



Call for proposals

Organisation of two local European Youth Events (EYE) in 2022
EP-COMM-SUBV-2022-LOCAL-EYE

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Directorate-General for Communication
 Directorate for Campaigns
 Youth Outreach Unit

CALL FOR PROPOSALS

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Introduction

This is a call for EU **action grants** in the field of communication managed by the **DG Communication of the European Parliament** in line with Regulation 2018/1046 ([EU Financial Regulation](#)).

The objective of the call is the organisation of two local European Youth Events (EYEs) in 2022. The local EYEs must be organised in two different EU Member States, by two different organisers.

Due to the objectives and target of the envisaged activities, grants are to be awarded in order for the organisers to continue working under their usual practices, preserving their independence and autonomy. The regulatory framework for these grants is set out in the Regulation 2018/1046 (EU Financial Regulation).

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

Grant agreements will be signed with the organisations which have submitted an action proposal and have been selected for co-financing based on the criteria laid down in this call for proposals. The grant agreements will define the precise subject and the conditions for implementation of the action covered and the maximum amount to be co-financed.

We invite you 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 you 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);
 - timetable and available budget (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 Local EYE Communication Guidelines;
- Annex III Inclusive Communication Guidelines of the European Parliament;
- Annex IV Consistent Communication Guidelines of the European Parliament;

1 Background

1.1 European Year of Youth in 2022

This call for proposals is one of the actions of the European Parliament to contribute to the European Year of Youth announced by the European Commission for 2022, intending notably:

- **to encourage all young people**, especially those with fewer opportunities, or belonging to vulnerable groups¹, to become active citizens;
- **to draw inspiration** from the actions, vision and insights of young people to further strengthen and invigorate the common EU project, building upon the [Conference on the Future of Europe](#).

Actions will support the Parliament's strategic engagement process in view of the European Elections 2024, including the growth of the together.eu community and the activation of other Parliament's networks both at local and headquarters levels.

1.2 The European Youth Event (EYE)

The European Youth Event (EYE)² is a biennial event that brings together at the European Parliament (EP) in Strasbourg 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.

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 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

¹ Vulnerable groups include people from disadvantaged socio-economic backgrounds, rural and remote areas and people with disabilities.

² All information on the European Youth Event is available at www.eye2021.eu

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 social sustainability (see annex I).

1.3 Local European Youth Events (local EYEs)

The European Parliament intends to award two grants to support the organisation of two local EYEs taking place in two different EU Member States in 2022 for three reasons:

- The central EYE can only welcome a limited number of physical participants, and travel to Strasbourg to attend the two-day event remains inaccessible for many young Europeans.
- While online activities during the central EYE allow young people to engage with participants and speakers from all over Europe, the experience does not compare to in-person participation.
- Make the event accessible to more young people and empower them to interact with the European Parliament and its decision makers in their native language,

This follows the successful organisation of a first local EYE in 2021 by Galway 2020 European Capital of Culture³.

Similarly to the central EYE, local EYEs should offer a large variety of activities, such as:

- non-formal education activities by young people for young people, including political debates, interactive workshops, intercultural trainings, networking, and the like;
- concerts, theatre, dance and acrobatic performances as well as art and photography exhibitions by young artists;
- leisure activities to balance the overall programme with fun, creativity and entertainment, including possible special events (concert, party) for the evenings.

Local EYEs should be organised in close cooperation with the European Parliament's Youth Outreach Unit and the relevant European Parliament Liaison Office(s) in the respective Member state(s)⁴.

Based on the success of the 2022 local EYEs, the European Parliament intends to facilitate the organisation of local EYEs in the off-years of the biennially organised central EYE in Strasbourg.

1.4 Expected type of applicants

The EYE is an event for young people and by young people. Local EYEs should follow this key principle. Therefore, organisations selected for co-financing under this call for proposals are expected to be local or youth organisations (as main applicants). Collaboration with a public authority for the implementation of the event will be considered an asset, in order to ensure strong links with the local level and a solid operational capacity.

³ Under the theme 'Diverse voices', this first local EYE event, named 'EYE on the Edge', took place online under extraordinary circumstances and brought together diverse groups, diverse opinions and diverse solutions to some of the most important issues faced by the European youth on 23-25 April 2021. For more information please see: <https://www.eote.ie/e/eye-on-the-edge>, the [EYE on the Edge wrap up video](#) and the [EYE on the Edge Programme](#).

⁴ The European Parliament has a liaison office in every EU member state. They are responsible for the local implementation of institutional communication activities, with the ultimate goal of ensuring that people understand the importance of the European Parliament well enough to engage in the European democratic process. The list of all European Parliament's Liaison Offices (EPLOs) is available on the [website of the European Parliament](#).

2 Objectives

2.1 Objectives and expected results of the call for proposals

The main objective of this call for proposals is the organisation of two local European Youth Events.

The expected results of the actions are 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:

- connect the EP to its younger citizens,
- establish a regular engagement process with young people, notably by encouraging them to register on the together.eu platform of the European Parliament⁵
- raise awareness on the importance of voting in the next European parliamentary elections in 2024 as an essential part of their active citizenship in shaping the future of Europe.

The actions proposed in the call should target young people aged 16-30. Special attention should be paid to reaching out to minority communities from peripheral regions of Europe and citizens that normally don't have so much contact with the EU and are less likely to already be involved in EU actions, such as vulnerable groups mentioned in point 1.1.

2.2 Definition of the actions

The EP is looking to co-finance events designed as local EYEs in a hybrid format aimed at:

- promoting democratic values and supporting citizens' democratic engagement, including – but not limited to – elections / voting,
- fostering the representation and participation of citizens in the European democratic life,
- encouraging young people to register on the **together.eu** platform
- targeted at young people aged 16-30 years old.

Events proposals must be supported by:

- (1) a proposed **detailed planning and draft programme of in-person and online activities** to be implemented by the grant beneficiary, indicating:
 - the type of activity;
 - the physical location (for in-person activities) and the channel(s) (for online activities);
 - the date(s);
 - the description of each activity and the estimated number of people who will participate and be reached (also indirectly).
- (2) 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.

⁵ <https://together.europarl.europa.eu/>

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

- schedule;
- team organisation and set-up;
- collaboration with national, regional and/or local public authorities;
- other collaborations foreseen;
- proposed approach for efficient collaboration with public entities and European Parliament's services (headquarters and European Parliament Liaison Offices);
- performance indicators;
- monitoring or supervision system put in place during the implementation of the action, including quality control;
- evaluation.

(4) Applicants are invited to discuss and collaborate closely with:

- the local office(s) of the European Parliament in the respective Member state(s);
- public organisations such as municipalities, regions or local governments for an optimised organisation of the event.

Proposals must be clearly and well-defined, researched and fully developed, having taken all time-schedule and budget considerations into account. Actions must be ready to start as of the date of the award of the grant.

The Local EYEs awarded under this call for proposals must take place before 30 November 2022. However, grant beneficiaries are requested to organise follow-up and legacy building activities until the next central EYE edition planned for May/June 2023. The duration of the grant agreements awarded under this call for proposals must be therefore aligned with the timing of the planned edition of the next central EYE edition. The duration of the project cannot go beyond 30 June 2023.

The proposals submitted by the applicants must respect the conditions stated in the sections below.

2.2.1 Scope of local EYEs

The aim of a local EYE is to activate and inspire young people, and make them part of a conversation with the European decision makers and Members of the European Parliament (MEPs) at the local level and pave the way for a long-lasting engagement. It should bring the EP closer to young people in peripheral regions of Europe, promote European democracy and create a two-way communication, raising awareness on what the EP does for them as young people and at the same time collecting ideas and expectations of young people from the local and national levels on the future of Europe. A local EYE is organised under the EYE spirit and branding, and helps making EYEs more accessible (for young people who cannot afford travelling to Strasbourg to the central EYE) and inclusive (local EYE in national languages).

In the context of the COVID-19 pandemic and related long-term uncertainty, local EYEs should be hybrid⁶ with a main in-person component, along with an online dimension, in order to allow part of the audience (and as many young people as possible) to attend the event online. In light of this, a strong audio-visual production capacity should be foreseen in the proposals, allowing for high quality streaming. As it is uncertain if the public health context will worsen in

⁶ A hybrid event combines in person and online activities, allowing participants to engage in the discussion with speakers and other young people both physically and digitally.

2022 and prevent the organisation of an in-person event, an “online only” option should be foreseen in the proposals submitted.

A local EYE is a stand-alone event. It should not be organised as a sub-event of a bigger event (e.g. local EYE as part of a bigger festival and reduced to a tent of the latter). Local EYEs should also offer a diverse range of activities to attract as many young people as possible, and should not be limited to a single type of activity (e.g. a Parliament simulation). This diversity should, if possible, include non-typical activities such as e.g. a music or sports programme, in order to allow a diverse audience to take part and reach out to young people who are less likely to already be involved in EU actions. Activities should not all be organised by the beneficiary, but co-created together with other youth and civil society organisations as well as public entities at European, national, regional and local level. Co-creation of activities with the European Parliament is also to be planned. These activities can also be complemented by European Parliament’s own initiatives. Local EYEs should, as much as possible, involve cross-border cooperation so to take an EU regional dimension.

A clear target audience should be defined in the proposal. In defining this target audience, the diversity of young Europeans, as well as the central EYE age range of 16-30, should be kept in mind.

2.2.2 Main principles of a local EYE

In order to meet the objectives and reach the results described in section 2.1, the local EYE should be organised according to the following principles, and in line with the values of the European Youth Event (see section 1.2):

1. Co-design of the event with the target audience:

The event must be designed taking into account the expected young target audience (topics they want to discuss, which speakers they would like to see invited, what other ideas they have for the event, e.g. tagline, formats, location, preferred communication channels, etc.). Letting young people co-design the event empowers them and shows that grant beneficiaries are taking them seriously. Consultation of the target audience can be done in person or online.

2. Co-creation of the event’s programme with young participants and youth organisations:

As is the case for the central EYE, local EYEs should be co-created with young participants and youth organisations in order to offer a diverse and rich programme that reflects young people’s concerns, and creates engagement. This could be done through running of a call for activities⁷ ahead of the event (as for the central EYE) where beneficiaries invite young participants and youth organisations to run their own activities during the event. Local youth organisations or young people could also be invited to join a youth programming group to coordinate the programme of the event (define topics based on the feedback from the young target audience, and evaluate and select the proposals for activities). While the event is co-created, beneficiaries should ensure it is aligned with the objectives and results described under section 2.1 of this call.

3. Event for and by youth - audience and speakers between 16 and 30 years old:

The event should be targeted to 16-30 years old participants and speakers not older than 35 years old (with exception of high-level speakers/VIPs and decision-makers). Having at least 50% of speakers in the age of the audience is inspiring and

⁷ A template of the form used for the last central EYE is available in annex II.

empowering at the same time for young people. The involvement of existing Parliament's networks is recommended (e.g. European Parliament Ambassadors School⁸ and Euroscola⁹ programmes).

4. Interactivity of formats to boost engagement:

Activities should be interactive in order to help young people to engage in the conversation. The following formats are applied at the central EYE: ideas check, ideation workshop, science slam, poetry slam, open mic, debate, networking, role-play game, activities with social media influencers, etc.¹⁰ In panels with several speakers, enough time should be foreseen for interaction with the audience. Online activities should be short and as interactive as possible, to ensure a minimum of engagement from the audience.

5. European dimension:

Topics discussed at the event must have a European dimension, which should be highlighted both in the description of the activities as well as in the communication of the event and its programme. Including a European dimension in the activities can take many forms, e.g. by inviting European decision makers such as Members of the European Parliament (MEPs), featuring activities organised by the European Parliament or its Liaison Offices (EPLOs), inviting participants/activity organisers from different Member States, or by discussing the European element of a local project. Materials provided by the European Parliamentary Research Service (EPRS) could help both the organisers and the participants get an understanding of what is currently being done at the European level regarding concrete issues. Cross-national projects are encouraged as they will enhance the European dimension of the event.

The European dimension that beneficiaries should highlight and foster in the design of the event also refers to the democratic dimension of the European Union and the defence of EU values, as laid down in article 2 on the Treaty on the European Union¹¹ and the EU Charter of Fundamental Rights¹².

6. Political pluralism:

The event should respect and ensure political balance in its planning and implementation. Politicians and decision makers should come from various levels (local, regional, national and European), preferably from the youth branches of political parties, and represent the full political spectrum. As local EYEs are about giving young people a voice, decision makers should be given the role of "ideas catchers", which means the role of listening to young people's ideas and giving their feedback (and not the other way around!)

7. Connection with the central EYE in Strasbourg:

The central EYE in Strasbourg is organised biennially in odd years. Local EYEs should have a link with the central EYE, by e.g. selecting the same topics, formats and tags as for EYE2021¹³, by developing further the ideas collected in the EYE2021 report and/or by organising activities at the 2023 edition of the central EYE with a preparation at the local EYE.

⁸ Website of the European Parliament Ambassador School Programme: <https://www.europarl.europa.eu/ambassador-school/en/>

⁹ Euroscola website: <https://www.europarl.europa.eu/euroscola/en/home.html>

¹⁰ For more information on the formats please consult past EYEs programmes on the following link: <https://european-youth-event.europarl.europa.eu/en/previous-editions/> Please refer also to annex II.

¹¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A12012M%2FTXT>

¹² <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A12012P%2FTXT>

¹³ For more information on the tags consult the EYE2021 programme here: https://european-youth-event.europarl.europa.eu/w-p-content/uploads/2021/10/2021_EYE_Programme_v6_EN.pdf (p.3). Please refer also to annex II.

8. Activities organised by the European Parliament:

A main objective of local EYEs is to bring the European Parliament closer to its young citizens that cannot attend the central EYE in Strasbourg, and to give them a voice in discussing their ideas on the future of Europe. To strengthen this feedback loop and deepen the European dimension of a local EYE, the European Parliament and its Liaison Offices offer beneficiaries the possibility to work closely to co-design activities on the EP youth offer and the workings of the European Parliament.

9. Communication about the local EYE in close collaboration with the central EYE team and the relevant EPLO(s):

To make sure that the local EYE benefits from the renown of the EYE brand and gets support from the European Parliament's communication outreach and strategy, beneficiaries have the possibility to work in close collaboration with the central EYE team and the relevant EPLO(s) on the communication plan for their event. It is essential that the narrative and visual line used to communicate about the local EYE are agreed with the EYE team before, to ensure their consistency with the Parliament's communication guidelines, including rules on the use of the European Parliament's logo. Participants in local EYEs should be encouraged to register on the together.eu platform of the European Parliament¹⁴ to further engage with the institution.

10. Collection of ideas of young people:

The central EYE is designed to share and shape ideas of young people - speakers and participants - for the future of Europe to inspire and stimulate policy- and decision makers. The local EYE offers an opportunity to bring ideas from the central level to the local dimension and vice-versa, for a reality check and further development. The ideas can be collected before and during the local EYE on the youth ideas platform (youthideas.eu - a specific section could be created for the local EYE) and can be compiled after the event in a report. To make the report accessible and user-friendly, it is useful to sort the ideas in function of their target audience: for European policy- and decision makers, for national/regional/local policy- and decision makers, or for the young people themselves.

11. Presence of Member of the European Parliament (MEPs):

No local EYE without an MEP! Members of the European Parliament can come from the country/region where the event is organised, or even from another, for example neighbouring, country. The MEPs can be featured in the event's programme as speakers ("ideas catchers") in activities on topics related to their expertise, in opening or closing ceremony, but also in more informal formats (Meet your MEP¹⁵). If ideas are collected during the event, the best of them can be handed over or presented to the MEPs after the event.

12. Sustainability and inclusiveness:

The event should be designed to ensure a high standard of sustainability measures, including environmental, social and economic aspects. Environmental measures include waste management, carbon offsetting, recyclable signposting, no or few give-aways, no or little printouts. Social measures concern accessibility, inclusion of people from disadvantaged backgrounds, ensuring gender balance in panels, etc. The event must benefit the local/regional community, for example by employing local companies and staff. Local EYEs should also strive to promote inclusiveness, equality, respect

¹⁴ <https://together.europarl.europa.eu/>

¹⁵ For more information on this specific format please consult the following link: https://european-youth-event.europarl.europa.eu/w-p-content/uploads/2021/10/2021_EYE_Programme_v6_EN.pdf ('In the shoes of an MEP' activity). Please refer also to annex II.

and accessibility for everyone. The [EYE Code of conduct](#) should be communicated to all participants, speakers, activity organisers and staff, aiming to ensure that every person feels safe, included and respected during the event.

2.2.3 Collaboration with the European Parliament and other EU institutions

A local EYE is an opportunity to raise young people awareness on the activities and the role of the European Parliament, and bring the institution closer to young people.

In light of this, the European Parliament and its local liaison offices (EPLOs) offer local EYE organisers the opportunity to work closely with them to co-design activities on the Parliament's youth offer and the workings of the institution, and to deepen the European dimension of the local EYE.

Beyond co-designing activities, the European Parliament and EPLOs are also willing to organise some of their most successful activities for young people at the local EYE, facilitate the contacts with MEPs, who might wish to attend the local EYE as speakers, and with other EU institutions, aid in the promotion of the event, and share best event practices with the (sub-) teams implementing the local EYE.

A collaboration with other EU institutions and relevant EU stakeholders is encouraged in order to further highlight the European dimension of the event and encourage media attention.

2.3 Guidelines and other information about communication

A fully developed and detailed communication strategy should be established, outlining clear and tangible objectives, audiences, timeline of actions (split in phases: "before", "during" and "after"), branded products, resources and evaluation methods. The beneficiaries' communication plan should notably aim to:

- inform young people about the local EYE and the opportunities to take part, in a consistent and inclusive way (choice of pictures, tonality, language);
- offer young people opportunities to engage online before, during and after the event (co-creation actions, competitions, idea sharing);
- prepare and inform future participants on all logistical aspects (including accessibility) of the event (sign-posting, map, practical details, travel solutions, etc.) with a special attention for inclusivity and sustainability, to make their participation as smooth as possible;
- raise participants awareness regarding all relevant information about the programme, topics, speakers and ways of taking part in the activities;
- promote the event as organised for and by the young people;
- promote Parliament's main engagement platform together.eu;
- reach maximum outreach and participation in the preparation phase, during and after the event.

Actions should be launched on a mix of media, including on dedicated online channels (event website, social media accounts or event platform), before, during and after the event with branded products (e.g. videos, infographics, etc.).

Traditional media and press should also be taken into account as multipliers and for coverage of the event.

The visual identity should be based on the EYE visual identity adapted to the local context (see annex II). Therefore all main visual elements should reflect this and always be checked for consistency with the European Parliament. Guidelines for common branding and the display of a local EYE logo are also available on annex II.

Grant beneficiaries are invited to apply the European Parliament's guidelines for Consistent and Inclusive Communication (annexes III and IV).

Projects should have a narrative consistent with the local EYE narrative proposed in annex II.

2.4 Performance indicators for the actions

The proposals must set up quantified targets using the performance indicators in Annex I 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) Expected total number of onsite participants;
- 2) Expected total number of online participants;
- 3) Expected number of participants from other nationalities than the country where the event takes place;
- 4) Expected total number of MEPs involved;
- 5) Expected total number of other policy makers involved;
- 6) Expected total number of activities (onsite, hybrid and online) with a European angle;
- 7) Expected average engagement rate on the specific web pages / sections / social media posts;
- 8) Expected total number of media reports on the project and its results;
- 9) Expected total number of ideas collected;
- 10) Expected number of sign ups to the together.eu platform¹⁶.

In addition, applicants should put in place a feedback system to collect the satisfaction of activities' participants.

¹⁶ <https://together.europarl.europa.eu/>

3 Available budget

The aim of the call is to organise two EYEs, in two different Member States, by two different organisations.

The available budget for this call is **EUR 200 000** for both projects.

The maximum budget per project is expected to be EUR 100 000, but this does not preclude the submission/selection of proposals requesting other amounts.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

If budget for this call remains available, additional justified costs could be covered for one of the projects.

4 Timetable and deadlines

Timetable and deadlines	
Call opening:	19 January 2022
Deadline for submission:	2 March 2022 17:00:00 CET (Brussels)
Evaluation:	March 2022
Information on evaluation results:	April 2022
Grant agreement signature:	April 2022
Implementation of the events:	No later than 30 November 2022
Implementation of follow-up actions:	End of local EYE2022 - until EYE2023 (30 June 2023)

5 Admissibility

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.

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 - Key Performance Indicators (KPI) (to be uploaded); (Mandatory);
- Annex 2 - 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, etc.*).

Mandatory annexes and supporting documents

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

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6 Eligibility

6.1 Eligible participants

The actions supported under this call are mono-beneficiary actions. 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 national non-profit making organisation¹⁷; be a non-governmental organisation or body.
- A legal person constituted and registered as legal entity for at least three years at the time of application;
- Based in one of the Member States of the European Union;
- No political affiliation¹⁸.

¹⁷ Pan-European or Transnational Organisation are not eligible, but their members at national level may submit a proposal.

¹⁸ Political affiliation means membership of or close association with a political party.

Beneficiaries and affiliated entities, if any, must register in the [Participant Register](#) and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

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

6.2 Specific cases

Linked third parties (affiliated entities⁷) are allowed under the following conditions: legal entities having a legal or capital link with applicants, which is neither limited to the information measure nor established for the sole purpose of its implementation (e.g. members of networks, federations, trade unions), may take part in the information measure as affiliated entities, and may declare eligible costs. Supporting documents proving the legal link between the beneficiary and the affiliated entity will be requested at a later stage and only for selected proposals.

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

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

6.3 Eligible Member states

Entities from all EU member states are eligible.

6.4 Eligible activities

Eligible activities are the ones set out in section 1.3 and 2.2 above.

Projects should comply with the EYE values and principles, as per background information provided above, and with the objectives of the European Year of Youth.

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.

6.5 Duration

Events should take place between the starting date of the actions and 30 November 2022, while follow up actions until May/June 2023 when the next edition of the central EYE will take place.

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 at least 20% of the total cost of the action.

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 dully 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 3 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 a hybrid event as described above. This will notably include:
 - very good communication skills in
 - the language of the country the organisation wishes to organise the event (minimum requirement is C2 based on the Common European Framework of Reference for Languages of the Council of Europe)¹⁹
 - English and/or French (minimum requirement is B2 based on the Common European Framework of Reference for Languages of the Council of Europe),
 - sound technical knowledge for the production of audio-visual content and the web-streaming of activities;
 - sound knowledge in European affairs;

¹⁹ More information on this Framework can be found on the website of the Council of Europe: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

- project management experience (proven capacity to manage projects of that scope based on projects and activities performed in the last three 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 three last complete financial years;
- an exhaustive list of previous projects and activities performed in the last three years and connected to the actions to be carried out.

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)²⁰ 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 misconduct²¹ (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)

²⁰ See Article 136 of EU Financial Regulation [2018/1046](#).

²¹ 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.

- 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).

Applicants will also be refused if it turns out that²²:

- 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.

²² See Article 141 EU Financial Regulation [2018/1046](#).

9 Award criteria

Project proposals obtaining **60 points or less** will not be considered for the award of a grant.

Award criteria	Maximum score
<p>1. Relevance and quality of the programme</p> <ul style="list-style-type: none"> ▪ Quality of the concept and compliance with necessary hybrid elements; ▪ Relevance of the action with regards to the target audience; ▪ Relevance of the action with regards to the main principles of a local EYE; ▪ Co-creation of the programme with young participants and youth organisations, keeping in mind the overall aim of ideas collection; ▪ Political pluralism; ▪ Detailed description of activities and deliverables; ▪ Innovative/interactive formats; ▪ European dimension of the programme; ▪ Cross-border collaboration and implementation. 	35
<p>2. Project management and methodology</p> <ul style="list-style-type: none"> ▪ Co-design methodology with the target audience; ▪ Quality of the methodology proposed (planning, team organisation and set-up, quality control, evaluation, indicators and supervision of the action); ▪ Relevance and quality of the collaboration with national, regional and/or local public authorities; ▪ Methodology for efficient collaboration with public entities and European Parliament's services (headquarters and EPLOs). 	25
<p>3. Communication</p> <ul style="list-style-type: none"> ▪ A media strategy for owned, earned and paid media before, during and after the event; ▪ Communication plan detailing specific actions before, during and after the event; ▪ Relevance and quality of technical and audio-visual production for hybrid event; ▪ Expected direct and indirect reach of the action (as measured based on the performance indicators provided in Annex I of the Application Form). 	25
<p>4. Budget and cost effectiveness</p> <ul style="list-style-type: none"> ▪ Suitable allocation of budget in relation to the objectives and scope of the activities; ▪ Detailed information on budget split according to co-financing sources; ▪ Clear description of the estimated costs and accuracy of the budget; ▪ Consistency between the estimated costs and deliverables; ▪ Realistic estimation of costs of action coordination and of activities implemented by the proposing organisation, including number and rate of person/days. 	10
<p>5. Sustainability of the proposal</p> <ul style="list-style-type: none"> ▪ Accessibility for participants and speakers with disabilities; ▪ Ecologically design of the activity to reduce environmental impact; ▪ Follow up of the local EYE and connection to EYE2023. 	5
Overall (pass) scores	100

Maximum points: 100 points - Overall threshold: 60 points.

Proposals that pass the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

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, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

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 the dates of EYE2023 (May/June 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.).

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)²³;

B. Subcontracting costs - subcontracting of action tasks is subject to special rules and must be approved by us (either as part of your proposal or in the final report). Subcontracting is allowed except for project's core tasks and subject to strict limits (see [Guide for applicants](#)).

C. Purchase costs:

- C.1 Travel and subsistence
- C.2 Equipment,
- C.3 Other goods, works and services.

D. Other cost categories:

- D.1 Financial support to third parties.

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

Specific cost eligibility conditions for this call:

- 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 volunteers²⁴ 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 strongly advised 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](#).

²³ Under this call, a "Volunteer" means a person working on a non-compulsory basis for an organisation without payment.

²⁴ Idem 23.

10.4 Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Article 1.4*).

After grant signature, you will normally receive prefinancing to start working on the project (float of up to 70% of the maximum grant amount). The prefinancing will be paid 30 days from entry into force of the Grant Agreement.

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 11.27.2*).

 For more information, see the [guide for applicants](#).

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*).

12 Important

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 (project abstract/summary should however always be in English or French). For reasons of efficiency, we strongly advise you to use English or French for the entire application.
- **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.