



Regional Youth Cooperation Office

Call for Project Proposals 2024

The Western Balkans Youth Cultural Fund

Informative Grant Application Form for CSOs

This document will give you an overview of the questions and required information that you will have to provide while applying for the Western Balkans Youth Cultural Fund Call for Project Proposals. Please be aware of the fact that this is not the application form. 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/>



LIST OF TABs:

1. Identity of the applicant
2. General information about the project
3. Project Idea
4. Target Group
5. Partnership
6. Project Visibility
7. Checklist for Grant Applicants
8. Supporting documentation

IDENTITY OF THE APPLICANT

Official name of the organization (in English and local language)

Address, postcode, city, and telephone no. (incl. international code) of the organization

Email address of the organization

Contact person for this project

Title/position of the contact person in the organization

Contact person email and telephone no. (incl. international code)

Registration number (or equivalent)

Date of registration (must be registered at least one year prior to the launch of the Call)

Place of registration

Website and social media profiles of the

Lead Applicant Legal status

Number of partners in the project

The organization's last annual (2023) turnover in EUR

IDENTITY OF THE PARTNER(S)

(please, bear in mind that partner CSO should be from different RYCO CP. The

maximum number of partners is 2)

Official name of the partner (in English and local language)

Address, postcode, city, and telephone no. (incl. international code)

Contact person for this project.

Contact person's email and telephone no. (incl. international code)

Date of registration (*must be registered at least one year prior to the launch of the Call*)

Place of registration

Legal status

Website and social media profiles of the partner

IDENTITY OF COLLABORATOR(S)

*(This part is **optional**. Collaborators could be organizations and individuals/cultural practitioners)*

Official name of the collaborator (in English and local language)

Location

Legal status

GENERAL INFORMATION ABOUT THE PROJECT

TITLE OF THE PROJECT: *(state the title in English and local languages)*

1. Please, provide a short summary of your project idea.

PLEASE SELECT:

MAIN CULTURAL SECTOR* *(dropdown many)*

1. Architecture
2. Cultural Heritage
3. Design and Fashion Design
4. Literary
5. Music
6. Performing arts
7. Visual arts
8. Other *If other, please specify:*

MAIN DISCIPLINE* (*dropdown many*)

1. Architecture

- Traditional
- Urban
- Landscape
- Other

If other, please specify:

2. Cultural Heritage

- Crafts
- Museum institutions
- Natural
- Tangible (built heritage)
- Intangible (living heritage)
- Other

If other, please specify:

3. Design and Fashion Design

- Design
- Fashion Design
- Other

4. Literary

- Translation
- Poetry
- Narrative
- Theatre
- Comic books

- Other

If other, please specify:

5. Music

- Classic
- Opera
- Folk/Indie
- Jazz/Blues
- Rap/hip hop
- Pop
- Rock
- Metal/Goth
- Experimental
- Other

If other, please specify:

6. Performing arts

- Dance
- Theatre
- Puppetry
- Street art
- Circus
- Outdoor arts performance
- Other

If other, please specify:

7. Visual arts

- Painting
- Sculpture
- Photography
- Digital arts
- Comic arts
- Other

If other, please specify:

PLEASE SELECT RYCO THEMATIC AREA YOU WOULD LIKE TO TACKLE WITH YOUR PROJECT PROPOSAL:

(Please, find more information about RYCO thematic areas in section 2 of the Guidelines for Grant Applicants)

- a) Thematic Area 1: Peacebuilding and Reconciliation
- b) Thematic area 2: Youth empowerment and engagement in society

LIST OF PARTNER(S):

Name your partner(s): (maximum two, minimum one)

*(Explanation: you should have **at least one** partner from another RYCO Contracting Party. Maximum no. of partners is 2.).*

COLLABORATORS

Name your collaborators (if any):

(Collaborators are an added value to the project. Those could be individuals, cultural and educational institutions, CSOs, local authorities, youth offices/centers, mayor's office, festivals, (social) enterprises and companies, etc.)

LOCATIONS OF THE PROJECT ACTIVITIES:

(Please, state local communities (i.e. city, town) where the project activities will take place)

OVERALL BUDGET OF THE PROJECT:

(Please, state the overall requested amount from RYCO in EUR)

III PROJECT IDEA* (objectives, activities, methodology and timeline)

1. Please indicate the main objective of your project idea:

Examples:

- a) To create, produce, or develop art.*
- b) To connect: e.g. taking part in network meetings, showcases and festivals, etc.*
- c) To explore and delve into rich cultural heritage, to inform, direct or inspire their own creativity. For example, for artists studying and researching on a specific topic.*
- d) To learn about cultural traditions and benefit from diverse expertise from across Western Balkans. For example, residencies, creative hubs, workshops, master classes, and other types of training outside of formal education.*

2. What are the specific objectives of your project? What difference would it make if you succeeded in reaching these objectives? (max 500 words)

[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]

3. Timeline of activities

Activity (include the activities as presented in section 7 of the proposal; add rows if necessary)	Short Description of the Activity	Implemented by	TIMEFRAME					
			Month1	Month2	Month3	Month4	Month5	Month6
Activity 1 - Name								
A1.1 - Name								
A1.2 - Name								
A1.n - Name								
Activity 2 - Name								
A2.1 - Name								
A2.2 - Name								
A2.n - Name								

4. 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]

IV TARGET GROUP

1. Who do you plan to reach out to through this project proposal?

a) Who is your primary target group?

(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.)

b) Please choose which of the following individuals belonging to vulnerable groups you plan to engage in your project implementation.

- young women
- 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, specify*).

c) Please, outline the methodology on how you plan to reach out to them?

[Please, bear in mind that at least 10 young people should be involved in implementation of the individual project supported within this LOT (among them at least 40% women and individuals belonging to vulnerable communities as outlined in the Guidelines for Grant Applicants, section 3.6.)]

V PARTNERSHIP

1. 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*

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

3. Which of the following sentences reflect the best 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*

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

5. 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.]

6. 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.]

VII PROJECT VISIBILITY

1. 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 - including planned promotion of project activities and donor support in traditional media (TV, news portals, print media) and social media.]

VIII CHECKLIST FOR GRANT APPLICANTS

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	
	YES	NO
Administrative		
1. The project proposal is typed and is in English	<input type="checkbox"/>	<input type="checkbox"/>
2. The budget is 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"/>
6. Copy of the balance sheet and income statement for 2023 certified by a chartered accountant or authorized person/institution, or equivalent. Certificate from the relevant tax authority that the legal entity (Lead Applicant) that has paid all due taxes in accordance with the local legislation. This certificate should be issued in January 2023 or later.	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility		
7. The Lead applicant and its partner(s) are legal entities established at least one year prior to the launch of this call (section 4.3.2, part <i>Checklist for Grant Applicant for LOT 2</i> , of the Guidelines)	<input type="checkbox"/>	<input type="checkbox"/>

8. The Lead Applicant is submitting only one project proposal	<input type="checkbox"/>	<input type="checkbox"/>
9. The partners appear in maximum one other application in the capacity of Lead Applicant of another project (<i>section 6 of the Guidelines</i>)	<input type="checkbox"/>	<input type="checkbox"/>
10. The project will be implemented in the Western Balkans	<input type="checkbox"/>	<input type="checkbox"/>

IX SUPPORTING DOCUMENTATION

1. Copy of valid legal entity's registration form (applicable for the Lead Applicant). The organizers of this Open Call for Proposals reserve the right to request the original documentation. Please note that the Lead Applicant and partner/s must be established prior to 10 October 2023.
2. Copy of the statute (for Organisations) or other document confirming the mandate of the organization (applicable for the Lead Applicant).
3. Complete, sign, stamp, scan, and compile the Declarations by the Applicant, by using the templates provided by RYCO
4. Complete, sign, stamp, scan, and compile the Declarations by the Partner(s), by using the templates provided by RYCO
5. A copy of the balance sheet and income statement for 2023 certified by a chartered accountant or authorized person/institution, or equivalent. Certificate from the relevant tax authority that the legal entity (Lead Applicant) has paid all due taxes in accordance with the local legislation. This certificate should be issued in January 2023 or later.
6. Artistic portfolio - sample of current work (1 PDF for the entire group)*
7. One relevant link relevant to your CSO cultural/artistic work*

Added value:

8. *Social media profile*

If shortlisted they will be invited to submit:

1. Administrative Identification Form (Word)
2. Financial Identification Form (Bank account)



Handwritten form submissions will not be accepted.

