

## CALL DOCUMENT

### Grant Program 'Get Out The Vote'

#### 1. Introduction

FYEG is launching **Get Out The Vote**, an opportunity for all its candidate and full MOs to increase interest and engage people to vote for the next European Parliament elections. This activity is part of FYEG's project "*Federation of Young European Greens 2024*", supported by the Citizens, Equality, Rights and Values programme of the European Commission.

FYEG will organise an **online information session for all interested MOs in February**. This info-session will include a presentation of the Grant program with an explanation of the practical details of the application and a Q&A session for potential applicants.

With this activity, FYEG's MOs have the possibility to:

- Increase their outreach and visibility
- Strengthen their organisation and internal capacities
- Improve their cooperation and relations with other CSO and stakeholders
- Raise awareness in EU countries about the upcoming EU elections.
- Contribute to an increase of the interest and voter turnout for the European Parliament elections.
- develop project management experience;

#### 2. Eligible activities

The applicant should design a total of **two activities** (they can be the same one twice) to increase interest and engage people to vote for the next European Parliament elections. Each activity **must include two essential elements**:

- Displaying the Get Out The Vote (GOTV) branding materials during the events (design preparation will be centralised and coordinated by FYEG).
- Collecting pledges from participants to vote through a shared online platform.

The following activities will be considered for funding:

- Canvassing action: Door-to-door efforts (or leafleting in the streets if door-to-door is not common in your culture) to inform people of the upcoming EU elections to encourage voting.
- Pop-up promo stands in public spaces: Flexible activities like food trucks, concerts, flashmobs, art performances, etc. It can be adapted to your context and needs.

FYEG wants to encourage EU citizens living in non-EU countries to participate in the EU elections. For this reason, we allocated our own resources to enable our Member Organisations based in non-EU member states also to organise these actions. If you wish to apply and have any questions, don't hesitate to contact [marta.marzaflorenza@fyeg.org](mailto:marta.marzaflorenza@fyeg.org).

### 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, other stakeholders, etc.

### 4. Timeline and deadlines

The activities funded should be implemented between February 1st and June 9th 2024. The grantee will be required to submit a narrative report for the project at the latest one month after the finalisation of the action. **The projects will be awarded on a rolling basis.**

Timeline and deadline for the Grant Program	
Information session	February, date TBC
Feedback round	Two weeks after submission (max)
Signature of the grant agreement	Two weeks after feedback (max)
Implementation of the project	February 1st and June 9th 2024
Deadline for final reports submission	<b>15th July 2024 at the latest</b>
Individual evaluation meeting	September 2024

### 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 proposed project and its activities;
  - b. The target group for each activity
  - c. An implementation plan and timeline for the project; including essential activities
  - d. Deliverables of the project
  - e. Communication and dissemination plan, including target groups
  - f. An overview of planned partnerships with CSOs, movements or institutions, if applicable.
  - 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](#). In this budget include printing costs for the GOTV materials.
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 reporting 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 **2,000 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:

- 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:

- Quality of the actions presented
- Quality of the outreach and dissemination activities mentioned.
- 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 specified deadline. Final selection will be made on a rolling basis, and a Grant Agreement

will be signed between FYEG and each grantee before the start of the implementation of the project. Once the funds are consumed, the call for proposals will close.

## **8. Communications and visibility**

This grant program is organised by FYEG in the frame of the project “*Federation of Young European Greens 2024*”, 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 report and the agreed deliverables. The narrative report will include an evaluation and quality control elements through KPIs analysis. 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 the agreed deliverables and after submission of the complete narrative reports (to be submitted maximum 1 month after the end of the project). When necessary, advanced payment of expenses will be organised prior to 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).**

How to apply: Download the templates for the application. **Fill these documents and upload them to this [online form](#) the soonest.** 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 [marta.marzafloransa@fyeg.org](mailto:marta.marzafloransa@fyeg.org).

