



Education and Culture DG

'Youth in Action' Programme

Application for:

Action 2 - European Voluntary Service

Version valid as of 1 January 2012

Please fill in all relevant sections of this application. It is compulsory to annex ALL documents requested in the check list. Please consult the 2012 Programme Guide to find all the information you need to lead your project and to fill in this application form.

Part I. Project identification and summary

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

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

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

Type of project	
Please tick the boxes corresponding to the EVS project for which you are submitting this application.	
The geographic scope of the project covers: (tick <u>one</u> box only)	<input type="checkbox"/> Programme Countries <input type="checkbox"/> Programme Countries and Neighbouring Partner Countries <input type="checkbox"/> Programme Countries and the Other Partner Countries of the World

Duration of the project ¹			
Please indicate the total duration of the project from preparation to evaluation.			
Start date of the project ² : (date when the first costs incur)	/ /	End date of the project: (date when the last costs incur)	/ /
¹ Maximum duration of the project: 24 months.			
² For information on the earliest possible project start date, please consult "When to apply?" in part B of the Programme Guide.			

Part I. Project identification and summary (cont.)

Relevance to the general objectives of the Youth in Action Programme

Please tick relevant box(es).

The project:

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

Relevance to the priorities of the Youth in Action Programme

Please tick relevant box(es).

Permanent thematic priorities

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

Annual priorities

- Youth unemployment
- Fight against poverty and marginalisation
- Creativity and entrepreneurship
- Sport to promote healthy lifestyles, social inclusion and active participation
- Global environmental challenges, climate change

National priorities

- If so, please specify:

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

Main themes for the EVS Services

Please tick not more than 2 boxes.

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

Part I. Project identification and summary (cont.)

Summary of the project

Please give a short description of your project (approximately 10-15 lines). Please note that if your project is approved, this paragraph may be used for publication. Therefore be accurate and include the venues, the type of EVS project, the themes, the objectives, the duration of the Service(s) (in months), the countries involved, the number of volunteers, the implemented activities and the methods applied. This summary should be completed in English, French or German, regardless of which language you use to fill in the rest of this application. Please be concise and clear.

Part II. Applicant

A. Details of the applicant (Coordinating Organisation)

Name	_____		
Accreditation reference number (EI) ⁵	_____		
Street address	_____		
Postcode	_____	City	_____
Region	_____	Country	_____
Email	_____	Website	_____
Telephone	_____	Telefax	_____

⁴ The applicant must be established in a Programme Country, in South East Europe must be accredited as Coordinating Organisation and have a reference to an approved Expression of Interest (EI).

Person authorised to sign the contract on behalf of the applicant (legal representative)

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

Person in charge of the project (contact person)

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

B. Profile and role of the applicant

Type and status	<input type="checkbox"/> Non profit/non governmental organisation <input type="checkbox"/> Body active at European level in the youth field <input type="checkbox"/> International governmental organisation	<input type="checkbox"/> Public body <input type="checkbox"/> Profit-making organisation ⁵ <input type="checkbox"/> Other – please specify:
Activity level	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> European/international	
Role	<input type="checkbox"/> Sending Organisation <input type="checkbox"/> Host Organisation <input type="checkbox"/> Only Coordinating Organisation (neither Sending nor Host Organisation)	
<p>Please give a short description of your organisation (regular activities, member of, etc.) and describe your capacity and motivation to complete the proposed project.</p>		
<p>Has your organisation already received a EU grant?</p> <input type="checkbox"/> No <input type="checkbox"/> Yes - specify funding received or applied for in the last financial year:		

⁵ Only when it organises an event in the area of youth, sport or culture.

Part III. Partner promoter(s)

A. Details of the partner

Name	_____		
Street address	_____		
Postcode & city	_____	Country	_____
Region	_____	EI reference	_____
Email	_____	Website	_____
Telephone	_____	Telefax	_____

Person in charge of the project (contact person)

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

B. Profile and role of the partner	
Type and status	<input type="checkbox"/> Non profit/non governmental organisation <input type="checkbox"/> Public body <input type="checkbox"/> Body active at European level in the field of youth <input type="checkbox"/> Profit-making organisation ⁶ <input type="checkbox"/> International governmental organisation <input type="checkbox"/> Other – please specify:
Activity level	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> European/international <input type="checkbox"/> Member organisation of the applicant
Role	<input type="checkbox"/> Sending Organisation <input type="checkbox"/> Host Organisation
Please give a short description of your organisation (regular activities, member of, etc.):	

⁶ Only when it organises an event in the area of youth, sport or culture.

C. Preliminary agreement of the partner
<p>I, the undersigned, on behalf of (repeat the name of the partner)</p> <p>confirm our participation in each stage of the project (repeat the title of the project as stated in Part I):</p> <p>The project will respect the provisions of the EVS Charter and the Programme Guide of the Youth in Action Programme. I am aware of the right and obligation of the volunteer(s) to participate in the EVS Training and Evaluation Cycle offered by the National Agencies in Programme Countries and by the SALTOS in South East Europe and Eastern Europe and Caucasus. The training and evaluation cycle carried out by my organisation (according to provisions indicated in the Programme Guide), will fully respect the European minimum standards and guidelines for EVS volunteer trainings.</p> <p>I confirm that my organisation/group has not applied for funding for this project to another National Agency or to the Executive Agency.</p> <p>I declare having reached an agreement with all the promoters involved in the project with regard to the share of EU grant my organisation is entitled to receive in order to implement the project.</p> <p>Furthermore, I confirm my undertaking to ensure visibility of the European Union support for the project and to ensure dissemination and exploitation of its results.</p> <p>Name in capital letters:</p> <p>Place: Signature:</p> <p>Date:</p>

Part IV. Project description

A. Partnership and coordination

Please indicate how you found the other promoter(s), how you established an efficient partnership, and how the partner(s) will cooperate and be involved in the project.

Please also describe your role as Coordinating Organisation and the coordination tasks you will carry out throughout the project.

B. Volunteer profile and recruitment process

The Coordinating and/or Host and/or Sending Organisation(s) undertake(s) to select volunteers aged between 18 and 30 years and legally residing in a Programme Country or in a Partner Country. Young people with fewer opportunities can also participate from the age of 16. When recruiting volunteers, the Coordinating/Host/Sending Organisation(s) undertake(s) to maintain the overall accessibility to EVS and to aim at gender balance.

Please describe the expected volunteer profile(s) and selection process of the volunteer(s):

- *the profile of volunteer candidates,*
- *how you foresee informing about the "vacant EVS placement",*
- *how the volunteer(s) will be selected among the candidates and how the openness and transparency of the selection process will be ensured,*
- *how the Service will match the volunteers' profile or interests,*
- *how you will avoid job substitution,*
- *if specific skills are required, please justify.*

C. Service description:

Please describe:

- *how the Service is complying with the qualitative criteria of the EVS charter*
- *the role and tasks of the volunteer(s)*
- *the practical arrangements (working hours, days off, holidays, food, accommodation, local transport)*
- *how the Service will contribute to the learning process of the volunteer(s) and how Youthpass will be dealt with*

Please provide a timetable describing a standard week of Service of each volunteer involved (preferably in a separate document).

The learning dimension (i.e. acquisition/improvement of competences) is an essential component of any project supported by the Youth in Action programme. The programme puts in place a process of recognition of competences gained through participation to Youth in Action projects which is called Youthpass (please visit www.youthpass.eu). With this regard, please describe:

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

D. Preparation, training and support of volunteers:

Please describe:

- *how the volunteers will be prepared and trained before departure? How the EVS Info-Kit will be used for this preparation?*
- *how the volunteers will be trained and supported (during and after the Service);*
- *the objectives, the content and a programme of the planned Activities [only if you are in charge of organising the full EVS Training and Evaluation Cycle for the volunteer(s)].*

E. Personal and task related support:

Please describe how the volunteers(s) will be offered personal support (mentor) and task related support by two different persons as required by the Programme Guide.

Please give the contact details of the mentor(s):

F. Risk prevention and crisis management:

Please describe the general approach to risk prevention and crisis management measures in the project.

G. Intercultural dimension:

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

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

H. European dimension:

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

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

I. Visibility:

Apart from the compulsory use of the Programme Logo (please see Part C, Publicity, of the Programme Guide), please describe:

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

J. Dissemination and exploitation of results:

Please give a detailed description of standard measures planned in view to disseminate and exploit the results of the Projects in order to optimise their value, strengthen their impact and ensure that the largest possible number of young people and organisations benefit from them. Please indicate how the volunteer(s) will be involved in these measures.

K. Impact and multiplying effect:

Please explain the expected impact on the volunteers and the local communities involved in the project and which measures are foreseen to attain these impacts. In a long term perspective, please describe how you plan to achieve a multiplying effect and sustainable impact. Furthermore, please describe the planned measures aimed at recognizing and validating the learning outcomes of volunteer(s) (e.g. Youthpass Certificate) and promoters involved in the project.

L. Inclusion of young volunteers with fewer opportunities

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

Number of estimated volunteers with fewer opportunities involved in the project:

Please tick the situation(s) they face:

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

M. Exceptional costs:

Are you applying for visa costs, visa related costs and/or vaccination costs?

Yes No

If so, please describe them.

Have you planned an Advance Planning Visit (only for Services involving volunteers with fewer opportunities)?

Yes No

If so, please indicate the proposed programme, dates and venue.

Do you foresee a reinforced mentorship to increase personal support of the volunteer(s) with fewer opportunities?

Yes No

If so, please describe the details of the specific personal support made available (tailor-made approach, how is the support arranged, who provides it, with which qualifications/experiences, which specific risk prevention measures are foreseen, etc.).

Are you applying for other exceptional costs directly related to volunteers with fewer opportunities?

Yes No

If so, please describe them.

Part V. Budget**ALL ITEMS IN EUROS**

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

A. Grant requested from the Youth in Action Programme		
	Amount requested from the Youth in Action Programme	Amount granted (to be filled in by the Executive Agency or the National Agency)
Travel costs of the volunteer(s) (90% of actual costs), including travel costs for a possible Advanced Planning Visit (100% of the eligible costs)		
Project costs (scale of unit costs)		
Volunteer's allowance (scale of unit costs - country specific)		
Exceptional costs (100% actual costs)		
EVS Training and Evaluation Cycle (if applicable)		
Costs related to on-arrival training (100% of actual costs – up to € 900 x number of participants)		
Costs related to mid-term evaluation (100% of actual costs – up to € 500 x number of participants)		
Total grant requested from the Youth in Action Programme		

B. Co-financing	
	Amount
Own resources	
Other contributions to this project (please specify each source):	

Did your organisation apply for/receive an EU operating grant for the current year? Yes No
 If so, please specify the contract number:



C. Detailed calculation of grant requested

ALL ITEMS IN EUROS

If more space is needed, please add rows.

Travel costs of the volunteer(s)						
<i>Please note: only cheapest means of transport/fares are subject to reimbursement.</i>						
Organisation and country	Number of volunteers	From	To	Means of transport	Total costs (100%)	Grant requested (90%)
<i>Sub-TOTAL</i>						

Travel costs for Advance Planning Visit – (if applicable)					
Sending Organisation	Number of participants	From	To	Means of transport	Costs
<i>Sub-TOTAL</i>					

Amount requested for Travel Costs - TOTAL

Project costs				
Organisation and country	Number of volunteers	Duration in months	Unit cost	Amount requested
<i>TOTAL</i>				



Volunteer's allowance				
Host organisation and country	Number of volunteers	Duration in months	Unit cost	Amount requested
<i>TOTAL</i>				

Exceptional costs (if applicable)	
Specification	Costs
<i>TOTAL</i>	

Costs related to an on-arrival training (if applicable)		
Specification	Provided by	Amount requested
<i>TOTAL</i>		

Costs related to mid-term evaluation (if applicable)		
Specification	Provided by	Amount requested
<i>TOTAL</i>		



Part VII. Signature of the legal representative

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

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

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

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

Applicant

Name:

Legal representative

Name in capital letters:

Place:

Signature:

Date:

Part VIII. Declaration on honour

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

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

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

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

I confirm that no volunteer taking part in the project has previously carried out an EVS (with the exception indicated in the Programme Guide).

I take note that under the provisions of the Financial Regulation applicable to the general budget of the European Union⁷, grants may not be awarded to applicants who are in any of the following situations:

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

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

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

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

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

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

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

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

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

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

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

By signing this application form, I accept all the conditions set out in the Youth in Action Programme Guide published on the websites of the European Commission, the National Agencies and the EACEA.

Place:

Date (day/month/year):

Signature:

Stamp of the applicant:

Name in capital letters:

Position/function:

⁷ Council Regulation N° 1605/2002 (OJ L248 of 16/09/2002) Commission Regulations N° 2342/2002 (OJ L357 of 31/12/2002) and N° 1248/2006 (OJ L227 of 17/08/2006). These can be consulted in the Official Journal online at <http://eur-lex.europa.eu/JOIndex.do>.



Annex – Detailed information about the volunteer(s)

A copy of this Annex must be submitted to the granting Agency, either together with the application form or at a later stage. In this last circumstance, this Annex must be sent at least 6 weeks before the Service starts.

In case of EVS projects lasting 6 to 24 months and requesting a grant exceeding 50 000 euros: if this Annex is not submitted together with the Application Form by the relevant deadline, the project – if approved – will be subject to procedure with two pre-financing instalments. For further information, please consult Part C of the Programme Guide.

Volunteer(s) in project (title and reference of the grant agreement if applicable) _____

N°	Family name	First name	Name of Sending Organisation	Name of Host Organisation	Volunteer's contact details in their sending country (address, telephone, e-mail)	Volunteer's contact details in their host country (address, telephone, e-mail)	Birth date (dd/mm/yy)	Gender (f/m)	Start date of the Service (dd/mm/yy)	End date of the Service (dd/mm/yy)	Young person with special needs / fewer opportunities (yes/no – specify if needed)	Emergency contact details
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
Etc.												



Check list

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

- ❖ The application must include the following documents:
 - the present **application form**, duly completed and signed in original by the person authorised to enter into legally binding commitments on behalf of the applicant (signatures required in Parts VIII and IX of this form), together with the **Preliminary agreements** of all partner promoters, duly completed and signed in original. Please note that Preliminary agreements can be provided in the form of fax (when submitting the application) on the condition that they are complemented by originals that must be received by the NA before the Evaluation Committee takes place.
 - (optional at application stage) the **Annex – Detailed information about the volunteer(s)** duly completed;
 - a timetable describing a standard week of Service of each EVS volunteer in the project.
- ❖ Additional mandatory documents for grant requests **exceeding €25 000**:

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

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

The objective is to permit an assessment of the financial capacity of the applicant promoters.
Please note there is no specific form to submit the information outlined above.
- ❖ Additional mandatory documents for projects submitted at **national level only**⁸:
 - only for non governmental organisations**: an extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
 - only for public bodies**: a legal resolution or decision or other official document established in respect of the public body.

⁸These documents do not have to be provided if the applicant has already submitted them in occasion of a previous application under the Youth in Action Programme; on the condition that no changes have been occurred in the meantime.
- ❖ Additional mandatory documents for projects submitted at **European level only**:
 - the **legal entities** sheet duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant (individual/private companies/public entities). Please note that complementary justification documents are required according to the applicant's status, as specified in each type of form. (This sheet can be downloaded from the European Commission's website http://ec.europa.eu/budget/execution/legal_entities_en.htm#en_es_fr)
 - the **financial identification sheet** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant and certified by the bank (original signatures required). Please fill in the form relating to the country in which the bank is located, even if the applicant organisation is officially registered in another country. (This sheet can be downloaded from the European Commission's website: http://ec.europa.eu/youth/program/financial_identification_en.html)