



# Application Form

## **Administrative Forms (Part A)** **Description of the Action (Part B)**

Grants for the organisation of local European Youth Events (EYE) in 2022  
EP-COMM-SUBV-2022-LOCAL-EYE

**Version 2.0**  
**2 February 2022**

### Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.

<b>HISTORY OF CHANGES</b>	
<b>Publication date</b>	<b>Changes</b>
15.12.2021	Initial version.
02.02.2022	Addition of other Annexes: financial statements and other.

## IMPORTANT NOTICE

### What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative description of the action.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.


### How to prepare and submit it?

The Application Form must be prepared by the beneficiary and submitted by a representative. Once submitted, you will receive a confirmation.

#### Character and page limits:

- page limit normally **30** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application. If you work with track changes, please submit a clean document.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

## **ADMINISTRATIVE FORMS (PART A)**

*Part A of the Application Form must be filled out directly in the Portal Submission System screens.*

## DESCRIPTION OF THE ACTION (PART B)

### COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

**Note:** Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Beneficiary contact:	[name NAME], [organisation name]
Duration:	

### 1. RELEVANCE AND QUALITY OF THE PROGRAMME (see award criteria 1)

#### 1.1 Describe the general and specific objectives that the action aims to achieve:

Applicants should explain how the general and specific objectives of the action take into account the national context (political, economic, and societal). Applicants should also explain how the objectives will contribute to the objectives of the call for proposals and how they relate to the EYE values and principles as well as to the objectives of the European Year of Youth 2022.

Insert text

#### 1.2 Description of the action:

Applicants should elaborate and describe their proposed activities, the general concept and the rationale behind the planned activities and deliverables detailed in the Annex 1 on performance indicators. Please, underline innovative approaches, interactive formats you intent to apply, and explain the relevance of both the expected reach and the expected engagement regarding the purpose of this call. Applicants should also highlight the European dimension of their activities and explain how they will maintain political pluralism.

Insert text

#### 1.3 Co-creation of the programme:

Please describe how you will co-create the programme with young participants and (other) youth organisations. If you decide to run a call for activities, please indicate a timeline and your approach to maximise the response rate. Should you (also) decide to form a youth programming group, please highlight how you will constitute this group and the working method that will ensure active participation of all members of this group.

Insert text

## 2. PROJECT MANAGEMENT AND METHODOLOGY (see award criteria 2)

### 2.1 Methodology to be followed/action implementation

Applicants should explain the methodology they will follow in order to meet the purpose of the action, including their internal organization and their evaluation methods.

Insert text

### 2.2 Timetable

Applicants should provide an indicative timetable of the planned activities.

Insert here

### 2.3 Arrangements for monitoring/supervision of the operation and any risks involved in its implementation

Applicants should explain how the action will be supervised (hybrid event and follow-up activities). They should refer to risks involved in its implementation, how they might affect the objectives and outcomes of the action and how they could be mitigated (measures/strategy for addressing them).

Insert text

### 2.4 Partnerships at national and European level

Applicants should list in detail the partnerships negotiated with national, regional and/or local public authorities and highlight their relevance in order to reach the objectives of the action. Please also highlight what methodology you will apply in order to make the collaboration with public partners and European Parliament's services efficient and ensure their contribution is taken into account when designing the programme of the event.

Insert text

## 3. COMMUNICATION (see award criteria 3)

**3.1 Communication plan, incl. media strategy**

Applicants should provide a detailed communication plan detailing specific actions, before, during and after the event. Communication actions run after the event should contribute to and support the follow-up and legacy building activities organised until the next central EYE edition planned for May/June 2023. The communication plan should include a media strategy for owned, earned and paid media for each step of the action (before, during and after the local EYE).

Insert text

**3.2 Relevance and quality of technical and audio-visual production for hybrid event**

A hybrid event allows participants to engage in the discussion with speakers and other young people both physically and digitally. This requires an excellent audio-visual set-up onsite, a good event online platform and a dedicated technical team. This also requires appropriate communication to participants. Please describe how you will ensure hybrid and online activities will run smoothly.

*(Applicants are expected to elaborate on the risks of organising hybrid activities in section 2.3 of this application form)*

Insert text

**3.3 Expected reach of the action**

Applicants should elaborate on the rationale behind the performance indicators detailed in the Annex 1, specifically on those related to expected reach and expected engagement of those audiences.

Insert text

**4. BUDGET AND COST EFFECTIVENESS (see award criteria 4)**

**4.1 Cost effectiveness and financial management**

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way, notably by providing a clear and accurate budget estimate and by ensuring the consistency between the estimated costs and the expected deliverables.

Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed.

Detail how the budget is split according to co-financing sources

Provide a realistic estimation of costs of action coordination and of activities implemented by the proposing organisation, including number and rate of person/days.

Insert text

**4.2. Implementation of the action via subcontractors and/or affiliated entities**

Applicants should explain which part of the action will be subcontracted (list of activities to be carried out) as well as which activities will be undertaken by affiliated entities (if applicable).

**Subcontractors:**

Please indicate the tasks to be implemented by subcontractors and the estimated cost for each subcontract. Additionally, the total estimated costs for subcontracting must appear in the detailed budget table (Annex 2). The total estimated costs for subcontracting indicated in this section and the estimated costs for subcontracting of the detailed budget table must be the same.

The name of the subcontractors is in principle not necessary. If the name of the subcontractor is known at the time of the application, you may indicate it already.

The fact that the name of the subcontractor is indicated does not imply the approval of the European Parliament of the subcontract (or the subcontracting costs). If the choice of subcontractor does not respect the principles of best value-for-money and no conflict of interests, the costs of subcontracting could be rejected.

**Affiliated entities:**

The name of the affiliated entity(ies) should be provided. Please indicate a clear description of the tasks being carried out by the affiliated entity(es) and an estimation of the costs.

Insert text

**5. SUSTAINABILITY (see award criteria 5)**

**5.1 Inclusiveness and accessibility**

Among the target audience (16-30 years old), who are those that will be more difficult to reach and to engage with? What measures could make the local EYE and the follow-up activities more inclusive?

How will the target groups benefit concretely from the project and what would change for them?

Describe the measures you will implement to make your project accessible to participants and speakers with disabilities.

Insert text

**5.2 Environmental impact**

Describe the measures proposed to reduce the environmental impact of your project, for example through the use of green procurement, environmental management systems, etc.

Insert text

### **5.3 Continuation**

Describe the follow-up of the project after the local EYE ends. What follow-up activities will you organise to maintain, nurture and grow your engagement with young people? How is your local EYE connected to EYE2021 and/or EYE2023?

Insert text

## 6. USE OF EP’S RESOURCES

To implement the action do you envisage:	YES/NO
a) Making use of the EP’s audio-visual facilities?	
b) Inviting EP members?	
c) Ask for the support of the EP Liaison Office in the Member States?	
e) Making use of the EP’s premises for the venue of activities?	

## 7. DECLARATIONS

Double funding	
Information concerning other EU grants for this project <i>Please note that there is a strict prohibition of double funding from the EU budget</i>	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant nor EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.	

Political affiliation	
	YES/NO
We confirm that our organisation is not affiliated with a political party	

## 8. CHECKLIST

Please confirm you have provided information in the application form on the principles below	YES/NO
<b>Co-design of the event with the target audience</b>	
<b>Co-creation of the programme with young participants and youth organisations</b>	
<b>Event for and by youth</b> - audience and speakers between 16 and 30 years old	
<b>Interactivity of formats to boost engagement</b>	
<b>European dimension</b> - a local EYE is a European event	
<b>Political pluralism</b> - politicians and decision makers coming from various levels (local, regional, national and European) and represent the full political spectrum	
<b>Connection with the central EYE</b> in Strasbourg organised biennially on odd years - by topics, formats and tags, or as a preparation/ follow-up of the central event	
<b>Activities organised by the European Parliament</b> - several activities featuring the EP's best programmes targeting young people	
<b>Communication</b> about the local EYE - a close collaboration with the central EYE team on the communication plan to ensure consistent narrative and visual line	
<b>Collection of ideas</b> - the central EYE is designed to share and shape ideas of young people. The local EYE offers an opportunity to bring ideas from the central to the local level and vice-versa, for a reality check and further development.	
<b>Presence of MEPs</b> - no local EYE without an MEP!	
<b>Sustainability and inclusiveness</b> - local EYE must be designed to ensure a high standard of sustainability measures, including environmental, social and economic aspects.	

## ANNEXES

### LIST OF ANNEXES

Annex 1 — Key Performance Indicators: mandatory.

This document aims at proving the award criteria - if the proposal is retained for funding, this annex will become integral part of the Grant Agreement.

Annex 2 — Detailed budget table: mandatory.

Other annexes (to be uploaded as PDF files):

CVs . These documents aim at proving the operational capacity of the applicant.

Language certificates . These documents aim at proving the operational capacity of the applicant.

Annual activity reports. These documents aim at screening the operational capacity of the applicant.

List of previous projects . These documents aim at screening the operational capacity of the applicant.

Balance Sheet and Profit Loss. This document aims at assessing the financial capacity of the applicant.

Financial Statement. This document aims at assessing the financial capacity of the applicant.

Other.

