

Contracting Authority:



Regional Youth Cooperation Office

Call for Project Proposals 2019

“A Better Region Starts with Youth”

Informative Grant Application Form

This application form is intended only for the purpose of informing potential applicants on the content of the application for this Call for Project Proposal. The applicant will still be required to register online and submit the application through the platform by following the link below:

https://webportalapp.com/sp/ryco_grantprogram



This Open Call is supported by the Federal Republic of Germany

Dear Applicants,

This document will give you an overview of the questions and required information that you will have to provide while applying for the Call for Project Proposals. Please be aware of the fact that this **is not** the application form. You can fill out the application form **only on-line** on the following [link](#).

We will ask you the following questions:

BASIC INFORMATION

IDENTITY OF THE APPLICANT

1. Name of the school/organization
2. Address and telephone number of the school/organization
3. Email address of the school/organization
4. Contact person for this project
5. Title/position of the contact person in the school/organization
6. Contact details of the contact person (email and phone number)
7. Registration number (or equivalent)
8. Year of registration/establishment
9. Place of registration
10. Website and social media profiles of the applicant
11. Legal status
12. Are you applying on behalf of a school which cannot apply directly?
13. If yes, name the school
14. Relevant experience (if applicable)
15. Number of partners on the project

IDENTITY OF THE PARTNER(S)

1. Official name of the partner
2. Address
3. Phone number
4. Contact person for this project
5. Contact person's email
6. Year of registration/establishment
7. Place of registration
8. Legal status
9. Role in the preparation of the application
10. Website and social media profiles of the partner
11. Relevant experience (if applicable)

BASIC INFORMATION OF THE PROJECT

1. Specific Objective
2. Title of the project
3. Location(s) of the project activities
4. Duration of the project
5. Budget

YOUR PROJECT IDEA

- 1.1. What does the context of your project look like in terms of social cohesion, intercultural cooperation and youth participation? How are young people in your environment and you (as schools/educators) affected by these issues?**

[In this section, we are interested in better understanding the local reality that you and your partners face and its impact on the challenges and opportunities for young people]

- 1.2. What is the main issue/problem that your project wants to tackle?**

[In this section, we are interested in understanding the overall intention and focus of your project. Please focus also on describing how the problem relates to the group you are targeting to engage through your project]

- 1.3. What are the specific objectives of your project? What difference would it make if you succeed in reaching these objectives?**

[Here we want to know what your project will try to achieve. Please focus on what can realistically be addressed by your project. Please make sure to mention the changes that you anticipate at the level of behaviours, attitudes, and capacities of your target groups, as well as what you expect will be the impact or change on your specific context]

- 1.4. Who will your project seek to bring together and why? How do you plan to reach and select the project participants?**

[Here we want to know who your target groups are and why you think it is important that these participants are included and interact together, in the view of objectives that you are pursuing. Also please describe how you plan to conduct engagement and selection of participants.]

- 1.5. Will your project include marginalised and unprivileged youth? If so, please outline which unprivileged groups will be included and how you plan to reach them.**

[Here we want to know if you plan to engage youth with fewer opportunities and what is your approach to engaging them as participants in project activities.]

- 1.6. What is the unique added value of your project? Please describe why you believe this project has the capacity to bring about change?**

[Here we want to understand what makes your project special. We are particularly interested to know if your project has distinctive features in terms of design and/or if it is likely to have an effect beyond the direct project participants. We are also interested to know if and why you believe the project is able to bring a long-term change to participants]

YOUR ACTIVITIES AND METHODOLOGY

- 2.1. What will you do to create meaningful interactions between the participants?**

[Here, we'd like to know how you will ensure that your participants genuinely engage actively with one another and do so in a constructive and safe way]

- 2.2. What are the main activities of the project and how will you conduct them?**

[Please list, in chronological order, the planned project activities, for the entire duration of the project. For each activity, summarise what it will entail and how you will approach it. 'Activity' refers to a relevant step in your project application while 'sub-activity' refers to smaller individual steps that allow you to successfully implement an activity]

- 2.3. How will you make your project activities and results as well as RYCO visible, especially in the communities targeted by the project?**

[Here, we'd like you to tell us what you will do to make sure that your activities are visible and can inspire a broader audience beyond the direct project participants]

YOUR PARTNERSHIP

- 3.1. How was your partnership created? Why are the challenges you are trying to address relevant for all project partners? Why are you and your partners well placed to tackle them?**

[Here, we would like to know how your partnership came about, why did you choose to work together and why you think your partnership is relevant in view of the identified problem and well suited to reach the identified objectives]

- 3.2. Please explain what you and each of your partners will do during implementation. Mention the key staff (their name and position) that will be responsible for the implementation. If it applies, please tell us also about the key external experts/facilitators (their profile) that you intend to engage as part of your project.**

[Here, we wish to understand how you envisaged the division of roles and responsibilities during the project implementation not only across the partners, but also within each of your organisation]

PROJECT MANAGEMENT AND LEARNING

- 4.1. What are the specific risks that affect the success of your project, and what will you do to mitigate them?**

[Please tell us about specific project risks that may arise during your project. What do you think might happen and make it hard for you to achieve the expected results? Tell us what your main ideas are to prevent negative consequences and how you will approach it if things go wrong]

- 4.2. Please indicate how you will keep track of the progress of your project activities and how you will know whether your project was successful?**

[Here we want to know how you ensure that you are able to follow the project activities and results. Please outline the monitoring and evaluation measures you foresee for your project, including any feedback that you plan to collect from the participants]

- 4.3. What do you/your partners hope to learn from this project and what are your expectations – if any, vis à vis RYCO in this respect?**

[Your success is our success. We are interested to hear how we can best support you during implementation. We also wish to know if and how you plan to use this project to learn and develop your capacities to effectively provide your students with similar opportunities]

CHECKLIST FOR THE APPLICATION FORM

Before sending your proposal, please check that each of the following criteria have been met in full and tick them off	Tick the items below off	
	Yes	No
Administrative		
1. The project proposal is typed and is in English	<input type="checkbox"/>	<input type="checkbox"/>
2. The budget is uploaded, presented in the requested format, and stated in EUR	<input type="checkbox"/>	<input type="checkbox"/>
3. The Declarations by the Applicant and all the Partners have been filled out, stamped and signed	<input type="checkbox"/>	<input type="checkbox"/>
4. Scanned Declarations are uploaded	<input type="checkbox"/>	<input type="checkbox"/>
5. All the correct required supporting documents such as Confirmation of Registration are enclosed. Please check the List of Supporting Documents for the full list.	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility		
6. The applicant and its partner(s) are legal entities established at least one year prior to the launch of this call (section 2.2. of the Guidelines)	<input type="checkbox"/>	<input type="checkbox"/>
7. At least one partner is a secondary school from a different Contracting Party from the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
8. The applicant is submitting only one project proposal	<input type="checkbox"/>	<input type="checkbox"/>
9. The partners do not have partnership roles in other project proposals	<input type="checkbox"/>	<input type="checkbox"/>
10. The duration of the project is between 3 and 9 months	<input type="checkbox"/>	<input type="checkbox"/>

ASSESSMENT GRID

Technical Assessment	
CRITERIA	POINTS
<p>Relevance of the project <i>The assessors look at whether the project idea is based on a sound understanding of the issues faced by youth in the project context. They also assess whether the project idea is relevant in view of the specific objective selected by the applicant and the general objective of the call. They gauge whether the project is likely to be inclusive and whether it has the potential to be transformative for the project participants.</i></p>	30
<p>Quality and suitability of methodology <i>The assessors gauge whether the proposed methodology is adequate in view of the project objectives' and verify that the sequencing of the different steps is feasible and appropriate. They pay particular attention to the quality and meaningfulness of the interaction that the project will enable among participants. They gauge whether the project results are likely to be visible and inspire others.</i></p>	30
<p>Relevance and potential of the project partnership <i>The assessors evaluate the partners' collective potential to address the issues targeted by the project. In doing so, they assess whether all partners will contribute to and learn from the project. Finally, they take into account the fact that RYCO highly values partnerships that are genuinely diverse and intercultural.</i></p>	25
<p>Project management capacity and learning Assessors look at the cost effectiveness of the proposed budget. Assessors evaluate whether the applicant and its partners understand possible risks arising from their project and gauge whether the foreseen monitoring and evaluation measures will enable learning</p>	15
TOTAL	100

For more information on assessment of your project proposal, please refer to the point 4 of the Guidelines for Grant Applicants.