



Education and Culture DG

'Youth in Action' Programme

Application for:
Action 1 - Youth for Europe
Multi-Measure projects

Annex: Sub-Action 1.3 - Youth Democracy Projects
Version valid as of 1 January 2010

Please fill in all relevant sections of this annex.

Please note that this annex must be attached to the "Action 1 - Multi-measure projects" application form.

Please consult the Programme Guide to find all the information you need to lead your project and to fill in this annex.

Part I. Activity identification and summary

Activity number

To be filled in by the Executive Agency or the National Agency

Postmark/Date of receipt

Title of the Activity

Please give a short title to the Activity.

Duration of your Activity¹

Please indicate the start and end dates of the actual Activity.

The Activity starts: _____ / _____ / _____ The Activity ends: _____ / _____ / _____

Total duration of the Activity (in months): _____

Venue(s): _____

¹ Duration of the Activity: between 3 and 18 months.

Main themes for the Activity

Please tick not more than 2 boxes.

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

Summary of the Activity

Please give a short description of your Activity (approximately 10-15 lines). Please note that if your project is approved, this paragraph may be used for publication. Therefore be accurate and include the venue(s), the theme(s), the objectives, the duration in months, the countries involved, the number of participants, 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. Partner promoter(s)

A. Details of the partner

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

Person in charge of the Activity (contact person)

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

B. Profile and role of the partner

| | | | |
|-----------------|--|--|---|
| Type and status | <input type="checkbox"/> Non profit/non governmental organisation | <input type="checkbox"/> Public body | <input type="checkbox"/> Informal group of young people |
| | <input type="checkbox"/> Body active at European level in the youth field (ENGO) | <input type="checkbox"/> Other – please specify: | |
| Activity level | <input type="checkbox"/> Local | <input type="checkbox"/> Regional | <input type="checkbox"/> National |
| | <input type="checkbox"/> Member organisation of the applicant | <input type="checkbox"/> European/International | |
| Role | <input type="checkbox"/> Sending Organisation | <input type="checkbox"/> Host Organisation | |

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

C. Preliminary agreement of the partner

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

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

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

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

Name in capital letters:

Place:

Signature:

Date:

Part II. Partner promoter(s) (cont.)

If more space is needed, please add rows.

| Composition of the partnership ² | | |
|---|--------|---------|
| Name of partner | Status | Country |
| ----- | ----- | ----- |
| ----- | ----- | ----- |
| ----- | ----- | ----- |
| ----- | ----- | ----- |
| ----- | ----- | ----- |
| ----- | ----- | ----- |
| TOTAL number of partners | | |

² Promoters from at least 2 different Programme Countries, of which at least one is from an EU country. There must be minimum 2 promoters per country involved in the project. Promoters must be independent.

Part IV. Activity description

The points below are intended to serve as a guide for your description of the proposed activities. The information that is requested will be very important in the selection process, and later for the running of the Activity. For further information, please consult the Programme Guide, Part B – Action 1.3.

If more space is needed, please extend boxes.

Thematic concept:

Please indicate if and how the thematic concept of your Activity focuses on:

- the participation of young people in mechanisms of representative democracy;
- allowing young people to experience the concepts and the practice of representative democracy and active citizenship;
- facilitating dialogue between young people and decision-makers at all levels (local, regional, national and European).

Development of the Activity:

Please indicate the activities planned in view to carry out the Activity, including the preparation and the evaluation stages. Please attach an estimated overview of the planned Activity.

Protection and safety:

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

Activity's content and methodology:

Please describe:

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

Intercultural dimension:

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

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

European dimension:

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

- the Activity 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 Activity reflects a common concern for European society, such as racism, xenophobia and anti-semitism, drug abuse...;*
- the Activity'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 Activity debates the founding principles of the EU, i.e. principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.*

Impact,multiplying effect and follow-up:

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

Visibility:

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

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

Dissemination and exploitation of results:

Please give a detailed description of standard measures planned in view to disseminate and exploit the results of the Activity. (For inspiration, please see Part B. Action 1.3 'How to develop a good project?' of the Programme Guide).

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

Inclusion of young people with fewer opportunities

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

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

Please tick the situation(s) they face :

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



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

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

| A. Estimated costs | | |
|---|--------|---|
| | Amount | Accepted costs (to be filled in by the Executive Agency or the National Agency) |
| A.1. Direct cost | | |
| 1. Travel costs | | |
| 2. Accommodation/food costs | | |
| 3. Organisation of seminars, meetings, consultations, activities | | |
| 4. Publication/translations/information costs | | |
| 5. Dissemination and exploitation of results | | |
| 6. Other costs directly linked to the implementation of the project | | |
| Sub-total | | |
| A.2. Indirect costs | | |
| 7. Indirect costs (up to 7% of direct costs; i.e. budget items 1+2+3+4+5+6) | | |
| Total estimated costs (A.1 + A.2) | | |

| B. Estimated income | | |
|---|--------|--|
| | Amount | Accepted income (to be filled in by the Executive Agency or the National Agency) |
| B.1. EU Grant | | |
| 1. Contribution requested from the "Youth in Action Programme" ⁷ | | |
| B.2. Co-financing | | |
| 2. Own resources (including partners) | | |
| 3. National/regional/local public institutions | | |
| 4. Private donors | | |
| 5. Other Community funding for this project | | |
| 6. Other contributions to this project (please specify each source): | | |
| Total estimated income (B.1+B.2)⁸ | | |

⁷ 75% of total eligible costs can be requested from the Youth in Action Programme (unless a lower % of grant is requested by the applicant). The maximum amount of the EU grant can not exceed € 50 000.

⁸ Please note that total estimated income should be equal to total estimated costs.



B. Detailed calculation of grant request**ALL ITEMS IN EUROS***If more space is needed, please add rows.***Travel costs***Please note: only cheapest means of transport/fares are subject to reimbursement. Also include the local transport. If applicable, please separate clearly the different phases of your Activity (e.g. preparation, activity, follow-up, etc.) in the "specification" column.*

| Specification | Promoter | Number of persons | From | To | Means of transport | Costs |
|---------------|----------|-------------------|------|----|--------------------|-------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | | | | | | |

Accommodation/food costs*Please estimate the costs for accommodation and food. If applicable, please separate clearly the different phases of your Activity (e.g. preparation, activity, follow-up, etc.) in the "specification" column.*

| Specification | Number of persons | Number of days | Cost per day | Costs |
|---------------|-------------------|----------------|--------------|-------|
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

Organisation of seminars, meetings, consultations, activities*If applicable, please separate clearly the different phases of your Activity (e.g. preparation, activity, follow-up, etc.) in the "specification" column.***a) Rental costs (rooms, equipment, etc.)**

| Specification | Number of days | Cost per day | Costs |
|-----------------|----------------|--------------|-------|
| | | | |
| | | | |
| | | | |
| Subtotal | | | |

b) Interpreting costs (including travel, accommodation and fees)

| Language from/to | Number of interpreters | Number of days | Cost per day | Costs |
|-----------------------|------------------------|----------------|--------------|-------|
| | | | | |
| | | | | |
| | | | | |
| Subtotal | | | | |
| TOTAL SEMINARS | | | | |

| Publication/translations/information costs | |
|--|-------|
| <i>Please estimate the costs for production and translation of information material.</i> | |
| Specification | Costs |
| | |
| | |
| | |
| <i>TOTAL</i> | |

| Dissemination and exploitation of results | |
|---|-------|
| <i>Please estimate the costs for dissemination and exploitation of results.</i> | |
| Specification | Costs |
| | |
| | |
| | |
| <i>TOTAL</i> | |

| Other costs directly linked to the implementation of the Activity | |
|---|-------|
| <i>Please specify other costs directly linked to the implementation of this Activity.</i> | |
| Specification | Costs |
| | |
| | |
| | |
| <i>TOTAL</i> | |

| Indirect costs | |
|---|-------|
| <i>Please specify other costs indirectly linked to this Activity.</i> | |
| Specification | Costs |
| | |
| | |
| | |
| <i>TOTAL</i> | |

