Call for proposals

EYE2023 - Design and coordination of the outdoor programme in the EYE Village

EP-COMM-SUBV-2023-EYE-VILLAGE-ACTIVITIES

Version 1.0
04/05/2022
CALL FOR PROPOSALS

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Introduction

This is a call for proposals in order to award an action grant in the field of communication. The procedure will be managed by the Directorate General for Communication of the European Parliament (EP) in line with Regulation 2018/1046 (EU Financial Regulation), including Article 204 relating to financial support to third parties.

The objective of the call is to select a project proposal for the award of a grant for the design and implementation of the outdoor programme of the European Youth Event 2023 (EYE2023), further referred to as the EYE Village, co-created with youth and civil society organisations. To this end, the beneficiary will launch its own call for proposals in order to provide financial support for activities to be organised by a wide range of different youth and civil society organisations.

According to the objectives and target of the envisaged activities, the grant is to be awarded so that the organiser can continue working under its usual practices, preserving its independence and autonomy.

This call for proposals is open to all applicants complying with the criteria described in the following sections.

One grant agreement will be signed with the organisation which has submitted an action proposal and has been selected for co-financing based on the criteria laid down in this call for proposals. The grant agreement will define the precise subject and the conditions for implementation of the action covered, including the modalities for the beneficiary to provide financial support to third parties, and the maximum amount to be co-financed.

Potential applicants are invited to read the call documentation on the Funding & Tenders Portal Topic page carefully, and in particular this Call Document, the Model Grant Agreement, the EU Funding & Tenders Portal Online Manual and the Guide for applicants.

These documents provide clarifications and answers to questions potential applicants may have when preparing your application:

- the Call Document outlines the:
  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2);
  - Available budget and timetable (sections 3 and 4);
  - admissibility and eligibility conditions, criteria for financial and operational capacity and exclusion (sections 5, 6 and 7);
  - evaluation and award procedure (section 8);
  - award criteria (section 9);
  - legal and financial set-up of the Grant Agreements (section 10);
- the Online Manual outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal (‘Portal’);
  - recommendations for the preparation of the application;
the **Guide for applicants**:

- detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (including cost eligibility, payment schedule, accessory obligations, etc.).

Please also see the annexes to this call for proposals for detailed information on the following:

- **Annex I**: Sustainability policy of the European Parliament for the EYE;
- **Annex II**: Map of the EYE Village;
- **Annex III**: EYE visual identity guidelines;
- **Annex IV**: Consistent Communication Guidelines of the European Parliament;
- **Annex V**: Inclusive Communication Guidelines of the European Parliament;

## 1 Background

### 1.1 The European Youth Event (EYE)

The EYE is a biennial 2-days event that brings together at the European Parliament in Strasbourg and online thousands of young people from all over the European Union and beyond, to shape and share their ideas on the future of Europe. It is a unique opportunity for 16 to 30 years old people to interact in-person and online, inspire each other and exchange their views with experts, activists, influencers and decision-makers, right in the heart of European democracy.

Following the event, the ideas, concerns, and hopes from young people are presented in a report distributed to all Members of the European Parliament (MEPs). Some participants will also be able to further develop the most impactful ideas and present these directly to the MEPs.

The EYE programme is composed of activities inside the EP, online activities and outdoor activities in the EYE Village. While some activities are organised by the Parliament and its partners, a large part of the programme is co-created with youth organisations, with focus on the outdoor programme. The programme is youth-led to ensure a wide representation of civil society organisations, plurality of views and non-commercial aspect of the activities.\(^1\)

The EYE has four **underlying values**:

I. **Active participation**: Young people and youth organisations are invited to get actively involved in all activities before, during and after the event, both offline and online: in drafting and implementing the programme of the EYE, in developing and formulating new ideas for Europe during the event, and shaping parts of the programme of the event with their own contributions. The participation should be as broad as possible in order to represent the diversity in opinions and beliefs among young people. Participants are offered to establish a continuous engagement with the European Parliament beyond the specific event, notably through the together.eu community.

II. **Responsive listening**: The event provides young participants with the opportunity to discuss their ideas on the future of Europe not only among themselves but also with MEPs, relevant political decision-makers (including top representatives of the

\(^1\) The sponsorship from private companies is not allowed.
European institutions), key figures and innovative thinkers related to research, culture, business and civil society. According to the political pluralism of the EYE concept, Members of the European Parliament from all political groups are invited to listen to, engage with and debate with young people during the event.

III. **Intercultural exchange**: Participation in the EYE is always an opportunity to meet young people from all over Europe. Young participants are able to explore their own European identity in their encounters and discussions with fellow young Europeans. In addition, they are invited to stage artistic performances, to practice common sports activities and to showcase the rich cultural diversity of the EU.

IV. **Sustainable development**: The EYE contributes to the achievement of the Sustainable Development Goals as defined by the United Nations by looking for solutions to the global challenges that young people face, including poverty, inequality, climate change, education, peace and justice. In order to make the organisation of the event sustainable, it has a sustainability policy with targets related to economic, environmental and social2 sustainability (see annex I). The EYE has obtained the [ISO20121 certification](https://www.iso20121.org/) for sustainable event management3.

The EYE has been organised by the European Parliament in 2014, 2016, 2018 and 2021. The next edition is planned for June 2023. It should attract between 6,000 and 10,000 young people.

### 1.2 Location of the EYE Village

The outdoor programme will be organised in the EYE Village, of which the location should be confirmed in collaboration with the municipality of Strasbourg by October 2022. Currently two locations are being examined:

- the area of the “île des sports” which was used during EYE2021 (see Annex II for a Map of the EYE2021 Village), with a possible extension to the swimming pool car park and even to the nearest football field; This also includes sports fields where sports activities could be organised (a gymnasium for indoor sports, a baseball field, two outdoor basketball fields, three football turf pitches and one running track.)

- front yard and the lawn of the Council of Europe, as well as the parts of the “Avenue de l’Europe” in front of it4;

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2 The EYE strives to promote equality, inclusiveness and sustainability with a strong commitment to accessibility for everyone.

3 ISO 20121 is an international management system standard that helps organisations improve the sustainability of their event related activities, products and services. Sustainability is not just about being “green”: besides environmental measures, it also covers economic and social ones, such as accessibility and inclusivity.

4 We invite applicants to have a look at the map on the website of the Council of Europe: [https://www.coe.int/fr/web/about-us/map-and-access](https://www.coe.int/fr/web/about-us/map-and-access)
1.3 EP Communication objectives, guidelines and branding for the EYE

The organisation of the EYE is supported by a communication plan developed in line with the EYE underlying values (see section 1.1) and objectives (section 2.1). It aims to:

- inform young people about the EYE;
- reach maximum outreach and participation of young people in the preparation phase, during and after the event, by offering online engagement opportunities;
- promote the image of the EP as an open and young institution, a place of dialogue, for and by the people;
- target the youth community of Strasbourg and the surroundings about the possibility to participate in the outdoor programme.

The EP communication materials about the EYE are accessible and available in 6 languages (English, French, German, Italian, Polish and Spanish).

In its communication, the European Parliament applies the following guidelines:

- EYE visual identity guidelines (see Annex III);
- Guidelines for Consistent Communication (see Annex IV);
- Guidelines for Inclusive communication (see Annex V).
- Glossary of Sensitive Language for Internal and External Communications\(^5\).

The European Parliament is currently finalising its brand book, which will include guidelines on the youth offer branding of which the EYE is a part of. The brand book will be shared with the grant beneficiary over the course of 2022.

2 Objectives

2.1 Objective and expected results of the call for proposals

The main objective of the call is to strengthen European citizenship among young people, make them aware about how the EU works and the democratic role of the European Parliament, and empower them to become active citizens. Ultimately the objective is to increase the engagement of young European citizens and youth organisations with the construction of a vibrant European democracy, thus encouraging their future active involvement and participation in the European Elections 2024.

The expected results of this call for proposals is the design, coordination and implementation of the outdoor programme of EYE2023. The specific objectives of the call are therefore to:

1. organise and coordinate outdoor activities in line with the EYE values for the EYE Village programme, which will complement the inside and online programmes, engaging during two days between 3,000 and 6,000 young people aged between 16 and 30 (see section 1.1);

2. engage youth and civil society organisations in the process of the co-creation and co-organisation of the EYE;

3. propose actions which support Parliament’s strategic engagement process in view of the European Elections 2024, including the growth of the together.eu community;

4. create conditions for young people to generate and develop ideas for the future of Europe, that will be collected at the EYE and presented to the Members of the European Parliament as reference for their work;

5. encourage diversity (i.e. wide representation of views and beliefs, cultural diversity of Europe, social and ethnic background, etc.), gender balance and inclusiveness;

6. implement follow-up actions to promote the outcomes of EYE2023, notably in the framework of the 2024 European elections campaign;

7. ensure consistency with the EP communication guidelines and branding.

2.2 Action eligible for co-financing under this call

The action should consist of the following elements:

I. design and coordination of the EYE Village programme for EYE2023, co-created with youth and civil society organisations;
   • elaborating a proposal for the EYE Village programme, listing all activities so they can be integrated on the EYE website and online platform;
   • setting up a call for proposals for providing financial support to youth and civil society organisations for the activities in the EYE Village (for more details see sections 2.2.1 and 6.4);
   • selecting the sub-grantees and managing the sub-grantees and their contribution throughout the entire duration of the grant (see sections 2.2.2 and 6.4);
   • provide the special equipment and material needed for the activities organised by the grant beneficiary and the sub-grantees to complement the basic logistic set-up of the EYE Village by the EP and its contractor (see section 2.3);

II. coordination of the implementation of this programme in the EYE Village, taking place in early June 2023 (date to be confirmed);
   • hold regular meetings (at least twice a month) with the EP and/or its contractor to design and coordinate the set-up of the EYE Village as well as report on the progress of the action/discuss problems and solutions. Some of the meetings can be organised via phone and/or a teleconference systems (i.e. Zoom, Webex, Microsoft Teams).
   • as of February 2023, travel to Strasbourg every month at the time of the EP sessions for on-site meetings with the Municipality of Strasbourg, the EP and its contractor for logistics as well as other stakeholders.
   • collaborate actively on the definition and implementation of the sustainable development action plan and collect requested data linked to the activities organised by the grant beneficiary and its sub-grantees (see section 2.2.5);
III. preparation and implementation of the communication plan to promote EYE2023
among different youth audiences and to offer them engagement (online) opportunities
before, during and after the event, in collaboration with youth and civil society
organisations that contribute to the EYE Village programme (see section 2.2.3)

IV. organisation of the follow-up actions and legacy building activities after
EYE2023 (see section 2.2.4)

The action of the grant beneficiary must target young people aged between 16 and 30 years
old and aim at promoting democratic values and supporting citizens’ democratic engagement,
fostering the representation and participation of citizens in the European democratic life.

Implementation of the action shall start as from the start date of the grant agreement and finish
by the latest on 15 December 2023.

2.1.1 Activities

The activities organised and that will be part of the programme will combine various formats and
allow participants to get inspired, get connected, get skilled, get creative, get to know the
Parliament, get their say and get active. Activities should comprise, among others:

- **Category 1:** a broad set of non-formal education activities by young people for young
  people, including political debates, interactive workshops, intercultural trainings,
  networking, debate contest, and the like. Such activities would:
  - follow one of the following objectives: collection of ideas, networking, capacity
    building, or exchange of views;
  - focus on current issues, inspire debates and create ideas and actions for the
    future of Europe;
  - foster an environment for debate and responsive listening that encourages
    intercultural understanding and exchange through celebration and cultural
    activities;
  - create a legacy with young people using the EYE as a catalyst for change.

- **Category 2:** concerts, theatre, dance and acrobatic performances as well as art and
  photography exhibitions by young artists. Such activities would:
  - offer an artistic programme that brings together EYE participants and local
    youth in a festive and friendly atmosphere;
  - support emerging artists from the European Union;
  - encourage EYE participants and local youth to discover new emerging artists
    from the European Union;
  - raise awareness on the contribution of arts to the construction of a more
    integrated European Union.

- **Category 3:** leisure activities to balance the overall programme with fun, creativity and
  entertainment, including possible special events (concert, party) for the evenings. Such
  activities could be:
  - Wall for ideas;
  - Networking and speed-dating activities;
  - Photo booths;
  - DIY activities;
  - Board games.

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6 For concrete examples, please refer to the programme of EYE2018 and the programme of EYE2021.
Activities in all three categories should be widely accessible and attractive to young people:
- coming both from across Europe and Strasbourg region;
- irrespective of their age, intellectual capacity or health/level of fitness.

The number of activities should be appropriate to the number of participants (up to 6,000 participants at the same time in peak hours). Activities should target big and small audiences\(^7\) and be politically neutral/balanced. The beneficiary should propose a two-day programme of at least:

- 10 to 12 activities for a bigger audience (ca 100 people), and;
- 70 to 90 activities for a smaller audience (ca 50 people).

of which around 90% should be selected via the beneficiary’s call for proposals aiming at providing financial support to third parties.

2.1.2 Participatory approach (co-creation)

In line with the EYE values and objectives described under sections 1.1 and 2.1, the outdoor programme should be entirely developed and implemented by a civil society organisation together with other youth organisations and young people. Therefore, the objective of the grant beneficiary should be to ensure a wide and active participation of young people and youth organisations at all stages of the design and implementation of the outdoor programme. This includes contributing to programme content or speaking\(^8\) to inspire participants.

The grant beneficiary will co-create the outdoor programme with young participants and youth organisations by running a call for proposals covering each of the three category described above. Following a structured selection process, the beneficiary will award and sign individual grant agreements with each selected organisation and accompany them throughout the duration of the agreements to ensure all activities are successively implemented.

2.1.3 Communication about the EYE

The grant beneficiary will prepare and implement a communication plan that will support the EP in communicating about the event to the target audience, and promote the EYE Village programme as part of EYE2023. The grant beneficiary must ensure that its own communication plan is in line with the EYE values (see section 1.1) and objectives (see section 2.1) and that the communication materials are designed following the EP communication guidelines and branding. All communication material must be inclusive, acknowledge diversity and be appealing to the target group. The communication material produced by the grantee should be available in at least 3 languages (English, French, German) and if possible also in Italian, Polish and Spanish.

The communication plan should provide an overview of foreseen communication actions split in three sections: before the event, during the event and after the event, and accompanied by an estimated budget and a retro-planning including design, production and timeline of different actions. The communication plan should include actions foreseen by the grantee as well as the actions foreseen by the selected sub-grantees, that is youth and civil society organisations that will contribute to the EYE Village programme.

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\(^7\) Political discussions would typically be for bigger audiences (ca 100 people), while hands-on/creative workshops/role play games work better with smaller audiences (ca 50 people).

\(^8\) Speakers should be ideally under 30 years old or anyway under 35 at the date of the event. MEPs and high-level personalities should be the only exception.
The communication plan should list all communication activities planned by the grantee as well as the sub-grantees, the channels and media strategy foreseen (own, earned and paid), and proposed materials to be designed and produced with associated budget. The design and layouts of communication material must respect the EYE visual guidelines and will have to be vetted by the Parliament before it is sent to production.

The draft version of the communication plan of the grant beneficiary including all above listed elements must be submitted to the EP by the end of November 2022, while the final version by the end of March 2023.

**Before the event**
While the European Parliament will take care of the overall selection, registration and accreditation of participants, the beneficiary should also contribute to identifying and attracting participants\(^9\) to the EYE:

- youth groups and other civil society organisations from vulnerable backgrounds and/or more remote regions. The grant beneficiary should identify and encourage them to register for the event and, possibly, also contribute to the outdoor programme with their own activities;
- the local youth community of Strasbourg and the surroundings, in cooperation with the City of Strasbourg, thereby ensuring a blend of local and international participants at the EYE\(^10\);
- participants, for whom this will be the first contact with other Europeans and the European institutions.

The proposal should include how the applicant aims to achieve this objective, focusing on the groups identified above.

**During the event**

The beneficiary should organise actions to contribute to the promotion of EYE2023 and of the EYE Village programme, using diverse strategies and different channels. The beneficiary should implement communication activities to advertise the event, generate and increase the public engagement, increase attendance to the EYE2023 online and hybrid activities.

Actions could include for example: production and distribution of promotional videos, live coverage of the event, organic and paid promotion on social media, cooperation with local press and media. The grantee and sub-grantees are expected to promote EYE2023 on their websites, social media channels and newsletters.

**After the event**

Communication actions to promote the outcomes of the event and the report with ideas discussed and proposed follow-up actions and legacy building activities after EYE2023 (see section 2.2.4).

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\(^9\) The beneficiary will take into account the Inclusive communication Guidelines developed by the European Parliament and presented in annex V of this call.

\(^10\) While the activities inside the Parliament will only be accessible to pre-registered participants, the outside programme can be accessible to ad-hoc participants from the local youth community from Strasbourg area.
2.1.4 Follow-up actions

The grant beneficiary will foresee a budget of up to 30,000€ euros for follow-up actions after the European Youth Event. Follow-up actions should concentrate on the promotion and further discussion of the ideas collected during the event with young people and relevant decision-makers at European, national or even local level. The objective of these follow-up actions should be to create the conditions and encourage the concrete implementation of these ideas by relevant decision-makers and also, possibly, citizens themselves. Such actions could be, for example: events around the EYE report with ideas discussed, online talks, articles in the media, articles and stories on the online platforms and social media of the participating youth and civil society organisations, etc.

The grant beneficiary will submit monthly reports on the progress of its follow-up actions between 1st July 2023 and 15 December 2023.

2.1.5 Sustainability

As sustainability remains one of the most important issues for young people nowadays, in line with the general objectives defined in section 2, the applicant should aim to develop a proposal that ensures that the activities are sustainable at all stages of their design and implementation. Therefore the EP would like the EYE to set a standard for sustainable event management at the European level.

For EYE2023, this means that the EP will continue to apply the requirements of the ISO 20121 standard, building on the certification obtained for EYE2021 and that the grant beneficiary is expected to comply with the Sustainability policy of the European Parliament for the EYE (see Annex I). It shall ensure that the sub-grantees also comply with this policy.

The grant beneficiary will co-create the Sustainable Development Action plan of the EYE with the European Parliament and foresee some time during the event to reply to questions from an external auditor on its implementation.

In connection with the requirements of the ISO 20121 standard, numerical targets will be set during the co-creation of the Sustainable Development Action plan of the EYE mentioned above. In order to measure performance and impacts of the event, data will be collected on the key event metrics, including but not limited to waste generation and sorting, resource use, carbon emissions (including in particular those linked to transport of persons: participants, speakers and staff, etc.), etc.

It should be noted that the EP is registered under the EMAS and ISO 14001 environmental management standards, and that it strives to measure and reduce the environmental impacts of all its activities, including events. The environmental impacts of the EYE will therefore be included in the performance metrics and reporting (including in public documents) of Parliament’s environmental management system.
### 2.1.6 Action’s milestones

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>October 2022</td>
<td><strong>(Sustainability)</strong> 1-day interview and co-creation workshop of the sustainable development action plan</td>
</tr>
<tr>
<td>01/11/2022</td>
<td><strong>(Programme)</strong> Submission of first proposals of activities organised by the beneficiary itself</td>
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<tr>
<td>30/11/2022</td>
<td><strong>(Communication plan)</strong> Deadline to submit the second draft communication plan</td>
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<tr>
<td>01/12/2022</td>
<td><strong>(Programme)</strong> Submission of final titles and descriptions/texts of activities organised by the beneficiary itself</td>
</tr>
<tr>
<td>15/01/2023</td>
<td><strong>(Programme)</strong> Submission of final titles and descriptions/texts of all activities organised by youth and civil society organisations (see section 2.2.2)</td>
</tr>
<tr>
<td>01/03/2023</td>
<td><strong>(Programme)</strong> Deadline to add all speakers names, titles, organisations to the programme in English</td>
</tr>
<tr>
<td>31/03/2023</td>
<td><strong>(Communication plan)</strong> Deadline to submit the final communication plan</td>
</tr>
<tr>
<td>01/04/2023</td>
<td><strong>(Programme)</strong> Deadline for speakers to create their profile on the event’s platform and send their accreditation details</td>
</tr>
<tr>
<td>01/04/2023</td>
<td><strong>(Follow-up activities)</strong> Submission of first detailed implementation plan</td>
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<tr>
<td>EYE2023</td>
<td><strong>(Sustainability)</strong> Audit of the EYE Village (see section 2.2.5)</td>
</tr>
<tr>
<td>30/06/2023</td>
<td><strong>(Sustainability)</strong> Report on data collected (see section 2.2.5)</td>
</tr>
<tr>
<td>01/07/2023</td>
<td><strong>(Follow-up activities)</strong> Submission of final detailed implementation plan</td>
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</table>

### 2.1.7 Impact of the sanitary situation or other

In light of the ongoing COVID-19 pandemic and the conflict situation in Ukraine, EYE is closely following the development of the sanitary and security situation in Europe and will respect and implement all appropriate safety and security measures. Under these circumstances, the grant beneficiary must take all the necessary mitigating measures to limit any damage this situation could cause on its project, including in terms of financial commitments.

Should the European Parliament or the French authorities adopt measures linked to a situation of force majeure preventing the organisation of a physical event, the outdoor programme could be suspended (for instance until 2024) or cancelled.

After evaluation of the situation, the European Parliament reserves the right to suspend or cancel the implementation of the grant agreement.

The beneficiary will ensure that its action respects all relevant security and sanitary measures required by the French authorities and the European Parliament.
2.2 Support provided by the EP to the beneficiary

The EP is in charge of the overall set-up, design and lay-out of the EYE Village. This includes:

- basic logistics (stages, tents, modular furniture, audio-visual equipment, Wi-Fi, etc.), provided in coordination with the grant beneficiary and in accordance with the needs of the outdoor programme. The beneficiary will have to provide any other (small) equipment strictly related to the activities organised in the EYE Village (such as stationery, flags, tablets, etc.);
- visual elements (signposting, maps and plans, screensavers, badges for participants, staff and volunteers, etc.);
- liaising with the national and local authorities regarding obtaining the necessary permits for the EYE village;
- security and safety, notably through the provision of security agents.

Other forms of support include:

- A team of volunteers will be deployed by the EP to ensure a fluid flow of participants;
- An online platform provided by the EP will allow for the registration to activities;
- The EP can facilitate contacts with MEPs for the purpose of their participation in the programme.
- Sign-language interpretation for selected activities,
- The EP provides an online events platform and community where all the EYE programme and useful information about the event are displayed and participants can interact with each other.

2.3 Collaboration expected from the grant beneficiary

The outdoor programme will also include activities organised by EP services and other public institutions at European or national level. These activities will be under the responsibility of the EP’s EYE project team.

It is therefore essential that the outdoor programme proposed by the beneficiary is fully integrated in the overall programme of the EYE. In order to achieve this coherence between activities, the beneficiary will work closely with the EP’s EYE project team. Regular meetings (at least twice a month) should take place as of the starting date of the action, both in Brussels and Strasbourg, with the EYE project team and its contractor responsible for the logistics, in order to ensure the good co-creation and design of the programme as well as the coordination of the activities in the EYE Village.

The beneficiary will have to make sure that, together with the organisers of the outdoor activities it will select, it complies with all relevant security and safety rules applicable not only in the EP but also in France.

The proposal should describe how the applicant intends to share information, report on the progress, discuss problems and solutions with the EP, EP contractors and EP partners.
2.4 Information to include in the proposals

In order to assess the quality of proposals, applicants are invited to submit proposals as detailed as possible. The proposals submitted by the applicants must respect the conditions stated in the sections below. Proposals must be clearly and well-defined, researched and fully developed, having taken all time-schedule and budget considerations into account.

Every proposal must be structured in the following sections (see section 2.2 for reference):

I. design and coordination of the EYE Village programme for EYE2023, co-created with youth and civil society organisations;

II. coordination of the implementation of this programme in the EYE Village, taking place in early June 2023;

III. preparation and implementation of the communication plan to promote EYE2023 among different youth audiences and to offer them engagement (online) opportunities before, during and after the event (see section 2.2.3)

IV. organisation of the follow-up actions and legacy building activities after EYE2023.

In this context, proposals must be supported by:

(1) A draft EYE village programme including at least 8 activities that would be implemented by the grant beneficiary itself, indicating:

- the type of activity (see section 2.2.1);
- the description of each activity (see form in annex 1 of the application form) and the estimated number of people who will participate and be reached (also indirectly).

(2) a detailed description of the proposed methodology for the implementation of the action, including:

- retro-planning with milestones;
- team organisation and set-up before, during and after the event;
- methodology for collaboration with youth and civil society organisations (third parties), including setting up the call for proposals providing financial support to third parties and selecting the sub-grantees under the conditions provided for in section 6.4;
- performance indicators;
- monitoring or supervision system put in place during the implementation of the action, including quality control;
- evaluation.

(3) a communication plan including a media strategy (owned, paid and earned media). Projects must be conceived in a way that ensures a wide outreach and maximises the impact of the planned action before, during and after the event. This includes social media and/or the provision of interactive tools to encourage and facilitate engagement, ensuring consistency with EP communication actions about the EYE.
(4) a proposal for the follow-up actions, including:

- description of proposed action (title, short description, format, location, budget, etc.);
- direct and indirect reach of each action.

(5) a proposal on how the grantee will ensure application and compliance with objectives set in the Sustainability policy of the European Parliament for the EYE at all stages of the design and implementation of the outdoor programme in the EYE Village.

2.5 Performance indicators for the actions

In accordance with the Financial Regulation applicable to the General Budget of the Union, the final contribution of the Parliament to the costs of an action should be based on the achievement of results measured through performance indicators.

The proposals must set up quantified targets using the performance indicators in Annex 2 to the application form (mandatory). Grant beneficiaries will be requested to report on the actual achievements of the action against the predefined targets. The proposal should also indicate methodology for collecting this data/source of information and to evaluate the results of the action. Applicants should report on the relevant performance indicators based on the most recent data available.

1. Number of activities organised for a big audience;
2. Number of activities organised for a small audience;
3. Number of participants attending the activities in the EYE Village;
4. Number of grant agreements with youth and civil society organisations;
5. Number of MEPs involved (number of appearances);
6. Number of other decision makers (number of appearances);
7. Number of people reached by the online communication about the event;
8. Number of people reached by the offline communication about the event;
9. Number of journalists, bloggers and social media influencers participating in the event;
10. Average age of speakers invited (excluding MEPs and high-level speakers);
11. Number of ideas collected;
12. Number of follow-up actions.

3. Available budget

The maximum budget available for this call is EUR 380 000.

The European Parliament reserves the right not to award all available funds depending on the proposals received and the results of the evaluation.

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4 Timetable and deadlines of the call for proposal

<table>
<thead>
<tr>
<th>Timetable and deadlines</th>
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</thead>
<tbody>
<tr>
<td>Call opening:</td>
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<tr>
<td>Deadline for submission:</td>
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<tr>
<td>Evaluation:</td>
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<tr>
<td>Information on evaluation results:</td>
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<tr>
<td>Grant agreement signature:</td>
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<tr>
<td>Implementation of the action:</td>
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<tr>
<td>Implementation of follow-up actions:</td>
</tr>
</tbody>
</table>

5 Admissibility of project proposals

Proposals must be submitted before the **call deadline** (*see timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the **Search Funding & Tenders** section. Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided **inside** the Submission System (NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all parts and mandatory annexes and supporting documents. Proposals must fulfil the formal requirements (i.e. inclusion of translations of project’s abstract).

The Application Form consists of:

- Part A (to be filled in directly online) — contains administrative information about the participant and the summarised budget for the project. (Mandatory);

- Part B (to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system) — contains the description of the action; (Mandatory);

- Annex 1 — Activity form (to be uploaded); (Mandatory);

- Annex 2 - Key Performance Indicators (KPI) (to be uploaded); (Mandatory);

- Annex 3 - Detailed budget table (to be uploaded); (Mandatory);

- Other annexes and supporting documents (to be uploaded as PDF files).

At proposal submission, you will have to confirm that you have the **mandate to act** for the applicant (and its affiliates if any). Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for
receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary will have to confirm this again by signing a declaration of honour.

Your application must be readable, accessible and printable.

Proposals are limited to 30 pages. Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (for legal entity validation, financial capacity check, bank account validation, affiliated entities, etc.).

**Mandatory annexes and supporting documents**

Mandatory annexes and supporting documents (directly available in the Submission System) are mentioned in section 7.

ℹ️ For more information about the submission process (including IT aspects), consult the Online Manual.
6. Eligibility

6.1 Eligible participants

The action supported under this call is a mono-beneficiary action. This means that there is one legal entity applying for a grant. To be eligible for a grant, applicants must be able to demonstrate that they are:

- A legal person constituted and registered as not for profit entity or equivalent according to the national legislation;
- A legal person constituted and registered as legal entity for at least four years at the time of application;
- A legal person based in one of the Member States of the European Union.
- A legal person with nonpartisan political affiliation.

Affiliated entities are allowed under the following conditions: legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. members of networks, federations, trade unions), may take part in the action as affiliated entities, and may declare eligible costs. Affiliates entities are allowed on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant. Supporting documents proving the legal link between the applicant and the affiliated entity - if not provided with the application - will be requested during the evaluation phase of the application.

Other entities may participate in the action, such as subcontractors and recipients of financial support.

Information: 
- For more information, see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment.

The European Parliament may ask an applicant to provide additional information or to clarify the supporting documents submitted.

6.2 Non-eligible participants

The following entities are not eligible: natural persons, international organisations, EU bodies, universities and schools, public authorities and profit making entities.

In line with the non-political affiliation criteria (see section 6.1), entities which would have Members of the European Parliament holding executive functions on their administrative Board or any other executive body of their organisation, would be declared ineligible to the call.

6.3 Eligible Member States

Entities from all EU member states are eligible.

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12 Political affiliation means membership of or close association with a political party.
6.4 Eligible activities

Eligible activities are the ones set out in section 2.2 of this document.

Projects should comply with the values of the European Youth Event as described in section 1.1. of this document.

Financial support to third parties is allowed for grants and prizes under the conditions stated in Article II.12 of the grant agreement provided it is explicitly mentioned in the application.

Each applicant must clearly detail in his/her application form the objectives and the results to be obtained and include at least the following elements:
- a fixed and exhaustive list of different types of activities for which a third party may receive financial support,
- the definition of the persons or categories of persons which may receive such financial support,
- the criteria for awarding financial support,
- the criteria for calculating the exact amount of the financial support,
- the maximum amount to be granted to each third party (which may not exceed EUR 60 000 for each third party unless it is necessary to achieve the objectives of the action as specified in section 2 of this document), and the criteria for determining it.

Additionally, the following conditions have to be fulfilled. The open call must be published widely (including on the beneficiary’s website). The call must be kept open for at least one month. Applicants will have to be informed of call updates, including any call deadline change, and of the outcome of the call (list of selected projects, amounts and names of selected recipients). Applicants will have to be non-profit entities or equivalent according to the national legislation and have nonpartisan political affiliation.

The beneficiary of the EU grant must ensure that the recipients of the financial support allow the European Parliament, the European Anti-Fraud Office (OLAF) and the Court of Auditors to exercise their powers of control on documents, information, even stored on electronic media, or on the final recipient’s premises.

6.5 Duration

Events should take place between the starting date of the action and the European Youth Event in June 2023 (date still to be confirmed) with follow-up actions until 15 December 2023.

6.6 Ethics

Projects must comply with ethical principles and applicable EU, international and national law and may not have a military focus nor be against the democratic values of the European Union.

7 Financial and operational capacity and exclusion

7.1 Financial capacity

Applicants must have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding. In particular, they should have an average turnover/income in the last financial year of 100 % of the total amount requested to the European Parliament.
The applicant’s financial capacity will be assessed on the basis of the following supporting documents:

- A financial statement (including the balance sheet, the profit and loss accounts and the annexes) for the last financial year for which accounts have been closed;
- The Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts duly filled in (template available in the Submission System).

### 7.2 Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects.

This capacity will be assessed on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

Applicants will have to show their capacity via the following information in the Application Form and supporting documents.

- At least 4 years’ proven communication experience as a multiplier, able to mobilise wider networks with an explicit aim at connecting with and empowering young people;
- Human resources whose competencies and qualifications are relevant to the organisation of an event as described above. This will notably include:
  - very good communication skills in English and French (minimum requirement is B2 based on the Common European Framework of Reference for Languages of the Council of Europe)\(^\text{13}\),
  - sound knowledge in European affairs (at least one project or activity must have been carried out in partnership with an EU Institution or body **in the last four years**);
  - project management experience (proven capacity to manage projects of that scope based on projects and activities performed in the last four years).

In this respect, applicants must submit the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the action, together with language certificates;
- the organisation’s annual activity report for the four last complete financial years;
- an exhaustive and descriptive list of previous projects and activities performed in the last four years and connected to the actions to be carried out, among which:
  - at least one was carried out in partnership with an EU Institution,
  - at least one was organised with and/or for young people (16-30 years old),
  - at least one was an outdoor event.

\(^{13}\) More information on this Framework can be found on the website of the Council of Europe:  
The European Parliament may ask an applicant to provide additional information or to clarify the supporting documents submitted.

Applications that fail to meet the financial or operational criteria will not be examined further.

7.3 Exclusion

Applicants which are subject to EU administrative sanctions (i.e. exclusion or financial penalty decision) or in one of the following exclusion situations that bar them from receiving EU funding can NOT participate:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant’s debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant’s debts)
- guilty of grave professional misconduct (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

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15 Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.
Applicants will also be refused if it turns out that16:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8 Evaluation and award procedure

The proposals will have to follow the standard submission and evaluation procedure.

Proposals will be checked for formal requirements (admissibility and eligibility) and then evaluated by an evaluation committee for operational capacity and award criteria (see sections 7 and 9) and then ranked according to their quality score.

All proposals will be informed about the evaluation result (evaluation result letter). Successful proposals with the highest scores will be invited for grant preparation; other will be put on the reserve list or rejected.

Invitation for grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: legal entity validation, financial capacity, exclusion check, etc.

If you have questions on the evaluation procedure, you can submit a request for information on the evaluation results (following the deadlines and procedures set out in the evaluation result letter).

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

9 Award criteria

The following award criteria are applicable during the evaluation procedure:

<table>
<thead>
<tr>
<th>Award criteria</th>
<th>Maximum score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Relevance of the proposal in relation to the objectives of the call</td>
<td></td>
</tr>
<tr>
<td>• Overall quality of the proposal, respecting the EYE underlying values (section 1.1) and objectives (section 2.1), and its completeness;</td>
<td></td>
</tr>
<tr>
<td>• Quality and relevance of the proposed EYE Village programme, including diversity of the activities proposed (section 2.2.1) and degree of interactivity, creativity and innovation of the proposed formats with regards to the target group</td>
<td>30</td>
</tr>
<tr>
<td>• Quality and relevance of the proposed follow-up activities, including link to the together.eu community (see section 2.2.4)</td>
<td></td>
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</table>

16 See Article 141 EU Financial Regulation 2018/1046.
# 2. Project management, methodology and budget

- Organisation of the work and resources (how the roles and responsibilities of the project team are distributed for each task, global allocation of time and resources to the project and to each task), including retro-planning, contact sections, contact methods, foreseen review meetings, reports, etc. (see sections 2.2.6, 2.4 and 4)
- Quality of the proposed methodology for co-creation of the programme with youth and civil society organisations, including proposed approach for setting up the call for proposals (selection procedure) in view of providing financial support to third parties (see section 6.4), proposal for efficient collaboration with sub-grantees and other organisers and stakeholders of the event, number and diversity of intended partner organisations (countries of origin, fields of action) (section 2.2.2)
- Monitoring and evaluation mechanisms, described in detail and specifying tools used, including risk assessment and mitigation strategy
- Relevant key performance indicators and justification in order to assess the scope of action, measure the success of the action (see section 2.6)
- Quality of the proposed budget allocation, in particular clear and detailed description of the estimated costs in relation to the objectives and proposed activities and detailed information on co-financing sources

<table>
<thead>
<tr>
<th>3. Communication (section 2.2.3)</th>
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<tbody>
<tr>
<td>A detailed communication plan in line with the EP's communication plan, objectives and branding (see section 1.3), listing specific actions planned before, during and after the event</td>
</tr>
<tr>
<td>A media strategy for owned, earned and paid media before, during and after the event focusing on expected direct and indirect reach of the action (see section 1.3 and 2.2.3)</td>
</tr>
<tr>
<td>Relevance of the proposed outreach measures targeting the youth community of Strasbourg and the surroundings about the possibility to participate in the outdoor programme (see section 1.3 and 2.2.3)</td>
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<tr>
<th>4. Sustainability of the proposal (2.2.5)</th>
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<tbody>
<tr>
<td>Quality of the proposal in terms of environmental, economic, and social sustainability</td>
</tr>
<tr>
<td>Inclusivity and accessibility of the proposed programme, providing access to activities independently from disability, increasing participation of young people from underrepresented backgrounds, creating a safe and secure environment for all participants and stakeholders</td>
</tr>
<tr>
<td>Accessibility of the proposed communication tools</td>
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<table>
<thead>
<tr>
<th>Overall score</th>
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<tr>
<td>100</td>
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Maximum points: 100 points - Overall pass threshold: 60 points.
Project proposals obtaining **60 points or less** will not be considered for the award of a grant. Proposals that pass the 60 points threshold will be considered for funding — within the limits of the available call budget.

In order to ensure the best possible geographical spread and attract the widest audience, the evaluation committee will consider the geographical balance.

10 **Legal and financial set-up of the Grant Agreements**

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EP Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning the action implementation, the provision of financial support to third parties, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on Funders and Tender Portal.

**10.1 Starting date and project duration**

The project starting date and duration will be fixed in the Grant Agreement (Article I.2).

The action must be implemented between the starting date of the grant and 15 December 2023.

**10.2 Form of grant, funding rate and maximum grant amount**

The grant parameters (**maximum grant amount, funding rate, total eligible costs, etc.**) will be fixed in the Grant Agreement (Article I.3).

The grant will be an actual cost grant. This means that it will reimburse ONLY certain types of costs (eligible costs) and ONLY costs you **actually** incurred for your project (NOT the **budgeted** costs). In addition, for the purpose of this call for proposals, the work performed by volunteers is considered as eligible under certain conditions specified below.

Co-financing shall take the form of reimbursement of up to 80% of eligible costs actually incurred by the beneficiary and its affiliated entities.

The non-profit rule will not apply for this call for the cases under the conditions of Article 192(3) EU Financial Regulation 2018/1046).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (e.g. improper implementation, breach of obligations, etc.) and non-achievement of results measured through performance indicators.
10.3 Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (Article II.19 and II.21).

Budget categories for this call are the following. For more information, please refer to the Guide for applicants:

A. Personnel costs:
   - A.1: employees, natural persons under direct contract, seconded persons;
   - A.2: volunteers (on the basis of unit costs) 17;

B. Subcontracting costs - subcontracting of action tasks is subject to special rules and must be approved by us (either as part of your proposal, during the implementation of the action through an amendment or in the final report).

Subcontracting is allowed except for project’s core tasks (generally subcontracting of 30% of the total eligible cost or more will be subject to specific justification, unless specified otherwise in the call document). For more information on subcontracting please see Guide for applicants.

C. Purchase costs:
   - C.1 Travel and subsistence,
   - C.2 Equipment - depreciation,
   - C.3 Other goods, works and services.

D. Other cost categories:
   - D.1 Financial support to third parties.

Costs for providing financial support to third parties (in the form of grants, prizes or similar forms of support; if any) are eligible, if they fulfil the general eligibility conditions, are calculated on the basis of the costs actually incurred and the support is implemented in accordance with the conditions set out in the Description of the Action (Annex I of the Model Grant Agreement which corresponds to the Application form (Part A and B and its Annexes) and detailed budget table). These conditions must ensure objective and transparent selection procedures and include at least the following for grants (or similar):
   - (i) the maximum amount of financial support for each third party ('recipient');
   - (ii) the criteria for calculating the exact amount of the financial support;
   - (iii) the different types of activity that qualify for financial support, on the basis of a closed list;
   - (iv) the persons or categories of persons that will be supported; and
   - (v) the criteria and procedures for giving financial support.

E. Indirect costs - on the basis of 7% of flat rate.

Specific cost eligibility conditions for this call:

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17 Under this call, a "Volunteer" means a person working on a non-compulsory basis for an organisation without payment.
— VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible).

— Volunteers costs — For the purpose of this call for proposals, the work performed by volunteers \(^{18}\) is considered as eligible personnel costs in accordance with Articles 181, 186 and 190 of Regulation (EU, Euratom) 2018/1046, and shall take the form of unit costs. The amounts of the unit costs to be used by the beneficiary as the basis for declaring such eligible personnel costs are set out in the Guide for applicants.

The conditions for eligibility of costs are defined in Article 186(3) of Regulation (EU, EURATOM) 2018/1046.

— Applicants are requested to include in their proposal a civil and liability insurance or other equivalent insurance covering their planned activities. The costs will be eligible under other good, works and services (category C.3).

For more information, see the Guide for applicants.

10.4 Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (Article I.4).

After grant signature, you will receive a first pre-financing payment to start working on the project (float of up to 30% of the maximum grant amount). The pre-financing will be paid 30 days from entry into force of the Grant Agreement.

The beneficiary can submit a request for second pre-financing payment after 15 January 2023.

The request must be accompanied by the following documents:
   (a) a progress report on the implementation of the action (‘technical report on progress’);
   (b) a statement on the amount of the previous pre-financing instalment used to cover costs of the action (‘statement on the use of the previous pre-financing instalment’).
   (c) final titles and descriptions/texts of all activities organised by youth and civil society organisations in English (see action’s milestones at section 2.2.6.)

The second pre-financing will correspond to 40% of the total amount that can be requested by the grant beneficiary. The second pre-financing will be paid 30 days from the date of receipt of the request by the European Parliament.

There will be no interim payments.

At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you to pay back the difference (recovery).

All payments will be made to the beneficiary signing the Grant Agreement.

Please note that you are responsible for keeping records on all the work done and the costs declared (Articles II.27.2).

For more information see the guide for applicants.

\(^{18}\) Idem 17.
11 Help

As far as possible, please try to find the answers you need yourself, in this and the other documentation (we have limited resources for handling direct enquiries):

- Online Manual
- Portal FAQ (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates.

Contact

For individual questions on the Portal Submission System, please contact the IT Helpdesk. Non-IT related questions should be sent to the following email address: dgcomm-subvention@europarl.europa.eu and eye@europarl.europa.eu.

Please indicate clearly the reference of the call and topic to which your question relates (see cover page).
### Important

- **Don’t wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute technical problems. Problems due to last minute submissions (e.g., congestion, etc.) will be entirely at your risk. Call deadlines can NOT be extended.

- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).

- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants accept to use the electronic exchange system in accordance with the Portal Terms & Conditions.

- **Registration** — Before submitting the application, all beneficiaries and affiliated entities must be registered in the Participant Register. The participant identification code (PIC) (one per participant) is mandatory for the Application Form. If your entity is not registered yet, please be reactive and provide the necessary documents as soon as possible.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (e.g., own contributions, income generated by the action, financial contributions from third parties, etc.).

- **No double funding** — There is a strict prohibition of double funding from the EU budget. Any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.

- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected.

- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice.

- **Multiple proposals** — Applicants may submit more than one proposal for different projects under the same call. However, only one proposal per participant will be retained for being awarded a grant.

Organisations may participate in several proposals. BUT: if there are several proposals related to the same/very similar project, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).

- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.

- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be rejected.

- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.

- **Language** — You can submit your proposal in any official EU language. For reasons of efficiency, we strongly advise you to use English or French for the entire application. You should include a translations of your project’s abstract in English or French.

- **Data Protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the Funding & Tenders Portal Privacy Statement.
  - The controller is the EP Youth Outreach Unit in the Directorate General for Communication, Directorate for Campaigns.
  - e-mail: eye@europarl.europa.eu

- **Transparency** — In accordance with Article 38 of the EU Financial Regulation, information about EU grants awarded is published each year on the Europa website.

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.