order to optimise their value, strengthen their impact and ensure that the largest possible number of young people and organisations benefit from them. This implies transferring outcomes towards the appropriate stakeholders and multiplying them on a larger scale.

Partner groups and participants are called to use systematically the project results and to reflect on a possible follow-up phase of their Youth Initiative. For example, how to disseminate the project outcomes? What would the next steps be? Could the Youth Initiative project idea be transferred to other countries? Could it be developed at transnational level together with European partners? How to increase the impact of the project on participants, but also on other young people, on the local communities, etc.?

The partner groups should pass on the experience gained to other groups as well as to their local communities, to local, national or European representatives, to the media, and to other multipliers. They are also encouraged to create websites. By doing this, they will optimise the value of their project and the sustainability of its results.

Each beneficiary of a grant within Action 1 of the Programme may decide together with partners to go beyond the standard visibility measures, by valorising project's results further and promoting best practices. A financial incentive is provided. Applicants must complete the appropriate section in the application form and describe the planned activity in detail.

The planned valorisation/follow-up activity has to build on the project experience and aim to highlight, disseminate and promote the project results and to increase its impact.

## Visibility

Youth Initiatives projects should highlight the Community support (including through the use of European and **Youth in Action** logos) and provide a clear added promotional value for the Programme and its results. Also the organisations and participants involved in the project should be made aware of their participation in the **Youth in Action** Programme.

## Who can apply?

Non profit organisations or associations or groups of at least four young people resident in a Programme Country may apply.

In case of an informal group, one of the young people of the group (the representative of the group) takes responsibility for submitting the application and signing the grant agreement.

For Transnational Youth Initiatives, one of the partner groups acts as coordinating group and applies on behalf of all the partners.

## How to apply?

Applications must be sent to National Agencies.

## How is the activity financed?

The same financial rules apply for National Youth Initiatives and Transnational Youth Initiatives except for travel costs. National Youth Initiatives may involve local, regional or national travel costs while Transnational Youth Initiatives may involve international travel costs.

The Community grant is based on the principle of co-funding which means that the total costs cannot be covered by **Youth in Action** alone. Therefore, other public, private and/or own contributions in cash or in kind are needed. It is recommended that participants take part in the fund-raising activities, so that they are fully involved in the project preparation.

The Community grant is based on a combination of:

- **actual costs**
- **flat rate amounts**
- **amounts based on scales of unit costs**

You will find greater detail below and on the table “overview of funding rules” at the end of section C.

The flat rate amounts and scales of unit costs indicated below and in the table below represent the basic level of financing; this basic level can vary depending on the Programme Country in which the application is submitted.

Fixed amounts and flat rates represent a contribution to project activities; they are not directly linked to any specific costs; the costs they cover do not need to be accounted for, or justified.

This funding mechanism shall help applicants to calculate the expected grant amount and should facilitate realistic planning of the initiative.

For Transnational Youth Initiatives, the Community grant also covers 70% of actual travel costs.

Breakdown of the community grant (see table at the end of section C)

- lump sum for the preparation, implementation and evaluation of activities (it may include coaching fees, if needed)
- contribution to an advance planning visit (travel costs + flat rate) for Transnational Youth Initiatives
- 70% of transnational travel costs (for Transnational Youth Initiatives only) and, if necessary
- actual costs for the implementation of follow-up activities (up to 10% of the community grant).

Advance planning visit (for Transnational Youth Initiatives)

For the advance planning visit, 100% of the travel costs and a flat rate per day are funded. This funding is granted for a maximum of two days (travel days excluded) and covers two participants per partner group. One of the participants can be the coach of the project.

Valorisation of results/follow-up activities

The additional amount possibly granted for the implementation of valorisation of results/follow-up activities must cover the preparation, implementation and evaluation of the activities. It is linked to the effective costs of the activities and shall not exceed 10% of the Community grant.

## What are the contractual obligations?

### Grant Agreement

Once the project has been approved, the beneficiary will receive a grant agreement that will govern the use of the Community funds. In the case of a Transnational Youth Initiative, the coordinating group receives the grant agreement and will be in charge of distributing the grant amount among the partner groups according to the distribution of project activities agreed beforehand. Beneficiaries undertake to fulfill their contractual obligations, to implement the project as set out in the application and to ensure evaluation.

On-site visits or audits may be carried out by the National Agency, the Commission or the Court of Auditors to check that all contractual obligations are being properly fulfilled.

If, in the course of the project, unforeseen circumstances disrupt its implementation, the partners must immediately contact their National Agencies to make appropriate arrangements.

Failure to carry out the project as agreed can lead to the recovering of part of the grant or the entire grant.

What support is available?

National Agencies and SALTO Resource Centre provide training for the preparation and implementation of a Youth Initiative and tools aimed to increase the quality of projects.

National Agencies also have advisers who can help or act as mediators to other support organisations able to provide assistance with Youth Initiative projects.

## Action 1.3 - Youth Democracy Projects

### What is a Youth Democracy Project?

Youth Democracy Projects aim to increase the active participation of young people in the life of their local, regional or national community or at international level by supporting their participation in the mechanisms of representative democracy.

A Youth Democracy Project is a project developed by a European partnership, allowing the pooling, at European level, of ideas, experiences and methodologies from projects or activities at local, regional, national or international level, in order to improve young people's participation. Projects funded under this Action allow the creation of new networks and the exchange and dissemination of good practice in the field of youth participation.

The concept of active citizenship for young people implies full and complete participation in society, commitment and the ability to practise that citizenship. Therefore, the idea of a Youth Democracy Project is to recognise and support the various forms in which young people participate in their own environment, to enhance their relations with the mechanisms of representative democracy and to help them to take advantage of the available opportunities for participation. This can be achieved by projects encouraging a greater participation of young people in the mechanisms of representative democracy.

Youth Democracy Projects can for example aim at:

- promoting the involvement of young people in participatory structures;
- activities to develop all types of dialogue between public authorities and young people;
- supporting mechanisms to develop all types of dialogue, in order to bring young people closer to political decision-making;
- developing a dialogue which includes young people who are not members of organizations;
- identifying and overcoming obstacles which prevent specific groups of young people from participating and fostering mechanisms which will encourage all young people to participate in decision-making processes.

### What are the eligibility criteria?

Please refer to the general eligibility criteria under section B.

The specific eligibility criteria applying to this Action are the following:

Partner groups

Projects must have a **national and a transnational networking** dimension. This means that:

- projects must be based on partnerships from at least two different countries in order to fulfill the criteria of **transnational networking**;
- in each country at least two different partners must be involved in order to fulfill the criteria of **national networking**.

A partner must be:

- a non-profit organisation or association established in one of the Programme Countries or
- a local, regional or national authority involved in youth work, or
- an informal group of young people.

In case of an informal group, one of the young people of the group (the representative of the group) takes responsibility for submitting the application and signing the grant agreement.

Participants

Young people must be aged between 13 and 30 and legally resident in a Programme Country. Any Youth Democracy Project must have a minimum of 16 participants.

Duration

The duration of the project, including preparation, implementation, evaluation and follow-up must be between six and eighteen months.

Theme

The Youth Democracy Project must have a thematic concept, i.e. clearly focusing on the general priorities of the **Youth in Action** Programme, active participation of young people, cultural diversity, European citizenship or social inclusion or on the following topics:

- the future of Europe or
- the political priorities identified in the framework of European cooperation in the youth field.

What are the selection criteria?

Please refer to the general selection criteria under section B.

What are the award criteria?

Grants for Youth Democracy Projects will be attributed to the projects reflecting in the best way the general priorities of the Programme, ie. participation of young people, cultural diversity, European citizenship and social inclusion or the specific priority themes of this Action (the future of Europe and the political priorities identified in the field of European youth policy).

In addition, annual priorities may be fixed for the **Youth in Action** Programme and communicated on the Commission and National Agencies website and in the annex of the present Programme Guide.

Young people with fewer opportunities are a fundamental target group of this Action. Therefore projects carried out by, involving or benefiting young people with fewer opportunities will be given priority in the selection process.

## How to make a good project?

### Composition of the partnership

The partner groups from each of the Programme Countries concerned should represent a diverse variety of actors from different areas of activity. A project could for example involve local authorities, non-governmental organisations, associations, local initiatives, etc.

### Participative working methods

Within each partner group, young people should not only be consulted, but actively involved in initiating, decision-making, implementing and evaluating.

Youth Democracy Projects should also contribute to the intercultural awareness of the participants.

### Non-formal learning experience

The project should contribute to the young people's education process and increase their awareness of the European context in which they live. In particular, it should help them understanding the operation of national and European representative structures.

The projects should follow the principles of non-formal learning.

### Impact

The impact of a Youth Democracy Project should not be limited to the participants in the activity. The project should have a strong impact at local or even at regional, national or European level and raise the awareness of the concepts of active citizenship and participation of young people. The aim is to make optimal use of the projects' results and to achieve an impact in the long term.

### Evaluation

In order to make the projects and their results more sustainable, partner groups and participants are called upon to lead an ongoing evaluation process.

Possible follow-ups should be discussed at the evaluation sessions with participants before, during and after the project.

## Follow up/ valorisation activities

The achievements and results of the Youth Democracy Projects should be disseminated and exploited in order to optimise their value, strengthen their impact and ensure that the largest possible number of young people and organisations benefit from them. This implies transferring outcomes towards the appropriate stakeholders and multiplying them on a larger scale.

Each beneficiary of a grant within Action 1 of the Programme may decide together with partners to go beyond the standard visibility measures, by valorising project's results further and promoting best practices. A financial incentive is provided. Applicants must complete the appropriate section in the application form and describe the planned activity in detail. The planned valorisation/follow-up activity has to build on the project experience and aim to highlight, disseminate and promote the project results and to increase its impact.

## Visibility

Youth Democracy Projects project should highlight the Community support (including through the use of European and **Youth in Action** logos) and provide a clear added promotional value for the Programme and its results. Also the organisations and participants involved in the project should be made aware of their participation in the **Youth in Action** Programme.

## Who can apply?

A Youth Democracy Project may be initiated by any non profit organisation or association established in one of the Programme Countries, by any local, regional, or national authority or by any informal group of young people.

If an informal group of young people applies, one person (the representative of the group) takes the responsibility for submitting the application and signing the grant agreement.

## How to apply?

Applications to be sent to the National Agencies:

The coordinating partner group applies, on behalf of all the partners, to its National Agency.

Applications to be sent to the Executive Agency:

European non-governmental organisations (ENGOS), which are based in one of the Programme Countries and have member branches in at least eight Programme Countries, must apply directly to the Executive Agency.

## How is the activity financed?

The Community grant is based on the principle of co-financing. It complements the applicant's own financial contribution and/or national, regional or local assistance that has been obtained elsewhere.

The Community grant may cover, with a maximum amount of 25 000 €, up to 60% of the eligible costs incurred, for the implementation of the project, in the following categories:

- travel, accommodation and subsistence costs related to the carrying out of the activity;
- costs linked to the organisation of conferences;
- publication and dissemination costs;
- other direct costs linked to the implementation of the project;
- indirect costs up to a maximum of 7% of the direct costs.

### Valorisation of results/follow-up activities

The additional amount possibly granted for the implementation of valorisation of results/follow-up activities must cover the preparation, implementation and evaluation of the activities. It is linked to the effective costs of the activities and shall not exceed 10% of the overall Community grant.

## What are the contractual obligations?

### Grant agreement

Once the project has been approved, the beneficiary (the coordinating partner group) will receive a grant agreement that will govern the use of the Community funds. The beneficiary undertakes to fulfill its contractual obligations and to justify all project costs actually incurred. The beneficiary shall implement the project as set out in the application and ensure evaluation of the project.

On-site visits or audits may be carried out by the National Agency, the Executive Agency, the Commission or the Court of Auditors to check that all contractual obligations are being properly fulfilled.

If, in the course of the project, unforeseen circumstances disrupt its implementation, the beneficiary must immediately contact its National Agency, or the Executive Agency, to make appropriate arrangements.

Failure to carry out the project as agreed can lead to the recovering of part of or the entire grant.

## What support is available?

For further information on application procedures and deadlines, please see section B above. You can contact the National Agency in your country or the Executive Agency for guidance and assistance.

National Agencies and SALTO Resource Centre provide also training for the preparation and implementation of a Youth Democracy Project and tools aimed to increase the quality of projects.

## STRUCTURING MEASURES FOR ACTION 1

The nature of the activities funded under Action 1 as well as the target groups it addresses, mean that this Action, by its nature, tends towards relatively small projects.

According to the legal basis of the Programme<sup>16</sup> in order to strengthen the impact of the Programme, the projects granted under **Youth in Action** should strengthen structured cooperation between different actors in the youth field and have a multiplier effect.

Therefore, a set of measures has been introduced at different levels in Action 1 aiming at:

- reinforcing the impact of its activities (thus reinforcing the overall impact of the Programme);
- increasing the visibility of small projects and disseminating their results;
- increasing the national and European profile of projects realised at local level;
- optimising the efficiency and effectiveness of the Programme.

The proposed strategy to achieve these aims foresees five types of measures to be executed in parallel at different levels.

The following measures are proposed:

- the mainstreaming of the principles of visibility and dissemination;
- valorisation/follow-up activities within all sub-Actions of Action 1 (see above);
- a more emphasised thematic approach and networking measures;
- financial agreements allowing multi-measure proposals
- call for pilot projects on thematic networking

### Mainstreaming the principles of visibility and valorisation

In line with the general principles of visibility and dissemination of results described in the section “Important features of the Programme”, promoters of Youth Exchanges, Youth Initiatives and Youth Democracy Projects are called to take into account these principles while planning their activities. The objective is to systematically increase the visibility and the long-term impact of the projects, without invoking additional grants.

### Follow-up activities

As set out above under the description of each sub-Action of Action 1, funding can be granted for follow-up activities with the objective of sharing good practices and disseminating project results. The idea behind this is again to make project results more sustainable and visible (for details see boxes under sub-Actions 1.1, 1.2 and 1.3)

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<sup>16</sup> cf annex 1 of the legal basis, second sentence

## Thematic approach and Networking

The European Commission will introduce an annual process where the thematic approach of Youth Exchanges and Youth Initiatives is coordinated and emphasised. The process will be implemented simultaneously through a set of top-down and bottom-up steps.

The themes chosen for the networking are linked to the permanent priorities of the Youth in Action Programme, i.e. active participation of young people, cultural diversity, European citizenship and social inclusion or to the annual priorities of the Programme set out in the annex of the present Programme Guide.

### Top down steps

Within the existing general priorities of the **Youth in Action** Programme, the National Agencies identify some annual thematic *Action lines* (e.g. an action line on ‘combating and preventing urban violence’, within the general priority of social inclusion).

In order to facilitate this process, the Commission organises an interagency meeting once a year with the support of the Executive Agency or a National Agency. The objective of the meeting is to invite National Agencies to discuss, exchange information and eventually fine-tune their Action lines with those of other National Agencies.

Subsequently, National Agencies select Youth Exchanges and other Action 1 activities according to these identified Action lines and encourage the networking amongst them.

### Bottom-up steps

National Agencies organise networking meetings at national level, with the aim of gathering project promoters and actors involved in the same thematic field (Action line).

The Commission, with the support of the Executive Agency, may organise similar networking meetings at European level.

The aims of such networking meetings are to:

- exchange good practice;
- give an added value to experiences made at grassroots level;
- further cooperation and project development in a specific thematic field;
- elaborate dissemination products (reports, publications, studies, audiovisual and web material) to improve the visibility of the Action and increase information about opportunities offered by the Programme’s Action
- monitor the quality of supported activities.

## Multi -Measure Financial Agreements

A beneficiary who organises several Action 1 projects over a period of 18 months can present one single project proposal characterised by the following structure:

- The proposal may combine between two and five activities of the same type (for example three Multilateral Youth Exchanges over the course of a year),

- The proposal may combine between two and five activities of different types (for example one Multilateral Youth Exchange, two Youth Initiatives and one Youth Democracy Project).

The aims of the Multi-Measure Financial Agreements are to:

- reduce the administrative burden on beneficiaries;
- shift efforts on quality aspects;
- elaborate wider dissemination and visibility strategies.

## Call for pilot projects on thematic networking

In 2007, the European Commission in cooperation with the Executive Agency will launch a call for proposals for thematic networking of Action 1 projects.

## What are the aims of the sub-Action?

The aims of this call for proposals will be:

- to link the projects thematically in order to give them a structure;
- to pool experiences in a specific thematic field;
- to increase the links between Youth Exchanges, Youth Initiatives and Youth Democracy Projects,
- to disseminate the project results.

## How to apply?

Beneficiaries are selected on the basis of annual calls for proposals. For further information on application forms and deadlines, please visit the site:

[http://ec.europa.eu/youth/index\\_en.html](http://ec.europa.eu/youth/index_en.html)

<http://eacea.cec.eu.int>

or contact the Executive Agency in Brussels.

This sub-Action is implemented at centralised level. Therefore proposals must be submitted directly to the Executive Agency.

## What are the selection criteria and how are projects funded?

Eligible applications are assessed on the basis of eligibility and award criteria laid down in the call for proposals.

The grant mechanism and funding rules will be defined in the text of the call for proposals.

## Overview of funding rules

See the following tables.

### Overview of funding rules: Action 1.1.: Youth Exchanges

<u>Type of expense / project</u>	<u>Beneficiary</u>	<u>Basis for funding</u>	<u>Amount</u> <i>Please note that all amounts can be adapted by National Agencies</i>	<u>Rule of allocation</u>	<u>Use of Community grant</u>	<u>Reporting obligations</u> <i>All documents to be kept for audit purposes for 5 years after completion of the project</i>
<u>Travel costs</u>	Sending organisation (bi-, trilateral) / group	Actual costs	70%	Automatic	Travel costs from home to the venue of the project. Use of the cheapest means and fares (APEX airfare, 2 <sup>nd</sup> class train ticket).	Full justification of the costs incurred, copy of travel tickets / invoices.
<u>Advance Planning Visit</u>	Sending organisation (bi-, trilateral) or coordinating organisation (multilateral)	Actual costs + flat rate (max 2 days)	100% of travel costs + € 48/day per person per sending partner (one or two on condition that the second is a young participant) (1)	Conditional: advance planning visit must be clearly outlined in the application form	Travel costs from home to the venue of the project. Use of the cheapest means and fares (APEX airfare, 2 <sup>nd</sup> class train ticket). Additional flat rate to contribute to accommodation costs and other costs during the visit.	Copy of travel tickets + results / achievements to be described in final report.
<u>Preparation of activities and participants</u>	Sending and host organisation (bi-, trilateral) or coordinating organisation (multilateral)	Fixed amount	€ 480 per organisation(1)	Conditional: preparation activities must be clearly outlined in the application form	Any costs directly linked to the preparation of the project.	Results / achievements to be described in final report.
<u>Activity costs (Bilateral and Trilateral)</u>	Host organisation	Fixed amount + flat rate	€ 960 + € 18 flat rate/ participant/day (1)	Automatic	Any costs directly linked to the realisation of the project.	Results / achievements to be described in final report Recalculation on the basis of actual number of participants and actual duration. Signature list of all participants.
<u>Activity costs (Multilateral)</u>	Coordinating organisation	Fixed amount + flat rate	€ 1 920 + € 18 flat rate/ participant/day (1)	Automatic	Any costs directly linked to the realisation of the project.	Results / achievements to be described in final report Recalculation on the basis of actual number of participants and actual duration. Signature list of all participants.

(1) Please contact the host National Agency for up-to-date information on the current amounts applied. Please note that the applicant must apply the flat rates and fixed amounts of the country where the project takes place.

For projects submitted by ENGOs, the amounts applied are always those stated above.

Please note that transfers between grant request items from actual costs to flat rates/fixed amounts (or vice versa) is not allowed.

Type of expense / project	Beneficiary	Basis for funding	Amount <i>Please note that all amounts can be adapted by National Agencies</i>	Rule of allocation	Use of Community grant	Reporting obligations <i>All documents to be kept for audit purposes for 5 years after completion of the project</i>
<b>Exceptional costs</b>	Sending and host organisation or coordinating organisation	Actual costs	Up to 100%	Conditional: exceptional costs must be justified in the application form	- Any costs directly related to young people with fewer opportunities/special needs or warranted by the special nature of the activities.  - Visa costs, visa-related costs and vaccination costs.	Full justification of the costs incurred, copies of invoices / receipts.
<b>Follow-up/valorisation activity costs</b>	Sending and host organisation or coordinating organisation	Actual costs	Up to 10% of Community grant	Conditional: follow-up activity must be clearly outlined in the application form	Dissemination and promotion of project results	Results / achievements to be described in final report

## Action 1.2.: Youth Initiatives

<b>Type of expense / project</b>	<b>Beneficiary</b>	<b>Basis for funding</b>	<b>Amount</b> <i>Please note that all amounts can be adapted by National Agencies</i>	<b>Rule of allocation</b>	<b>Use of Community grant</b>	<b>Reporting obligations</b> <i>All documents to be kept for audit purposes for 5 years after completion of the project</i>
<b>Youth initiatives (1)</b>	youth group/organisation	Lumpsum	Up to € 10 000	Automatic provided consistency with provisional budget is respected	Any cost directly linked to the realisation of the project including special costs for a coach (if needed)	Results /achievements to be described in final report. Signature list of all participants
<b>Advance Planning Visit (Only for Transnational Youth Initiatives)</b>	coordinating organisation / group	Actual costs + flat rate (max 2 days)	100% of travel costs + € 48/day per person per sending partner	Conditional: need for and objectives of advance planning visit must be justified in application form	Travel costs from home to the venue of the project. Use of the cheapest means and fares (APEX airfare, 2 <sup>nd</sup> class train ticket). Additional flat rate to contribute to accommodation costs and other costs during the visit	Copy of travel tickets + results / achievements to be described in final report.
<b>Travel costs (Only for Transnational Youth Initiatives)</b>	coordinating organisation / group	Actual costs	70%	Automatic	Travel costs from home to the venue of the project. Use of the cheapest means and fares (APEX airfare, 2 <sup>nd</sup> class train ticket).	Full justification of the costs incurred, copy of travel tickets / invoices.
<b>Follow-up/valorisation activity costs</b>	coordinating organisation/group	Actual costs	Up to 10% of Community grant	Conditional: follow-up activity must be clearly outlined in the application form	Dissemination and promotion of project results	Results / achievements to be described in final report

(1) The European Commission has fixed a maximum reference amount of € 10 000.

## Action 1.3.: Youth Democracy Projects

Beneficiary	Basis for funding	Amount	Rule of allocation	Use of Community grant	Reporting obligations
Coordinating organisation	Actual Costs	Up to 60% of total project costs Up to € 25 000 maximum	Conditional: objectives and detailed activity Programme must be clearly outlined in the application form	Any costs directly linked to the realisation of the project: travel costs from home to the venue of the project, accommodation, food, pedagogical material, insurance, evaluation, visa costs, visa related costs, vaccination, etc.	<p><i>All documents to be kept for audit purpose for 5 years after the completion of the project</i></p> <p>Full justification of the costs incurred, copies of invoices / receipts</p> <p>Copy of travel tickets / invoices</p> <p>Results / achievements to be described in final report</p> <p>Signature list of all participants</p>
<b>Follow-up/valorisation activity costs</b>	Sending and host organisation or coordinating organisation	Actual costs	Up to 10% of Community grant	Conditional: follow-up activity must be clearly outlined in the application form	Dissemination and promotion of project results

## D. Action 2 – European Voluntary Service

### What is European Voluntary Service?

European Voluntary Service (EVS) supports transnational voluntary service of young people.

It aspires to develop solidarity and promote tolerance among young people, primarily to reinforce social cohesion in the European Union. It promotes active citizenship and enhances mutual understanding among young people.

These general objectives shall notably be achieved by:

- supporting young people's participation in various forms of voluntary activities, both within and outside the European Union;
- giving young people the opportunity to express their personal commitment through voluntary activities at European and international level;
- involving young people in actions fostering solidarity between citizens of the European Union;
- involving young volunteers in a non-profit-making unpaid activity for the benefit of the general public in a country other than his or her country of residence.

European Voluntary Service also helps to achieve the common objectives on youth voluntary activities at European level, which were adopted by the EU Council of Ministers on 15 November 2004.

European Voluntary Service is a “learning” service: throughout non-formal learning experiences young volunteers improve and/or acquire competences for their personal, educational and professional development as well as for their social integration. The learning elements consist of a mutually agreed definition of the expected learning outcomes, processes and methods, the certification of the acquired competences, the participation of the volunteer in the EVS training cycle and the continued provision of task-related, linguistic and personal support, including a crisis prevention and management mechanism.

### **The EVS activity**

EVS is implemented through activities organised in partnership between legally established organisations, which send or host volunteers. An EVS activity is composed of preparation, voluntary activity and follow-up. The volunteer carries out the voluntary activity in a country other than his/her country of residence. The activity is unpaid, non-profit making and full-time during a given period (max. 12 months). It serves the benefit of the community.

An EVS activity can take place in a variety of areas: culture, youth, sports, social care, cultural heritage, arts, civil protection, environment, development cooperation, etc. High risk interventions in immediate post-crisis situations (e.g. humanitarian aid, immediate disaster relief etc.) are excluded.

The activity must represent a clear European or international added value. It must also include contacts with the local community.

Volunteers must not replace paid employees.

An EVS activity involves at least one sending organisation, one host organisation and one volunteer. It may involve all or only some of the project partner organisations and volunteers participating in the overall EVS project. A maximum of 100 volunteers may participate in one single activity.

The activity can be carried out individually or in groups.

If the activity involves more than one volunteer, the volunteers may carry out the activity in the same host organisation in the same country, in different host organisations in the same country or in different host organisations in different countries.

An individual EVS activity involves only one volunteer, one sending organisation and one host organisation. Individual EVS activities remain important because they stand for an intensive learning experience, individualised support, high impact on personal development and strong integration opportunities with the local community.

A group EVS activity allows volunteers to take part collectively in a voluntary activity at local, regional, national, European or international level and to benefit from individual and group learning experiences. Up to 100 volunteers can participate in the same host organisation or – split up in smaller sub-groups - in different host organisations. A group EVS activity has to ensure a group character for both the learning processes and the service for the benefit of the community. It also has to ensure a common thematic approach and regular contacts among the volunteers. Group EVS has been developed in order to increase the impact, accessibility, effectiveness and visibility of EVS even further.

### **The EVS project**

An EVS project is the framework for one or several EVS activities, clustered in one grant application. The combination of individual and group EVS activities in the same project is possible. A maximum of 100 volunteers may participate in one single project.

One legally established organisation applies on behalf of the other project partner(s) for Community financing (for details see below). It is not required that this organisation sends or hosts volunteers in the project. The applicant is the coordinating organisation' and receives the grant if the application is accepted. The coordinating organisation is responsible for the entire project management, for the coordination of the project with all sending and/or hosting organisations involved and for the distribution of the grant between the project partners in line with their responsibilities. A volunteer does not apply directly for Community financing.

Through the above approach and the possibility to incorporate different activities in the same project, the Commission wants to simplify the contractual management and introduce more flexibility and longer term planning security for project partners. Furthermore, the Commission considers this approach as most appropriate to better structure and interlink

EVS activities, to ensure a greater coherence among them and to increase the overall impact and visibility of EVS.

## Note: What EVS is not

- EVS is not occasional, unstructured, part-time volunteering.
- EVS is not an internship in an enterprise.
- EVS is not a paid job and must not substitute paid jobs.
- EVS is not a recreation or tourist activity.
- EVS is not a language course.
- EVS is not exploitation of cheap work force.
- EVS is not a period of study or vocational training abroad.
- EVS is not simply a funding scheme, but a quality model of transnational voluntary service.

## What are the eligibility criteria?

Please refer to the general eligibility criteria under section B.

The specific eligibility criteria applying to this Action are the following:

### Project partners in EVS

Each EVS project and activity is based on a partnership including the following project partners:

- one or more volunteers
- one or more sending organisations;
- one or more host organisations;
- one coordinating organisation (applicant), which can be (but does not have to be) one of the sending organisations or one of the host organisations.

A project partner that sends or hosts a volunteer must be:

- a non-profit organisation or association legally established in a Programme Country or in a Partner Country or
- a local, regional or national authority from a Programme Country or a Partner Country or
- an international governmental organisation established in a Programme Country or in a Partner Country.

The coordinating organisation (applicant) must be:

- a non-profit making organisation or association legally established in a Programme Country or in a country in South East Europe or
- a local, regional or national authority from a Programme Country or from a country in South East Europe or

- an organising body of an event in the area of youth, sport or culture with non-profit or profit making status or
- an international governmental organisation established in a Programme Country or in a country in South East Europe.

Consequently, organisations located in Partner Countries other than countries of South East Europe can be sending or host organisations, but they cannot be ‘coordinating organisations’.

Each EVS project and each EVS activity must involve at least one EU Member State.

The number of project partner organisations located in Partner Countries, cannot exceed the number of project partner organisations in Programme Countries in the same project.

For projects submitted at national level, the volunteer is sent by a sending organisation legally established in his/her country of residence. For projects submitted at European level, the coordinating organisation may assume all sending responsibilities (except for volunteers with fewer opportunities where a sending organisation in the country of residence is always compulsory).

Please note that the grant application must identify all organisations that will be involved in the project. It also has to include the calendar of activities.

## Accreditation of EVS organisations

Any organisation in a Programme Country or in South East Europe wishing to send or host EVS volunteers or coordinate an EVS project must be accredited. Organisations outside the Programme Countries and South East Europe can participate as project partners in EVS without accreditation.

Accreditation serves to gain access to EVS and to ensure a common quality standard in EVS. All accredited organisations are published in an internet database in order to facilitate partner-finding.

In order to be accredited, organisations submit an ‘Expression of Interest’, which mainly contains the general motivation and ideas for EVS activities.

National Agencies are responsible for the accreditation of organisations in Programme Countries; the SALTO South East Europe Resource Centre takes care of accreditation in South East Europe. ENGOS and international governmental organisations are accredited by the Executive Agency.

Expressions of Interest can be submitted on a continuous basis and accreditors take a decision, in principle, within 6 weeks. The accreditation is valid for a maximum of three years within which any EVS activity may start. Through their accreditation EVS organisations agree to adhere to the ‘EVS Charter’(see end of this chapter). Accreditation can be withdrawn at any time in the case of non-compliance with the EVS Charter.

## Participants

EVS is open to all young people between 18 and 30 years old, regardless of their background, legally residing in a Programme Country or in a Partner Country.

Special efforts are made and incentives given in order to allow young people with fewer opportunities, including young people with disabilities, to participate actively in EVS. These 'inclusion' activities are open to 16-30-year-olds, provided that competent and tailor-made preparations, accompaniment and follow-up are provided.

Any EVS project and any EVS activity within a project must involve between 1 and 100 volunteers.

If a project involves Partner Countries, the number of volunteers in the project coming from Partner Countries cannot exceed the number of volunteers coming from Programme Countries.

The volunteer recruitment process must be open and transparent.

When recruiting volunteers, EVS organisations are obliged to maintain the overall accessibility of EVS for all young people. The general openness of EVS and the spirit of the Programme must be reflected in the recruitment criteria and in an open recruitment process, which refers to the **Youth in Action** Programme. Organisations cannot specify that volunteers should be of a specific ethnic group, religion, sexual orientation or political opinion. They cannot require previous qualifications, a certain educational level, specific experience or more than basic language knowledge. In exceptional cases, if duly justified, depending on the tasks and the situation in which the volunteers are deployed, certain activity types may call for the selection of candidates with specific skills.

## Mentor

A mentor must be identified in the host placement (see below)

## Duration

The duration of an EVS project must not exceed 24 months, including preparation and evaluation/follow-up.

The EVS activity abroad should have a minimum duration of two months and a maximum overall duration of 12 months (excluding preparation and evaluation).

A volunteer generally participates in one EVS activity only. In justified cases (especially when for pedagogical reasons a step-by-step approach is foreseen, when there have been problems in the original activity or if the volunteer has participated in a short-term group activity) participation in two or more subsequent EVS activities is possible. However, the total activity duration may never exceed 12 months for a single volunteer. In the case of inclusion activities with young volunteers with fewer

opportunities or for group EVS activities, if duly justified, a minimum duration of two weeks is allowed.

The actual duration of an Advance Planning Visit in projects involving young people with fewer opportunities is not defined, but only two days of the visit (travel excluded) can be supported by the Community grant.

## Place

A volunteer always carries out his/her EVS activity in a country different from the country of residence (with the exception of preparation and follow-up activities).

An EVS activity can be carried out in a Programme Country or in a Partner Country.

If an activity involves neighbouring Partner Countries, volunteers can be sent and hosted between these countries, provided that at least one EU Member State is involved in the activity and that the number of volunteers in the overall project coming from Partner Countries does not exceed the number of volunteers coming from Programme Countries.

If 'other Partner Countries of the world' are involved, the cooperation with countries from Africa, the Caribbean and the Pacific and from Latin America and Asia is particularly encouraged. In these cases, a volunteer resident in a Partner Country can only be sent to a Programme Country. It is not possible that volunteers are sent and hosted between organisations located in 'other Partners Countries of the world'.

## Theme and tasks

Any EVS activity must have a thematic concept linked to the priorities of the **Youth in Action** Programme and the specific aims and priorities of European Voluntary Service.

Group EVS activities must have a common thematic approach. Group EVS activities, linked to a specific event, require a solid partnership with the organising body of the event. The volunteer tasks must all relate to the event.

The tasks must provide a clear European or international added value and must not consist of routine activities. The tasks include contacts with the local community.

## What are the selection criteria?

Please refer to the general selection criteria under section B.

## What are the award criteria?

Grants for EVS will be awarded to the projects reflecting in the best way the general priorities of the programme, i.e. participation of young people, cultural diversity, European citizenship and social inclusion.

In addition, annual priorities may be fixed annually for the **Youth in Action** Programme and communicated on the Commission and National Agencies website and in the annex of the current Programme Guide.

Specific priorities of EVS are:

- Involving young people with fewer opportunities,
- Involving partner organisations participating for the first time in an EVS activity,
- Encouraging further development of established partnerships in order to improve the quality of voluntary service,
- In the framework of the cooperation with 'other Partner Countries of the world' projects with countries from Africa, the Caribbean and the Pacific as well as from Latin America and Asia.

## How to make a good project?

### The EVS Charter

The general principles, definition of roles of EVS project partners and the main quality standards of EVS are laid down in the EVS Charter, which is a basis for accreditation. The Charter can be found at the end of this chapter.

### Planning, preparation, training, support and follow-up

The young person is actively involved in the planning, implementation and evaluation of the EVS activities.

Proper support to the volunteer should be provided in all the phases of the project.

The project should foresee crisis prevention and management mechanisms.

The project should provide adequate preparation (linguistic, intercultural, etc.) to volunteers, taking into consideration the profile of each volunteer, the nature of the project and the specific situation of the host country.

In EVS projects involving young people with fewer opportunities, an Advance Planning Visit (APV) to the host organisation prior to the actual voluntary activity is especially encouraged. A maximum of two persons can participate. One is always a representative of the sending organisation. If a second person participates, this has to be the volunteer candidate.

Linguistic support and/or training are provided. The format, duration and frequency can vary depending on volunteers' needs and abilities, the tasks and the capability of the organisation. Language training must be free of charge for the volunteer and included in the regular working time.

The project foresees the volunteers' participation in the EVS training cycle. It consists of pre-departure training, on-arrival training, mid-term meeting and final

evaluation. EVS volunteers have the right and obligation to participate in these training sessions, which are provided by or on behalf of the National Agencies or by EVS sending, host or coordinating organisations in line with the “Volunteer Training: Guidelines and Minimum Quality Standards” of the European Commission (see: Commission website).

The volunteers should have the opportunity to exchange, share and evaluate the EVS experience (see also below under ‘evaluation’, ‘follow-up activity of the volunteer’ and ‘structures of former EVS volunteers’). They should receive assistance from their sending organisations when re-integrating into the home community and be helped into further education, training or employment.

## Non-formal learning and working methods

The project should ensure the character of EVS as a ‘learning service’, i.e. provide non-formal and informal learning opportunities to young people in order to allow them to acquire new skills and competences for their personal, educational and professional development. To this end, the expected learning outcomes and learning processes need to be described in general terms in the grant application and in detail in the activity agreement.

Effective match-making between tasks and volunteer profiles should be targeted.

The project partners display a joint commitment and solid partnership and are willing to agree on a clear division of responsibilities.

A mentor in the host organisation is responsible for personal support and facilitates integration into the local community. The volunteer can also turn to the mentor in case of problems. A first meeting with the mentor should take place at the very beginning of the activity with the aim to discuss the learning process. Regular contact and meetings should follow. The mentor also has an important role in discussing the learning achievements with the volunteer at the end of the activity in view of the Youthpass-achievement report. The mentor should not be the volunteer’s supervisor.

In each EVS activity the geographic origin of the volunteers should be balanced.

Group EVS activities have to ensure that learning takes not place only on an individual basis, but also in the group. Joint meetings of the volunteers have to be foreseen.

‘Reinforced mentorship’ might be foreseen to increase personal support of volunteers with fewer opportunities on the sending and/or hosting side and is shared between the sending and hosting organisations according to their responsibilities.

## Impact

If several volunteers are involved in a project or activity, structuring elements should be ensured wherever possible, for example through a coherent or complementary

thematic approach, reciprocity in the sending and hosting of volunteers, complementarity of activity areas and tasks, regular meetings and networking opportunities for volunteers etc.

Furthermore, the impact of an EVS project should not just be limited to the participants in the activity, but also bring the concept of 'Europe' to the local communities involved and – through evaluation, follow-up and valorisation – allow future projects and interested organisations to benefit from it, too.

The possibility of combining different EVS activities within one project as well as the introduction of the concept of group EVS offer plenty of opportunities for the above structuring elements, which altogether should serve to maximise the effectiveness and impact of EVS.

## Evaluation

Proper evaluation of the EVS activity together with the volunteers has to be ensured by the coordinating organisation in cooperation with host and sending organisations, volunteers and National Agencies. To this end, a final evaluation meeting is organised by the National Agency in the sending country or by the coordinating organisation.

## Valorisation of results

The achievements and results of the activities should be disseminated and exploited in order to optimise their value, strengthen their impact and ensure that the largest possible number of young people and organisations benefit from them. This implies transferring outcomes towards the appropriate stakeholder and multiplying them on a larger scale. Costs for valorisation can be co-financed by the Community grant.

## Follow-up activity of the volunteer

The volunteer may carry out a follow-up activity within six months of the completion of her/his EVS activity abroad. This follow-up activity may last up to 1 month and always takes place either in the country of residence ("sending country") or in the host country. It should build on the EVS experience and aim to highlight, disseminate and promote the EVS results and to increase its impact. This follow-up activity is conceived by the volunteer – possibly with the support of the sending or host organisation and/or a national structure or group of former EVS volunteers. It is an integral part of the EVS project.

## Visibility

Each EVS project should highlight the Community support and provide information on the EVS project and the **Youth in Action** programme to the outside world (including through the use of European and **Youth in Action** logos). Also the organisations and volunteers involved in the project should be made aware of their participation in EVS. Who can apply?

The coordinating organisation applies on behalf of the partnership.

In projects that involve only one sending and one host organisation, either of them takes over the role of the coordinating organisation (applicant), which applies on behalf of the partnership.

## How to apply?

Regardless the number of sending/host organisations and volunteers involved, or the number and duration of the activities, there is only one application, one financing decision and one grant agreement per project.

Depending on the status of the organisation, the nature of activities foreseen and the geographic scope, applications should be sent either to National Agencies or to the Executive Agency.

### Applications to be sent to the National Agencies:

The application must be submitted by the coordinating organisation to the National Agency of the Programme Country where the coordinating organisation is legally established.

Sending and host organisations located in ‘other Partner Countries of the world’ cannot participate in projects submitted at national level.

Applications involving young people with fewer opportunities, which foresee an activity of between 2 weeks and 2 months, may be accepted by National Agencies up until one week before the regular selection committee. The earliest possible project start date for these projects is the date of the signature of the financing agreement by both parties.

### Applications to be sent to the Education, Audiovisual and Culture Executive Agency:

Applications should be sent to the Executive Agency if:

1. the coordinating organisation is an accredited European Non-Governmental Organisations (ENGOS), which is legally established in one of the Programme countries and has members/branches in at least eight Programme countries;
2. the coordinating organisation is an accredited organisation legally established in a SEE country;
3. the coordinating organisation is an intergovernmental organisation or a profit-making organising body of an event;
4. the project involves organisations or volunteers from ‘other Partner Countries of the world’;
5. the project is linked to large-scale European or international events (for example: European Capital of Culture, European football Championship, World Cup, Olympic Games, a major natural or man-made disaster).

## How is the activity financed?

Community financing of an EVS project is based on the principle of co-funding, with other public and/or private contributions. This means that contributions, in kind or in cash, from the sending and host organisations are necessary to cover the total cost of the project.

The volunteer receives full board and lodging, complete insurance cover, a volunteer allowance and – if applicable – an incentive to carry out a follow-up activity. Furthermore, volunteer training sessions are provided for free. The travel costs are reimbursed at the rate of 100%.

The volunteer allowance ('pocket money') is conceived in a way that it helps the volunteer cover some additional personal expenses during the stay abroad. The allowance is not meant to cover these personal expenses in full. It is not meant either to cover expenses related to regular food, accommodation and local transport of the volunteer, which are covered by the host organisation and cofinanced from the Community grant under 'host activity costs'.

The Community grant is based on a combination of:

- participation in the actual costs for certain types of expense;
- flat rate amounts for certain other types of expense; and
- amounts based on scales of unit costs for certain other types of expense.

according to the table at the end of this chapter D.

The flat rate amounts and scales of unit costs indicated below and in this table represent the basic level of financing; this basic level can vary depending on possible adaptations by National Agencies in Programme Countries.

Fixed amounts and flat rates represent a contribution to project activities; they are not directly linked to any specific costs; the costs they cover do not need to be accounted for, or justified.

This funding mechanism should help applicants to calculate the expected grant amount and should facilitate realistic planning of the EVS project.

### Breakdown of the Community grant

EVS provides financial support through the following grant items

- Travel costs: 100% of actual costs
- Sending activity costs: fixed amount per volunteer
- Host activity costs: flat rate amount per volunteer per month
- Visa costs, visa-related costs and vaccination costs: 100% of actual costs
- Volunteer's allowance: country-specific
- Pre-departure training, mid-term meeting and evaluation meeting: 100% of actual costs up to 300 €
- On-arrival training: 100% of actual costs up to 800 €

- Coordination costs: Fixed amounts per partner organisation and volunteer for the administration and networking of the project partners by the coordinating organisation. (Not granted in projects with only one host and one sending organisation with one of them being the coordinating organisation).
- Visibility and Valorisation: up to 10% of the project grant
- Follow-up activity of the volunteer: fixed amount per volunteer

For projects involving young people with fewer opportunities

- Advance-Planning Visit (APV): actual travel costs + fixed amount per person
- Reinforced mentorship: flat rate per volunteer per month
- Exceptional costs: up to 100% of actual costs

## Exceptional costs

Exceptional costs in EVS are related to young people with fewer opportunities and/or with special needs. They may cover for example: medical attendance, health care, additional linguistic training/support, additional preparation, special premises or equipment, additional accompanying person, additional personal expenses in the case of an economic disadvantage. They cannot cover bank loans or interest. Up to 100% of exceptional costs can be supported by the grant, provided they are clearly linked to the implementation of the project, necessary and justified in the application form. All exceptional costs must be actual costs, properly supported and justified.

## What are the contractual obligations?

### Grant agreement

Once the EVS project has been approved, the beneficiary (coordinating organisation) will receive a grant agreement that will govern the use of the Community funds. Whereas the coordinating organisation bears the responsibility for the entire project management towards the National Agency or the Executive Agency, it is the shared responsibility of the project partners to implement the project in a spirit of partnership. The precise share of responsibilities among project partners is agreed on in the Activity Agreement.

On-site visits or audits may be carried out by the National Agency, the Executive Agency, the Commission or the Court of Auditors to check that all contractual obligations are being properly fulfilled.

If, in the course of the project, unforeseen circumstances disrupt its implementation, the beneficiary must immediately contact its National Agencies or the Executive Agency, to make appropriate arrangements.

Failure to carry out the project as agreed can lead to the recovering of part of or the entire grant.

## Activity Agreement

The project partnership finds its expression in:

1. The original signature of the legal representative of the coordinating organisation and through the signatures of the legal representative of each of the involved sending and host organisations in the application;
2. The EVS Activity Agreement: After the approval of the project, but before the start of any EVS activity within the project, a detailed Activity Agreement must be signed by the organisations and by the volunteers involved in the respective EVS activity. The EVS Activity Agreement lays down the tasks, working hours and practical arrangements as well as the expected learning process and learning objectives of the volunteers. It contains information necessary for crisis prevention/management. It attributes clear responsibilities to the sending, host and coordinating organisations and contains the corresponding division of the grant. In case of substantial changes to the Activity Agreement, all partners involved in the activity need to agree and sign a revised Activity Agreement. In case of doubt, the criteria and rules of EVS, as stipulated in the Programme Guide, prevail over arrangements in the Activity Agreement. Before the beginning of any activity, a copy of the Activity Agreement (and later on of any eventual substantial changes to it) must be sent to the National Agency or the Executive Agency, which has awarded the grant in order to facilitate monitoring of the activities and planning of volunteer trainings/meetings.

## Insurance

Every volunteer must be enrolled into the Commission's group insurance plan for EVS volunteers, which complements the coverage by national social security systems – if applicable – by virtue of the European Health Insurance Card (or similar) issued to the volunteer.

## What support is available?

### Non-financial support and services of EVS

Within European Voluntary Service, quality and technical support to young people and organisations is provided by National Agencies and so-called EVS Advice and Support Organisations at national level and by the Education, Audiovisual and Culture Executive Agency and the Commission at European level.

The core service consists of helping with the identification of volunteers and EVS sending, host and coordinating organisations and to support the matchmaking of mutual interests, profiles and expectations on request. This is mainly intended to help those, who want to get involved in EVS, but do not yet have the necessary European or international contacts. In this context, also the internet database of accredited EVS organisations can be of great help (see the Commission website).

Other services may be offered in addition. To find out more about the exact scope of the services offered, please contact your National Agency or the Executive Agency.

## EVS Advice and Support Organisations

Complementing the delivery of EVS services if needed, EVS Advice and Support Organisations are identified by National Agencies from civil society and the public sector. The EVS Advice and Support Organisations help with the identification of volunteers and EVS sending and hosting organisations on request. They can also help matching the interests, profiles and expectations of volunteers and organisations and assist with partnership-building. However, the actual recruitment and selection process of volunteers remains the responsibility of sending/hosting/coordinating organisations and cannot be taken over by EVS Advice and Support Organisations or National Agencies.

In addition to these core tasks, EVS Advice and Support Organisations may also assist in developing the thematic or geographic scope of EVS or in reaching out to a certain target group. The exact set of services is determined by the National Agencies in light of the **Youth in Action** priorities, the respective capacities and the situation of EVS in a given country. In justified cases, a similar advisory and supportive role may also be conferred to individuals.

EVS Advice and Support Organisations must not take over contractual or financial management responsibility from National Agencies. EVS Advice and Support Organisations may also send, host or coordinate volunteers themselves and receive a project grant for this, provided that they are accredited EVS sending, host or coordinating organisations.

## Youthpass

Every volunteer is entitled to receive a Youthpass, which describes and validates the non-formal learning experience. This document can be of great benefit for the future educational or professional pathway of the volunteer. Through the Youthpass the European Commission ensures that the voluntary activity is recognised as an educational experience and a period of non-formal learning and informal learning. The achievement report is filled in jointly by the volunteer and a representative of the host organisation, is signed by both and handed over to the volunteer directly at the end of the voluntary activity abroad.

## Former EVS volunteer structures

Any volunteer may choose to become involved in the activities of the national structures of former EVS volunteers during or after the EVS. For details, please contact your National Agency.

## Examples

- One or several volunteers go abroad for an EVS activity in a local, regional, national, European or international host organisation. This may for example be a youth centre,

a Fair Trade Shop, a sports association, an elderly people's home, a kindergarten, a school, a municipality, a civil protection organisation, a development NGO, a secretariat of a European NGO, a theatre, a museum, a nature reserve, an arts centre, etc.

- Volunteers – individually or in a group - carry out practical tasks for the benefit of the community, such as for example restoring cultural heritage (churches, castles etc.).
- A group of volunteers supports an event in the areas of culture, youth or sports, etc. This could be a local or regional theatre festival, a European Cultural Capital, a sports event with disabled athletes, Olympic Games, a football championship, a youth festival, etc.
- A group of volunteers helps with environmental rehabilitation, reconstruction, capacity- and confidence-building in the medium- or long term after a natural or man-made disaster or conflict. This could be for example a heavy thunderstorm or earthquake that had destroyed nature and infrastructure or a civil war that has left deep divides among different parts of society.

# European Voluntary Service Charter

## ***European Voluntary Service Charter***

The European Voluntary Service (EVS) Charter is part of the 'Youth in Action' Programme Guide and highlights the roles of EVS sending, host and coordinating organisations and the main principles and quality standards of EVS. **Each EVS organisation adheres to the provisions set out in this Charter.**

### ***EVS partnership***

A solid partnership between EVS sending, host, coordinating organisations and the volunteer is the basis of every EVS activity. An adequate match-making between the volunteer profile and the tasks has to be in place. An *activity agreement* is signed by all the partners before the beginning of the activity.

- The sending organisation is in charge of the preparation and support of the volunteers before, during and after the EVS activities.
- The host organisation has to ensure safe and decent living and working conditions to the volunteer throughout the entire activity period. It has to provide adequate personal, linguistic and task-related support, including the identification of a mentor for the volunteer.
- The coordinating organisation (applicant) has the role of facilitating the implementation of the project by offering administrative and quality support to all project partners and enabling their networking.

### ***EVS principles to be ensured***

- The non-formal educational and intercultural learning dimension, through a clear definition of a learning plan for the volunteer.
- The service dimension through a clear definition of the non-profit making character and the volunteer tasks. Full-time service and active role of the volunteer in implementing the activities have to be ensured. EVS volunteer activities must not substitute any employment.
- The benefit to and the contact with the local community.
- EVS is free of charge for the volunteers.
- Accessibility and Inclusion: when recruiting EVS volunteers, the organisations maintain the overall accessibility of EVS for all young people, without prejudice related to ethnic group, religion, sexual orientation or political opinion. If the project targets volunteers with fewer opportunities, facilities and capacity in providing tailor-made preparation, support and follow-up have to be in place.

### ***EVS quality standards to be ensured***

#### ***Support to the volunteer***

- before, during and after the EVS activities, in particular in crisis prevention and management;
- for insurance, visa, residence permit, travel arrangements and all the EVS administrative procedures;
- by facilitating the volunteer's participation in the EVS training cycle (pre-departure training, on-arrival training, mid-term meeting and final evaluation);
- by foreseeing proper evaluation measures;
- by encouraging a follow-up activity: every volunteer has the right to plan and implement a follow-up activity.

#### ***Information***

- All EVS partners have the right to receive complete information on the activity and agree on all aspects.
- Visibility, dissemination and publicity measures have to be in place.

#### ***Recognition***

- Each EVS volunteer is entitled to receive a Youthpass.

## Overview of funding rules

See the following tables.

## Overview of funding rules

All figures are in euros

Type of expense / project	Beneficiary	Basis for funding	Amount <i>Please note that fixed amounts and flat rates can be adapted by National Agencies</i>	Rule of allocation	Use of Community grant	Reporting obligations <i>All documents to be kept for audit purposes for 5 years after completion of the project</i>
<b>Travel costs of the volunteer</b>	Sending organisation	Actual costs	100%	Automatic	Travel costs from home to the venue of the project (one return ticket). Use of the cheapest means and fares (APEX airfare, 2 <sup>nd</sup> class train ticket)	Full justification of the costs incurred, copy of travel tickets / invoices
<b>Sending activity costs</b>	Sending organisation	Fixed amount	€ 450 per volunteer <b>(1)</b>	Automatic	Recruitment, preparation of the volunteer, arranging insurance, help with visa, staying in contact with the volunteer, evaluation, follow-up, administration/communication.	Results / achievements to be described in final report
<b>Host activity costs</b>	Host organisation	Flat rate	€ 450 per volunteer for each month of voluntary activity abroad <b>(1)</b>	Automatic	Support to the volunteer (task-related, linguistic and personal support, mentor), accommodation, food, local transport, administration/communication.	Results / achievements to be described in final report.  Signed declaration of the volunteer in final report regarding the support received
<b>Visa costs, visa-related costs and vaccination costs</b>	Coordinating, hosting or sending organisation	Actual costs	100%	Conditional: need for and objectives of exceptional costs must be justified in application form	Visa costs, visa-related costs, residence permit and vaccination costs	Full justification of the costs incurred, copies of invoices / receipts
<b>Volunteer's allowance</b>	Host or coordinating organisation	Country-specific	See table below	Automatic	To be given as "pocket money" to the volunteer (weekly or monthly) for additional personal expenses.	Signed declaration from the volunteer in final report
<b>On-arrival training</b>	Host or coordinating organisation	Actual costs	100% up to € 800 per participant. (volunteers, trainers, etc.)	Conditional: content and objectives of the planned activities must be described in application in line with Commission's minimum standards for volunteer training.  NOT granted, if the volunteer participates in the training	Costs directly linked to the organisation of the activity	Full justification of the costs incurred, copies of invoices / receipts up to the maximum amount.

				organised by or on behalf the National Agencies (free of charge)		
<b>Pre-departure training, mid-term meeting, final evaluation.</b>	Coordinating, sending and/or host organisation	Actual costs	100% up to € 300 per participant (volunteers, trainers etc.)	Conditional: content and objectives of the planned activities must be described in application in line with Commission's minimum standards for volunteer training.  NOT granted, if the volunteer participates in the training organised by or on behalf the National Agencies (free of charge)	Costs directly linked to the organisation of the activity	Full justification of the costs incurred, copies of invoices / receipts up to the maximum amount.
<b>Follow-up activity of the volunteer</b>	Coordinating organisation	Fixed amount	€ 500 per volunteer	Optional: This personal follow-up activity may be implemented by the volunteer within 6 months after the end of the EVS activity abroad. It can last up to 1 month.	The fixed amount is to be paid out in full to the volunteer. The activity must build on the EVS experience, highlight and disseminate its results and promote EVS and volunteering.	Results / achievements to be described in the final report.
<b>Coordination costs</b>	Coordinating organisation	Fixed amount	€ 300 per partner organisation + € 150 per volunteer	Conditional: content and objectives of coordinating activities must be justified in application form.	Costs for coordination, monitoring, networking, communications, administration, salaries, meetings of the project partners.  NOT granted if there is only one host organisation and one sending organisation in the project with one of them being the coordinating organisation.	Results / achievements to be described in the final report.
<b>Visibility and valorisation costs</b>	Coordinating organisation	Actual costs	Up to 10% of the Community grant	Conditional: content and objectives of visibility/valorisation activities must be justified in application form.	Publicity, visibility, press conference, documentation, dissemination of best practice and results by the organisation(s), etc.	Full justification (copies of invoices/receipts) of costs incurred

(1) For project applications to National Agencies, please contact the National Agency for up-to-date information on the current flat rates/fixed amounts applied at national level and/or consult the table published on the Commission's website. For project applications to the Executive Agency in Brussels, the amounts applied are those stated above.

For group EVS activities in Programme Countries, the flat rate for "host activity costs" of the host country applies for all project applications at national and European level. Please note that a transfer of up to 10% between grant items based on actual costs is authorised without amendment of the financing agreement. A transfer from actual costs to flat rates/fixed amounts (or vice versa) is not allowed.

**Additional funding for projects involving young people with fewer opportunities**

<b>Type of expense / project</b>	<b>Beneficiary</b>	<b>Basis for funding</b>	<b>Amount</b> <i>Please note that all amounts can be adapted by National Agencies</i>	<b>Rule of allocation</b>	<b>Use of Community grant</b>	<b>Reporting obligations</b> <i>All documents to be kept for audit purposes for 5 years after completion of the project</i>
<b>Advance planning visit</b>	Sending organisation	Actual costs + flat rate (max 2 days)	100% of travel costs + € 48 per day per person per sending partner (one or two on condition that the second is a young participant) <b>(1)</b>	Conditional: need for and objectives of advance planning visit must be justified in the application form	Travel costs from home to the venue of the project. Use of the cheapest means and fares (APEX airfare, 2 <sup>nd</sup> class train ticket). Flat rate for accommodation costs and other costs during the visit	Copy of travel tickets, and results / achievements to be described in final report
<b>Reinforced mentorship</b>	Host and/or sending organisation	Flat rate	€ 250 per volunteer per month <b>(1)</b>	Conditional: need for and objectives of reinforced mentorship as well as details of personal support must be justified and explained in the application form	Additional personal support to volunteers with fewer opportunities during preparation, EVS activity abroad and follow-up.	Results/achievements to be described in final report.
<b>Exceptional costs</b>	Host and/or sending organisation	Actual costs	Up to 100%	Conditional: need for and objectives of exceptional costs must be justified in application form	Costs directly related to volunteers with fewer opportunities/special needs.	Full justification of the costs incurred, copies of invoices / receipts

- (1)** For project applications to National Agencies, please contact the National Agency for up-to-date information on the current flat rates/fixed amounts applied at national level and/or consult the table published on the Commission’s website.  
For project applications to the Executive Agency in Brussels, the amounts applied are those stated above.  
For group EVS activities in Programme Countries, the flat rate for “host activity costs” of the host country applies for all project applications at national and European level.

Please note that a transfer of up to 10% between grant items based on actual costs is authorised without contract amendment. A transfer from actual costs to flat rates/fixed amounts (or vice versa) is not allowed.

## VOLUNTEER ALLOWANCES in € per month

<b>Member States of the European Union (EU)<sup>17</sup></b>	
Austria	110
Belgium	105
Cyprus	95
Czech Republic	95
Denmark	140
Estonia	85
Finland	120
France	125
Germany	105
Greece	95
Hungary	95
Ireland	125
Italy	115
Latvia	80
Lithuania	80
Luxembourg	105
Malta	95
Netherlands	115
Poland	85
Portugal	95
Slovak Republic	95
Slovenia	85
Spain	105
Sweden	115
United Kingdom	150
<b>Participating countries of the European Free Trade Association (EFTA) which are members of the European Economic Area (EEA)</b>	

<sup>17</sup> Individuals from an Overseas Country and Territory (OCT), and where applicable the relevant public and/or private bodies and institutions in an OCT, shall be eligible for the **Youth in Action** Programme, subject to the rules of the Programme and the arrangements applicable to the Member State with which they are connected. The concerned OCTs are listed in annex 1A of Council decision of 27 November 2001 on the association of the overseas countries and territories with the European Community (2200/822/EC), Official Journal L 314 of 30 November 2001

Iceland	145
Liechtenstein	130
Norway	145
<b>Participating countries which are candidates for accession to the European Union</b>	
Bulgaria	65
Romania	60
Turkey	85
<b>Countries participating in the Stabilisation and Association process</b>	
<b>South East Europe</b>	
Albania	50
Bosnia and Herzegovina	65
Croatia	60
Former Yugoslav Republic of Macedonia (FYROM)	50
Montenegro	80
Serbia	80
<b>Countries participating in the European Neighbourhood Policy<sup>18</sup></b>	
<b>Mediterranean Partner Countries</b>	
Algeria	85
Egypt	65
Israel	105
Jordan	60
Lebanon	70
Morocco	75
Palestinian Authority of the West Bank and Gaza Strip	60
Syria	80
Tunisia	60
<b>Eastern Europe and Caucasus</b>	
Armenia	70
Azerbaijan	70
Georgia	80
Moldova	80
Russian Federation	90
Ukraine	80
<b>Other Partner Countries of the World</b>	
Afghanistan	50
American Samoa	70
Andorra	70
Angola	105

<sup>18</sup> Although not participating to the European Neighbourhood Policy, the Russian Federation is considered as Neighbouring Partner Country by means of a special Partnership Agreement signed with the European Union.

Antigua and Barbuda	85
Argentina	75
Australia	75
Bahamas	75
Bangladesh	50
Barbados	75
Belize	50
Benin	50
Bolivia	50
Botswana	50
Brasil	65
Brunei	60
Burkina Faso	55
Burundi	50
Cambodia	50
Cameroon	55
Canada	65
Cape Verde	50
Chad	65
Chile	70
China	55
Colombia	50
Comoros	50
Congo (Democratic Republic of the)	105
Congo (Republic of the)	70
Cook Islands	50
Costa Rica	50
Djibouti	65
Dominica	75
Dominican Republic	60
East Timor	50
Ecuador	50
El Salvador	55
Equatorial Guinea	60
Eritrea	50
Ethiopia	50
Fiji	50
Gabon	75
Gambia, The	50
Ghana	70
Grenada	75
Guatemala	50
Guinea, Republic of	50
Guinea-Bissau	50
Guyana	50
Haiti	65

Honduras	50
Hong-Kong	60
India	50
Indonesia	50
Ivory Coast	60
Jamaica	60
Japan	130
Kazakhstan	70
Kenya	60
Kiribati	60
Kyrgyzstan	75
Laos	50
Lesotho	50
Liberia	85
Macau	55
Madagascar	50
Malawi	50
Malaysia	50
Mali	60
Mariannes	70
Marshall Islands	50
Mauritania	50
Mauritius	60
Mexico	70
Micronesia	55
Monaco	75
Mozambique	60
Namibia	50
Nauru	50
Nepal	50
New Zealand	60
Nicaragua	50
Niger	50
Nigeria	50
Niue	50
Palau	50
Panama	50
Papua New Guinea	55
Paraguay	50
Peru	75
Philippines	60
Rwanda	65
Saint Kitts and Nevis	85
Sainte-Lucia	75
Saint-Vincent and the Grenadines	75
Samoa	50

San Marino	60
Sao Tome and Principe	60
Senegal	65
Seychelles	85
Sierra Leone	55
Singapore	75
Solomon Islands	50
South Africa	50
South Korea	100
Sudan	55
Suriname	55
Swaziland	50
Switzerland	80
Tanzania	50
Thailand	60
Togo	60
Tokelau	50
Tonga	50
Trinidad and Tobago	60
Tuvalu	50
Uganda	55
United States	80
Uruguay	55
Uzbekistan	75
Vanuatu	60
Vatican, The	60
Venezuela	85
Vietnam	50
Yemen	60
Zambia	50
Zimbabwe	50

## E. Action 3 - Youth in the World

### What is Youth in the World?

Youth in the World is an Action which aims at promoting exchanges and cooperation in the field of youth and non-formal education with other regions of the world.

It supports projects involving young people and organisations from the so-called 'Partner Countries', an expression which identifies all countries which can be involved in the **Youth in Action** Programme but which are not defined as 'Programme Countries'.

This measure supports Youth Exchanges - mainly multilateral but not excluding bilateral ones - which allow several groups of young people from Programme and Partner Countries to meet and take part together in a programme of activities.

It also covers the training of those active in youth work and youth organisations from Programme and Partner Countries, as well as exchanges of experience, expertise and good practices between them. It supports activities which may lead to the establishment of long-lasting, high quality projects and partnerships<sup>19</sup>.

### What are the aims of the action?

In supporting activities involving young people and organisations from Partner Countries, the European Commission's main aims are to promote dialogue, mutual tolerance, intercultural awareness and solidarity beyond the borders of the European Union, to break down prejudices and stereotypes, and to build up societies based on common understanding and respect.

These activities are also intended to contribute to the development of civil society and the strengthening of democracy in the Partner Countries.

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<sup>19</sup> European Voluntary Service - European Voluntary Service (Action 2 of this programme) is also open to international cooperation with Partner Countries (including 'other Partner Countries of the world'). All relevant criteria are described exclusively under the section on Action 2 of this guide. For more detailed information, see section D.

## Action 3.1 - Cooperation with the neighbouring countries of the European Union

This measure supports projects with the Partner Countries that are considered neighbouring countries under the provisions of the European Neighbourhood Policy<sup>20</sup>, as well as with the Russian Federation and the countries from South East Europe (for a detailed list of Neighbouring Partner Countries, see section B of this Guide).

The aims of this Action are:

- to contribute to peace and stability at the borders of the enlarged EU and beyond, by enhancing intercultural dialogue, mutual understanding and tolerance among young people.
- and to contribute to strengthening democracy and civil society by facilitating the integration and active participation of young people, and by encouraging the development of youth structures.

### What type of activities are eligible?

The following types of activity can be supported under this Action:

- Youth Exchanges, based on the same pattern as the Youth Exchanges foreseen under Action 1.1, with some particularities;
- Training and Networking Projects, based on the same pattern as the Training and Networking Projects foreseen under Action 4.3, with some particularities;

Therefore the main characteristics of the activities concerned are described in other parts of the Programme Guide; please refer to the corresponding sections.

The following section focuses on the particularities linked to the involvement of partners from Neighbouring Partner Countries in Youth Exchanges and Training and Networking Projects.

### Youth Exchanges

What are the eligibility criteria?

Please refer to the general eligibility criteria under section B and to the specific eligibility criteria under the corresponding section in Action 1.1.

Additional eligibility criteria applying to this Action are the following:

#### Partner groups

One or more of the partner groups come from a Neighbouring Partner Country.

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<sup>20</sup> Having signed agreements with the European Community relevant to the youth field.

At least one EU Member State must be involved.

A partner group must be:

- a non-profit organisation or association or
- a local or regional public body or
- an informal group of young people.

located in Programme or Neighbouring Partner Countries.

In case of an informal group, one of the young people of the group (the representative of the group) takes responsibility for submitting the application and signing the grant agreement.

Multilateral Youth Exchanges must involve partner groups from at least two Neighbouring Partner Countries. Projects with Russia - given this country's large size and its geographic and ethnic diversity - do not have to involve necessarily an additional Neighbouring Partner Country. Instead, Russia may be represented by two partner organisations coming from two different regions within the country.

Bilateral and trilateral Exchanges are intended for those partner groups which have not organised Youth Exchanges before.

#### Participants

Young people aged between 13 and 25 years and resident in a Programme Country or in a Neighbouring Partner Country can participate in a Youth Exchange. In principle, a small number of participants of a group may be older than 25 years, but participants must not be older than 30 years.

#### Place

The exchange activity may take place either in Programme Countries or in Neighbouring Partner Countries involved in the project, except in Mediterranean Partner Countries.

What are the selection criteria?

Please refer to the general selection criteria under section B.

What are the award criteria?

Priority will be given to projects reflecting the general priorities of the Programme, i.e. participation of young people, cultural diversity, European citizenship and social inclusion.

In addition, annual priorities may be fixed for the Youth in Action Programme and communicated on the Commission and National Agencies website and presenting the annex of the present Programme Guide.

Priority will also be assigned to projects targeting the following thematic subjects:

- strengthening of civil society, citizenship and democracy;
- fight against racism and xenophobia;
- inter-ethnic and inter-religious dialogue;

- post-conflict resolution and reconstruction;
- active role of women in society;
- minority rights;
- regional cooperation;
- heritage and environmental protection.

Multilateral Youth Exchanges are given priority, since the European added value in such exchanges is greater. Geographical balance

Projects should aim at a balance between the number of Programme Countries and Neighbouring Partner Countries involved. The national groups should as far as possible be balanced and consist of approximately the same number of participants.

#### Regional cooperation

Projects should also aim at promoting participation of young people from Neighbouring Partner Countries belonging to the same region, i.e. South East Europe, Eastern Europe and Caucasus and Mediterranean Partner Countries.

## Training and Networking Projects

What are the eligibility criteria?

Please refer to the general eligibility criteria under section B and to the specific eligibility criteria under the corresponding section in Action 4.3.

Additional eligibility criteria applying to this Action are the following:

#### Partners

Projects must involve at least two partners from Neighbouring Partner Countries and two partners from Programme Countries.

Job Shadowing activities represent an exception, as they may involve a minimum of one partner organisation from a Neighbouring Partner Country and one partner from a Programme Country.

In any type of project, at least one EU Member State must be involved.

A partner must be:

- a non-profit organisation or association or
- a local, regional public body or
- an informal group of young people.

located in a Programme or a Neighbouring Partner Country.

In case of an informal group, one of the young people of the group (the representative of the group) takes responsibility for submitting the application and signing the grant agreement.

### Participants

All actors involved or interested in non-formal education and youth, legally residing in a Partner Country or in a Neighbouring Partner Country can participate in Training and Networking Projects.

### Place

The activity may take place either in a Programme Country or in a Neighbouring Partner Country involved in the project, except in a Mediterranean Partner Country.

What are the selection criteria?

Please refer to the general selection criteria under section B.

What are the award criteria? Priority will be given to projects reflecting the general priorities of the Programme, i.e. participation of young people, cultural diversity, European citizenship and social inclusion. In addition, annual priorities may be fixed for the Youth in Action Programme and communicated on the Commission and National Agencies website and in the annex of the present Programme Guide.

Priority will also be assigned to projects targeting the following thematic subjects: strengthening of civil society, citizenship and democracy,

- fight against racism and xenophobia;
- inter-ethnic and inter-religious dialogue;
- post-conflict resolution and reconstruction;
- active role of women in society;
- minority rights;
- regional cooperation;
- heritage and environmental protection.

### Geographical balance

Projects should aim at a balance between the number of Programme Countries and Neighbouring Partner Countries involved. The national groups should as far as possible be balanced and consist of approximately the same number of participants.

### Regional cooperation

Projects should aim at promoting participation of Neighbouring Partner Countries from the same region, i.e. South East Europe, Eastern Europe and Caucasus or Mediterranean Partner Countries.

How to make a good project?

Please refer to the corresponding sections under Action 1.1 and 4.3.

Who can apply?

Project applications may be initiated by any partner organisation established in one of the Programme Countries or in South East European countries.

Informal groups of young people, as well as partner organisations established in Partner Countries other than South East Europe cannot be the coordinating partner (they cannot submit applications themselves).

## How to apply?

Different procedures must be followed depending on the place where the project takes place and the applicant submitting the application. An overview summarising the different application procedures is provided at the end of the section.

For projects taking place in a Programme Country:

1. Applications must be submitted at European level, to the Education, Audiovisual and Culture Executive Agency, if:
  - the applicant is a European Non-Governmental Organisation (ENGO), which is established in one of the Programme Countries and has members/branches in at least eight Programme Countries;
2. All other applications must be submitted at national level, to a National Agency of a Programme Country, by:
  - organisations established in the Programme Country where the project takes place.

For projects taking place in South East Europe:

1. Applications must be submitted at European level, to the Education, Audiovisual and Culture Executive Agency, if:
  - the applicant is an organisation legally established in the SEE country hosting the activity;
  - the applicant is a European Non-Governmental Organisation (ENGO), which is established in one of the Programme Countries and has members/branches in at least eight Programme Countries;
2. Applications must be submitted at national level, to a National Agency of a Programme Country, if:
  - the applicant is an organisation established in a Programme Country and wishing to take the lead in coordinating and implementing the project.

For projects taking place in Eastern Europe and Caucasus:

Organisations established in Eastern Europe and Caucasus can participate as partner organisations only and cannot submit project applications directly.

1. Applications must be submitted at European level, to the Education, Audiovisual and Culture Executive Agency, if:
  - the applicant is a European Non-Governmental Organisation (ENGO), which is established in one of the Programme Countries and has members/branches in at least eight Programme Countries.

2. All other applications must be submitted at national level, to a National Agency of a Programme Country, by:
  - organisations established in a Programme Country and wishing to take the lead in coordinating and implementing the project.

For projects taking place in Mediterranean Partner Countries:

The **Youth in Action** Programme does not support projects taking place in Mediterranean Partner Countries.

In the Euro-Mediterranean region, the **Youth in Action** Programme contributes to support a wider Community Joint Action called the Euro-Med Youth programme.

The **Euro-Med Youth** programme is part of the 3rd chapter of the Barcelona Process launched in 1995: partnership in the social, cultural and human field. It aims to involve young people from the Euro-Mediterranean Partner Countries in a permanent intercultural dialogue.

The Programme is financed through two different financial resources of the Community:

- the **Youth in Action** Programme, managed by DG Education and Culture of the European Commission, supports Euro-Med Youth projects taking place in Programme Countries;
- the MEDA funds, managed by the Europe Aid Co-operation Office of the European Commission, support projects taking place in Mediterranean Partner Countries.

Although the general objectives and criteria are common, projects may be subject to specific rules, criteria and procedures, depending on the source of Community contribution they receive the grant from.

How are the activities financed?

Please refer to the corresponding sections under Action 1.1 and 4.3.

What are the specific contractual obligations?

Please refer to the corresponding sections under Action 1.1 and 4.3. In addition, please consider the following:

Multi-Measure Financial Agreements

Multi-Measure Financial Agreements do not apply to projects organised in cooperation with Neighbouring Partner Countries under Action 3.1.

What support is available?

Three regional SALTO Resource Centres (SEE, EECA and EuroMed ) promote cooperation between Programme Countries and the Neighbouring Partner Countries through dissemination of information, capacity building and assistance in finding partners

## Action 3.2. Cooperation with 'other Partner Countries of the world'

### What are the aims of the sub-Action?

This sub-Action aims to support projects which promote cooperation between Programme Countries and other countries of the world, not neighbouring the European Union, and having signed agreements with the European Community relevant to the youth field.

This cooperation in the field of youth work and youth policy aims at:

- exchanging experience and good practice in the field of youth and non-formal education;
- supporting training and development of youth organisations and individuals involved in youth and non formal education;
- developing/strengthening partnerships and networks among youth organisations;
- supporting thematic youth cooperation through multilateral and bilateral exchanges.

Within Action 3.2, priority will be given to projects involving countries in Latin America, Africa, the Caribbean and the Pacific, and Asia.

### What are the selection criteria and how are projects funded?

Eligible applications are assessed on the basis of eligibility and award criteria laid down in the calls for proposals. Thematic and/or regional priorities will be fixed annually through the calls for proposals.

The grant mechanism and funding rules will be defined in the text of the call for proposals.

### How to apply?

Beneficiaries are selected on the basis of annual calls for proposals. For further information on application forms and deadlines, please visit the site: [http://ec.europa.eu/youth/index\\_en.html](http://ec.europa.eu/youth/index_en.html) or contact the Education, Audiovisual and Culture Executive Agency in Brussels.

This sub-Action is implemented at centralised level. Therefore proposals must be submitted directly to the Education, Audiovisual and Culture Executive Agency.

**Overview of application procedures:  
Action 3.1.: cooperation with the neighbouring countries of the European Union**

<u>Region / Country where the project takes place</u>	<u>Who can apply</u>	<u>Where to apply</u>
Programme Countries	Organisation from Programme Country	to relevant National Agency (decentralised procedure)
	European Youth Non-Governmental Organisation (EYNGO)	Education, Audiovisual and Culture Executive Agency (centralised procedure)
South East Europe	Organisation from Programme Country	to relevant National Agency (decentralised procedure)
	Organisation from SEE country hosting the activity	Education, Audiovisual and Culture Executive Agency (centralised procedure)
	European Youth Non-Governmental Organisation (EYNGO)	Education, Audiovisual and Culture Executive Agency (centralised procedure)
Eastern Europe and Caucasus	Organisation from Programme Country	to relevant National Agency (decentralised procedure)
	European Youth Non-Governmental Organisation (EYNGO)	Education, Audiovisual and Culture Executive Agency (centralised procedure)
Mediterranean Partner Countries	-----	Projects supported through MEDA funds managed by EuropeAid Co-operation Office

## F. Action 4 - Youth Support Systems

What are the aims of the Action?

Action 4 – Youth Support Systems of the **Youth in Action** Programme contributes to developing the quality of support structures, to support the role of those active in youth work and youth organisations, to develop the quality of the Programme and to promote civil participation of young people at European level by supporting bodies active at European level in the field of youth.

This general objective shall be achieved by:

- contributing to the networking of the organisations concerned;
- developing the training and collaboration between those active in youth work and youth organisations;
- promoting innovation in the development of activities for young people;
- contributing to the improvement of information for young people, while paying special attention to the access of young people with disabilities;
- supporting long term youth projects and initiatives of regional and local bodies;
- facilitating the recognition of young people's non-formal learning and skills acquired through participation in this Programme;
- exchanging best practice.

What type of activities are eligible?

In order to have appropriate tools to achieve the above objectives, eight sub-Actions have been defined within Action 4 – 'Youth supports systems':

4.1 – Support for bodies active at European level in the field of youth

4.2 – Support for the European Youth Forum

4.3 – Training and Networking of those active in youth work and youth organisations

4.4 – Projects encouraging innovation and quality

4.5 – Information activities for young people and those active in youth work and youth organisations

4.6 – Partnerships

4.7 – Support for the structures of the Programme

4.8 – Adding to the value of the Programme

## Action 4.1 – Support for bodies active at European level in the field of youth

This sub-Action offers financial support to NGOs active at European level in the field of youth in order to contribute to their operating costs. Eligible organisations are those which pursue a goal of general European interest. Their activities must contribute to young people's participation in public life and society, and the development and implementation of European cooperation activities in the field of youth in general. They should be based in one of the Programme Countries and have member branches in at least eight Programme Countries.

This support is provided through an annual call for proposals published on the Commission and on the Executive Agency website.

## Action 4.2 – Support for the European Youth Forum

Grants are awarded under this sub-Action to support the ongoing activities of the European Youth Forum

What kind of activities are funded?

The main activities of the European Youth Forum are as follows:

- representing youth organisations at European level;
- coordinating the positions of its members vis-à-vis the European Union;
- relaying information on youth at European level;
- relaying information from the European Union to national youth councils and non-governmental organisations;
- promoting and preparing the participation of young people in democratic life;
- contributing to the framework of European cooperation in the youth field established at the level of the European Union;
- contributing to the development of youth policies, youth work and educational opportunities, the relaying of information concerning young people and the development of representative structures for young people throughout Europe;
- engaging in discussion and reflection on youth in Europe and in other parts of the world and on the European Union's action for young people.

### Contact

European Youth Forum  
Rue Joseph II, 120  
B-1000 Bruxelles  
Tel: +32 2 230 64 90  
Fax: +32 2 230 21 23  
<http://www.youthforum.org>

## Action 4.3 - Training and Networking of those active in youth work and youth organisations

### What is Training and Networking?

Cooperation and partnerships, training measures and exchange of good practice are the key terms for the development of youth organisations, civil society and those involved in youth work.

On this basis, Action 4.3 supports projects so as to achieve the following objectives:

#### Objective 1 - Promoting exchanges, cooperation and training in European youth work

This objective shall be pursued through the support of activities which aim to raise the awareness of the importance of European cooperation in the field of youth, as well as to encourage cooperation and synergies between the many actors involved.

Supported activities would enable participants to:

- identify and exchange good practice and transfer of knowledge at European, national, regional or local level;
- compare different approaches and strategies;
- exchange experiences in youth work.

#### Objective 2 - Supporting development of projects under the Youth in Action Programme

This objective shall be pursued through the support of activities which aim to help all those involved in youth activities or interested in youth matters, to prepare and develop projects and initiatives within the context of the **Youth in Action** Programme, in particular by providing:

- assistance in the development of two Actions of the **Youth in Action** Programme (Youth for Europe and European Voluntary Service);
- support for capacity building and innovation with regard to international training and co-operation in the field of youth work;
- opportunities for applicants to develop and improve their skills in non-formal education;
- support for partner-finding, through specifically focused activities.

Training and Networking Project is developed in view of implementing one of the following activities:

Job Shadowing (Practical learning experience)

A short stay with a partner organisation in another country with the aim of exchanging good practices, acquiring skills and knowledge and/or building long-term partnerships through participative observation.

### Feasibility Visit

A short meeting with potential partners to explore and/or prepare for a potential transnational project. Feasibility meetings aim to improve and develop existing co-operation and/or to prepare a future activity within the **Youth in Action** Programme.

### Evaluation Meeting

A meeting planned with partners, aiming to evaluate past meetings, seminars, training courses. These meetings help partners to evaluate and discuss potential follow-up after undertaking a common project.

### Study Visit

An organised study programme, for a short period, that offers a view of youth work and/or youth policy provisions in one country. Study visits focus on a theme and consist of visits and meetings to different projects and organisations in a chosen country.

### Partnership-Building Activity

An event organised with a view to allow participants to find partners for transnational co-operation and/or for project development. Partnership-Building Activities bring together potential partners and facilitate the development of new projects around a chosen topic and/or an Action of the **Youth in Action** Programme.

### Seminar

An event organised to provide a platform for discussion and exchange of good practice, based on theoretical inputs, around a chosen theme or themes which are relevant to the youth work field.

### Training Course

An educational learning programme on specific topics, aiming to improve participants' competences, knowledge, skills and attitudes. Training Courses lead to higher quality practice in youth work in general and/or, specifically, **Youth in Action** projects.

### Networking

Activities aiming to create new networks, or to strengthen and widen existing networks under the **Youth in Action** Programme.

## What are the eligibility criteria?

Please refer to the general eligibility criteria under section B.

The specific eligibility criteria applying to this Action are the following (an overview summarising the eligibility criteria is provided at the end of this section):

## Partners

A Training and Networking Project is based on a partnership of a minimum of two partners from different Programme Countries.

A partner must be:

- a non-profit organisation or association or
- any local, regional or national public body involved in youth work or
- any informal group of young people.

In case of an informal group, one of the young people of the group (the representative of the group) takes responsibility for submitting the application and signing the grant agreement.

The following number of partners is required:

- for Job Shadowing and Feasibility Visits: at least two partners involving at least two countries, of which at least one is an EU Member State;
- for Evaluation Meetings, Study Visits, Partnership-Building Activities, Seminars and Training Courses: at least four partners involving at least four countries, of which at least one is an EU Member State;
- for Networking: at least six partners involving at least six countries, of which at least one is an EU Member State.

## Participants

All actors involved or interested in non-formal education and youth, residing in a Programme Country can participate in a project. For example, eligible actors might be people involved in youth policy at local or regional level or people working with youth such as youth workers, youth leaders, trainers/ facilitators, mentors/ coaches.

The following number of participants is required:

- for Job Shadowing: up to two participants;
- for Feasibility Visits: up to two representatives per partner/organisation;
- for Evaluation Meetings, Study Visits, Partnership-Building Activities, Seminars and Training Courses: up to 50 participants (including trainers and facilitators) representing each partner/organisation in appropriate proportions. The appropriate number of participants depends on the nature and the type of the activity.

## Duration

The appropriate duration of the activity may differ according to the type of activity organised. As a general rule, activities should not last more than 10 days, excluding travel days.

For certain types of activities, a specific duration is foreseen:

- for Job Shadowing: 10 to 20 working days (excluding travel days);

- for Networking: up to 18 months.

#### Programme

A well-structured programme and timetable for the project must be provided. It must be clearly linked to the objectives set out beforehand.

Activities must be non-profit making.

#### Place

Except for networking projects, activities must take place in the country of the project's applicant.

Networking projects may take place in any of the countries of the partners involved in the project.

#### What are the selection criteria?

Please refer to the general selection criteria under section B.

#### What are the award criteria?

Grants for Training and Networking Projects related to European youth work (objective 1) will be attributed to the projects reflecting in the best way themes related to the political priorities identified in the field of European youth policy<sup>21</sup>.

Grants for Training and Networking Projects related to **Youth in Action** (objective 2) will be attributed to the projects reflecting in the best way the general priorities of the Programme, i.e. participation of young people, cultural diversity, European citizenship and social inclusion. In addition, annual priorities may be fixed for the **Youth in Action** Programme and communicated on the Commission and National Agencies website and in the annex of the present Programme Guide.

#### How to make a good project?

Qualitative elements depend on the nature and structure of each of the supported activities. Notwithstanding some specific activity characteristics, the most important elements that are common to all activities are summarised below:

#### Methodology

A variety of non-formal education methods and techniques may be applied in order to address different needs of participants and desired outcomes. In general terms, the project should be based on an intercultural learning process stimulating creativity, active participation and initiative.

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<sup>21</sup> For a reference on the latest developments on the European Cooperation in the Youth field, please see link below:  
[http://ec.europa.eu/youth/whitepaper/post-launch/post\\_en\\_1\\_en.html](http://ec.europa.eu/youth/whitepaper/post-launch/post_en_1_en.html)

It should allow participants:

- to acquire self-confidence when confronted with new experiences, attitudes and behaviors;
- to acquire or cultivate skills, competences and knowledge contributing to social, professional or personal development;
- to prevent and combat prejudice, racism and all attitudes leading to social exclusion;
- to develop their sense of tolerance and understanding of diversity.

Learning objectives

The project should set out clear and achievable learning objectives for the target group, in terms of acquiring transversal skills for personal, professional and social development.

Programme

The programme should be clearly defined, realistic, proportionate and balanced. It should be commonly developed by all partners and correspond to the objectives of the project and the needs of the participants. It should also aim to give an active role to the participants (e.g. leading working groups, contributing to discussions, running or reporting workshops).

Preparation and evaluation

Preparation and evaluation phases are essential for the smooth realisation of the activity and the full achievement of the preset objectives. Representatives of the project partners are, as an international team, jointly responsible for planning, carrying out, monitoring and evaluating the project.

During the preparation stage, the project partners should reflect on division of tasks, programme activities, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material, linguistic support).

Evaluation sessions should be organised before, during and after the activity. Evaluation prior to the undertaking of the activity should enable project partners to fine-tune the programme design. On-going evaluation sessions are important in order to receive feedback from participants and adapt the programme accordingly. The final evaluation should allow project partners and participants to assess whether the objectives of the activity have been achieved and the expectations of the participants have been met. The evaluation should also highlight the learning outcomes.

Preparatory or evaluation meetings may be organised in order to better carry out these phases.

Impact/Valorisation

The impact of training, exchange and networking activities should not just be limited to the participants in the activity, but also be part of a long term process.

Activities should be framed in a longer term perspective, and planned with a view to achieve a multiplying effect and sustainable impact on the development of youth work.

Project results should not only be disseminated to participants, but reach a wider public. Project partners should make use of all opportunities to have appropriate media coverage (local, regional, national, international) for their activities, before and during their implementation.

The dissemination and exploitation of projects' results will optimise their value, strengthen their impact and ensure that the largest possible number of people and organisations benefit from them. This implies transferring outcomes towards the appropriate stakeholders and multiplying them on a larger scale.

#### Visibility

Projects should highlight the Community support (including through the use of European and **Youth in Action** logos) and provide a clear added promotional value for the Programme and its results. Also the organisations and participants involved in the projects should be made aware of their participation in the **Youth in Action** Programme.

#### Who can apply?

One of the partners in the Training and Networking Project acts as coordinating partner and applies on behalf of the partnership. Applications can be submitted by::

- a non profit organisation or association or
- a local, regional or national public body involved in youth work or
- an informal group of young people.

#### How to apply?

Applications to be sent to the National Agencies:

For networking projects, any partner can assume the role of co-coordinator and apply on behalf of the partnership to its National Agency.

For all other activities, applications must be submitted by the host organisation to its National Agency.

Applications to be sent to the Executive Agency:

European non-governmental organisations (ENGOS), which are based in one of the Programme Countries and have member branches in at least eight Programme Countries, must apply directly to the Executive Agency.

## How is the activity financed?

The Community grant is based on the principle of co-funding, with other public and/or private contributions. The total project cost cannot be covered by the **Youth in Action** Programme alone. Therefore, the contributions of organisers and/or participants can be either in cash or in kind, or a combination of both.

The Community grant is based on:

- actual travel and exceptional costs,
- fixed amounts for all other costs relating to project activities
- flat rates per participants – including trainers/facilitators. Flat rates are calculated per day, or per participant / per day. In these cases, the flat rate calculation is based on the number of activity days.

The maximum fixed amounts and flat rates are indicated in the table “overview of funding rules” at the end of this section but may vary depending on the Programme Country in which the application is submitted.

Fixed amounts and flat rates represent a contribution to project activities; they are not directly linked to any specific costs, they do not need to be accounted for, or justified.

This funding mechanism is designed to help applicants estimate the size of the grant expected and facilitate realistic planning of the activity.

### **Breakdown of the Community grant**

- travel costs: 70% of actual costs
- food and lodging costs: flat rate per day per participant
- activity costs: Fixed amount + flat rate per participant
- training tools: fixed amount per day
- exceptional costs: actual costs covering visa, visa-related costs and vaccination costs, as well as costs related to participants with fewer opportunities/special needs.

Funding rules for Networking Activities are different. The grant contribution granted to Networking Activities is based on actual costs and must not be higher than 20.000 €. The financial contribution may not exceed 50% of the total eligible project costs.

For further information, see the funding rules overview at the end of this section.

### Exceptional costs

Exceptional costs cover visa and visa-related costs as well as vaccination costs.

All other exceptional costs are related to young people with fewer opportunities and/or with special needs. They may cover for example medical attendance, health care, additional linguistic training/support, additional preparation, special premises or equipment, additional accompanying person, additional personal expenses in the case of an economic disadvantage, translation/interpretation. They cannot cover bank

loans interest. Up to 100% of exceptional costs can be supported by the grant, provided they are clearly linked to the implementation of the project, necessary and justified in the application form. All exceptional costs must be actual costs, properly supported and justified.

## What are the contractual obligations?

### Grant agreement

Once the project has been approved, the beneficiary (coordinating partner) will receive a grant agreement that will govern the use of the Community funds. The beneficiary undertakes to fulfill its contractual obligations and to implement the project as set out in the application.

### Multi-Measure Financial Agreements

A beneficiary who organises several Training and Networking projects over a period of 18 months can present one single project proposal characterised by the following structure:

- 1) The proposal may combine between two and five activities of the same type (for example three Training Courses over the course of a year) or
- 2) The proposal may combine between two and five activities of different types (for example one Evaluation Meeting, two Seminars and one Partnership-Building activity).

On-site visits or audits may be carried out by the National Agency or the Education, Audiovisual and Culture Executive Agency to check that all contractual obligations are being properly fulfilled.

If, in the course of the project, unforeseen circumstances disrupt its implementation, the partners must immediately contact their National Agencies or the Education, Audiovisual and Culture Executive Agency, to make appropriate arrangements.

Failure to carry out the project as agreed could lead to the recovering of part of or the entire grant.

## What support is available for preparing and implementing a project?

National Agencies and SALTO provide training, in particular through the Training and Cooperation Plans, for the preparation and implementation of a Training and Networking Project and tools aimed to increase the quality of projects.

### Youthpass

Every participant in Training and Networking project is entitled to receive a Youthpass certificate, which describes and validates the non-formal learning experience. Through the Youthpass certificate the European Commission ensures

that the experience with the Programme is recognised as an educational experience and a period of non-formal learning and informal learning.

## Overview of funding rules

Activity	Nature and scope	Duration	Partners	Participants	
<b>Job shadowing</b>	Activities must respond to at least to one of the general objectives established for this sub-Action	From 10 to 20 working days (excluding travel days)	At least 2 Programme countries, of which at least one is an EU member state	Up to 2 participants	
<b>Feasibility visits</b>				Up to 2 representatives per partner/organisation	
<del>Evaluation meeting</del>		Activities must be non-profit making  Activities must take place in any of the countries involved in the project	Up to 10 days. (excluding travel days)	At least 4 Programme countries, of which at least one is an EU member state	All actors involved or interested in non-formal education and youth, legally residing in a Programme country. For example some eligible actors might be: - people working with youth such as youth workers, youth leaders, trainers/facilitators, mentors/ coaches, etc - people involved in youth policy at local or regional level
Study visit	The appropriate duration of the activity may differ according to the type of activity organised.		Up to 50 participants (including trainers and facilitators) representing each partner/organisation in appropriate proportions. The ideal number of participants depend on the nature and the type of the activity.		
Partnership-Building Activity					
Seminar					
Training Course					
<b>Networking</b>		Up to 18 months	At least 6 Programme countries, of which at least one is an EU member state		

All figures are in euros - Please note that all amounts are indicative can be adapted by National Agencies

## Overview of funding rules

Type of expense	Eligibility of the expense according to type of activity	Basis for funding	Amount	Rule of allocation	Use of Community grant	Reporting obligations <i>All original documents to be kept for audit purposes for 5 years after completion of the project</i>
<b>A. Participants' travel costs</b>	All activities (except networking)	Actual costs	70% travel costs	Automatic	Travel costs from home to the venue of the project. Use of the cheapest means and fares (APEX airfare, 2 <sup>nd</sup> class train ticket)	Full justification of the costs incurred, copy of travel tickets / invoices
<b>B. Food and lodging costs</b>	All activities (except networking)	Flat rate	€ 48/day /participant	Automatic	Contribution to accommodation costs and other costs during the project (e.g. insurance)	Results / achievements to be described in final report + recalculation on the basis of actual number of participants and actual duration + signature list of all participants
<b>C. Activity costs</b>	Study visit Seminar Partnership-building activity Training	a) Fixed amount +	€ 1 200 +	Automatic	All other costs directly linked to the realisation of the project	Results / achievements to be described in final report + recalculation on the basis of actual number of participants + signature list of all participants
		b) Flat rate	€ 50/participant			
<b>D. Training tools</b>	Training	Flat rate	€ 350/day	Automatic	Contribution to trainers' fees and training materials	Results / achievements to be described in final report
<b>E. Exceptional costs</b>	All activities (except networking)	Actual costs	Up to 100%	Conditional: costs must be justified in application form	- Visa costs, visa-related costs and vaccination costs  - Costs directly related to participants with fewer opportunities/special needs	Full justification of the costs incurred, copies of invoices / receipts

**FUNDING RULES FOR NETWORKING ACTIVITIES:**

The community contribution granted to support Networking activities is based on actual costs and may **not be higher than € 20.000**. The financial contribution may not exceed the **50% of total eligible project costs**. To be eligible, costs must be directly linked to the realisation of the activity and must be fully justified, by mean of invoices, at final report stage.

## Action 4.4 – Projects encouraging innovation and quality

What are the aims and main characteristics of this sub-Action?

This sub-Action supports projects targeting the introduction, implementation and promotion of innovative and qualitative elements in non-formal education and youth work. These innovative aspects may relate:

- to the content and objectives, in line with the development of the framework of the European co-operation in the youth field and the priorities of the **Youth in Action** Programme; and/or
- to the methodology applied, bringing new ideas and approaches to the field of non-formal education and youth.

What are the general selection criteria and how are projects funded?

Eligible applications are assessed on the basis of eligibility and award criteria laid down in the call for proposals.

The grant mechanism and funding rules will be defined in the text of the call for proposals.

How to apply?

This sub-Action is implemented at centralised level. Therefore proposals must be submitted directly to the Education, Audiovisual and Culture Executive Agency in Brussels.

Beneficiaries are selected on the basis of annual calls for proposals. For further information on application forms and deadlines, please visit the site [http://ec.europa.eu/youth/index\\_en.html](http://ec.europa.eu/youth/index_en.html) or contact the Education, Audiovisual and Culture Executive Agency.

## Action 4.5 – Information activities for young people and those active in youth work and youth organisations

What are the aims and main characteristics of this sub-Action?

This sub-Action supports information and communication, targeting young people by improving their access to relevant information and communication services in order to increase their participation in public life and facilitate the realisation of their potential as active, responsible citizens.

This general objective shall notably be achieved by:

- A) supporting the development of the European Youth Portal and, at a later stage, by
- B) supporting European Youth Campaigns aimed at increasing the provision of quality information and the participation of young people in the preparation and dissemination of information.

What is the European Youth Portal?

The European Youth Portal has been launched following the recommendations of the Commission's White Paper "A new impetus for European Youth". Its aim is to give as many young people as possible quick and easy access to relevant youth related information on Europe. The ultimate objective of the Youth Portal is to enhance young people's participation in public life and to contribute to their active citizenship.

Through this Action, the Commission will improve the quality and attractiveness of the Portal, with a view to increase the number of users and contribute to the achievement of the aims of the framework of European co-operation in the youth field. The European Commission is responsible for the development of the European Youth Portal in collaboration with the actors involved in its functioning, in particular the Eurodesk network and the European Youth Forum.

What are the European Youth Campaigns?

This sub-Action, to be developed at a later stage, will support activities based on transnational partnerships and actively involve young people in the production and dissemination of information in the field of youth.

## Action 4.6 – Partnerships

What are the aims and main characteristics of this sub-Action?

This sub-Action is for the funding of partnerships with regional or local public bodies, in order to develop, over the long-term, projects which combine various measures of the Programme.

Partnerships refer to relations based on shared interests and values, similar approaches and understanding in a given field, as well as dialogue and consultation between the European Union and regional or local public authorities. They also refer to an equal footing of the partners and not to a traditional donor-beneficiary relation. They are established with a long-term perspective and reflect a common strategic interest. This strategic interest is translated in joint objectives and activities, which bring about mutual benefit and require a joint contribution in order to finance and manage it.

This sub-Action will bring the Programme's institutions and regional and local public bodies together, taking into account the national perspective. The aim is to create a multiplying effect of European youth activities at regional and local level.

These partnerships will develop the involvement of regional and local public bodies in European youth activities.

Establishing partnerships will strengthen the impact of regional and local projects which combine various measures of the Programme.

Regional and local public bodies will include civil society in the preparation and implementation of the partnerships.

All activities must be in line with the general objectives and criteria of the Programme.

The mutual benefits of partnerships can be summarised as follows:

- Increased policy and strategy dialogue between European and regional/local levels
- Increased effectiveness of European youth policy
- Increased trust
- Pooling of expertise and experience
- Pooling of resources
- Increased youth activities within existing horizontal partnerships
- Increased effectiveness and visibility of the **Youth in Action** Programme
- Increased European profile at regional and local levels

What types of activities are eligible?

In order to achieve the above objectives, Action 4.6 will support projects combining activities included in at least two of the following Actions: 1, 2 and 4 of the **Youth in Action** Programme.

Who are the partners and which are their roles?

It is foreseen that, at a later stage, the Commission, the National Agencies and the regional and local public bodies will play the following roles to be defined in more detail.

Commission (with the support of other Programme's Institutions):

- will propose general shared objectives to regional and local partners
- will identify priorities in regional and local partnerships (according to needs analysis and youth indicators)
- will identify models and structure of the relationship (programme schemes, qualitative and quantitative indicators)
- will set quality standards, to be followed by regional and local public bodies in the implementation of the agreed activities.

The Commission, in cooperation with National Agencies, identifies regional and local public bodies who will implement the partnerships.

National Agencies:

- will cooperate with the Commission to identify regional and local public bodies who will implement the partnerships
- will contractualise partnerships with identified regional and local public bodies
- will monitor the implementation of the regional/local partnerships

Regional and local public bodies:

- will implement the activities, according to a plan of activities and according to the quality standards, values and criteria set by the Commission
- will report to National Agencies
- will contribute to the costs arising from the partnership, within the co-financing scheme.

This measure will be launched at a later stage.

## Action 4.7 – Support for the structures of the Programme

This sub-Action funds the structures provided for in Article 8(2) of the legal basis, in particular the National Agencies. The measure also provides funding for assimilated bodies, such as the SALTO Resource Centres and the EURODESK.

## Action 4.8 – Adding to the value of the Programme

What are the aims and main characteristics of this sub-Action?

The Commission organises seminars, colloquia or meetings to facilitate the implementation of the Programme and undertakes appropriate information, publication and dissemination measures as well as Programme monitoring and evaluation. These activities are financed by means of grants, purchased by means of procurement procedures or organised and funded directly by the Commission.

Networking meetings between former participants and National Agencies

At European level, the Commission, with the support of the Executive Agency, may organise networking meetings to bring former participants of the same kinds of projects and National Agencies together.

These networking meetings will, on the one hand, allow the exchange of good practice and give an added value to experiences undertaken at grassroots level, and on the other hand, they will represent a significant opportunity to elaborate dissemination products (reports, publications, studies, audiovisual and web material) to improve the visibility and information about the Programme's Actions.

# G. Action 5 – Support for European cooperation in the youth field

What are the aims of the Action?

The aim of Action 5 – Support for European cooperation in the youth field - of the **Youth in Action** is to contribute to promote European cooperation in the youth field.

This general objective shall be achieved by:

- encouraging the exchange of good practice and cooperation between administrations and policymakers at all levels;
- encouraging structured dialogue between policymakers and young people;
- improving knowledge and understanding of youth;
- contributing to the cooperation with international organisations active in the field of youth.

What type of activities are eligible?

In order to have appropriate tools to achieve the above objectives, three sub-Actions have been defined within Action 5 – Support for European cooperation in the youth field:

5.1 – Meetings of young people and those responsible for youth policy

5.2 – Support for activities to bring about better understanding and knowledge in the field of youth

5.3 – Cooperation with international organisations

## Action 5.1 – Meetings of young people and those responsible for youth policy

What are the aims and main characteristics of this sub-Action?

The aim of this sub-Action is to promote European cooperation in the youth field by encouraging structured dialogue between policymakers and young people.

This sub-Action supports cooperation, seminars and structured dialogue between young people, those active in youth work and youth organisations and those responsible for youth policy. This includes the youth events organised by the member states holding the Presidency of the European Union and youth events at local, regional, and national level preparing these Presidency events.

What types of activity are eligible?

- Action 5.1. supports two types of activities: **Transnational Youth Seminars** that take place at the transnational level. They include, in particular, the exchange of ideas and good practice and the debates organised by young people, those active in youth work and youth organisations, reflecting important topics in the field of European youth policy, the priority themes of the **Youth in Action** Programme and of the structured dialogue
- **National Youth Seminars** that take place at national or regional level. They aim at ensuring timely and effective input from young people to EU debates and youth policy making at EU level. To this end they set up structured spaces for dialogue and debate, timed in accordance with the European political agenda.

**Note - what a Transnational Youth Seminar / National Youth Seminar is not!**

The following activities are NOT eligible for grants under Transnational Youth Seminars/National Youth Seminar:

- statutory meetings of organisations
- academic study trips
- holiday travel
- language courses
- performance tours
- seminars which aim to make financial profit
- work camps
- sports competitions
- festivals and other cultural activities

## Transnational Youth Seminars

### What are the eligibility criteria?

#### Participants

Transnational Youth Seminars must have a minimum of 60 participants. Young people participating in a Youth Seminar must be aged between 15 and 30.

#### Partners

Transnational Youth Seminars must involve partners from at least five Programme Countries.

Organisations based in Neighbouring Partner Countries can participate in a project, but can not submit the application.

National groups should be balanced in terms of numbers of participants. The host country group's size may be larger.

#### Duration

The duration of the project including preparation, implementation, evaluation and follow-up activity may last up to 9 months.

The duration of the Transnational Youth Seminar must be between three and six days (excluding travel days).

### What are the selection criteria?

Please refer to the general selection criteria under section B.

### What are the award criteria?

Priority will be given to projects reflecting the general priorities of the programme, i.e. participation of young people, cultural diversity, European citizenship and social inclusion and to the priorities of the structured dialogue

Other priority themes of this sub-Action are the future of Europe and the political priorities identified in the framework of European cooperation in the youth field.

In addition, annual priorities may be fixed for the **Youth in Action** Programme. These annual priorities of the Programme and of the structured dialogue are set out in the annex of the present Programme Guide.

### Who can apply?

Any non-profit organisation or association established in one of the Programme Countries can submit projects under this sub-Action.

## How to apply?

The host organisation submits its application on behalf of all partners to the National Agency based in the country where the Youth Seminar is supposed to take place.

European non-governmental organisations (ENGOS), which are based in one of the Programme Countries and have member branches in at least eight Programme Countries, apply directly to the Executive Agency of the European Commission.

## National Youth Seminars

### What are the eligibility criteria?

#### Participants

National Youth Seminars must have a minimum of 60 participants. Young people participating in a Youth Presidency Seminar must be aged between 15 and 30.

#### Partners

National Youth Seminars must involve at least one organisation from one EU Member State. No transnational partner organisations are required.

#### Duration

The duration of the project including preparation, implementation, evaluation and follow-up activity may last up to 9 months.

The duration of the National Youth Seminar must be between three and six days (excluding travel days).

### What are the selection criteria?

Please refer to the general selection criteria under section B.

### What are the award criteria?

Priority will be given to projects reflecting the general priorities of the structured dialogue described in the annex of the present programme Guide

### Who can apply?

Any national public body or non-profit organisation or association established in one of the EU Member States can submit projects under this sub-Action.

### How to apply?

This sub-Action is managed at decentralised level for events taking place at national level, and at centralised level for events taking place at European level. Therefore,

for events managed at centralised level, proposals must be submitted directly to the European Commission; for events managed at decentralised level, proposals must be submitted directly to National Agencies. For further information, please get in contact with DG Education and Culture or your National Agency

## How to make a good Transnational or National Youth Seminar?

### Non-formal learning experience

The project must contribute to the young people's education process and increase their awareness of the European/international context in which they live. The projects should follow the principles of non-formal learning.

### Programme and working methods

In planning a Youth Seminar, it is essential to establish a detailed and structured programme of daily activities. The daily programme and working methods must involve the participants as much as possible and trigger a learning process. The methods can include plenary sessions and workshops or working groups, round-table discussions and presentations etc.

Young people should be actively involved in the preparation, implementation and evaluation of the project.

### Child protection and safety

Each Youth Seminar must foresee appropriate supervision of young people to ensure their protection and safety and also their effective learning.

### Visibility

Youth Seminars must provide a clear added promotional value for the **Youth in Action** Programme and its results.

### Impact

The impact of a Youth Seminar should not just be limited to the participants in the activity, but must have an impact at local, regional and national level and raise the awareness of the structured dialogue. The aim is to make optimal use of the project results and to achieve an impact in the long term (valorisation).

## How is a project financed?

The Community grant is based on the principle of co-funding, which means that the total costs cannot be covered by **Youth in Action** alone. Therefore other public, private and/or own contributions in cash and/or in kind are needed.

The Community grant is calculated on the basis of actual costs and may cover up to 60% of the total costs directly linked to the organisation of the project, up to €50.000.

## Contractual obligations

Once the Youth Seminar has been approved, a grant agreement (contract) with the beneficiary will govern the use of the Community funds. The beneficiary undertakes to fulfill his contractual obligations and to justify all project costs actually incurred. The beneficiary must implement the project as set out in the application and ensure evaluation and follow-up of the project.

On-site visits or audits might be carried out to check that all contractual obligations are being properly fulfilled.

If, in the course of the project, unforeseen circumstances disrupt its implementation, the beneficiary must immediately contact the National Agency/Executive Agency of the Commission to make appropriate arrangements.

Failure to carry out the project as agreed could lead to the recovering of part of the grant or of the entire grant.

## Action 5.2 – Support for activities to bring about better understanding and knowledge of the field of youth

What are the aims and main characteristics of this sub-Action?

This sub-Action allows the Commission to support specific projects for the identification of existing knowledge relating to the priorities for the field of youth established under the Open Method of Coordination.

It also allows to support the development of methods for analysing and comparing the results of studies and guaranteeing their quality, and to develop the networks necessary to a better understanding of youth.

## Action 5.3 – Cooperation with international organisations

What are the aims and main characteristics of this sub-Action?

This sub-Action is used to support the European Union's cooperation with international intergovernmental organisations working in the youth field, in particular the Council of Europe, the United Nations or its specialised institutions.

Partnership between the European Commission and the Council of Europe in the field of youth (The Partnership)

The general aim of the Partnership between the European Commission and the Council of Europe is to provide a framework for the joint development of co-operation and a coherent strategy in the field of youth.

The activities within the framework of the Partnership are organised and managed by the Partnership Secretariat which reports both to the Council of Europe and the European Commission.

The Partnership implements a wide range of activities, e.g. conferences, workshops, meetings, seminars and publications in fields like European Citizenship, the quality and recognition of youth work, the better understanding and knowledge of youth, cultural diversity or youth policy development. It manages the European Knowledge Centre for Youth Policy (EKCYP), a research database for youth policy across Europe.

Further information on the Partnership's activities can be obtained from the Partnership Secretariat in Strasbourg (see list of contact details in the annex).

The Partnership with the United Nations Volunteers

A Partnership between the Commission and the United Nations Volunteers (UNV) provides the context for a cooperation in the field of voluntary activities. This includes, for example, joint advocacy efforts and joint European Voluntary Service, etc.

## H. Annex: Annual priorities 2007

### 2007: European Year of Equal opportunities for all

2007 will be the European year of Equal opportunities for all. In this framework, during this year, priority will be given to projects addressing the issue of discrimination based on grounds of gender, racial or ethnic origin, religion or belief, disability or sexual orientation. A special emphasis will be given to projects tackling the various ways in which men and women experience discrimination from a gender perspective.

### Improving young people's health

Based on the Commission's Communication "European policies concerning youth: addressing the concerns of young people in Europe – implementing the European Youth Pact and promoting active citizenship" of 30 May 2005 physical activities and healthy behaviour of young people will be a priority for **Youth in Action** in 2007.

Projects should not be sports events or competitions, but should use physical and outdoor activities as tools to achieve the Programme's general objectives.

### Structured dialogue

Projects funded under Action 5.1 of the **Youth in Action** Programme will reflect the priorities of the structured dialogue:

- In 2007: Social inclusion and diversity
- In 2008: Intercultural dialogue

# Glossary

Some of the terms used are specific to the **Youth in Action** Programme or have a specific meaning in European terms. The following are some basic definitions of terminology:

**Eastern Europe and Caucasus:** Armenia, Azerbaijan, Georgia, Moldova, Russia, Ukraine.

**EFTA/EEA countries** – the three countries which are members of the European Free Trade Association and of the European Economic Area: Liechtenstein, Norway and Iceland.

**ENGO** – European non-governmental organisation based in one of the Programme Countries and with member branches in at least eight Programme Countries.

**ENGYO** – European non-governmental youth organisation based in one of the Programme Countries and with member branches in at least eight Programme Countries.

**Eurodesk** – a European network of relays providing information relevant to young people and those who work with them on European opportunities in the education, training and youth fields, and the involvement of young people in European activities: <http://www.eurodesk.org>.

**Euro-Med** – the Euro-Mediterranean Youth Programme, which involves the EU Member States and Mediterranean Partner Countries.

**Executive Agency** – The Education, Audiovisual and Culture Executive Agency is responsible for the implementation of the centralised Actions of the **Youth in Action** Programme. It is in charge of the complete life cycle of these projects.

**Mediterranean Partner Countries** – the non-EU countries located on or near the Mediterranean Sea that are participating in the EuroMed Youth Programme.

**Member States** – the countries that are members of the European Union

**National Agencies** – structures established by the national authorities in each Programme Country in order to assist the European Commission with management and to assume responsibility for implementation of most of the **Youth in Action** Programme.

**Neighbouring Partner Countries** - The Russian Federation and the countries participating in the European Neighbourhood Policy<sup>22</sup> and in the Stabilisation and Association process.

**Partner Countries** - an expression which identifies all countries which can be involved in the Programme but which are not ‘Programme Countries’

**Pre-accession (or candidate) countries** – countries which have applied for European Union membership and participate fully in all actions.

**Programme Countries** – EU Member States, EFTA/EEA countries and pre-accession countries. They can participate fully in all actions (see list of countries in section B.2).

**SALTO Resource Centres** – SALTO stands for “Support and Advanced Learning and Training Opportunities”. These are structures established within the **Youth in Action** Programme to provide training and information for youth organisations and National Agencies: <http://www.salto-youth.net>.

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<sup>22</sup> Having signed agreements with the European Community relevant to the youth field.

**The Partnership** – the Partnership between the European Commission and the Council of Europe fosters the active citizenship of young people by giving impetus to training and research activities in this field: <http://www.youth-partnership.net>.

\* \* \*

# List of contact details

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## **European Youth Portal**

A dynamic and interactive Portal in 20 languages for young people

**<http://europa.eu/youth/>**

# National Agencies in the Programme countries

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Training Partnership website: <http://www.training-youth.net>

European Knowledge Centre: [www.youth-knowledge.net](http://www.youth-knowledge.net)