

Contracting Authority:



Regional Youth Cooperation Office

## **Call for Project Proposals 2020**

**“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](https://webportalapp.com/sp/ryco_grantprogram)



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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. Official name of the organization (in local and English language)
2. Address, post code, city and telephone no. (incl. international code) of the organization
3. Email address of the organization
4. Contact person for this project
5. Title/position of the contact person in the organization
6. Contact person email and telephone no. (incl. international code)
7. Registration number (or equivalent)
8. Date of registration (must be registered at least one year prior to the launch of the Call)
9. Place of registration (location)
10. Website and social media profiles of the Lead Applicant
11. Legal status
12. Number of partners in the project
13. Organisation's last annual (2019) turnover in EUR

### **IDENTITY OF THE PARTNER(S)**

1. Official name of the partner (in local and English language)
2. Address, post code, city and telephone no. (incl. international code)
3. Contact person for this project
4. Contact person's email and telephone no. (incl. international code)
5. Date of registration (must be registered at least one year prior to the launch of the Call)
6. Place of registration
7. Legal status
8. Role in the preparation of the application
9. Website and social media profiles of the partner

### **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 is the local context that you and your partners are facing, and how does it impact challenges and opportunities for young people? How are young people in your environment affected by these issues?

*[In this section, we are interested in better understanding the local reality of your project in terms of reconciliation, intercultural cooperation, and youth inclusion. Particular attention should be paid to the challenges that the project might face due to the COVID-19 pandemic.]*

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

*[In this section, we are interested in understanding the focus and overall intention of your project. Please, explain in detail how the problem relates to the group you are aiming to engage through your project. In addition, please explain how youth was involved in the process of problem definition and the project design.]*

- 1.3. What are the specific objectives of your project? What difference would it make if you reach 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. Make sure to mention the changes you expect to see at the level of behaviours, attitudes, and capacities of your target groups, as well as the overall impact or change you expect within your and your partner(s) environments/contexts.]*

- 1.4. Who are the potential participants you want to bring together with this project and why? How do you plan to reach and select them?

*[Here we want to know who your target groups are and why you think it is important that they are included in the project and interact together. What are the identified needs of the target group (in consideration of the objectives you are aiming to achieve)? Also, please describe how you plan to reach them and conduct the selection process. In addition, if applicable, please explain how youth will be involved in the implementation of different project activities.]*

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

*[Here we want to know if you plan to engage youth from the most excluded groups such as: NEETS youth ("not in education, employment or training"), young people with disabilities, marginalised groups based on race, ethnicity (such as Roma, Ashkali, Egyptians, etc.), religious identity, gender and sexual orientation, or youth with fewer opportunities (youth from rural/remote areas, youth with unprivileged educational and/or economic backgrounds, etc.), youth without parental care and youth exposed to conflict, violence and/or bullying. Explain in detail your approach in engaging youth from these groups as participants in your 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 the 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 is likely to have an effect beyond the direct project participants. We are also interested to know if you believe the project can bring a long-term change to its participants and why.]*

## **YOUR ACTIVITIES AND METHODOLOGY**

- 2.1. What are the main activities of your project, and how will you conduct them? Please also indicate when the activities are expected to take place and mark the duration of each activity.

*[Please list in chronological order the planned project activities, for the entire duration of the project. For each activity, summarise what it will entail (3<sup>rd</sup> column) and how you will approach it (4<sup>th</sup> column). 'Activity' refers to a relevant step in your project application while 'sub-activity' refers to smaller individual steps that allow you to implement an activity successfully.*

*For exchange and other physical activities that can be affected by the COVID-19 pandemic, please summarise how they will be implemented (5<sup>th</sup> column) alternatively. In case your project is initially based on online activities, alternative scenarios might not be necessary.]*

- 2.2. How will you ensure that your participants genuinely engage with one another in an active, constructive and safe way?

*[Please, do not list the project activities as you have already done answering question 2.1, but rather explain your methods and approaches to create meaningful interactions between the participants.]*

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

*[Here we want to know 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? How are the challenges you are trying to address relevant for all project partners? Why do you think you and your partners are suitable to tackle them?

*[Here, we would like to know why you chose to work together and why do you think your partnership is relevant to address the issues and reach the objectives identified in your project.]*

- 3.2. Please explain the distribution of work between the Lead Applicant and the partner(s), and each of their roles in the project implementation. Refer to the key staff members (their names and positions) and their responsibilities. If it applies, please also tell us about the key external experts/facilitators profiles that you intend to engage as part of your project.

*[Here, we want to understand how you imagine the division of roles and responsibilities during the project implementation, not only between the partners but also within each of your organisations.]*

## **PROJECT MANAGEMENT AND LEARNING**

- 4.1. What are the specific risks (excluding those caused by the COVID-19 pandemic) that could affect the success of your project, and what will you do to reduce them?

*[Please tell us about specific project risks that may arise during the project implementation. What do you think might happen and make it hard for you to achieve the expected results? Tell us what your main ideas for preventing the negative consequences are, and how you will approach them if things don't go as they were planned in the project.]*

- 4.2. Please describe how you would adapt the project activities to changed circumstances in case of continuation of the COVID-19 pandemic?

*[Please tell us about specific risks that may arise during the project implementation if the COVID-19 pandemic is still unabling physical meetings/travels. How would you manage this situation and avoid delays in project implementation while striving to achieve the project objectives? Especially refer to the adjustment of key activities (stated under 2.1), how alternative activities would be implemented, how would this affect the project original timeline, and what is the relevance of partnerships in such scenarios.]*

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

*[Here we want to know how you will oversee the project activities and results. Please outline the monitoring and evaluation measures you foresaw for your project, including any feedback that you plan to collect from participants.]*

- 4.4. Please describe your and your partner's organisational experience (if applicable) related to the application (youth reconciliation and cooperation, mobility and exchange, intercultural dialogue and mutual learning, responding/adapting to emerging issues and crises).

- 4.5. What do you/your partners hope to learn from this project, and what are your expectations in relation to RYCO?

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

## QUESTIONS FOR RYCO M&E

5.1 Please fill in the following questionnaire for internal RYCO M&E purposes

<b>Questions for RYCO M&amp;E</b> (internal purposes, would not be used in proposal evaluation)	
<p><b>RYCO thematic area</b>  <i>Please choose ONE thematic area that your project predominantly focuses on</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Intercultural learning and dialogue</li> <li><input type="checkbox"/> Reconciliation</li> <li><input type="checkbox"/> Remembrance/Dealing with the Past</li> <li><input type="checkbox"/> Peacebuilding</li> <li><input type="checkbox"/> Hate speech</li> <li><input type="checkbox"/> Youth participation</li> <li><input type="checkbox"/> Policy/advocacy influencing/making</li> <li><input type="checkbox"/> Social inclusion</li> </ul>
<p><b>Capacity building efforts</b>  <i>If the project fits the SO3 - please tick all that applies</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Capacity Building of schools</li> <li><input type="checkbox"/> Capacity Building of CSOs</li> <li><input type="checkbox"/> Capacity building of youth voluntary and professional workers who accompany young people in youth, education, sport and cultural activities that address reconciliation, intercultural learning and European integration-related themes</li> </ul>
<p><b>Target groups</b>  <i>Please tick all youth groups from the marginalized/vulnerable/hard to reach/youth with fewer opportunities which you will focus on in your project.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Persons with physical disabilities</li> <li><input type="checkbox"/> Persons with developmental challenges</li> <li><input type="checkbox"/> Gender minority</li> <li><input type="checkbox"/> Ethnic minority</li> <li><input type="checkbox"/> Religious minority</li> <li><input type="checkbox"/> Roma</li> <li><input type="checkbox"/> LGBTQ</li> <li><input type="checkbox"/> Living in poverty</li> <li><input type="checkbox"/> Living in remote area with limited or no access to social structures, youth services</li> <li><input type="checkbox"/> Living in remote area without internet connections</li> <li><input type="checkbox"/> Immigrants or refugees</li> <li><input type="checkbox"/> Youth not in employment, education and training</li> <li><input type="checkbox"/> Youth without parental care</li> <li><input type="checkbox"/> Youth exposed to conflict, violence and/or bullying</li> <li><input type="checkbox"/> Youth involved in conflict with the law</li> <li><input type="checkbox"/> Youth discriminated on basis of race</li> <li><input type="checkbox"/> Other _____</li> </ul>
<p><b>Experience in youth cooperation projects</b>  <i>Please tick the option that fits your profile best.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Project consortium is new to the youth cooperation</li> <li><input type="checkbox"/> Project consortium implemented youth cooperation activities/projects before</li> </ul>
<p><b>Previous experience in RYCO thematic areas</b>  <i>Please tick the option that fits your profile best.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Project consortium is new to the RYCO thematic areas</li> <li><input type="checkbox"/> Project consortium implemented activities/projects in the field of RYCO thematic areas</li> </ul>

## CHECKLIST FOR THE APPLICATION FORM

Before sending your project 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
<b>Administrative</b>		
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 Lead 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 of required documents	<input type="checkbox"/>	<input type="checkbox"/>
<b>Eligibility</b>		
6. The Lead 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. The Lead Applicant is submitting only one project proposal	<input type="checkbox"/>	<input type="checkbox"/>
8. The partners do not have partnership roles in other project proposals	<input type="checkbox"/>	<input type="checkbox"/>
9. The project will be implemented in the Western Balkans 6	<input type="checkbox"/>	<input type="checkbox"/>
10. The financial contribution requested from RYCO, the activities, and costs included in the budget form are in conformity with the stipulations of sections 2.3, 2.9, 2.10. and 2.11. of the Guidelines for Applicants	<input type="checkbox"/>	<input type="checkbox"/>

## ASSESSMENT GRID

Technical Assessment	
CRITERIA	POINTS
<p><b>Relevance of the project</b>  <i>The assessors evaluate 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 in the project proposal 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>	25
<p><b>Quality and suitability of methodology</b>  <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>	25
<p><b>Quality and suitability of risk mitigation plan and methodology</b>  <i>The assessors gauge whether the proposed risk mitigation action plan and methodology is adequate in view of the project risks (and notably Covid-19 crisis) and verify that the risk mitigation approach is feasible and appropriate to achieve the project objectives. The assessors pay particular attention to the potential of the project to implement its activities adapted to Covid-19 risk.</i></p>	10
<p><b>Relevance and potential of the project partnership</b>  <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><b>Project management capacity and learning</b>  <i>Assessors look at the cost-effectiveness of the proposed budget. They evaluate whether the Lead Applicant and its partners understand the possible risks that could arise during the implementation of their project and gauge whether the foreseen monitoring and evaluation measures will enable learning.</i></p>	15
<b>TOTAL</b>	<b>100</b>

Strategic criteria of RYCO's Selection Committee	
<p><b>Likelihood of positive impact and multiplier effects</b>  <i>The Selection Committee appraises whether the project is likely to make a lasting positive impact for the target groups and looks at the project's prospects for multiplier effects.</i></p>	25
<p><b>Strategic relevance of the project for RYCO's portfolio</b>  <i>The Selection Committee ensures that the preliminary list consists of a compelling mix of different actors, themes and approaches that contribute to RYCO's key strategic goals.</i></p>	25
<b>TOTAL</b>	<b>50</b>



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