



European Parliament

Directorate-General for Communication
Directorate for Campaigns
Youth Outreach Unit

Call for proposals

Grants in support to the European Youth Event (EYE2023)

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CALL FOR PROPOSALS

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Introduction

This is a call for proposals in order to award action grants 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](#)).

The principal objective of the call is to build and strengthen European citizenship among young people, raise awareness about how the EU works and the democratic role of the European Parliament, and empower them to become active citizens, encouraging their active involvement and participation in the European Elections 2024.

The call covers the following **actions**¹:

1. **Category 1** - design and implementation of inclusive and interactive outdoor **debates and workshops**, focusing on current issues, creating ideas and actions for the future of Europe and/or offering capacity building resources;
2. **Category 2** - design and implementation of **a cultural programme (theatre/dramatic art, circus, pantomime and dance)**;
3. **Category 3** - design and implementation of **an outdoor music programme involving artists** between 16 and 30 years old, **selected through a competition**.

The applicants may apply with project proposals for one, two or three types of activities (debates and workshops, cultural programme and/or outdoor music programme) under the different action categories listed in section 2.1.1. Proposals containing multiple categories should be submitted under the predominant category (debates and workshops or cultural programme or outdoor music programme). For the purpose of this call, the concept of predominant category refers to the category for which the proposal is requesting the highest level of funding.

According to the objectives and target of the envisaged activities, the grants are to be awarded so that the organisers can continue working under their usual practices, preserving their independence and autonomy.

This call for proposals is open to all applicants complying with the criteria described in the following sections. This call for proposal targets **pan-European** youth and civil society organisations and, in addition for action category 2, higher education establishments preparing young people to become professional artists. Please note that this call is for the express purpose of the organisation of activities as defined in the action categories (see above and section 2.2 for more details). **Should you or your organisation be ineligible for this call (see section 6), please refer to the call for activity organisers at this link: <https://ec.europa.eu/eusurvey/runner/EYE2023-Act-organiser>.**

Several 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, the conditions for implementation of the actions covered 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](#).

¹ Each action corresponds to a “topic” on the EU Funding & Tenders Portal.

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	Inclusive Communication Guidelines of the European Parliament
Annex V:	Reimbursement rules of the European Parliament for speakers and moderators for EYE2023
Annex VI	European Parliament's environmental policy

1 Background

1.1 The European Youth Event (EYE)

The EYE (European Youth Event) brings together at the European Parliament in Strasbourg and online thousands of young people from all over the European Union and the world, to share and shape their ideas on Europe's future. It is a unique opportunity for 16 to 30 year olds 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, expectations and concerns from young people are collected in the EYE Report, distributed to all Members of the European Parliament (MEPs). Some participants will be able to further develop the most inspiring ideas and present these directly to MEPs during the EYE Hearings.

The EYE programme is composed of activities inside the EP, outdoor activities in the EYE Village, and a limited number of online activities. A large part of the programme is co-created with youth organisations, with a focus on the outdoor programme. This ensures a wide representation of youth and civil society organisations and a plurality of views. EYE activities are non-commercial: the sponsorship from private companies is not allowed.

The EYE has been organised by the European Parliament in 2014, 2016, 2018 and 2021. The next edition is planned on 9 and 10 June 2023. It will attract up to 10.000 young people.

The EYE has four **underlying values**:

- I. **Active participation:** Young people and youth organisations are invited to get involved in the activities before, during and after the event, both on-site and online. This means they are involved in the creation of the programme of the EYE and in developing new ideas for Europe during the event. To represent the diversity in opinions and beliefs of young people, the participation is as wide as possible. Participants can form a continuous engagement with the European Parliament beyond the EYE through joining the together.eu community.
- II. **Responsive listening:** The event provides young participants with the opportunity to discuss their ideas on the future of Europe with each other and with Members of the European Parliament (MEPs), relevant political decision-makers, and innovative thinkers. To ensure political pluralism, Members of the European Parliament from all political groups are invited to listen to, engage with, and debate young people.
- III. **Intercultural exchange:** EYE is always an opportunity to meet young people from all over Europe. Participants are able to explore their own European identity in their encounters and discussions with fellow young Europeans. Through artistic performances, they are invited to showcase the 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](#) for sustainable event management³.

1.2 Location of the EYE Village

The outdoor programme will be organised in the EYE Village. The location should be confirmed in collaboration with the municipality of Strasbourg by October 2022. It is very likely that the location will be the “île des sports” which was used during EYE2021 (see Annex II for a Map of the EYE2021 Village). An extension to the swimming pool car park and the nearest football field is possible.

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”: in addition to environmental measures, it also covers economic and social ones, such as accessibility and inclusivity.

The following outdoor spaces are planned for the organisation of activities:

- An auditorium tent for debates and panel discussions;
- Smaller tents with break-out/open spaces for small workshops, interactive drop-in/drop-out activities or one-to-one sessions;
- One stage for up to 12 artists (depending on the type of performance).

The spaces above are equipped with amplified sound system, microphones, large screens for videos and presentations and Wi-Fi. Break-out spaces will be equipped with modular furniture.

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;
- ensure maximum outreach and participation of young people before, 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 Inclusive communication (see Annex IV);
- Glossary of Sensitive Language for Internal and External Communications⁴.

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. The brand book will be shared with the grant beneficiaries as soon as it is available, and should be used as guideline for design of communication material.

2 Objectives

2.1 Objective and expected results of the call for proposals

The main objective of the call is to build and strengthen European citizenship among young people, raise awareness about how the EU works and the democratic role of the European Parliament, and empower them to become active citizens, encouraging their active involvement and participation in the European Elections 2024.

The expected results of this call for proposals is the selection and implementation of the activities in the three categories listed in section 2.1.1 that will constitute the **EYE Village programme**.

⁴ https://www.europarl.europa.eu/trad/etu/pdf/glossary_sensitive_language_2020_en.pdf

The specific objectives of the call are common to the three categories of activities:

1. organise **outdoor activities** in line with the EYE values, which will complement the inside and online programmes organised by the European Parliament and its partners, 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**, focusing on the expansion 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 (e.g. for participants with disabilities)⁵;
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 Actions eligible for co-financing under this call

The applicants may apply with project proposals for one, two or three of the activities (debates and workshops, cultural programme and/or outdoor music programme):

Only **one** proposal should be submitted by an applicant.

Proposed actions should consist of the following elements:

- I. **design and implementation of EYE Village activities for EYE2023**, co-created with youth and civil society organisations;
 - elaborate in-person activities⁶ that can be integrated on the EYE websites and the online booking platform;
 - provide the special equipment and material needed to complement the basic logistic set-up of the EYE Village by the EP and its contractor (see section 2.3);
 - collaborate actively on the definition and implementation of the sustainable development action plan and collect requested data linked to the activities organised (see section 2.2.5);
- II. **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)

⁵ To the extent possible, the applicant will ensure that the action is accessible to participants with visual, hearing or physical disabilities

⁶ Online activities are not eligible. It will not be possible to organise hybrid activities in the EYE Village.

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

Actions proposed by the grant beneficiaries 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 actions shall start as from the start date of the grant agreement and finish by the latest on 15 December 2023.

2.2.1 Activities

Category 1: Debates and interactive workshops

Scope

The purpose of Category 1 activities is to foster the engagement of participants and raise their awareness of the values of the European Union. Action Category 1 aims therefore at:

- co-creating an inclusive, diverse and engaging youth-led programme focusing on current issues, inspiring debates and **creating ideas and actions for the future of Europe**, and/or offering capacity building resources,
- fostering an environment for debate and responsive listening that encourages intercultural understanding and exchange.

Type of activities

The programme proposed must include activities for a minimum of half a day and a maximum of two days in **English, French or German**⁷. The programme should respect political pluralism.

Activities could comprise non-formal education activities by young people for young people, including political debates, capacity building workshops, intercultural trainings, networking opportunities and the like. Activities should allow participants to interact regardless of language level where possible.

When relevant, **beneficiaries will collect the ideas generated during their activity** and send them to the EP until 16 June 2023.

Category 2: Cultural programme

Scope

The purpose of the cultural programme is to complement the activities organised under Categories 1 and 3 by offering activities that create cultural understanding and acceptance through art, overcoming linguistic barriers. Art provides a universal framework for discussing

⁷ No interpretation will be provided in the EYE Village.

values. It appeals to a wide audience and contributes to the development of the soft skills needed for responsible citizenship. Category 2 aims at:

- offering an art programme that brings together EYE participants and local youth;
- engaging young participants in thinking about issues in today's society through art;
- supporting emerging artists from the European Union and encouraging EYE participants and local youth to discover emerging artists from the European Union;
- raising awareness on the contribution of art to the European Union;
- animating the outdoor and indoor venues of the EYE.

Type of activities

The proposal must include at least one artistic performance in one of the following areas:

- theatre/dramatic art;
- circus;
- pantomime;
- dance.

Applicants can be asked to perform multiple times during the event, incl. opening/closing ceremonies and evening programme. Artistic performances should be interactive and involve the audience where possible. They should also be adapted to outdoor spaces with little or no amplification of sound, and rely on simple costumes and props.

The proposal can also include workshops during which participants can learn artistic techniques, such as juggling, folk dances, etc.

Category 3: Outdoor music programme

Scope

The purpose of the music programme is to complement the activities organised under Categories 1 and 2 by offering activities that create cultural understanding and acceptance through music, overcoming linguistic barriers. Music provides a universal framework for discussing values. It appeals to a wide audience and contributes to the development of the soft skills needed for responsible citizenship. Category 3 aims at:

- offering a music programme that brings together EYE participants and local youth
- supporting emerging artists from the European Union;
- encouraging EYE participants and local youth to discover new emerging artists from the European Union;
- raising awareness on the contribution of music to the European Union.

Type of activities

The proposal must include at least 2 hours of music programme on both days and one evening concert of at least one hour, featuring emerging young artists (16-30 years old) who reside in the European Union. The programme should be diverse both in terms of music style and geographic origin of the artists.

The beneficiary will run an online contest in order to build its programme. This contest should allow:

- Artists residing in the European Union to submit their music in the form of music videos and/or audio tracks on a dedicated and secured platform,
- Young people to vote for their favourite artists and determine, thereby, the winners of the contest.

The winners of the contest should perform at EYE2023 in Strasbourg. The beneficiary will ensure the coaching/facilitation of the winners as well as on site coordination and chaperoning when necessary.

The proposal will include a detailed description of the competition through which the artists will be selected (competition rules, selection channels, timeline, etc.). For more details, see section 6.4 of this call for proposals.

The proposal must also include one open discussion activity regarding music industry, current and upcoming challenges of young musicians to live from their music, and solutions and opportunities that are and could be offered by the European Union. This panel discussion should include perspectives from decision-makers, music industry experts, youth, cultural organisations and young musicians.

2.2.2 Participatory approach (co-creation)

In line with the EYE values and objectives described under sections 1.1 and 2.1, the design and implementation of activities should ensure a wide and active participation of young people before, during and after the event. This includes contributing to programme content, helping at the event or speaking⁸ to inspire participants.

2.2.3 Communication about the EYE

The grant beneficiaries 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 beneficiaries must ensure that their 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 grantees 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 grantees.

The communication plan should list all communication activities planned by the 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.

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 of the grant beneficiaries including all above listed elements must be submitted to the EP 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 beneficiaries should also contribute to identifying and attracting participants⁹ to the EYE:

- youth groups from disadvantaged backgrounds and/or more rural and remote regions. The grant beneficiaries should identify and encourage them to register for the event;
- 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 EYE¹⁰;
- 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 beneficiaries should organise actions to contribute to the promotion of EYE2023 and of the EYE Village programme, using diverse strategies and different channels. The beneficiaries 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 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).

2.2.4 Follow-up actions

The grant beneficiaries will foresee a budget for follow-up actions after the EYE. Follow-up actions should concentrate on the promotion, further discussion and development 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.

⁹ The beneficiaries will take into account the Inclusive communication Guidelines developed by the European Parliament and presented in annex IV 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.

2.2.5 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 beneficiaries are expected to comply with the Sustainability policy of the European Parliament for the EYE (see Annex I).¹¹

The grant beneficiaries will co-create the Sustainable Development Action plan of the EYE with the European Parliament.

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.

2.2.6 Action's milestones

16-17/01/2023	On-site visit and workshop in Strasbourg on the programme, communications, the logistics and sustainability of EYE2023 (see section 2.4)
27/01/2023	(Programme) Submission of final titles and descriptions/texts of all activities organised by youth and civil society organisations in English
01/03/2023	(Programme) Deadline to add all speakers names, titles, organisations to the programme in English
31/03/2023	(Communication plan) Deadline to submit the final communication plan
01/04/2023	(Programme) Deadline for speakers to create their profile on the event's platform and send their accreditation details
9-10/06/2023 EYE2023	(Programme) Implementation of programme activities at EYE2023
9-10/06/2023 EYE2023	(Sustainability) Audit of the EYE Village (see section 2.2.5)
30/06/2023	(Sustainability) Report on data collected (see section 2.2.5)
15/12/2023	(Programme) Deadline for implementation of follow-up actions

¹¹ The European Parliament also has an environmental policy (see annex VI)

2.2.7 Impact of the sanitary and security situation

EYE is closely following the ongoing COVID-19 pandemic and the war in Ukraine, and will respect and implement all appropriate safety and security measures. Under these circumstances, the grant beneficiaries 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 agreements.

The beneficiaries will ensure that their action respects all relevant security and sanitary measures required by the French authorities and the European Parliament.

2.3 Support provided by the EP to the beneficiaries

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 beneficiaries. The beneficiaries will have to provide any other (small) equipment strictly related to the activities organised in the EYE Village (such as stationery, flags, tablets, etc.);
 - For activities organised under action category 1, one tent will be assigned to each beneficiary or shared between beneficiaries (depending on the length of the proposed programme: one beneficiary only if a 2-day programme is proposed, 2 beneficiaries in case of 1-day programme or 4 beneficiaries in case of half-day programmes (see section 2.2.1).
- 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;
- 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.

2.4 Collaboration expected from the grant beneficiaries

The selected applicants must collaborate with the EP in ensuring the good preparation and development of the event. In particular, selected applicants will have to make sure they respect all the necessary instructions ensuring the security and safety conditions of the actions.

The proposal should describe how the applicant intends to share information, report on the progress (also of the follow-up actions - see section 2.2.4), discuss problems and solutions with the EP and its agency responsible for logistics.

Applicants should foresee in their budget travel and accommodation cost for an on-site visit and workshop in Strasbourg starting on Monday 16 January at 14:00 and finishing Tuesday 17 January at 16:00. The objectives of this on-site visit are to:

1. visit the site and understand its opportunities and constraints;
2. network with other grant beneficiaries and identify commonalities, either on topic or concept;
3. meet with the Directorate-General for Safety and Security to discuss the security of the site;
4. present their project to the Municipality of Strasbourg and identify how to best include and involve young people from Strasbourg region;
5. work on the design of the EYE Village with the Agency assisting the European Parliament for the EYE logistics, incl. distribution of activities between the available areas.
6. meet and work with the EYE programme team on the fine-tuning of selected activities (incl. titles and descriptions/texts of all activities)
7. meet and work with the EYE communication team on the implementation of the brand book and communication plan
8. develop the Sustainable Development Action plan of the EYE mentioned above and agree on data collection (what and how).

If possible, applicants are invited to already book their accommodation at a rate with free cancellation and to book fully refundable travel tickets.

2.5 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.

The proposals submitted by the applicants must respect the conditions stated in section below and detailed according to each Category. Every proposal must be structured in the following sections (see section 2.2 for reference):

- I. proposal for youth-led **EYE Village activities** for EYE2023
- II. 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)
- III. organisation of the **follow-up actions and legacy building activities after EYE2023**.

In this context, all proposals in action category 1, 2 and 3 must be supported by:

(1) A **description of the activities proposed**:

- **(Action categories 1 and 2)** You should describe the activities following the template in Annex 1 of the Application form. Please repeat the template for each activity within the same document, starting on a new page. The information provided will serve for the official EYE2023 programme. Please fill it out carefully, as the content will be also used to evaluate the relevance of the applicant's proposal in relation to the objectives of the call (see award criteria);
- **(Action category 3)** You should fill in the dedicated part of the application form, related to this category; The open discussion activity should be described in annex 1 of the Application form;

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

- planning with milestones;
- team organisation and set-up before, during and after the event;
- performance indicators;
- monitoring or supervision system put in place during the implementation of the action, including quality control;
- evaluation mechanisms

(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.

2.6 Performance indicators for the actions

In accordance with the Financial Regulation applicable to the General Budget of the Union¹², 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 4 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

¹² Regulation (EU, Euratom) 2018/1046 of 18 July 2018. See Recital 56, and article 131.4.

action. Applicants should report on the relevant performance indicators based on the most recent data available.

All actions categories

1. Number of MEPs involved, if relevant (number of appearances)
2. Number of other decision makers (number of appearances)
3. Number of people reached by the online communication about the event
4. Number of people reached by the offline communication about the event
5. Number of journalists, bloggers and social media influencers participating in the event, if relevant
6. Number of follow-up actions

Category 1:

1. Average age of speakers invited (excluding MEPs and high-level speakers)
2. Number of ideas collected, if relevant

Categories 1 and 2

1. Number of participants per activity

Categories 2 and 3:

1. Number of young artists performing at the EYE and diversity of geographic origin within the EU

3 Available budget

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

Specific budget information per topic can be found in the table below.

Project budgets are expected to range between the amounts below, but this does not preclude the submission/selection of proposals requesting other amounts.

Topic	Topic budget	Range of project budgets	Number of projects to be funded
1 — Action Category 1	EUR 200 000	From EUR 10 000	10-15 projects
2 — Action Category 2	EUR 120 000	From EUR 5 000	5-10 projects
3 — Action Category 3	EUR 60 000	EUR 10 000 - 60 000	1 project

The EP reserves 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.

4 Timetable and deadlines of the call for proposal

Timetable and deadlines	
Call opening:	14/09/2022
Deadline for submission:	10/11/2022 (17:00 CET)
Evaluation:	11/11 - 02/12/2022
Information on evaluation results:	December 2022
Eligibility of the costs	As of 1 January 2023
Grant agreement signature:	December/January 2023
Implementation of the action:	January 2023 - June 2023
Implementation of follow-up actions:	June 2023 - December 2023

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 for action category 1, 2 and 3 (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 in the format requested in the application form) 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). 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 **40 pages**. Evaluators will not consider any additional pages.

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

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. Applications presented by consortia are not eligible. 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 legislation¹³;
- 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 affiliation¹⁴.

¹³ 'Non-profit organisation' means a legal entity that is by its legal form non-profit making or has a legal or statutory obligation not to distribute profits to its shareholders or members. Profits have to be reinvested in the same activity of the entity (or in research activities).

¹⁴ Political affiliation means membership of or close association with a political party.

For action categories 1 and 3:

- A pan-European youth organisation¹⁵ or a pan-European civil society organisation¹⁶. For the purpose of this call, the concept of pan-European organisation refers to:
 - either pan-European membership entities formally part of a network of entities sharing common values. Only entities part of a network represented in seven or more Member States can present proposals to this call;
 - or entities representing formally the interest of a wide group of member entities from different Member States. Only entities with member entities from seven or more Member States can present proposals to this call

For action categories 2:

- A pan-European youth organisation or a pan-European civil society organisation (see definitions provided above), or
- Universities departments/faculties or higher education establishments preparing young people to become professional artists in the areas of theatre/dramatic arts, circus, pantomime or dance.

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.

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. Affiliated 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.

 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, 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

¹⁵ Youth organisations are youth-led, non-profit, voluntary and participatory non-governmental associations, cf <https://pjp-eu.coe.int/en/web/youth-partnership/glossary>.

¹⁶ A civil society organisation is an organisational structure whose members serve the general interest through a democratic process, and which plays the role of mediator between public authorities and citizens, cf https://eur-lex.europa.eu/summary/glossary/civil_society_organisation.html

Board or any other executive body of their organisation, would be declared ineligible to the call.

EU restrictive measures - special rules apply for certain entities (e.g. entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, subcontractors or recipients of financial support to third parties (if any).

The EP may request supplementary explanations and (or) documentary evidence on the compliance with the restrictive measures from an applicant at any moment of the procedure.

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 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 prizes under the conditions stated in Article II.12.2 of the grant agreement provided it is explicitly mentioned in the application.

Under Action Category 3, the proposal must include a detailed description of the on-line contest through which the artists will be selected (competition rules, selection channels, timeline, etc.). The selected artists will receive financial support in the form of a prize and perform at EYE2023 in Strasbourg.

The costs of the financial support to third parties (i.e. selected artists) are eligible under the following conditions:

- the maximum amount of financial support that can be paid to a third party:
 - EUR 600 per artist;
 - EUR 3000 per band.
- the types of activities that may receive such financial support are limited to:
 - original music videos; and/or
 - original music audio tracks
 - performance at EYE2023 in Strasbourg.
- the persons or categories of persons which may receive such financial support are
 - Young artists (16-30 years old) who reside in the European Union.

Taking into account the above mentioned eligibility conditions, the grant application must specify at least the following:

- the conditions for participation in the contest (e.g. eligibility and exclusion criteria; deadline for submission of entries; possibility of jury interview). The criteria must be objective.
- the award criteria for assessing the quality of entries in light of the objectives and expected results ;
the amount of the prize taking into account the maximum of financial support to third parties and the criteria for determining the exact amount;

- the payment arrangements.

6.5 Duration

Events should take place between the starting date of the action and the European Youth Event in June 2023 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 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.

All action categories:

- ✓ 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/or French (minimum requirement is B2 based on the Common European Framework of Reference for Languages of the Council of Europe)¹⁷,
- sound knowledge in European affairs : Participation in at least one project or activity that has 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 certificates¹⁸;
- the organisation's annual activity reports 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.

Action category 2

For Universities departments/faculties or higher education establishments:

- ✓ At least five years of experience in preparing young people to become professional artists in the areas of the call
- ✓ 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/or French (minimum requirement is B2 based on the Common European Framework of Reference for Languages of the Council of Europe)¹⁹,
 - project management experience (proven capacity to manage projects of that scope based on projects and activities performed in the last four years), related to the organisation of artistic projects by young people
- ✓ 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, specifying whether the performances were indoor or outdoor.

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 certificates²⁰;

¹⁷ 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>

¹⁸ Applicants should provide external language certificates that indicate the Council of Europe's levels. These certificates can come from universities, language schools and testing organisations.

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>

²⁰ Applicants should provide external language certificates that indicate the Council of Europe's levels. These certificates can come from universities, language schools and testing organisations.

- the organisation's annual activity reports for the four last complete financial years;
- Audio or video recordings of previous performances or of the performance envisaged for EYE2023

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)²¹ 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 misconduct²² (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).

²¹ See Article 136 of EU Financial Regulation [2018/1046](#).

²² 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 that²³:

- 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).

²³ See Article 141 EU Financial Regulation [2018/1046](#).

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:

Award criteria	Maximum score
<p>1. Quality and relevance of the proposal in relation to the objectives of the call</p> <ul style="list-style-type: none">• Overall quality of the proposal, respecting the EYE underlying values (section 1.1) and objectives (section 2.1), and its completeness;• Quality and relevance of the proposed EYE Village activities, 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• Quality and relevance of the proposed follow-up activities, including link to the together.eu community (see section 2.2.4)	35
<p>2. Project management, methodology and budget</p> <ul style="list-style-type: none">• 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);	30

<ul style="list-style-type: none"> • Degree of inclusion of young people at all stages of the design and implementation of the action; • 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 	
<p>3. Communication (section 2.2.3)</p> <ul style="list-style-type: none"> • A detailed communication plan in line with the EP’s communication plan, objectives and branding (see section 1.3), including mix of media used (owned, earned and paid), listing specific actions planned before, during and after the event (see section 1.3 and 2.2.3) • 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) 	20
<p>4. Sustainability of the proposal (see section 2.2.5)</p> <ul style="list-style-type: none"> • Quality of the proposal in terms of environmental, economic, and social sustainability • 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 	15
Overall score	100

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*).

Project budget:

Action Category 1: from EUR 10 000 per project.

Action Category 2: from EUR 5 000 per project.

Action Category 3: between EUR 10 000 to EUR 60 000 per project.

This range of project budgets does not preclude the submission/selection of proposals requesting other amounts.

The grants will be actual cost grants. 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)²⁴;

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.


²⁴ Under this call, a "Volunteer" means a person working on a non-compulsory basis for an organisation without payment.

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 volunteers²⁵ 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.

- Travel and subsistence thresholds (see annex V - Reimbursement rules of the European Parliament for speakers and moderators at EYE2023).
- 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 1 April 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').


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](#).

²⁵ 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*).

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. 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.