

Second phase of the Preparatory Measures for the opening of the Youth in Action Programme in the Republic of Croatia

Call for proposals for the submission of Pilot Projects in 2010

ANNEX I - Information about eligible actions

Sub-Action 1.1 - Youth Exchanges

Objectives

Youth Exchanges allow one or more groups of young people to be hosted by a group from another country in order to participate together in a joint programme of activities. These projects 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 reinforce their feeling of being European citizens.

What is a Youth Exchange?

A Youth Exchange is a project which brings together groups of young people from two or more countries, providing them with an opportunity to discuss and confront various themes, whilst learning about each other's countries and cultures. A Youth Exchange is based on a trans-national partnership between two or more promoters from different countries.

According to the number of countries involved, a Youth Exchange can be bilateral, trilateral or multilateral.

A Bilateral Youth Exchange is justified especially when the promoters are at their first European project, or when the participants are small-scale or local groups without experience at European level.

A Youth Exchange project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible follow-up).

Non-formal learning principles and practice are reflected throughout the project.

What a Youth Exchange is not

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

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

Eligibility Criteria

Eligible promoters	<p>Each promoter must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an informal group of young people (Reminder: in the case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group). <p>Each promoter must be from a Programme Country and must sign the Preliminary Agreement included in the application form.</p>
Role of promoters	<p>The promoter that sends a group of participants in another country is defined as Sending Organisation (SO). The promoter that hosts the Youth Exchange in its country is defined as Host Organisation (HO).</p>
Number of promoters	<p>Bilateral Youth Exchange: two promoters from different Programme Countries, of which one is from Croatia and one is from an EU country. Trilateral Youth Exchange: three promoters from different Programme Countries, of which one is from Croatia and at least one is from an EU country. Multilateral Youth Exchange: at least four promoters from different Programme Countries, of which one is from Croatia and at least one is from an EU country.</p>
Eligible participants	<p>Participants aged between 13 and 25 and legally resident in a Programme Country (up to 20% of participants may be aged between 25 and 30).</p>
Number of participants	<p>The project must involve a minimum of 16 and a maximum of 60 participants (group leader(s) not included).</p>
Composition of national groups of participants	<p>Bilateral Youth Exchange: minimum 8 participants per group (group leader(s) not included). Trilateral Youth Exchange: minimum 6 participants per group (group leader(s) not included). Multilateral Youth Exchange: minimum 4 participants per group (group leader(s) not included).</p> <p>Each national group must have at least one group leader¹.</p>
Venue of the Activity	<p>The Activity must take place in the country of one of the promoters.</p>
Duration of project	<p>Maximum 15 months.</p>
Duration of Activity	<p>6-21 days, excluding travel days.</p>
Activity programme	<p>A detailed daily timetable of the Activity must be annexed to the Application form.</p>
Who can apply?	<p>All applications: A promoter wishing to apply must be legally established in Croatia.</p> <p>A promoter assumes the role of coordinator and applies to its National Agency for the whole project on behalf of all promoters. It is recommended that the role of coordinator is played by the promoter hosting the Activity.</p> <p>In the case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application to its National Agency and signing the grant agreement on behalf of the group.</p>
When to apply?	<p>The project must be submitted by the application deadline corresponding to the start date of the project (please consult Section 3 of the Call for proposals).</p>
How to apply?	<p>The application must be introduced in compliance with the application modalities, as described in Section 13 of the Call for proposals.</p>

¹ A group leader is an adult who accompanies the young people participating in a Youth Exchange in order to ensure their effective learning, protection and safety.

Other criteria	<p>Protection and safety of participants: The applicant must guarantee that appropriate measures to ensure the safety and protection of participants are foreseen in the project.</p> <p>Advance Planning Visit (APV): If the project foresees an APV, then the following eligibility criteria must be met:</p> <ul style="list-style-type: none"> ▪ duration of the APV: maximum 2 days (travel days excluded) ▪ number of participants: 1 participant per group. The number of participants can be raised to 2 under the condition that 1 of the participants is a young person taking part in the Youth Exchange programme of the APV: a daily timetable of the APV is annexed to the application form.
-----------------------	--

Exclusion Criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Section 6 of the Call for proposals).
--	---

Selection criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.
Technical capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Youth in Action Programme (30%)	<p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European level and, where relevant or specified, at national level
Quality of the project and methods proposed (50%)	<ul style="list-style-type: none"> ▪ The quality of project's design (quality of the partnership/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; quality of measures ensuring protection and safety of participants) ▪ The quality of project's content and methodology (theme of common interest and relevance to the group of participants; non-formal learning methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ The quality of project's reach (impact, multiplying effect and follow-up; visibility of the project/ visibility of Youth in Action Programme; dissemination and exploitation of results).
Profile of participants and promoters (20%)	<ul style="list-style-type: none"> ▪ Involvement of <i>young people with fewer opportunities</i> ▪ Number of partner promoters involved in the project ▪ Balance of partner groups in terms of number of participants ▪ Only for a bilateral Youth Exchange: the promoter is a first-time applicant or a small-scale actor.

Funding rules

A) Overview of funding rules

The budget of the project must be drafted according to the following funding rules:

	Eligible costs	Financing mechanism	Amount	Rule of allocation	Reporting obligations
Travel costs	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class, 2 nd class train ticket). For itinerant projects: travel costs from home to the place where the Activity starts and travel costs from the place where the Activity ends to home.	Percentage of actual costs	70% of eligible costs	Automatic	Full justification of the costs incurred, copy of travel tickets/invoices.
Costs related to an Advance Planning Visit	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2 nd class train ticket).	Percentage of actual costs	100% of eligible costs	Conditional: need for and objectives of Advance Planning Visit must be justified in application form	Full justification of the costs incurred, copy of travel tickets/invoices.
	+ Accommodation costs and other costs during the visit.	+ Scale of unit costs	+ $A1.1^* \times \text{number of nights (max. 2 nights)} \times \text{number of participants of Sending Organisations}$		
Preparation costs	Any cost directly linked to the preparation of the Activity and participants, including insurance.	Scale of unit costs	$B1.1^* \times \text{number of promoters}$	Conditional: preparation activities must be clearly outlined in the application form	Achievements to be described in final report.

Eligible costs		Financing mechanism	Amount	Rule of allocation	Reporting obligations
Activity costs	Any cost directly linked to the implementation of the project.	Lump sum + Scale of unit costs	C1.1 * + D1.1 * x number of promoters. Maximum € 1500	Automatic	Achievements to be described in final report. Original signature list of all participants.
Exceptional costs	Additional costs directly related to young people with fewer opportunities or special needs or warranted by the special nature of the activities. Visa costs, visa-related costs and vaccination costs.	+ Scale of unit costs Percentage of actual costs	+ E1.1 * x number of participants x number of nights during the Activity 100% of eligible costs	Conditional: the request for financial support to cover exceptional costs must be motivated in the application form	Full justification of the costs incurred, copy of invoices/receipts.
Costs for additional dissemination and exploitation of results	Costs linked to additional dissemination and exploitation of project's results.	Percentage of actual costs	100% of eligible costs. Up to € 500 x number of promoters. Maximum € 2 500	Conditional: dissemination and exploitation activities must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts. Achievements to be described in final report.

Lumps sums and scales of unit costs – adaptation based on the principle "country where the Activity takes place"

* **IMPORTANT!** Lump sums and scales of unit costs change according to the country. The applicant must apply the lump sums and scales of unit costs of the country hosting the Activity. The amounts applicable per country can be found in the table B) below. Promoters must use the amount in the corresponding column (A, B, C...) and row (country).

Costs that can be covered under the category exceptional costs are:

- visa and visa-related costs and vaccination costs
- costs related to young people with fewer opportunities and/or with special needs
- costs warranted by the special nature of the activities.

In the latter two cases, the grant may cover, for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage, translation/interpretation.

B) Lump sums and scales of unit costs

The lump sums and scales of unit costs for Action 1.1 are the following:

	Advance planning visits per participant per night	Preparation costs per promoter	Activity costs	Activity costs per promoter	Activity cost per participant per night
	A1.1	B1.1	C1.1	D1.1	E1.1
Austria	51	480	470	260	23
Belgium	56	480	450	250	21
Bulgaria	46	480	340	190	18
Cyprus	46	480	420	240	17
Czech Republic	45	480	410	230	17
Denmark	60	480	560	310	23
Estonia	48	480	390	220	18
Finland	60	480	500	280	23
France	54	480	500	280	21
Germany	48	480	450	250	18
Greece	58	480	430	240	23
Hungary	47	480	380	210	19
Iceland	56	480	490	270	23
Ireland	58	480	520	290	23
Italy	52	480	490	270	23
Latvia	51	480	380	210	19
Liechtenstein	58	480	510	280	23
Lithuania	51	480	380	210	19
Luxemburg	52	480	450	250	21
Malta	57	480	420	230	22
Netherlands	59	480	480	270	23
Norway	60	480	570	320	23
Poland	51	480	380	210	19
Portugal	57	480	430	240	22
Romania	46	480	340	190	18
Slovakia	51	480	410	230	20
Slovenia	51	480	410	230	19
Spain	49	480	460	250	19
Sweden	60	480	490	270	23
Turkey	46	480	340	190	18
United Kingdom	60	480	570	320	23

Croatia	48	480	360	200	15
----------------	----	-----	-----	-----	----

Action 1.2 - Youth Initiatives

Objectives

This sub-Action supports projects 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.

What is a Youth Initiative?

A Youth Initiative is a project initiated, set up and carried out by young people themselves. It gives 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 a Youth Initiative 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.

A Youth Initiative project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

National Youth Initiatives are projects designed at local, regional or national level and developed by a single group in its country of residence.

Eligibility criteria

Eligible promoters	<p>The <i>promoter</i> must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ an <i>informal group of young people</i> (Reminder: in the case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group). <p>Each promoter must be from Croatia.</p>
Number of promoters	Only one promoter.
Eligible participants	Young people aged between 18 and 30 and <i>legally resident</i> in a Programme Country. Young people under 18 (aged from 15 to 17) may be admitted if accompanied by a <i>coach</i> . There is no age limit or obligatory geographical provenance for the coach.
Number of participants	There is no limitation on the number of participants. The project must involve one group of at least 4 young participants.
Composition of national groups of participants	Minimum 4 participants in the group.
Venue(s) of the Activity	The Activity must take place in Croatia.
Duration of project	Between 3 and 18 months.
Duration of Activity	No specific duration of the Activity.
Activity programme	An overview of the Activity must be annexed to the <i>application form</i> .

Who can apply?	A promoter wishing to apply must be <i>legally established</i> in Croatia. In the case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application to its National Agency and signing the <i>grant agreement</i> on behalf of the group.
When to apply?	The project must be submitted for the application <i>deadline</i> corresponding to the start date of the project (please consult Section 3 of the Call for proposals).
How to apply?	The application must be introduced in compliance with the application modalities, as described in Section 13 of the Call for proposals.
Other criteria	Protection and safety of participants: The applicant must guarantee that appropriate measures to ensure the safety and protection of participants directly involved in the project are foreseen.

Exclusion criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Section 6 of the Call for proposals).
--	---

Selection criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out and to participate in its funding.
Operational capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (30%)	The relevance to: <ul style="list-style-type: none"> the general objectives of the Programme the specific aims of the sub-Action the permanent priorities of the Programme the annual priorities identified at European and, where relevant or specified, at national level.
Quality of the project and methods proposed (50%)	<ul style="list-style-type: none"> The quality of project design (quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase) The quality of project content and methodology (theme of the project; innovative creativity and entrepreneurship; active involvement of participants in the project; promotion of social and personal development of participants involved; European dimension; intercultural dimension) The quality of project reach (<i>impact</i>, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; <i>dissemination and exploitation of results</i>).
Profile of participants and promoters (20%)	<ul style="list-style-type: none"> Involvement of <i>young people with fewer opportunities</i> First-time applicants.

Additional information about Youth Initiatives

What is a coach?

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. S/he plays different roles depending on the needs of a given group of young people. The coach remains outside the Youth Initiative but supports the group of young people in the implementation of their project. S/he 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.

Young people who have already participated in a Youth Initiative project can also 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 a Youth Initiative in order to develop effective coaching systems at local level.

Coaches 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.

The National Agencies may arrange meetings between potential and ex-beneficiaries of Youth Initiatives, to facilitate the development of peer coaching systems. For information on coaching within Youth Initiatives, please consult your National Agency.

Overview of funding rules

The budget of the project must be drafted according to the following funding rules:

Eligible costs		Financing mechanism	Amount	Rule of allocation	Reporting obligations
Activity costs	Any cost directly linked to the implementation of the project.	<i>Lump sum</i>	€ 4 400 (unless a lower amount of grant is requested by the applicant)	Automatic provided that consistency with provisional budget is respected	Achievements to be described in <i>final report</i> . ----- Original signature list of all participants.
Costs related to the coach	Any cost directly linked to the involvement of a coach in the project (if needed).	Lump sum	€ 800 (unless a lower amount of grant is requested by the applicant)	Automatic for projects involving participants that are younger than 18. Conditional for all other projects; in this case the need for a coach and the support s/he will give to the group must be clearly outlined in the application form	Achievements to be described in final report.
Costs for additional dissemination and exploitation of results	Costs linked to additional dissemination and exploitation of project's results.	<i>Percentage of actual costs</i>	100% of eligible costs Maximum € 1 000	Conditional: additional dissemination and exploitation activities must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts. Achievements to be described in final report.

Lumps sums and scales of unit costs – adaptation based on the principle "country where the Activity takes place"

Action 1.3 - Youth Democracy Projects

Objectives

This sub-Action supports young people's participation in democratic life. It aims to encourage the active participation of young people in the life of their local, regional or national community or at international level.

What is a Youth Democracy Project?

A Youth Democracy Project is 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 European level, in order to improve young people's participation.

A Youth Democracy Project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

Some examples of Activities implemented within a Youth Democracy Project are:

- the creation of networks for the exchange, development and dissemination of *good practice* in the field of youth and participation
- consultations by and of young people, with a view to find out their needs and wishes on matters relating to participation in democratic life
- information events or seminars or debates for young people centred around the mechanisms of representative democracy at all levels, including the functioning of the EU institutions and the EU policies
- meetings between young people and decision-makers or experts in the field of participation in democratic life and democratic institutions
- events simulating the functioning of the democratic institutions and the roles of decision-makers
- a series or combination of the above activities, which may be carried out at different levels (local, regional, national, international) within the time-frame of the project.

What a Youth Democracy Project is not

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

- statutory meetings of organisations
- political gatherings
- Youth Exchanges
- Youth Initiatives.

What are the criteria used to assess a Youth Democracy Project?

Eligibility criteria

Eligible promoters	<p>Each <i>promoter</i> must be:</p> <ul style="list-style-type: none">▪ a non profit/non governmental organisation; or▪ a local, regional public body; or▪ an <i>informal group of young people</i> (Reminder: in the case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group). <p>Each promoter must be from a Programme Country and must sign the Preliminary Agreement included in the application form.</p>
Number of promoters	<p>Promoters from at least 2 different Programme Countries, of which one is from Croatia and at least one is from an EU country. There must be minimum 2 promoters per country involved in the project. Promoters must be independent (see below).</p>

Eligible participants	Young participants: young people aged between 13 and 30 and <i>legally resident</i> in a Programme Country. Decision-makers/experts: If the project foresees the participation of decision-makers or experts in the field of participation in democratic life and democratic institutions, such participants can be involved regardless of their age or geographical provenance.
Number of participants	The project must involve at least 16 young participants.
Venue(s) of the Activity	The Activity must take place in the country(ies) of one or more promoters.
Duration of project	Between 3 and 18 months.
Duration of Activity	No specific duration of the Activity.
Activity programme	An overview of the Activity programme must be annexed to the <i>application form</i> .
Who can apply?	A promoter wishing to apply must be <i>legally established</i> in Croatia. The promoter hosting the Activity - or one of the promoters hosting part of the Activity - assumes the role of coordinator and applies to its National Agency for the whole project on behalf of all promoters. In the case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application to its National Agency and signing the <i>grant agreement</i> on behalf of the group.
When to apply?	The project must be submitted for the application <i>deadline</i> corresponding to the start date of the project (please consult Section 3 of the Call for proposals).
How to apply?	The application must be introduced in compliance with the application modalities, as described in Section 13 of the Call for proposals.
Other criteria	Protection and safety of young participants: The promoter must guarantee that appropriate measures to ensure the safety and protection of young participants directly involved in the project are foreseen.

Exclusion criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Section 6 of the Call for proposals).
--	---

Selection criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.
Operational capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (30%)	The relevance to: <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level.
Quality of the thematic concept (20%)	The quality of the thematic concept, i.e. project focusing on: <ul style="list-style-type: none"> ▪ the participation of young people in mechanisms of representative democracy; or ▪ allowing young people to experience the concepts and the practice of representative democracy and active citizenship; or ▪ facilitating dialogue between young people and decision-makers at all levels (local, regional, national and European); or ▪ any combination of the above.

<p>Quality of the project and methods proposed (30%)</p>	<ul style="list-style-type: none"> ▪ The quality of project design (quality of the <i>partnership</i>/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; quality of measures ensuring <i>protection and safety</i> of participants) ▪ The quality of project content and methodology (theme of common interest and relevance to the group of young participants; non-formal learning methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ The quality of project reach (<i>impact</i>, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; <i>dissemination and exploitation of results</i>).
<p>Profile and number of participants and promoters (20%)</p>	<ul style="list-style-type: none"> ▪ Involvement of <i>young people with fewer opportunities</i> ▪ Number of countries and partner promoters involved

Additional information about Youth Democracy projects

Participation of decision-makers/experts in a Youth Democracy Project

If the project foresees the participation of decision-makers/experts in the Activity, none of the costs directly related to their participation (travel, food, accommodation, visa, special needs, etc.) can be covered by the Youth in Action grant. Such costs should be covered through other sources of financial contribution to the project (promoters' own resources, and/or national, regional, local or private assistance).

Independent promoters

In the context of a Youth Democracy Project, although promoters can be affiliated to each other or to a common network, each promoter must not depend upon another promoter for deciding, implementing or financing its operation.

Funding rules

If the project is selected, the following funding rules will apply to the grant:

Activity costs	Eligible costs	Financing mechanism	Amount	Rule of allocation	Reporting obligations
	<p><i>Eligible direct costs</i></p> <ul style="list-style-type: none"> - Travel costs - Accommodation/food costs - Organisation of seminars, meetings, consultations, activities - Publications/translations / information costs - Dissemination and exploitation of results - Other costs directly linked to the implementation of the project <p><i>Eligible indirect costs</i> (7% of eligible direct costs)</p>	<p><i>Percentage of actual costs</i></p>	<p>75% of the total eligible costs. (unless a lower % of grant is requested by the applicant) Maximum € 50 000</p>	<p>Conditional: objectives and Activity programme must be clearly outlined in the application form</p>	<p>Full justification of the costs incurred, copy of invoices/receipts/travel tickets (only for direct costs). Achievements to be described in <i>final report</i>. Original signature list of all participants.</p>

Action 2 - European Voluntary Service

Objectives

The aim of the European Voluntary Service (EVS) is to develop solidarity and promote active citizenship and mutual understanding among young people.

What is a European Voluntary Service project?

The European Voluntary Service enables young people to carry out voluntary service for up to 12 months in a country other than their country of residence. It fosters solidarity among young people and is a true 'learning service'. Beyond benefiting local communities, volunteers learn new skills and languages, and discover other cultures.

Under this call for proposals preference will be given to applicants who are at their first European project, or to small-scale projects in terms of number of volunteers involved.

An EVS project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible follow-up).

Non-formal learning principles and practice are reflected throughout the project.

An EVS project can focus on a variety of themes and areas of intervention, such as 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.

It is designed to implement one EVS Activity.

EVS Activity

An EVS Activity has three essential components:

The Service: the volunteer is hosted by a promoter in a country other than her/his country of residence and carries out voluntary service for the benefit of the local community. The service is unpaid, non profit-making and full-time.

EVS Training and Evaluation Cycle: the promoters involved in the EVS Activity must ensure that each volunteer participates in:

- pre-departure training
- on-arrival training
- mid-term evaluation (for a Service lasting more than 4 months)
- evaluation of the Activity.

All training courses must comply with the Guidelines and minimum quality standards set by the Commission; details are available on the website of the European Commission.

For further information on the EVS Training and Evaluation Cycle, please consult section 'Additional Information about EVS' below.

Ongoing volunteer support: the promoters must provide personal, task-related, linguistic and administrative support to each volunteer involved in the Activity.

For further information, please consult section 'Additional Information about EVS' below.

An EVS Activity involving young people with fewer opportunities includes specific elements to ensure that adequate support is provided to the volunteers.

According to the number of promoters and volunteers involved, an EVS Activity can be defined as an Individual or Group EVS Activity:

- Individual EVS Activity: 1 volunteer sent by one Sending Organisation to one Host Organisation
- Group EVS Activity: up to 10 volunteers sent by one or several Sending Organisations to one or several Host Organisations. The distinguishing feature of the Group EVS Activity is that volunteers carry out their Service in the same time frame and the tasks they carry out are linked to a common thematic. A Group EVS Activity can also be linked to a specific event; in this case the Activity requires a solid partnership with the organising body of the event and the volunteers' tasks must all relate to the event.

The EVS Charter

The EVS Charter highlights the roles of each promoter in an EVS project, as well as the main principles and minimum quality standards that must be respected within an EVS project. Each EVS promoter must adhere to the provisions set out in this Charter.

Promoters decide together - in line with this Charter - how to share tasks and responsibilities and the grant within each Activity of the EVS Project. These divisions are formalised through an EVS Activity Agreement between promoters.

For more information on the EVS Charter and the EVS Activity Agreement, please consult the Programme Guide of the Youth in Action Programme, section 'What else should you know about EVS?' available at the following address: http://ec.europa.eu/youth/youth-in-action-programme/doc443_en.htm

What EVS is not

- occasional, unstructured, part-time volunteering
- an internship in an enterprise
- a paid job; it must not replace paid jobs
- a recreation or tourist activity
- a language course
- exploitation of a cheap workforce
- a period of study or vocational training abroad

Eligibility Criteria

<p>Eligible promoters</p>	<p>Each promoter must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ a local, regional public body. <p>Each promoter must sign the Preliminary Agreement included in the application form.</p> <p>Each promoter must be from a Programme Country and must be accredited.</p>
<p>Role of promoters</p>	<p>Promoters involved in the EVS Project perform the following roles and tasks: Coordinating Organisation (CO) of the project, Sending Organisation (SO) in one or several Activities, Host Organisation (HO) in one or several Activities.</p> <p>There is only one CO per EVS project, regardless of the number of EVS Activities and promoters foreseen in the project. The CO doesn't necessarily have to be a SO or HO in the project (although it may be). In EVS projects involving only one volunteer, either the SO or the HO acts as CO.</p>
<p>Number of promoters</p>	<p>Individual EVS Activity: two promoters (one SO + one HO) from different Programme Countries, of which one is from Croatia and one is from an EU country. Group EVS Activity: two or more promoters (one or more SOs + one or more HOs) from different countries, of which at least one is from Croatia and at least one is from an EU country.</p>
<p>Eligible participants</p>	<p>Young people aged between 18 and 30, legally resident in the country of the Sending Organisation.</p> <p>Volunteers are selected regardless of their background. Volunteers with fewer opportunities can participate from the age of 16. Volunteers may be identified after the application has been submitted.</p> <p>A volunteer can take part in only one EVS Activity. Exception: volunteers with fewer opportunities can take part in more than one EVS Activity provided that the total duration of the combined periods of Service does not exceed 12 months.</p>

Number of participants	EVS project: up to 10 volunteers. Individual EVS Activity: 1 volunteer. Group EVS Activity: up to 10 volunteers.
Venue of the Service	A volunteer from a Programme Country must carry out her/his Service in Croatia. A volunteer from Croatia must carry out her/his Service in another Programme Country.
Duration of project	Up to 24 months.
Duration of the Service	The Service lasts a minimum of 2 months and a maximum of 12 months. EVS Activity involving young people with fewer opportunities: the Service lasts a minimum of 2 weeks and a maximum of 12 months.
Service programme	An overview of the EVS project as well as a timetable describing a standard week of Service of each EVS Activity in the project must be annexed to the application form.
Who can apply?	To be eligible as an applicant the promoter must be legally established in Croatia . The applicant promoter assumes the role of Coordinating Organisation and applies to its National Agency for the whole project on behalf of all promoters. In order to maintain a clear link to the country where the NA is based: either all Sending Organisations of a given EVS Activity or all Host Organisations of a given EVS Activity must be based in the country of the Coordinating Organisation.
When to apply?	The project must be submitted by the application deadline corresponding to the start date of the project (please consult Section 3 of the Call for proposals).
How to apply?	The application must be introduced in compliance with the application modalities, as described in Section 13 of the Call for proposals.
Other criteria	Advance Planning Visit (only for EVS Activity involving young people with fewer opportunities). If an APV is foreseen, it must meet the following eligibility criteria: <ul style="list-style-type: none"> ▪ duration of the APV: maximum 2 days (travel days excluded) ▪ number of participants: maximum 2 participants, 1 is always from the SO; if a second participant is involved, s/he has to be a selected volunteer ▪ programme of the APV: a daily timetable of the APV must be annexed to the application form. <p>Mentor: A mentor must be identified in the Host Organisation. The mentor cannot be the person who assigns and supervises the tasks of the volunteer.</p> <p>Volunteer selection process: The promoter guarantees the transparency and openness of the volunteer selection process.</p>

Exclusion Criteria

	The applicant must state, when signing the form that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Section 6 of the Call for proposals).
--	--

Selection Criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.
Technical capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award Criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (30%)	The relevance to: <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European level and, where relevant or specified, at national level.
Quality of the project and methods proposed (50%)	<ul style="list-style-type: none"> ▪ The quality of project design (quality of the partnership/active involvement of all promoters in the project; quality of the volunteer(s) selection process; quality of the preparation phase; quality of the Service and volunteer's tasks; quality of the support and training offered to the volunteer; quality of the evaluation phase of the project; quality of risk prevention and crisis management measures; quality of specific elements foreseen in projects including young people with fewer opportunities) ▪ The quality of project content and methodology (compliance with the qualitative criteria of the EVS Charter; active involvement of the volunteer(s) in the Activity; promotion of social and personal development of the volunteer(s); role of the Mentor; intercultural dimension; European dimension) ▪ The quality of project reach (impact and multiplying effect; visibility of the project/visibility of the Youth in Action Programme; dissemination and exploitation of results).
Profile of participants (20%)	<ul style="list-style-type: none"> ▪ Involvement of young people with fewer opportunities

Additional information about EVS

The training and evaluation cycle

Pre-departure training

Pre-departure training gives volunteers an opportunity to talk about their expectations, develop their motivation, and obtain information on their host country and on the Youth in Action Programme. It can also be an opportunity for volunteers to meet and speak to former EVS volunteers. Duration is on average three days.

On-arrival training

On-arrival training takes place upon arrival in the host country. It introduces volunteers to their host country and their host environment, and helps them to get to know each other. Duration is on average seven days.

Mid-term evaluation (compulsory only for Services lasting more than 4 months)

Mid-term evaluation provides volunteers with an opportunity to evaluate their experience so far, as well as to meet other volunteers from different projects throughout the host country. Duration is on average two and a half days.

Evaluation of the Activity

The evaluation of the Activity addresses the realisation of the EVS Activity: aims, objectives, motivation, expectations, and tasks performed during the Service. It brings together the volunteers and their Sending Organisations with the aim of reflecting on what happened during the EVS Activity and assessing the support and communication provided by the Sending Organisations. It also aims to facilitate reintegration of the volunteers into their home country. Duration is on average three days.

Who organises the EVS Training and Evaluation cycle?

EVS volunteers have the right and obligation to participate in these training and evaluation sessions. Responsibility for organising the EVS Training and Evaluation Cycle depends on where the events are to take place.

In **Programme Countries** other than Croatia and former Yugoslav Republic of Macedonia, the training/evaluation is organised by the National Agencies.

In **Croatia and the former Yugoslav Republic of Macedonia**, the training/evaluation cycle is organised by the SALTO South East Europe (SEE) Resource Centre.

As soon as the acceptance of the projects selected has been notified, the coordinating organisations should immediately contact the relevant National Agencies or the SALTO SEE Resource Centre in order to allow those structures to organise the Training and Evaluation sessions for the volunteers involved in their project.

Accreditation of EVS promoters

Accreditation serves to gain access to EVS and to ensure that the minimum quality standards of EVS are met. Any promoter from a Programme Country wishing to send or host EVS volunteers or to coordinate an EVS project must be accredited.

To be accredited, a promoter must submit an Expression of Interest form (EI) describing their general motivation and ideas for EVS activities (see Commission's webpage http://ec.europa.eu/youth/via/forms/forms_yia_en.html). This form must be submitted to the relevant bodies responsible for accreditation (see below). The same promoter may request one or more types of accreditation (as Sending, as Host, as Coordinating Organisation).

Expression of Interest forms can be submitted at any time (no deadline). However, promoters are strongly invited to submit their request within reasonable time before the submission of the EVS project application (in principle, at least 6 weeks before). This is in order to avoid the EVS project being rejected by the National or Executive Agency due to the fact that some of the promoters involved in it are not accredited by the time the application is assessed.

Accreditation is carried out by:

- the **National Agency** of the country of the promoter, for all other project promoters located in Programme Countries other than Croatia/the former Yugoslav Republic of Macedonia
- **SALTO SEE Resource Centre** for project promoters located in Croatia or the former Yugoslav Republic of Macedonia.

Note: The EI form must be completed in English.

Ideally, the assessment of the EI and the accreditation process are carried out within six weeks after receipt of the EI. In the case of approval, the responsible bodies will assign an EI reference number and communicate it to the promoter; this number must be mentioned in any application form relating to EVS projects the promoter is involved in.

The accreditation is valid for the period indicated in the EI; however, the maximum eligible duration is three years. After the expiration of the validity period, the accreditation can be renewed by submitting a new EI.

All promoters must apply the principles of the EVS Charter at all stages of the project; this is a basis for accreditation.

The responsible structures may withdraw the accreditation at any time where there is non-compliance with the EVS Charter.

In order to facilitate partner-finding, project descriptions and profiles of all accredited promoters are published in a database of European Voluntary Service promoters. The database can be consulted at: http://ec.europa.eu/youth/program/sos/hei/hei_en.cfm.

How is the volunteer selection process carried out?

Volunteers are chosen regardless of their ethnic group, religion, sexual orientation, political opinion, etc. No previous qualifications, educational level, specific experience or more than basic language knowledge should be required. A more specific profile of the volunteer might be drawn up if justified by the nature of the tasks of the Service or by the project context but even in this case selection on the basis of professional or education qualifications is excluded.

EVS Insurance

Every EVS volunteer must be enrolled into the Group Insurance Plan for EVS volunteers foreseen by the Youth in Action Programme, which complements the coverage by national social security systems - if applicable.

The Coordinating Organisation, in cooperation with the Sending and Host Organisations, is responsible for the enrolment of the volunteer(s). This enrolment must be done before the departure of the volunteer(s) and cover the duration of the Service.

An insurance Guide including all the information on the coverage and support provided, as well as instructions on the online enrolment process, is available at www.europeanbenefits.com.

Coordination costs	Costs for coordination, monitoring, networking, communications, administration, arranging insurance, helping with visa, arranging meetings of the promoters. NOT granted if there is only one HO and one SO.	Scale of unit costs + Scale of unit costs	$\boxed{C.2}^* \times \text{number of promoters (excluding the Coordinating Organisation)}$ $+ \boxed{D.2}^* \times \text{number of volunteers}$	Conditional: content and objectives of coordinating activities must be justified in the application form.	Achievements to be described in the final report.
Costs for additional dissemination and exploitation of results	Costs linked to additional dissemination and exploitation of project's results.	Percentage of actual costs	100% of eligible costs Up to € 500 x number of promoters	Conditional: dissemination and exploitation activities must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts. Achievements to be described in final report.

B) Action 2 Overview of additional funding rules for projects including young people with fewer opportunities

Eligible costs		Financing mechanism	Amount	Rule of allocation	Reporting obligations
Costs related to an Advance Planning Visit	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2 nd class train ticket)	Percentage of actual costs	100% of eligible costs	Conditional: need for and objectives of Advance Planning Visit must be justified in the application form	Full justification of the costs incurred, copy of travel tickets/invoices. Achievements to be described in final report.
	+ Accommodation costs and other costs during the visit.	+ Scale of unit costs	+ $\frac{E.2}{F.2} \times$ number of nights (max. 2 nights) x number of participants of Sending Organisation		
Cost related to a reinforced mentorship	Costs directly related to additional personal support to volunteers with fewer opportunities during preparation, EVS Activity abroad.	Scale of unit costs	$\frac{F.2}{F.2} \times$ number of volunteers x number of months of Service abroad	Conditional: need for and objectives of reinforced mentorship as well as details of personal support must be justified and explained in the application form	Achievements to be described in final report.
Exceptional costs	Costs directly related to volunteers with fewer opportunities/special needs.	Percentage of actual costs	100% of eligible costs	Conditional: the request for financial support to cover exceptional costs must be motivated in the application form	Full justification of the costs incurred, copy of invoices/receipts.

Lumps sums and scales of unit costs – adaptation based on the principle "country where the EVS Service takes place"

*** IMPORTANT!** Lump sums and scales of unit costs change according to the country. The applicant must apply the lump sums and scales of unit costs of the country where the Service of the volunteer takes place. The amounts applicable per country can be found in the tables C) and D) below. Promoters must use the amount in the corresponding column (A, B, C...) and row (country).

Costs that can be covered under the category exceptional costs

Exceptional costs eligible for grant are costs related to young people with fewer opportunities and/or with special needs.

In this case, the grant may cover, for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage; translation/ interpretation.

C) Lump sums and scales of unit costs

The lump sums and scales of unit costs for Action 2 are the following:

	Sending activity per volunteer	Host activity costs per volunteer per month	Coordination costs per promoter	Coordination costs per volunteer	Advance planning visits per volunteer per night	Reinforced mentorship per volunteer per month
	A.2	B.2	C.2	D.2	E.2	F.2
Austria	480	470	130	100	51	250
Belgium	480	520	130	100	56	250
Bulgaria	480	430	130	100	46	250
Cyprus	480	540	130	100	46	250
Czech Republic	480	420	130	100	45	250
Denmark	480	560	130	100	60	250
Estonia	480	450	130	100	48	250
Finland	480	560	130	100	60	250
France	480	500	130	100	54	250
Germany	480	450	130	100	48	250
Greece	480	540	130	100	58	250
Hungary	480	440	130	100	47	250
Iceland	480	540	130	100	56	250
Ireland	480	540	130	100	58	250
Italy	480	540	130	100	52	250
Latvia	480	480	130	100	51	250
Liechtenstein	480	540	130	100	58	250
Lithuania	480	470	130	100	51	250
Luxemburg	480	540	130	100	52	250
Malta	480	530	130	100	57	250
Netherlands	480	550	130	100	59	250
Norway	480	560	130	100	60	250
Poland	480	470	130	100	51	250
Portugal	480	530	130	100	57	250
Romania	480	430	130	100	46	250
Slovakia	480	480	130	100	51	250
Slovenia	480	510	130	100	51	250
Spain	480	460	130	100	49	250
Sweden	480	560	130	100	60	250
Turkey	480	430	130	100	46	250
United Kingdom	480	560	130	100	60	250
Croatia	480	360	130	100	48	200

D) Volunteer's allowance per month of voluntary Service abroad

Programme Countries

Member States of the European Union (EU) ²	
Austria	110 €
Belgium	105 €
Bulgaria	65 €
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 €

² 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.

Romania	60 €
United Kingdom	150 €
Countries of the European Free Trade Association (EFTA) which are members of the European Economic Area (EEA)	
Iceland	145 €
Liechtenstein	130 €
Norway	145 €
Candidate country	
Turkey	85 €
Western Balkan countries	
Croatia	60 €
Former Yugoslav Republic of Macedonia	50 €

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

Objectives

This sub-Action supports the training of those active in youth work and youth organisations in this field, in particular project leaders, youth advisers and supervisors in these projects. It also supports the exchange of experiences, expertise and good practice between those active in youth work and youth organisations, as well as activities which may lead to the establishment of long-lasting, high quality projects.

What is a Training and Networking Project?

A Training and Networking project can be of two types:

- a project promoting exchanges, cooperation and training in the field of youth work. It will be developed with a view to implementing an Activity which supports capacity-building and innovation among promoters, as well as the exchange of experience, expertise and good practice among those who are involved in youth work;
- a project leading to the development of further projects under the Youth in Action Programme. It will be developed with a view to implementing an Activity which helps all potential promoters to prepare and develop new projects under the Youth in Action Programme, notably by ensuring support and know-how for the development of the projects; support for partner-finding; tools and means to improve the quality of the projects.

Under this call for proposals preference will be given to applicants who are at their first European project, or to small-scale projects in terms of number of volunteers involved.

A project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible follow-up).

Non-formal learning principles and practice are reflected throughout the project.

Training and Networking Activity

A Training and Networking (T&N) project is developed with a view to 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 trans-national project. Feasibility meetings aim to improve and develop existing cooperation and/or to prepare a future project 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 trans-national co-operation and/or for project development. Partnership-building brings together potential partners and facilitates 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 – Combination or series of activities aiming to create new networks, or to strengthen and widen existing networks under the Youth in Action Programme.

Eligibility criteria

Eligible promoters	<p>Each promoter must be:</p> <ul style="list-style-type: none"> ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an informal group of young people (Reminder: in case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group). <p>Each promoter must be from a Programme Country and must sign the Preliminary Agreement included in the application form.</p>
Number of promoters	<p>Job Shadowing: two promoters from different Programme Countries, of which one is from Croatia and one is from an EU country.</p> <p>Feasibility Visit: at least two promoters from different Programme Countries, of which one is from Croatia and at least one is from an EU country.</p> <p>Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course: at least four promoters from different Programme Countries, of which one is from Croatia and at least one is from an EU country.</p> <p>Networking: at least six promoters from different Programme Countries, of which one is from Croatia and at least one is from an EU country</p>
Eligible participants	<p>No age limits. Participants must be legally resident in a Programme Country.</p>
Number of participants	<p>Job Shadowing: up to 2 participants.</p> <p>Feasibility Visit: up to 2 participants per promoter.</p> <p>Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course: up to 50 participants (including trainers and facilitators) representing each promoter. The appropriate number of participants depends on the nature and the type of the Activity.</p> <p>Networking: no limitation on the number of participants.</p>
Venue(s) of the Activity	<p>All T&N Activities except Networking: the Activity must take place in Croatia.</p> <p>Networking: the Activity must take place in the country(ies) of one or more of the promoters.</p>
Duration of project	<p>Between 3 and 18 months.</p>
Duration of Activity	<p>Job Shadowing: 10 to 20 working days (excluding travel days);</p> <p>Feasibility Visit: 2 to 3 working days (excluding travel days);</p> <p>Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course: as a general rule, activities should not last more than 10 days (excluding travel days). The appropriate duration of the Activity may differ according to the type of Activity organised.</p> <p>Networking: Between 3 and 15 months.</p>
Activity programme	<p>All T&N Activities except Networking: a detailed daily timetable of the Activity must be annexed to the application form.</p> <p>Networking: an overview of the Activity must be annexed to the application form</p>
Who can apply?	<p>All applications: A promoter wishing to apply must be legally established in Croatia. In case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application (to its National Agency) and signing the grant agreement on behalf of the group.</p> <p>The promoter hosting the Activity assumes the role of coordinator and applies to its National Agency for the whole project on behalf of all promoters.</p>

When to apply?	The project must be submitted by the application deadline corresponding to the start date of the project (please consult Section 3 of the Call for proposals).
How to apply?	The application must be introduced in compliance with the application modalities, as described in Section 13 of the Call for proposals.
Other criteria	Protection and safety of participants: The applicant must guarantee that appropriate measures to ensure the safety and protection of participants are foreseen in the project.

Exclusion criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Section 6 of the Call for proposals).
--	---

Selection criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain their Activity throughout the period during which the project is being carried out and to participate in its funding.
Technical capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (30%)	<p>The relevance to:</p> <ul style="list-style-type: none"> ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European level and, where relevant or specified, at national level.
Quality of the project and methods proposed (50%)	<ul style="list-style-type: none"> ▪ The quality of the project design (quality of the partnership/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase) ▪ The quality of the project content and methodology (theme of common interest and relevance to the group of participants; non-formal education methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ The quality and visibility of the project reach (impact, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; dissemination and exploitation of results).
Profile and number of participants (20%)	<ul style="list-style-type: none"> ▪ Involvement of promoters and/or participants working with/for young people with fewer opportunities ▪ Involvement of project-leaders, project-supervisors and advisers in the youth field ▪ Appropriate number of participants and duration of the Activity according to the nature of the project/balance of participants in terms of country of origin.

Funding rules

The budget of the project must be drafted according to the following funding rules:

A) Overview of funding rules for all activities except Networking Activities

	Eligible costs	Eligibility of the expense according to type of Activity	Financing mechanism	Amount	Rule of allocation	Reporting obligations
Participants' travel costs	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2 nd class train ticket).	All Activities	Percentage of actual costs	70% of eligible costs	Automatic	Full justification of the costs incurred, copy of travel tickets/invoices.
Accommodation / food costs	Contribution to accommodation costs and costs for meals.	All Activities	Scale of unit costs	[A4.3]* x number of nights x number of participants	Automatic	Achievements to be described in final report. Signature list of all participants.
Activity costs	All other costs directly linked to the implementation of the project, including insurance.	- Study visit - Evaluation meeting - Seminar - Partnership-building Activity - Training	Lump sum + Scale of unit costs	[B4.3]* + [C4.3]*x number of participants	Automatic	Achievements to be described in final report. Signature list of all participants.
Training tools	Contribution to trainers' fees and training materials.	Training courses	Scale of unit cost	[D4.3]* x number of days	Automatic	Achievements to be described in final report.
Exceptional costs	Any cost 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.	All Activities	Percentage of actual costs	100% of eligible costs	Conditional: the request for financial support to cover exceptional costs must be motivated in the application form	Full justification of the costs incurred, copy of invoices/receipts.

Lumps sums and scales of unit costs – adaptation based on the principle "country where the Activity takes place"

*** IMPORTANT!** Lump sums and scales of unit costs change according to the country. The applicant must apply the lump sums and scales of unit costs of the country hosting the Activity. The amounts applicable per country can be found in the table C) below. Promoters must use the amount in the corresponding column (A, B, C...) and row (country).

Costs that can be covered under the category exceptional costs are:

- visa and visa-related costs as well as vaccination costs
 - costs related to participants with special needs.
- In the latter cases, the grant may cover, for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage; translation/interpretation.

B) Overview of funding rules for Networking Activities

Eligible costs	Financing mechanism	Amount	Rule of allocation	Reporting obligations
Activity costs Eligible direct costs - Personnel costs - Travel costs - Accommodation/food costs - Meetings costs -Publications/translations /information costs - Dissemination and exploitation of results - Other costs directly linked to the implementation of the project Eligible indirect costs (7% of eligible direct costs)	<i>Percentage of actual costs</i>	50% total eligible costs (unless a lower % of EU grant is requested by the applicant). Up to € 20 000	Conditional: objectives and Activity programme must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts /travel tickets (only for direct costs). Achievements to be described in <i>final report</i> . Original signature list of all participants.

C) Lump sums and scales of unit costs

The lump sums and scales of unit costs for Action 4.3 are the following:

	Food and lodging per participant per night	Activity costs	Activity costs per participant	Training per day
	A4.3	B4.3	C4.3	D4.3
Austria	46	1.250	53	370
Belgium	51	1.200	50	350
Bulgaria	42	900	38	270
Cyprus	45	1.150	48	330
Czech Republic	41	1.100	46	320
Denmark	55	1.500	63	440
Estonia	44	1.050	44	300
Finland	55	1.350	56	390
France	50	1.350	57	390
Germany	44	1.200	50	350
Greece	58	1.150	48	330
Hungary	43	1.000	43	290
Iceland	56	1.300	55	380
Ireland	58	1.400	58	400
Italy	51	1.300	55	380
Latvia	47	1.000	43	300
Liechtenstein	58	1.350	57	400
Lithuania	46	1.000	42	290
Luxemburg	52	1.200	50	350
Malta	52	1.100	47	330
Netherlands	54	1.300	54	370
Norway	56	1.500	64	440
Poland	47	1.000	43	300
Portugal	52	1.150	48	330
Romania	43	900	39	270
Slovakia	47	1.100	46	320
Slovenia	47	1.100	46	320
Spain	47	1.200	51	360
Sweden	55	1.300	55	380
Turkey	43	900	39	270
United Kingdom	58	1.500	64	440
Croatia	35	960	40	280

Additional Information

Additional information about the Youth in Action Programme as well as tips on how to develop a good project can be found in the Youth in Action Programme Guide available on the youth website at the following address:
http://ec.europa.eu/youth/index_en.htm