

Contracting Authority:



Regional Youth Cooperation Office

Call for Project Proposals 2023

RYCOnnecting You(th)



Guidelines for Grant Applicants

Deadline for submission of project proposals: 15 August 2023

Contents

Call for Project Proposals 2023RYCOnnecting You(th).....	1
1.1. Background.....	4
Who is RYCO?	4
RYCO’s Vision.....	4
RYCO’s overall programme	4
1.2. General Objective and Thematic Areas of the Call.....	5
General Objective	5
Thematic Areas	6
Thematic area 2: Youth empowerment and engagement in society	6
1.3. Financial Allocation Provided by RYCO.....	7
Size of Grants	7
2. RULES FOR THIS CALL FOR PROPOSALS.....	8
2.1. Eligibility criteria.....	8
1. the actors.....	8
2. the activities	8
3. the costs	8
2.2. Eligibility of Actors.....	8
In case a Lead Applicant or a partner appears in more applications than allowed, either asLead Applicant or as a partner, all project proposals in which they participate will be automatically disqualified	9
2.2.2. Partner(s)and collaborators.....	9
2.3 Eligible Activities	10
2.3. Location(s)	10
2.4. Target groups.....	10
2.5. Types of Activities	11
2.6. Visibility	12
2.7. Safety and Protection	12
2.8. Eligibility of Costs.....	12
2.9. Eligible Direct and Indirect Costs	13
2.10. Ineligible Costs.....	13
3. HOW TO APPLY AND PROCEDURES TO FOLLOW	14
3.1. Application Process	14
3.2. Where and How to Send Applications.....	14
3.3. Deadline for Submission of Applications.....	14
3.4. Further Information About Application Process.....	14
Before contacting RYCO, applicants should read in detail the available FAQs	14
The subject of the email should be: RYCO CfP 2023/Question for Clarification	15
4. EVALUATION AND SELECTION OF APPLICATIONS.....	16

- 4.1. Administrative and Eligibility Check of the Applications16
 - 1. Administrative check of the application.....16
 - 2. Eligibility check of the application16
 - 3. Assessment and Selection Process.....16
 - 4. Submission of the supporting documents17
- 4.2. Programme and budget negotiations18
- 4.3. Notification of RYCO’s Decision.....18
- 5. INDICATIVE TIMETABLE18
- 6. PROJECT IMPLEMENTATION18
 - 6.1 Reporting19
 - 6.2 Monitoring and Evaluation.....19
 - 6.3 Sustainability19
- 7. LIST OF DOCUMENTS19
 - 7.1 Documents to Be Completed and Submitted19
 - 7.2 Documents for Information20

1.1. Background

Who is RYCO?

The Regional Youth Cooperation Office (RYCO) is an intergovernmental organization that stewards and promotes regional, cross-border, and intercultural cooperation within and among its six Western Balkan Contracting Parties (WB6) – Albania, Bosnia and Herzegovina, Kosovo^{1*}, Montenegro, North Macedonia, and Serbia. RYCO's unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organization. Its Local Branch Offices ensure RYCO is represented in all the six Contracting Parties², while its Head Office is the organizational hub.

RYCO's Vision

Young people are playing a pivotal role in fostering reconciliation and building a culture of understanding and dialogue. They are active contributors to democratic development, social and economic prosperity, and European integration in an increasingly open Western Balkan region. Contracting Parties in the Western Balkans are providing proactive support to youth exchange and youth engagement within the Contracting Parties, and across the region.

RYCO believes that building true and enduring reconciliation involves a process that brings together individuals, groups, and societies burdened by past or present conflicts and negative representations and perceptions of „the other“. Through shared experience, cooperation, and ongoing exchange, new pathways can be built to reconcile people who would otherwise remain trapped in the past.

RYCO's overall programme

Over many years considerable efforts have been invested in the region to support youth exchange. However, until recently, the principal opportunity for mobility and youth exchange focused on young people visiting countries beyond the Western Balkans. While any opportunity for cross-border youth exchange was welcome, young people who could benefit from such exchange programmes were unable to experience the opportunities and challenges of meeting their peers within their region. While their worldview may have been expanded, they returned with their attitudes and behaviors relative to their peers in the region unchallenged and unchanged. It was so much easier to arrange a connection with a stranger outside the Balkans than to face the potentially uncomfortable, but existentially essential need to build a prosperous and peaceful future with one's immediate neighbors.

Young people in the Western Balkans live with the pressures and influences of a social and political narrative that is distorted by prejudice, denial, revisionism, and nationalism. Inherited, negative narratives form the basis for young people's future life choices about career, residence, friendships, and even the possibility of dialogue with other people; thus, compounding negative narratives about “the other“. In this volatile context, there is a notable lack of opportunity for young people to move within the region for volunteering, formal and non-formal education, and training, or simply to meet and share experiences of being peaceably together. This lack of opportunity is also compounded by legal obstacles.

¹ This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

² Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia.

RYCO's programme focuses on creating opportunities for young people to engage in activities that build mutual understanding and reconciliation in the civic, social, educational, cultural, and sports domains. RYCO initiates and participates in policy-making and advocates for reform. It supports the development of a political and social environment that empowers and facilitates youth exchange. In pursuing its mission, RYCO will demonstrate its commitment to human rights, human dignity, and the building of peace based on mutual respect and trust.

1.2. General Objective and Thematic Areas of the Call

General Objective

The general objective of this call for proposals is to support the civil society in the Western Balkans to foster reconciliation, peacebuilding, regional cooperation, and intercultural learning by providing young people with opportunities that create space for dialogue, mutual learning, and increased understanding across communities and RYCO Contracting Parties.

RYCO is established upon a belief that when young people are provided with an opportunity to learn, grow, and express their voices, they and their whole communities benefit over the long term. Thus, this call is specifically designed to provide decisive support to actors that can contribute to this vision, whether they wish to engage in such action for the first time or are in need for assistance to continue or expand their already existing work in this regard.

All projects funded under this call for proposals must promote and contribute to the values upon which RYCO was established and the vision of societies where young people are creating a culture of mobility, reconciliation, and intercultural exchange. All project organizers have to ensure that their activities do not foster further divisions among youth, and instead contribute to mutual understanding, peace, and social cohesion. Every young person participating in the projects supported by RYCO must be free to express her/himself without fear of punishment or retribution for their beliefs. Finally, every young person must also be protected from violence, bullying, or belittlement, especially based on their identities, origin, social standing, or abilities. For more information on the safety and protection standards in RYCO's projects, check section 2.7.

Thematic Areas

This call has several thematic areas on which the applicants can choose to focus their project proposals. Applicants should choose the one they see as closest to the particular focus of their project. Most projects will likely contribute to more than one thematic area. Applicants are encouraged to consider how they can incorporate elements of contributions to all thematic areas through their project design, besides the one for which they are applying.

Based on the experience and research RYCO encourages applicants to engage young people beyond the role of participants and to include them in all stages of the project, including the project design as that ensures better response to youth needs

[Please, note that in the course of the assessment and selection processes, we reserve the right to categorize your project under a thematic area other than the one you stated in your application, should we find it more closely related to your project design. This, however, will not impact our assessment in terms of decreasing the potential of your proposal for success in this call.]

The thematic areas under this call are presented below:

Thematic Area 1: Peacebuilding and Reconciliation

RYCO believes that building true and enduring reconciliation involves a process that brings together individuals, groups, and societies burdened by past or present conflicts and negative representations and perceptions of “the other”. Through shared experience, cooperation, and ongoing exchange, new pathways can be built to reconcile people who would otherwise remain trapped in the past.

Through projects focused on this thematic area, we are looking to support initiatives where young people address their differences concerning the region’s past and challenge inherited narratives through guided processes in a safe environment; and where they engage in intercultural learning and dialogue with their peers from diverse communities within their Contracting Parties and across the Western Balkan region.

Under this thematic area, RYCO acknowledges the following sub-areas that applicants can incorporate in their project proposals: **intercultural learning and dialogue, constructively dealing with the past, and countering hate speech.**

RYCO will particularly value projects that go beyond a simple encounter and instead build space for meaningful engagement of diverse groups of youth that would otherwise have no chance to meet. These projects should provide youth with opportunities to learn about each other’s communities and their perspectives through respectful dialogue, thus allowing them to tackle prejudice and stereotypes while contributing to increasing mutual understanding.

RYCO is furthermore interested in supporting innovative actions that recognize that youth increasingly engage in online activities and have the potential to make the best use of digital tools.

Thematic area 2: Youth empowerment and engagement in society

This thematic area aims to empower youth and their civic engagement in society on reconciliation and intercultural learning, and of the implementation of youth mobility and exchange both within and among Contracting Parties in the Western Balkan region. The development of social capital among young people and the facilitation of their awareness, ability, and motivation to participate

actively in society is a major RYCO commitment. RYCO believes that youth should be among the drivers of democratic development, social and economic prosperity, and European integration in an increasingly open Western Balkans region.

Projects focused on this thematic area should promote youth participation in social, political, cultural, educational, and economic processes that have the potential to improve the lives of youth, their communities, and the region as a whole. We are looking to support projects that build the capacities of youth and create platforms for them to be active contributors to processes in their schools, communities, and societies.

We are especially interested in supporting projects that amplify youth voices, allow them to openly discuss their grievances, and search for common ground and issues that young people share across communities and RYCO's Contracting Parties. We encourage applicants to engage their target group beyond the role of participants and invite or allow them to actively contribute to all stages of the project, including project design. We welcome ideas that build sustainable platforms and opportunities for youth participation which will outlast the implementation of their specific projects.

The types of change RYCO is interested to support include but are not limited to making reconciliation and intercultural learning-related topics part of the decision-makers agenda, advancing the networking of key stakeholders that work on the topic, proposing recommendations for responding to identified challenges or for more youth-oriented policies, identifying the best practices that can be promoted in new contexts/locations across the region.

Other cross-cutting **thematic areas** that RYCO expects project applicants to incorporate in their proposals are social inclusion and social cohesion and youth policy.

RYCO is committed to fostering inclusion and diversity through all of its work. This means ensuring that individuals and groups with different backgrounds and capabilities are culturally and socially accepted, welcomed, valued, and enabled to participate equally. When organizing youth activities, it is of utmost importance for RYCO to ensure that every person has equal opportunity as a prerequisite, regardless of their origin, age, race, ethnicity, language, religion, gender, educational level, socioeconomic status, or capabilities.

1.3. Financial Allocation Provided by RYCO

The overall financial envelope for this call is EUR 300.000. RYCO reserves the right to not award all available funds.

Size of Grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 15.000
- maximum amount: EUR 30.000

Indicative allocation of funds by lots:

- LOT 1: EUR 200.000 for CSOs with last year's annual turnover of up to EUR 50,000.
- LOT 2: EUR 100,000 for CSOs with last year's annual turnover higher than EUR 50.000.

RYCO foresees that a minimum of 10 and a maximum of 20 proposals will be funded under the call.

At least one project from each of the Western Balkans 6 will be funded under the call. In determining the project origin, the Contracting Party of registration of the Lead Applicant will be considered.

2. RULES FOR THIS CALL FOR PROPOSALS

This document set out the rules for the submission, selection, and implementation of the projects financed under this call (available also on the RYCO website: www.rycowb.org).

2.1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors:

- The **Lead Applicant**, the entity applying (2.2.1.),
- **Partner(s)** (2.2.2.),

2. the activities:

- activities for which a grant may be awarded (2.3, 2.5, 2.6.);

3. the costs:

- types of cost that may be considered in setting the amount of the grant (2.9 - 2.11).

2.2. Eligibility of Actors

2.2.1. Lead Applicant

To be eligible for a grant, a Lead Applicant must:

- a) be a legal entity, and
- b) be a non-profit-making CSO, established in one of the six Western Balkan Contracting Parties, a minimum of one year prior to the launch of this call for proposals.

Potential applicants may not participate in RYCO's calls for proposals or be awarded grants if they are in any of the situations indicating that they are bankrupt, subject to insolvency or winding-up procedures; where their assets are being administered by a liquidator or by a court; where it is in an arrangement with creditors; where their activities are suspended; or where they are in any analogous situation arising from a similar procedure provided for under national laws or regulations; they are in breach of its obligations relating to the payment of taxes or social security contributions, in accordance with the law of the Contracting Party in which they are established.

CSOs that employ or are represented/overseen by members of the RYCO statutory bodies (i.e., Governing Board or Advisory Board) are not allowed to apply for this Call for Project Proposals. These applications will be subject to conflict-of-interest policy and rejected.

Grants to individuals will not be considered.

The Lead Applicant must act with partner(s).

If awarded a grant contract, the Lead Applicant will become a Beneficiary. It represents and acts on behalf of any other partners and coordinates the design and overall implementation of the project activities.

The number of applications and grants per Lead Applicant:

A Lead Applicant may submit only one (1) application under this Call for Proposals.

A Lead Applicant (in 1 application) may be a partner in only one (1) **other** application under this Call For Proposals.

Thus, at maximum, a single applicant can only appear in two applications, given it appears in one as a Lead Applicant and another as a partner.

In case a Lead Applicant or a partner appears in more applications than allowed, either as Lead Applicant or as a partner, all project proposals in which they participate will be automatically disqualified.

RYCO values sustainable networks but will be particularly keen on supporting first-time applicants and/or new partnerships.

Alongside the Application Form, applicants must fill out, sign, stamp, and upload the Declaration by the Applicant as defined in the List of Supporting Documents.

2.2.2. Partner(s)and collaborators

Each Lead Applicant must apply with at least one other partner from a different Contracting Party, meaning that a partner must be **registered as a legal entity in a Western Balkans six Contracting Party other than the one where the Lead Applicant is registered.**

The following are eligible to be a partner under this call for project proposals:

- non-profit-making CSOs, registered as legal entities established a minimum of one year prior to the launch of this Call;

It is expected that partners participate in all phases of the project design and implementation together with Lead Applicants. The costs incurred by partners are eligible in the same way as those incurred by the Lead Applicant. The Lead Applicant and partners should jointly ensure that project activities and follow-up are planned and implemented with young people and/or by young people. RYCO is committed to supporting youth empowerment and engagement in society and through this open call it specifically aims to support ideas coming from young people.

RYCO recognizes the added value of collaborators that can support the partnership to further reach the intended goals and outcomes of their projects. The following are considered as potential collaborators:

- cultural institutions (private and public) from the WB6;
- sports associations and organizations in the field of sports from the WB6;
- trade unions from the WB6;
- educational institutions such as universities and institutes (public and private).
- Youth informal groups with a proven track record of working with and for young people.

Whereas partners should act together from project proposal design and in implementing the projects, the collaborators play a different role by providing valuable resources, expertise, and diverse perspectives in enriching the learning experience and fostering intercultural understanding.

The Lead Applicant must submit, together with the Application Form, the declarations of the **partners**, filled out, signed, and stamped by the partners, as defined in the List of Supporting Documents. *This does not apply to collaborators.*

Partners are obliged, upon request of the Lead Applicant, to provide all relevant information deemed necessary for the purposes of applying for this Call for Project Proposals.

Number of Partnerships per Lead Applicant

There should be a minimum of 1 partner but no more than 5 partners, with at least one from a different WB6 Contracting Party than the one of the Lead Applicant. Having more than one partner from another WB6 Contracting Parties will be considered an advantage.

RYCO does not provide direct support to the applicants for the creation of partnerships but provides information on platforms that serve the purpose of facilitating partnerships. RYCO has created a Facebook group "[RYCO Meeting Point](#)" that aims to support this process. During the promotion of this call for applications, RYCO will also provide prospective applicants with info sessions. Follow our website and social media channels for updates on such events and opportunities.

2.3 Eligible Activities

Definition:

A project is composed of a set of activities. Activities must fall under the set General and Specific Objectives of the Call (section 1.3.). Activities should also be implemented in the locations as defined in these Guidelines (section 2.4), have proper target groups (section 2.5.), and respond to the objectives of the Call and types of activities (section 2.6.)

Duration:

The duration of the project must be a minimum of 4 months and a maximum of 8 months. All project activities must take place before 30 June 2024.

2.3. Location(s)

All the project activities financed by RYCO must take place in the Western Balkans 6 Contracting Parties (WB6): Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia.

2.4. Target groups

This section refers to the target groups that will benefit directly from the project implementation.

Please note that the eligible target group under this call are young people from the WB6, from 14 to 30 years old. The application form should indicate the exact number of targeted participants in the project, classified by gender, if possible. It should describe how the actors plan to include youth from the most excluded groups such as: NEETs (youth "not in education,

employment or training”), young people with disabilities, marginalized groups based on race, ethnicity, religious identity, gender, and sexual orientation, etc. or youth with fewer opportunities (youth from rural/remote areas, youth with unprivileged educational and/or economic backgrounds, etc.), as well as youth without parental care and youth exposed to conflict, violence and/or bullying.

Significant involvement of the most excluded and vulnerable youth groups, particularly supporting their social inclusion and participation in decision-making, will be considered an advantage, especially the involvement of youth who did not have any opportunity to travel and participate in any similar projects. Active contribution of youth is welcome to all stages of the project, including project design and project management. Please ensure gender balance in the selection of your target group (14-30 years old from the WB6).

RYCO pays special attention to the number of direct beneficiaries chosen and will score accordingly if the project is trying to reach as many young participants as possible in line with the project’s objectives.

2.5. Types of Activities

The activities in a project proposal should be planned and implemented in partnership, as described in section 2.2.2. of these Guidelines.

Each project needs to have at least one intercultural youth exchange which should last a minimum of 5 days, including the traveling days.

The topics and activities of the intercultural youth exchanges that may be financed under this Call for Proposals are the following but not limited to:

- trainings, workshops, study visits, peer support groups, etc., for strengthening the capacities of key youth actors;
 - Workshops and discussions on issues such as conflict resolution, transitional justice, and historical memory
 - Discussions and workshops on topics such as diversity, identity, stereotypes, and prejudices.
- Joint activities that promote intercultural dialogue, such as art exhibitions, theater performances, sports events, etc
- training in digital skills, and use and development of digital and media tools;
- training on media literacy and critical thinking to recognize and respond to hate speech online and offline
- Development of educational materials and campaigns that raise awareness about the dangers of hate speech and promote constructive dialogue and understanding.
- activities aimed at the inclusion of the most vulnerable or excluded groups (as described in section 2.5.);
- local and regional events for the promotion of equal access and rights, or advocacy campaigns;
- camps, workshops, debates, round table events in formal and non-formal education, addressed to prevent intolerance among youth, support constructive dealing with the past and reconciliation, intercultural dialogue and learning, etc.;
- joint art and cultural performances, such as festivals, concerts, theater plays, street performances, exhibitions, etc.;

- Activities that promote tolerance, respect, and understanding among different groups and communities.
- Activities that promote intercultural understanding and respect, such as homestays and community service projects.
- Activities promoting peacebuilding such as dialogue and mediation workshops, peace education and training, interfaith and interethnic dialogue, etc.;
- supporting volunteering and volunteer services between the WB6;
- other activities in line with the call's objectives.

This call will also support new and innovative approaches to regional cooperation. RYCO welcomes new ideas and new types of activities, different from the ones typically funded by other donors in the region. Particular attention will be paid to the innovation component in project design and approach, during the evaluation of submitted applications.

The applicants are expected to plan a minimum of two sessions on RYCO's thematic areas during the exchanges. If the application doesn't foresee such training, RYCO reserves the right to work with the applicant in including RYCO thematic areas training in their planned activities if the proposal is considered successful.

2.6. Visibility

The results of the Open Call should be strongly promoted. Applicants are obliged to submit a communication action plan as part of the Application Form. If supported, the applicants will be obliged to promote the results of the projects, financial support of RYCO and the EU, and follow and respect RYCO Visibility and Communication Guidelines that will be provided. Applicants will have the support of the RYCO Communication Team in that part.

For the best quality of materials, grantees, and partners, when developing them, should contact the RYCO Communication team for inputs on design, photo selection, wording and terminology, layout, and use of logos of RYCO, the EU, and other partners. Draft materials should be sent by email for comments and approvals to the RYCO Communication Team before publishing.

RYCO keeps the right to use all the materials created within a supported project for its promotional purposes.

2.7. Safety and Protection

If supported, the applicants and partners will have to align their activities with the RYCO Safety and Protection Guidelines.

RYCO strongly believes that with quality safety procedures and responsible organization of activities, risks can be mitigated and even neutralized. Likewise, it is very important to emphasize the core values of safety and protection for youth involved in any kind of process. Some young people could be more vulnerable to abuse and other forms of discrimination and marginalization based on any of their characteristics. RYCO stands firmly against such violations and empowers its employees, associates, and partners to prevent them, speak up against them, and when noticed, immediately report them to the respective authority.

2.8. Eligibility of Costs

Only eligible costs can be covered by the grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs.

Contributions by the applicants:

- a) For Lead Applicants with a total last year budget of less than 50,000 EUR, RYCO will cover up to 95% of the total project costs.
- b) For Lead Applicants with a total last year budget between 50,000 EUR and 300,000 EUR, RYCO will cover up to 85% of the total project costs.
- c) For Lead Applicants with a total last year budget of more than 300,000 EUR, RYCO will cover up to 75% of the total project costs.

2.9. Eligible Direct and Indirect Costs

Eligible direct costs under this Call for Proposals include, but are not limited to:

Human resources: salaries (gross amounts) e.g. Project Coordinator and Project Assistant, project activities and related costs such as venue rental, equipment rental, food and beverages, translation/interpretation, fees of external experts, trainers, etc., domestic and international travel, office supplies, visibility costs, publications, design, etc.

The costs must be directly related to project activities.

Eligible indirect costs

The indirect costs are costs incurred during the implementation of the project. They include but are not limited to stationaries, telephone, fax, internet, and courier expenses as well as financial service costs (bank transfers and financial charges) incurred by the Lead Applicant and/or partners.

Indirect costs are the only costs to be eligible for flat-rate funding. In any case, the total amount of these costs must not exceed 7% of the estimated total direct costs.

Indirect costs must not include costs assigned to another budget heading. The Lead Applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the budget is approved, no supporting documents will need to be provided for indirect costs during the reporting period.

2.10. Ineligible Costs

The following costs are not eligible for funding by RYCO:

- a) customs and import duties, or any other related charges;
- b) purchases of land, any means of transport, or buildings;
- c) fines, financial penalties, and expenses of litigation;
- d) contributions in kind;
- e) debts and debt service charges (interest);
- f) provisions for losses or potential future liabilities;
- g) currency exchange losses;
- h) any leasing costs;
- i) depreciation costs;

- j) credit to third parties;
- k) performance-based bonus staff costs.

3. HOW TO APPLY AND PROCEDURES TO FOLLOW

3.1. Application Process

Before submitting their applications, applicants are required to:

- complete the Application Form;
- complete the Budget Form in EURO;
- complete, sign, stamp, scan and compile the Declarations by the Applicant and the Partner(s), by using the templates provided by RYCO;

Applicants must apply in English.

Any error related to the points listed in the checklist of the Application Form or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear, thus preventing RYCO from conducting an objective assessment of the application.

Please note that only the described documents which must be filled out will be taken into consideration during the selection process. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project. **No additional documents should be sent.**

3.2. Where and How to Send Applications

The Applicant will be required to register at the platform which you find in the official RYCO's website. Upon registration, they will have access to the Application Form. They will have to fill out the Application and upload the Activity Timeline. Applicants are required also to upload the scanned Supporting Documents in PDF format.

Applications sent by any other means (e.g., by fax or by mail), or delivered to other addresses, will be rejected.

Applicants must verify that their application is complete by using the checklist of the Informative Grant Application Form. Incomplete applications will be rejected.

3.3. Deadline for Submission of Applications

The deadline for submission of applications is 15 August 2023. The submission of your applications will not be possible after the deadline.

3.4. Further Information About Application Process

Information sessions on this Call for Project Proposals will be held in each of the RYCO contracting parties before the deadline for submissions of proposals. The date and the schedule of the information sessions will be published on the RYCO website www.rycowb.org

Before contacting RYCO, applicants should read in detail the available FAQs.

Questions may be sent **ONLY** via email, no later than **7 days before the deadline for the submission of applications**, to the following e-mail address: grants@rycowb.org.

The subject of the email should be: RYCO CfP 2023/Question for Clarification

RYCO will not be able to provide clarifications to questions received **5 August 2023**. Questions should be specifically related to the clarifications of the Guidelines for the Grant Applicants and not individual project proposals. RYCO will not be able to respond to any phone or mail queries.

During the evaluation procedure, all important notices for applicants will be posted on the RYCO website: www.rycowb.org. It is therefore recommended to visit the website regularly, to stay informed about the grant evaluation process.

4. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by RYCO with the assistance of external assessors. All applications will be assessed in accordance with the steps and criteria described below.

If the examination of the application reveals that the proposed project does not meet the administrative and eligibility criteria, the application will be rejected on this sole basis.

4.1. Administrative and Eligibility Check of the Applications

Evaluation of the project proposals will be conducted in three steps:

1. Administrative check of the application:

Assessment whether the application satisfies all the criteria specified in these guidelines and in the checklist outlined in the Informative Grant Application Form.

The proposals that do not pass the administrative check will not be further assessed.

2. Eligibility check of the application:

Assessment of whether the Lead Applicant and partners satisfy the eligibility criteria in sections 2.1. – 2.6, and sections 2.9 – 2.11 of the Guidelines for Applicants.

The proposals that do not pass the preliminary eligibility check will not be further assessed.

3. Assessment and Selection Process:

All eligible applications are assessed by independent experts along the criteria captured in the grid below.

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

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>	25
Project management capacity and learning <i>Assessors look at the cost-effectiveness of the proposed budget. Assessors evaluate whether the Lead Applicant and its partners understand possible risks arising from their project and gauge whether the foreseen monitoring and evaluation measures will enable learning.</i>	15
TOTAL	100

The assessment results lead to the establishment of a shortlist (top-scored projects per Contracting Party).

As a final step of the assessment process, RYCO's Selection Committee reviews the shortlist in light of the strategic criteria outlined below.

Strategic criteria of RYCO's Selection Committee	
Likelihood of positive impact and multiplier effects <i>The Selection Committee appraises whether the project is likely to make a lasting positive impact on the target groups and looks at the project's prospects for multiplier effects.</i>	25
Strategic relevance of the project for RYCO's portfolio <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>	25
TOTAL	50

4. Submission of the supporting documents

The shortlisted applicants will be invited to submit the other supporting documents as listed in the "List of supporting documents". The deadline for submission of the documents will be 7 days from the day of notification. The applicants who fail to submit the documents as requested will not be considered for funding by RYCO.

If at any point in the selection process, RYCO notices that the applicant doesn't fulfill the eligibility criteria as set by this CFP, the application will be rejected.

Based on the result of the technical assessment (two-thirds of the points), on the scoring of the Selection Committee (one-third of the points), and after submission of all requested supporting documents the Preliminary List is established and endorsed by the RYCO Governing Board.

4.2. Programme and budget negotiations

The selected applicants under the preliminary list will receive feedback on their project and budget proposals submitted for this call for project proposals. It is expected that the applicant makes the necessary changes in the proposal and budget before RYCO proceeds with contracting. The feedback on the proposal will be limited to the envisaged programme for the exchanges and how to maximize the impact that the applicant is trying to achieve. The feedback on the budget will be focused on aligning the proposal with the budget, clearing it of arithmetical mistakes, and making sure that it is based on cost-efficiency.

As mentioned previously, RYCO is very much keen to see that a high number of young participants are direct beneficiaries in RYCO's call, therefore, if feasible, RYCO might propose a higher number of young participants to be included in the project proposal.

4.3. Notification of RYCO's Decision

At the completion of the programme and budget negotiation, RYCO will notify all applicants of the final results in writing, as well as of the next steps to be undertaken, including the signing of the contractual document and specificities of the financial transfer to an indicated bank account.

The final list of approved proposals will be published on RYCO's website once the selected applicants have been contracted.

5. INDICATIVE TIMETABLE

Activity	Date	Time
Launching of the Call for Project Proposals	Jul 7, 2023	13.00
Deadline for requesting any clarifications from RYCO	Aug 5, 2023	23.59
Deadline for submission of the applications	Aug 15, 2023	23.59
Preliminary List published on the RYCO website	Sep 15, 2023	
Contract negotiation, Contracting, and Final List published on the RYCO website	Oct 5, 2023	

All times are in the Central European Time zone. This indicative timetable may be updated by RYCO during the procedure, in which case the updated timetable will be posted on the RYCO website: www.rycowb.org.

6. PROJECT IMPLEMENTATION

Following the decision to award a grant, the grantee will be offered a contract. By submitting the full Application Form, the Lead Applicant agrees, if awarded the grant, to accept the contractual conditions of the grant contract (RYCO's Contract Template is available on the RYCO website).

Prior to the signing of the contract, the applicant must submit two additional documents requested by RYCO in due time – Financial Identification Form and the Legal Entity Form.

The decision on the number of grants' installments will be decided during contracting.

6.1 Reporting

During the project implementation, the grantee is expected to regularly report on the project progress to RYCO as laid down in the contract. For means of monitoring and coaching RYCO may request an interim financial and narrative report.

The grantee will be required to submit a final narrative and financial report, no later than 30 days after the official project completion, using RYCO templates annexed to the grant contract.

6.2 Monitoring and Evaluation

Regular reporting will be mandatory and a crucial part of the project monitoring and evaluation. Grantees should perform their internal monitoring and evaluation process as described in their Application Form. The grantee will also take part in RYCO's monitoring and evaluation processes as defined in the contract. The grantee will provide all available documentation regarding the project implementation to RYCO upon request. RYCO will also assess the follow-up, sustainability plans, and dissemination of the project results.

The grantee will also document all visibility activities (e.g., newspaper articles, TV appearances, campaigns, etc.) and be obliged to send information about visibility activities implemented throughout the project implementation to RYCO on a regular basis, including any communication products produced in the project: leaflets, posters, publications, photos, testimonials, etc.

The grantee might also be asked to be part of research projects that RYCO is implementing with its partners.

Grantees must use evaluation forms (for both participants and organizers) for their activities. Those forms will be provided by RYCO.

Participation in the activities organized within a project shall be recorded through participants and staff lists. These lists need to have the following info: name and surname of the participant, address/CP, email address, and signature (if it is a physical meeting) including the date, name, and venue of the activity. Grantees will need to insert logos and a disclaimer in both participant and staff lists' stating that participants allow and agree that these data can be used by the donor of the activity and RYCO.

6.3 Sustainability

RYCO wishes that its projects have an effect beyond the period of project implementation and beyond direct project beneficiaries. Each applicant should think about this and provide their plans and perspectives regarding the project's sustainability or the sustainability of its results in the appropriate areas of the Application Form.

7. LIST OF DOCUMENTS

All the documents listed below are available on the RYCO website.

7.1 Documents to Be Completed and Submitted

1. Activity Methodology and Timeline (Excel format)
2. List of Supporting Documents (PDF format)

7.2 Documents for Information

3. Informative Grant Application Form
4. General Information on Call for Proposals
5. Guidelines for Grant Applicants
6. Narrative Report Template
7. Financial Report Template
8. Guidelines for Grantees
9. Amendment to Budget
10. RYCO Grant Contract (draft)