COMMISSION

THE COMMUNITY YOUTH ACTION PROGRAMME

Call for submission of large scale cooperation, training and information projects

Action 5 — support measures (DG EAC 06/02)

(2002/C 115/09)

Through this call for projects the Commission invites project promoters to submit applications for large scale European projects under Action 5 of the Youth programme.

The deadline for submission of project applications is 1 October 2002.

1. GENERAL FRAMEWORK FOR LARGE SCALE PROJECTS UNDER ACTION 5

1.1. OBJECTIVES OF THE YOUTH PROGRAMME

Above all, the Youth programme (1) offers young people opportunities of mobility and of playing an active role in the construction of the Europe of the third millennium. It aims at contributing to the achievement of a ‘Europe of knowledge’ and creating a European arena for cooperation in the development of youth policy, based on non-formal education. It encourages the concept of lifelong learning and the development of aptitudes and competencies, which promote active citizenship.

1.2. NON-FORMAL EDUCATION IN INTERNATIONAL YOUTH WORK

In the context of international youth work, non-formal education has clear and significant characteristics: projects actively involve young people who contribute to a project in a voluntary capacity. These projects, like youth exchanges or voluntary services, youth initiatives or seminars, are not part of any formal educational curriculum. They are, however, distinguished by a planned programme of personal and social education which embraces methods of intercultural learning. It is important to stress that the projects are carried out by trained and skilled actors working in the field of youth.

A strong European dimension is ensured through the involvement of partners and participants from different countries and cultural backgrounds. In addition, besides the relevant skills (e.g. communication, teamwork and methodologies of intercultural learning) and competencies (e.g. about European societies and politics) which are familiar to these international Youth projects, depending on the theme chosen for an activity, there is a strong political vision attached to it. Values like democracy, tolerance and solidarity are integral to every Youth project.

It is believed that the opportunity for young people to participate in society is improved through their involvement in non-formal educational projects within an international context. Furthermore, international activities, namely those which apply the quality standards of the Youth programme, contribute significantly towards active European citizenship.

The highest importance is attached to the quality and content of the projects which are organised or supported within these programmes, specifically with respect to promoting European citizenship, the participation of young people in society and politics, intercultural learning, the involvement of young people with less opportunities, the fight against racism, etc.

1.3. WHITE PAPER, ‘A NEW IMPETUS FOR YOUTH’

The concept of non-formal education, as it is promoted through the Youth programme, also plays an important role in the White Paper, ‘A new impetus for Youth’, published end of 2001 (http://europa.eu.int/comm/education/youth/ywp/index.html).

2. AIMS OF ACTION 5 — SUPPORT MEASURES

Support measures have two basic aims:

— to assist in the development of the three major Actions of the Youth programme (Youth for Europe, European voluntary service and youth initiatives) through the support of training, cooperation and information projects.

— to contribute to achieving the objectives of the Youth programme as well as fostering and strengthening cooperation in European youth matters.

Please note that a variety of projects can be supported through the channels of Action 5. These applications should be addressed to the National Agencies for the Youth programme. Please consult the user's guide for further details at the following Internet address:

http://europa.eu.int/comm/education/youth/youthprogram.html

3. OBJECTIVES OF THIS CALL

Within the framework of Action 5 of the Youth programme the Commission aims to support large scale European youth projects on cooperation, training and information in non-formal education.

This call for projects only addresses large scale projects that must follow the priorities set out by the Commission in paragraph 4 of this call. The large scale European projects must have a clear European dimension and contribute to the development of the Youth programme as well as European cooperation on youth matters.

Standard activities of organisations or networks are not supported through this call for projects.

4. PRIORITIES OF THIS CALL FOR PROJECTS

Through this call for projects the Commission would like to call for large scale European projects which possess a clearly identifiable added value for the Youth programme and youth cooperation. The Commission therefore sets priorities concerning the themes to be worked on through the selected projects. In addition, priorities are set in line with the working methods to be applied for project implementation.

4.1. THEMES

Projects aiming at improving the active citizenship and participation (1) of young people with less opportunities (2) in society (3),

— projects aiming at combating discrimination, racism and xenophobia by facilitating a dialogue and joint activities of young people from different cultural, ethnic and religious backgrounds with special emphasis on the integration of young people from minorities.

(1) Participation of young people is the key demands of the White Paper on youth policy.
(2) These are young people with a lack of resources in different areas, be it social, educational, cultural, economic, emotional, psycho- logical or physical.
(3) Projects can refer to the pilot training course on European citizenship implemented within the partnership between the Council of Europe and the European Commission in training in non-formal education/youth work. One pilot training course was implemented in November 2001 and one in June 2002. All documents and information related to theses course will be made available at the partnership website at the following Internet address: http://www.training-youth.net. In addition, the publication of educational material (a ‘T-Kit’) on European citizenship is planned for the autumn of 2002.

— projects using sport (4) and outdoor education as a tool for social integration and non-formal education (5) with special emphasis on the inclusion of disabled (6) young people.

4.2. WORKING METHODS

In addition, the working methods and quality standards in international youth work and non-formal education have to be applied. The following points regarding the working methods are therefore to be understood as preconditions for the selection of a project in relation to the above-described themes:

— projects must be innovative and involve young people in the preparation, implementation and follow-up of an activity,

— projects must combine cooperation, training and information aspects in order to encompass a strong European dimension, an intensive learning process for participants and a high visibility and multiplier effect of both the activity in question and the Youth programme,

— projects must be based on intercultural working methods and non-formal education in a European context.

5. FORMAL SELECTION CRITERIA

The Commission will only take into consideration projects that fulfil the following criteria:

— the project has to be submitted by an organisation located in one of the programme countries (EU Member States (7), EEA countries (8), preaccession countries (9)),

— the project has to involve at least four partner organisations from different programme countries,

— if the project is with preaccession countries the number of countries from the EU-18 (EU Member States and EEA countries) and preaccession countries should be balanced.

(2) Please see the study on sports as a tool for social integration at the following Internet address: http://europa.eu.int/comm/sport/key_files/youth/a_youth_en.html
(3) Please also see the Council Decision of 3 December 2001 on the European Year of People with Disabilities at the following Internet address: http://europa.eu.int/comm/employment_social/disability/ year_en.html
(4) Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden, United Kingdom.
(5) Iceland, Liechtenstein, Norway.
(6) Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovak Republic, Slovenia.
— the balance between countries should be reflected among
the distribution of the participants taking part in the
project,

— the budget must be accurate, balanced and expressed in
euro,

— the project must be non-profit-making.

Applications from organisations which have previously
received a grant from the Commission will be considered
only if proper use of this previous subsidy has been duly
proven.

6. EVALUATION CRITERIA

The Commission’s decision on whether to award a grant will
be based on the following:

— the project must be in line with the objectives of the Youth
programme,

— the project must meet the priorities outlined in point 4
with respect to: (1) themes, (2) working methods,

— the quality and coherence of the project’s workplan,

— the European dimension of the project based on the
concrete involvement of the partners and the multiplier
effect of the project with a view to the dissemination of
its results,

— the impact towards the target group defined with a view to
future activities in non-formal education,

— the technical capacity of the applicant to implement the
project,

— the financial capacity of the applicant to implement the
project,

— the coherence of the budget as well as the cost-effectiveness
of the proposed activities in relation to the expected results,

— other efforts made for co-financing of the project.

For applications from organisations which have previously
received a grant from the Commission under the Youth
programme, the results of the projects already supported will
be taken into consideration.

Applicants should note that the resources available for the call
for projects are limited. All applications are therefore also
evaluated in comparison with other applications submitted. It
is therefore possible that applications of good quality cannot be
supported owing to a possible lack of resources and a
necessary choice to be taken by the selection panel.

7. FINANCIAL CONDITIONS

7.1. GENERAL REMARKS

The total amount earmarked for this call for projects is
EUR 2 000 000. (This is, however, subject to approval of the
budgetary authority for the budget year 2003.) The
Commission estimates that this amount will allow the
support of between 10 and 15 high quality projects.

Community grants are based on the principle of co-financing:

— The request for funding may not exceed 65 % of the
eligible costs. Personnel costs have to be covered by the
contribution of the applicant and his partners to the global
budget. The maximum funding amount will not exceed
EUR 100 000 per year of activity.

The vademecum on grant management, which introduces the
general rules for European Commission grants, can be
consulted at the following address:

http://europa.eu.int/comm/secretariat_general/sgc/info_subv/
index_en.htm

The Commission reserves the right to award a lower grant
amount than requested by the applicant. Grants higher than
requested will not be awarded.

The budget items indicated in the form foreseen for the
submission of applications include the relevant budget
headings that are eligible for Community funding.

The budget must be expressed in euro. The budget must be
balanced and must be detailed enough to ensure that the
proposed activities are identifiable, monitored and verifiable.

The following expenses are not eligible for Community
funding:

— costs which do not give rise to actual, effective expenditure,

— expenditure on luxuries or expenditure which is considered
excessive,

— expenditure on the purchase of fixed equipment,

— contributions in kind,

— contingency costs.

7.2. PROJECT DURATION AND ELIGIBLE FUNDING PERIOD

Owing to the nature of the call, projects should have a
duration of at least 18 months in order to ensure that an
activity is sustainable. If justified, a maximum duration of up
to three years will be accepted.

Projects must start between 1 March 2003 and 1 September
2003.
7.3. ELIGIBILITY OF APPLICANTS

All organisations and public bodies which have their seat in one of the programme countries and are willing to develop activities in line with the Youth programme's objectives are entitled to apply under Action 5.

7.4. TECHNICAL AND FINANCIAL CAPACITY OF APPLICANTS

Technical capacity will be assessed on the basis of:

— the CVs of the project leaders and their experience in directing, managing, coordinating and organising projects,
— the latest annual activity report and, if available, an assessment report from the applicant organisation.

Financial capacity will be assessed on the basis of:

— the funding amount requested in relation to the applicant's provisional budget for the current year and if available the following year,
— the capacity to assemble co-funding,
— the applicant's accounts for the previous financial year and, if appropriate, other administrative or accounting documents supplied by the applicant.

8. SELECTION PROCEDURE

The decision on the allocation of grants will be taken by a selection panel made up of European Commission representatives and the national agencies for the Youth programme. The selection meeting is chaired by a representative of Unit D.1 of the Directorate-General for Education and Culture.

Applicants will be informed of the Commission's decision as soon as possible. The Commission's decision is final.

9. CONTRACTUALISATION AND PAYMENT OF THE GRANT

Should the Commission award a grant, a standard agreement setting out the conditions and the grant amount in euro will be sent to the beneficiary.

The following payment arrangements will be made once the agreement is duly signed by the legal representative of the beneficiary organisation and the representative of the European Commission:

— 50% first advance payment,
— 30% second advance payment on receipt and acceptance of the interim report,
— 20% balance payment on receipt and acceptance of the final report.

10. REPORTING

The beneficiary organisation is requested to present the interim and final report of the project on behalf of all partner organisations.

The reports are the main tools for evaluating the achievements of the project, and must provide as complete a picture of the project as possible. The reports should allow for a review and qualitative and quantitative assessment of:

— the results achieved in comparison with the aims (activities/impact/products, etc.),
— the means used to achieve these results in relation to the budget realised.

The contractors will therefore be advised to read the report forms and the accompanying explanatory notes carefully, on receipt, in order to familiarise themselves with the content and to become aware of the financial and accounting requirements.

The Commission reserves the right to withdraw its support entirely or partly if the project is not implemented as described in the application, if changes undertaken are not authorised by the Commission, or if the reporting is unsatisfactory.

11. SUBMISSION OF APPLICATIONS

Applications must be submitted using the appropriate form. The application form for Action 5 large scale projects, is available on the Internet at:

http://europa.eu.int/comm/education/youth програм/ call_action_5.html

or it can be obtained from the European Commission (please see address below).

Applications must be submitted in one of the 11 official Community languages. However, to facilitate consideration of the submissions, applicants are requested, in so far as possible and without obligation to provide a summary of the project description in another official Community language.

Only duly completed, signed and dated applications will be accepted.

An application will not be considered 'duly completed' unless it is accompanied by:

1. an official letter of application, dated and signed;
2. the statutes of the applicant organisation;
3. the requisite documents to substantiate point 7.4 concerning the technical and financial capacities of applicants:

3.1. the CVs of the project leaders,

3.2. the latest annual activity report and, if available, an assessment report from the applicant organisation,

3.3. the applicant’s accounts for the previous financial year and, if appropriate, other administrative or accounting documents supplied by the applicants,

3.4. the applicant’s provisional budget for the current year and, if available, the following year;

4. the application form, duly completed, including a full description and timetable of the project as well as a detailed budget, signed by the organisation’s legal representative;

5. Letters of endorsement of the project partners to the applicant organisation by which they outline their motivation for participating in the project and declare their capacity to actively participate in all phases of the project.

Applicants should note that the evaluation of an application is made easier if the documents are submitted in the above order.

Applications must be submitted in triplicate with a deadline of 1 October 2002 as per postmark to:

European Commission
Directorate-General for Education and Culture Youth, Civil Society, Communication
Unit D.1
‘Youth — Call for projects Action 5’
(VM-2; 5/52)
B-1049 Brussels

Applications submitted by fax or e-mail will not be considered.