

Reference number <i>To be filled in by the Executive Agency</i>	
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Youth in Action Programme



Action 3.2

**Youth in the World: Cooperation with countries other than the neighbouring countries
of the European Union**

Call for Proposals EACEA/31/07

**CLOSING DATE FOR SUBMISSION: 15 April 2008
(as per postmark)**

Applications bearing a postmark after this date will not be considered.
Applications must be sent by post bearing the original signature of the legal representative
of the applicant organisation as well as the original signatures of the partners.
Applications sent by fax or e-mail will not be accepted.

Please fill in ALL the sections of this application
It is compulsory to annex to the application ALL the documents requested in the check list

Title of the project	
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Part I. Identification of the applicant organisation

Organisation

Name:	
Acronym:	
Legal status:	<input type="checkbox"/> Non-profit making organisation <input type="checkbox"/> Non-governmental organisation <input type="checkbox"/> European level non-governmental organisation (with member organisations in at least 8 Programme Countries) <input type="checkbox"/> Local or regional public body
Address:	
Post Code:	
Region:	City:
Country:	
Website:	http://
Telephone:	Fax:

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

Surname:	<i>Ms /Mr</i>		First Name:	
Function:				
E-mail address:				
Telephone:			Fax:	

Person in charge of the project (contact person)

Surname:	<i>Ms /Mr</i>		First Name:	
Function:				
E-mail address:				
Telephone:			Fax:	

Part II. Profile and technical capacity of the applicant organisation

II.a. Profile of the applicant organisation

Please provide a short description of your organisation (including information on aims and activities, staff, possible involvement of young people under 30 in the organisation's structure and activities, membership in other structures, etc.).

II.b. Technical capacity of the applicant organisation

Please describe the experience of your organisation in the fields covered by the call for proposals and provide a list of projects already implemented in the same field.

Part III. Project details

III.a. Themes

Please tick the box corresponding to the theme(s) you have chosen

- (1) Strengthening of civil society, citizenship and democracy
- (2) Fight against racism and xenophobia
- (3) Inter-ethnic and inter-religious dialogue
- (4) Post-conflict resolution and reconstruction
- (5) Active role of women in society
- (6) Minority rights

Please indicate if the chosen theme is implemented taking into consideration one of the following priorities of the Youth in Action programme:

- (1) European citizenship
- (2) Participation of young people
- (3) Cultural diversity
- (4) Inclusion of young people with fewer opportunities
- (5) 2008 priority of the Youth in Action Programme: European Year of Intercultural Dialogue

III.b. Duration and venue(s) of the project

Please indicate the total duration of the project from preparation to evaluation and also the start and end dates of the actual activities.

The project starts:
(date of first cost incurred)

/ /

The project ends:
(date of last cost incurred)

/ /

Total **duration** of the project activities (in months):

Venue(s) where the project will take place:

III.c. Activities

Please tick the boxes corresponding to the activities foreseen

- | | |
|---|---|
| <input type="checkbox"/> Youth exchange | <input type="checkbox"/> Feasibility/Study visit |
| <input type="checkbox"/> Partnership-building/Networking activity | <input type="checkbox"/> Evaluation meeting |
| <input type="checkbox"/> Training course | <input type="checkbox"/> Information/Awareness-raising activity |
| <input type="checkbox"/> Seminar/Conference | <input type="checkbox"/> Other, please specify _____ |

III.d. Partner region(s)

Please tick the box corresponding to the partner regions involved

- Africa, the Caribbean, Pacific (ACP)
- Asia
- Latin America

III.e. Project partners and related number of participants				
Organisation name	Legal status	Country	Number of participants <i>(if Youth exchange please indicate the age* of the participants)</i>	Number of trainers, facilitators, staff <i>(if Youth exchange please indicate the number of group leaders)</i>
Total:				

III.f. Summary of your project
<p><i>Please provide a short description of your project (maximum 200 words), including objectives, target groups, main activities and expected results. This summary should be completed in English, German or French, regardless of which language you use to fill in the rest of this application form.</i></p>

* Only young people aged between 13 and 25 can participate in a Youth Exchange.

Part IV. Project implementation

IV.a. Objectives of the project

Please describe the objectives of your project and how you are going to address the priority theme(s) you have chosen among the ones indicated in the call for proposals. Please also indicate the expected results and the target group(s) of the project.

IV.b. Work Programme

Please describe the activities foreseen throughout the project for its implementation, including preparatory activities.

Please explain:

- the working methods envisaged*
- the profile of the participants*
- how you intend to organise and co-ordinate the activities with regards to the long-term format of your project*
- how you will ensure the quality and the coherence of the project work programme*

IV.c. Impact and multiplier effect

Please describe:

- the impact that the planned activities will have on the young people involved*
- the impact in a longer term perspective on youth work, youth policies and/or the capacity-building and leadership development of the youth organisations/structures*
- the impact of the project on the development of sustainable partnerships and networking among youth organisations*
- the multiplier effect of the project for the development of youth work and youth policies*

Please also identify indicators which could help you measuring the impact of the project.

IV.d. Evaluation

Follow-up and evaluation – How do you ensure the evaluation, follow-up and a sustainable impact of the project?

Please give details:

- regarding evaluation during the project*
- regarding evaluation and follow-up after the project implementation (meetings, presentations, material etc.).*

IV.e. Valorisation and visibility

Please describe in detail:

- the activities foreseen for the dissemination and exploitation of the project results
- how you will secure high visibility of your activities

IV.f. Quantitative information on the different actors involved in the project

	<i>Programme countries</i>	<i>Partner countries</i>	<i>Total</i>
<i>Number of partners involved in the project</i>			
<i>Number of countries involved in the project</i>			
<i>Number of youth workers involved in the project</i>			
<i>Number of young people involved in the project</i>			
<i>Number of young people with fewer opportunities involved in the project</i>			
<i>Number of young people benefiting indirectly from the project</i>			
<i>Number of activities foreseen</i>	—	—	

Part V. Budget

For information on funding rules and eligibility of costs please consult the text of the Call for proposals

Budget Summary		In EURO
Please note that the Executive Agency has the right to revise the amount requested by the applicant on the basis of the rules set out in the Call for proposals		Total Amount
Estimated Costs		
Direct costs (please fill in the items here below)		
1. Personnel costs		
2. Travel, Board and lodging costs		
3. Information and Communication Technology (ICT) costs		
4. Consumables and supplies		
5. Production / Translation / Dissemination / Information costs		
6. Other costs (ex: Costs for meeting, insurance and visa, etc)		
Total direct costs		
Indirect costs (up to 7% of all direct costs)		
A. Total costs		
B. Total contributions in kind*		
TOTAL A + B		
Estimated Income		
National/regional/local institutions		
Other Community funding for this project (please specify)		
Private donors		
Own resources (including partners')		
Other resources		
Grant requested from the Youth in Action Programme		
A. Total income		
B. Total contributions in kind*		
TOTAL A + B		

* Total B should equate to the sum of contributions in kind claimed for each budget heading (see 'description of costs', pages 12-16). Please also note that the same figures should be reported in both estimated costs and estimated income sections. Contributions in kind shall not exceed 10% of the project's budget.

Please indicate if your organisation has already received a Community grant:

- No
- Yes, "Youth" /"Youth in Action"- specify reference of the most recent contract:
- Yes, other – specify:
- Yes, " Community Operating Grant" – specify the programme

Signature

The applicant undertakes to inform the Executive Agency of all changes affecting the activities and/or the budget as described in this form.

Applicant organisation

Name:

Legal representative

Name in capital letters:

Place:

Signature:

Date:

3. Information and Communication Technology (ICT) costs							
Computer and audiovisual equipment purchased during the project lifetime							
Activity	Specification	Cost	Depreciation rate	Degree of use in the project (%)	Total eligible costs		
					In cash (a)	In kind (b)	Total (a+b)
<i>TOTAL ICT COSTS</i>							

4. Consumables and supplies costs							
Activity	Specification	Number	Unit price	Costs			
				In cash (a)	In kind (b)	Total (a+b)	
<i>TOTAL CONSUMABLES AND SUPPLIES COSTS</i>							

5. Production / Translation / Dissemination / Information costs

Please indicate costs for producing and distributing information documents and materials (CD-ROM, video, books, leaflets, etc.) including the estimated number of copies needed.

a. Production

Activity	Number of copies	Unit price	Costs		
			In cash (a)	In kind (b)	Total (a+b)
<i>Subtotal</i>					

b. Translation

Activity and Language from / to	Number of pages	Price / page	Costs		
			In cash (a)	In kind (b)	Total (a+b)
<i>Subtotal</i>					

c. Dissemination/information costs

Activity	Number	Unit price	Costs		
			In cash (a)	In kind (b)	Total (a+b)
<i>Subtotal</i>					
TOTAL PRODUCTION / TRANSLATION / DISSEMINATION / INFORMATION COSTS					

6. Other costs						
<i>If applicable, please separate clearly the different phases of your project (e.g. preparation, activity, follow-up, etc.) in the "specification" column.</i>						
a. Insurance and visa costs						
Specification by organisation / activity				Costs		
				In cash (a)	In kind (b)	Total (a+b)
<i>Subtotal</i>						
b. Rental of rooms for meetings, conferences, other events, etc.						
Description by organisation/activity			Number of days	Cost per day	Costs	
					In cash (a)	In kind (b)
<i>Subtotal</i>						
c. Interpretation costs (including travel, accommodation and fees)						
Activity and Language from / to		Number of interpreters	Number of days	Cost per day	Costs	
					In cash (a)	In kind (b)
<i>Subtotal</i>						
d. Hire of booths for interpretation (including equipment)						
Description by activity			Number of days	Cost per day	Costs	
					In cash (a)	In kind (b)
<i>Subtotal</i>						

e. Fees for external speakers						
Activity	Number of speakers	Number of days	Cost per day	Costs		
				In cash (a)	In kind (b)	Total (a+b)
<i>Subtotal</i>						

f. Other			
<i>Please indicate other potential costs.</i>			
Specification	Costs		
	In cash (a)	In kind (b)	Total (a+b)
<i>Subtotal</i>			
TOTAL OTHER COSTS			

VI. Partner organisations

To be filled in and signed in original by each partner organisation mentioned in Part III.e.

A. Details of the partner organisation

Name	_____		
Street address	_____		
Postcode	_____	City	_____
Region	_____	Country	_____
E-mail	_____	Website	_____
Telephone	_____	Telefax	_____

Person in charge of the project (contact person)

Surname (<i>Ms/ Mr</i>)	_____	First name	_____
Position/function	_____		
E-mail	_____		
Telephone	_____	Fax	_____

B. Profile of the partner organisation

Status Member of applicant organisation: Yes No

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

C. Preliminary agreement of the partner organisation

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

confirm our participation in the preparation, implementation and evaluation of the project (repeat the title of the project as stated in Part I)

Furthermore, I confirm my undertaking to ensure visibility of the European Union support for the activities and/or the production of materials and to encourage the participants to initiate new youth activities.

Name in capital letters:

Place: _____ *Signature (ORIGINAL):* _____

Date: _____

Part VII. Declaration on honour

To be completed by the person legally authorised to sign on behalf of the applicant organisation.

I, the undersigned, 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 institution has the financial and operational capacity to complete the proposed project.

I take note that under the provisions of the Financial Regulation applicable to the general budget of the European Communities*, 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, in their grant application, they are subject to a conflict of interest;

(h) if, in their grant application, 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 institution for which I am acting as legal representative are in any of the situations described above, and am aware that the penalties set out in the Financial Regulation may be applied in the case of a false declaration.

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

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

Place:
(day/month/year)

Date: / /

Signature

Stamp of the applicant organisation

Name and position in capitals

* Council Regulation (EC, Euratom) No 1605/2002 (OJ L 248 of 16.09.2002), amended by Regulations (EC, Euratom) No 1995/2006 (OJ L 390 of 30.12.2006) and (EC) No 1525/2007 (OJ L 343 of 27.12.2007) ; Commission Regulation (EC, Euratom) No 2342/2002 (OJ L 357 of 31.12.2002), amended by Regulations (EC, Euratom) No 1261/2005 (OJ L 201 of 2.08.2005), (EC, Euratom) No 1248/2006 (OJ L 227 of 19.08.2006) and (EC, Euratom) No 478/2007 (OJ L 111 of 28.4.2007). These can be consulted in the Official Journal online at: <http://europa.eu.int/eur-lex/lex/en/index.htm>