

Call Document: Grant Program ‘EU and You!’

1. Introduction

FYEG is launching EU and You!, an opportunity for all its candidate and full MOs to design and implement campaigns and dissemination activities to promote, analyse, and raise awareness on the projects implemented and/or funded by the EU at the local, regional or national level.

This activity is part of FYEG’s project “Feminist, Diverse, Democratic, Sustainable and Social Europe 2023”, supported by the Citizens, Equality, Rights and Values programme of the European Commission.

FYEG will organise an online information session in February for all the interested MOs. This info-session will include a presentation of the Grant program with explanation of the practical details of the application and a Q&A session for potential applicants. Participants will also have the opportunity to learn more about the actions implemented by the EU at the Member State level and their impact, through a presentation and Q&A session with a panel of experts (scholars, policy-makers and professionals). With this activity, FYEG’s MOs have the possibility to:

- organise dissemination activities and/or campaigns in their local contexts;
- develop project management experience;
- expand their understanding of EU affairs and democratic processes and their effect on their communities, plus implement strategies to share and promote it;
- analyse the impact of public policies at different levels;
- identify relevant stakeholders at the institutional level and in social movements and establish channels and processes of cooperation to increase the outreach of the actions and the involvement of CSOs in decision-making processes.

2. Eligible activities

The applicant should design an online or in real life dissemination activity (conference, seminar, educational activity or training, political discussion, networking forum...) or a campaign (online or offline) to raise awareness on a EU project of their choice. More specifically, the following activities will be considered for funding:

1. Online and/or offline awareness raising / dissemination activity (including conference, educational event, media creation and publication);
2. Online and/or offline campaign (including design and production of campaign materials, implementation of campaign actions and sponsored ads);
3. Online and/or offline training on campaigning for the organisation (only in combination with a campaign activity, see point 2);

For non-EU MOs, specific requirements apply. Therefore, we strongly advise those MOs in non-EU countries that wish to apply to contact cinta.gonzalezsentis@fyeg.org before starting to prepare the proposal to discuss the conditions for the application.

3. Collaboration and networking

FYEG encourages the applicants to work together with strategic target groups and relevant partners in the design, promotion, implementation and dissemination of the project. This includes, but is not limited to, other youth organisations at the local level, civil society movements, educational institutions and scholars, public representatives, politicians, etc.

This programme is also an opportunity for FYEG's Member Organisations to come together and collaborate in the implementation of activities, but the applications and grant management should remain under the responsibility of one Member Organisation.

The collaboration with other organisations within and outside the Green Family is not a requirement, but is seen as a strong addition to the project if the applicant clearly explains the added value of such collaboration.

4. Timeline and deadlines

The activities funded should be implemented between June 1st and October 31st 2023. The grantee will be required to submit a narrative and financial report for the project at the latest one month after the finalisation of the action.

Timeline and deadline for the Grant Program	
Information session	February, date TBC
Deadline for application	2nd April 2023, 23:59 CET
Assessment and clarifications	April 2023
Selection will be done by	10th May 2023
Signature of the grant agreement	31st May 2023
Implementation of the project	1st June to 31st October 2023
Deadline for final reports submission	30th November 2023 at the latest
Individual evaluation meeting	December 2023

5. Application

The applicants should submit their application via [this online form](#), where they will be required to upload the following documents:

1. A detailed project proposal using this [APPLICATION FORM template](#) and including the following points:
 - a. A presentation of the selected EU action and an explanation of the impact that the chosen EU action has on citizens, especially young people;
 - b. A presentation of the proposed project and its activities;
 - c. An implementation plan and timeline for the project;
 - d. Milestones (1 to 3) and deliverables (1 to 3) for the project;
 - e. A communication and dissemination plan, including target groups;
 - f. An overview of planned partnerships with CSOs, movements or institutions;
 - g. An evaluation framework, including Key Performance Indicators (KPIs) and objectives;
 - h. When relevant, a perspective on the inclusion and specific impact on women and/or gender minorities and/or other underrepresented groups;
2. A detailed budget including the expenses and eventual additional funding sources, using this [BUDGET template](#);
3. A [Declaration of Honour \(DoH\)](#) committing to uphold Union values, not promote values contradictory to Union values and not engage in activities contradictory to Union values (a template will be provided soon).

The following deliverable is COMPULSORY for all awarded participants:

- During the implementation phase, the awarded MO will distribute the EU Survey on Justice, Rights and Values through a provided link. The organisers will make sure all participants/attendees to the project fill in said survey.

We filled in the application form template with an [EXAMPLE](#) that you can read.

6. Budget and eligible expenses

All applications must include in their application a budget with the expected expenditure and income sources. The applicants should use the template provided [HERE](#).

FYEG will grant between 5,000 EUR and 10,000 EUR per project (for non-EU MOs, the minimum amount for the grant request can be lowered, make sure you get in touch with the FYEG office to discuss the details). The applicant can design a project with a bigger budget if needed and bear the extra expenses with its own resources or through other funders. The applicant should clearly indicate the amount requested from FYEG and the other sources of funding used for this project in the budget submitted for the application.

Depending on the kind of action that the applicant wishes to design and implement, the budget can include, but is not limited to:

- Online platform fees for online activities and meetings;
- Design and printing of materials in various formats;
- Expenses related to live preparatory meetings (travel, food, accommodation);
- Speaker, trainers and moderators fees, and their travel expenses;
- Rental of venue, equipment, insurances, etc.;
- Hiring technical support, security, and any other required personnel;
- Travel expenses for participants to live events;
- Accommodation and catering for participants, trainers, etc.;
- Design of printed and/or digital materials and outputs, promotion and distribution.

7. Assessment and selection

Project proposals will be evaluated based on the following criteria:

- Relevance of the chosen EU action;
- Quality of the analysis of the impact on the local population;
- Quality and potential impact of the proposed project and activities;
- Achievability of the project (realistic timeline and fitting size for the capacity of the organisation) and deliverables;
- Quality and relevance of the collaboration with other stakeholders (if any);
- Cost effectiveness, relevance and achievability of the grant request.

After a first evaluation, applicants might be requested to clarify and/or amend their project proposal. In this case, applicants will have two weeks to submit their updated proposal with a deadline by April 30th at the latest. Final selection will be done by May 10th 2023 and a Grant Agreement will be signed between FYEG and each grantee before the start of the implementation of the project, and latest on the 31st of May.

8. Communications and visibility

This grant program is organised by FYEG in the frame of the project “Feminist, Diverse, Democratic, Sustainable and Social Europe 2023”, supported by the Citizens, Equality, Rights and Values programme of the European Commission. Therefore, the logos of FYEG and the European flag (emblem) with a reference funding statement will be visible on all the outcomes and materials produced as well as during live events or actions organised through the granted projects.

FYEG will facilitate its logo and the European emblem to the awarded organisations.

In addition, grantees will be required to tag FYEG in all social media communications related to the project. FYEG will promote and disseminate some of the campaigns and dissemination activities developed by MOs, with translation when necessary. FYEG encourages the creation of outputs and materials in any language for the promotion and dissemination of the project at the national and regional level, but will also ask the grantee to support the translation of selected output(s) into English. After the implementation of the grant program, FYEG will select the best activities and outputs and promote them on its website.

Where appropriate and relevant, grantees might be asked to share campaign materials and media outputs with other MOs that were not involved in the Grant Program so that the outputs can be translated and disseminated in other countries.

9. Payment and reporting

At the end of the project, grantees will be required to submit both a narrative and financial reports. The narrative report will include an evaluation and quality control elements through KPIs analysis. The financial report will include a list of all expenses and incomes for the project together with the corresponding proofs. The full report will be submitted latest one month after the finalisation of the project but FYEG encourages the grantees to submit their reports as soon as possible.

The allocated grant will be paid in full upon completion of the project based on actual costs and after submission of the complete financial and narrative reports (to be submitted maximum 1 month after the end of the project). When necessary, advanced payment of expenses will be organised prior completion of the project, through direct payment by FYEG with appropriate invoicing (for expenses over 500 EUR) or via the payment of an advance of maximum 50% of the grant (in last resort and upon signing of a specific agreement).

Be mindful that, as any other source of income, this grant will also be considered as income for the calculation of the member organisation membership fee to FYEG in 2024 (calculated on the 2023 financial report).

Deadline for application: 2nd April 2023, 23:59 CET

How to apply: Download the templates for the application under section 5 on page 3.

Fill these documents and upload them to [this online form](#) by the deadline 2nd April 2023 at 23.59 CEST.

Organisations that have less experience with grant applications and reporting can be supported by FYEG Office in this process if necessary. If you need support, contact cinta.gonzalezsentis@fyeg.org