Regional Youth Cooperation Office

Call for Project Proposals 2023

RYCOnnecting You(th)

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://rycogms.org/applicant/

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 online** on the following link

We will ask you the following questions:

BASIC INFORMATION

I.   IDENTITY OF THE APPLICANT

1.   Official name of the organization (in English and local 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.   Organization's last annual (2022) turnover in EUR

II.   IDENTITY OF THE PARTNER(S)

1.   Official name of the partner (in English and local 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

III.   BASIC INFORMATION OF THE PROJECT

1.   Thematic areas
2.   Title of the project
3.   Location(s) of the project activities
4.   Duration of the project
5.   Specify the LOT you are applying for (LOT 1 or LOT 2)
6.   Overall budget of the project
7.   Requested financial contribution from RYCO.
8.   List of collaborators and their role in the project

9.   Short Description of the Project
10.   Approximate number of direct beneficiaries (young people)

I.   PROJECT IDEA

1.1   What is the local context that you and your partners are facing, and how does it impact the opportunities for young people? What is the main issue/problem faced by youth, and what are its effects? Why is important to solve this issue? [half a page to a maximum of one page]

[In this section, we are interested in better understanding the local reality of your project in terms of reconciliation, intercultural cooperation, and youth inclusion. 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]

1.2   What are the specific objectives of your project? What difference would it make if you succeeded 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 behaviors, attitudes, and capacities of your target groups, as well as what you expect will be the impact or change on your specific context]

1.3   How will you ensure that your participants genuinely engage with one another in an active, constructive, and safe way? How do you plan to prepare them for the intercultural mobility experience they will go through? What methods will you use?

II.   TARGET GROUP

2.1 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, please explain how you included young people in the design of the project proposal and how youth will be involved in the implementation of different project activities.]

2.2.   Will your project include marginalized and unprivileged youth? If so, please outline which marginalized and unprivileged groups will be targeted.

[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,
- marginalized groups based on race, ethnicity (such as Roma, Ashkali, Egyptians, etc.),
- youth belonging to ethnic minority
- youth belonging to religious minority,
- youth belonging to gender minority,
- LGBTQ+ youth
- youth with fewer opportunities
- youth from rural/remote areas with limited or no access to social structures, youth services;
- youth with unprivileged educational and/or economic backgrounds, etc.
- youth without parental care
- youth exposed to conflict, violence and/or bullying.
- youth involved in conflict with the law
- youth immigrants or refugees
- youth living in poverty
- youth discriminated based on race

- none of above
- other_____(Please, write in here)

2.3. How do you plan to reach them and engage in the project?
[Explain in detail your approach in engaging youth from these groups as participants in your project activities.]

III.   PROJECT ACTIVITIES (description, methodology and timeline)

III.1   Timeline of activities

[Here you will be asked to fill in the timeline of your proposed activities]

There will be a need to upload the agenda of exchange activity in the respective format in the online platform

IV.   PARTNERSHIP

4.1 How was your partnership created? How are the challenges you are trying to address relevant for all project partners? What makes your partnership suitable to tackle them?

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

4.2 Which of the following sentences reflects your experience in youth cooperation projects the best.
- *Project consortium is new to the youth cooperation*

- *Project consortium implemented youth cooperation activities/projects before*

Please describe you and your partner's experience in working with youth

4.3 Which of the following sentences reflect the best your experience in RYCO thematic areas?
- *Project consortium is new to the RYCO thematic areas*

- *Project consortium implemented activities/projects in the field of RYCO thematic areas*

Please describe your and your partner's experience in working with RYCO's thematic areas.

4.4 Please explain the distribution of work between the Lead Applicant and the partner(s), and each of their roles in the project implementation. 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 organizations.]

V. PROJECT MANAGEMENT AND LEARNING

5.1 **OUTCOMES AND OUTPUTS[1].** *Please provide a brief **description** of the outcomes and outputs of the project. If applicable, please list the relevant outcomes and outputs along with the methods of measuring/evaluating them. Examples are provided below.*

Desired outcome	Activity or part of activity	Expected results	Means of measurement/ Evaluation
An outcome is usually as a finite, measurable change of behavior, practices, or conditions of an organization, system, or group of beneficiaries by the end of the implementation period	*Please indicate with which activity or part of the activity is the desired outcome linked*	*Please indicate the expected results. Please note that the results should be measurable*	*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.*
Increased intercultural understanding among young participants	*Activity 3. Exchange*	*25 young people gained Intercultural competences*	*RYCO questionnaire Project questionnaire Reflection session*

5.2 What are the specific risks that affect the success of your project, and what measure will you take 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]

5.3 How will you ensure visibility for the project activities, their results, impact and RYCO support, especially within 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. Besides a short explanation in one paragraph, please also provide a basic communication plan, including planned promotion of project activities and donor support in traditional media (TV, news portals, print) and social media.*]*

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[1] An outcome is usually as a finite, measurable change of behavior, practices, or conditions of an organization, system, or group of beneficiaries by the end of the implementation period. An output describes the specific, tangible deliverables that result from an activity. Outputs should be linked to the outcomes.

CHECKLIST FOR THE APPLICATION

Before sending your project proposal, please check that each of the following criteria has been met in full and tick them off.	Tick the answer below	
	Yes	No
Administrative		
1. The project proposal is typed and is in English	☐	☐
2. The budget is presented in the requested format, and stated in EUR	☐	☐
3. The Declarations by the Lead Applicant and all the Partners have been filled out, stamped and signed	☐	☐
4. Scanned Declarations are uploaded	☐	☐
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	☐	☐
Eligibility		
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)	☐	☐
7. The Lead Applicant is submitting only one project proposal	☐	☐
8. The partners do not have partnership roles in other project proposals	☐	☐
9. The project will be implemented in the Western Balkans 6	☐	☐
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, 2.8, 2.9, and 2.10. of the Guidelines for Applicants	☐	☐

Technical Assessment	
CRITERIA	**POINTS**
Relevance of the project *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.*	30
Quality and suitability of methodology *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.*	30
Relevance and potential of the project partnership *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.*	25
Project management capacity and learning *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.*	15
TOTAL	**100**