



# Application Form

## Administrative Forms (Part A) Description of the Action (Part B)

Organisation of two local European Youth Events (EYE) in 2024

EP-COMM-SUBV-2024-LOCAL-EYE

**Version 1.0**

**02/06/2023**

### Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.

## IMPORTANT NOTICE

### What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative description of the action.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.


### How to prepare and submit it?


The Application Form must be prepared by the beneficiary and submitted by a representative. Once submitted, you will receive a confirmation.

#### Character and page limits:

- page limit normally **30** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application. If you have worked with track changes, please submit a clean document.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

## **ADMINISTRATIVE FORMS (PART A)**

*Part A of the Application Form must be filled out directly in the Portal Submission System screens.*

## DESCRIPTION OF THE ACTION (PART B)

### COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

**Note:** Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Beneficiary contact:	[name NAME], [organisation name]
Duration:	

### 1. QUALITY AND RELEVANCE OF THE PROPOSED CONCEPT OF THE EVENT

Please follow the indications in section 2.a

Applicants should describe the concept of the proposed local EYE, explaining how the project addresses the main objectives and intended outcomes of the call (section 1.1), describing how the proposed concept fits within the scope of the call (section 1.2) and how it reflects the underlying principles of the local EYE event (section 1.3). Applicants should pay particular attention to highlighting how the proposed concept for the event contributes to the promotion of the [together.eu](https://together.eu) community and helps to bring out the youth vote in the European elections 2024.

#### General concept for the event

Insert text

### 2. QUALITY AND RELEVANCE OF THE PROPOSED PROGRAMME OF THE EVENT

#### Proposed programme of the event

Applicants should describe the activities they are planning to organise during the event. What will be the formats of these activities? How will ensure interaction during the activities?

Please provide a detailed planning and draft programme of in-person activities (including opening and closing ceremonies) indicating for each activity the type, the physical location as well as the maximum number of participants expected.

Applicants should also describe how they are planning to co-create the programme with youth and other stakeholders and specify the added-value of each group involved in this co-creation.

Please follow the indicators in section 2.b

Insert text

### 3. QUALITY OF THE COMMUNICATION PLAN

#### 3.1 Proposed narrative for the event

*The narrative should be consistent with the general local EYE narrative proposed in annex II*

Insert text

#### 3.2 List of EYE branded communication products

*Please provide an exhaustive list of all planned videos, visuals, infographics, websites, signage, etc.*

Insert text

#### 3.3 Timeline of communication actions in full media mix (own, earned, paid)

*Please stipulate a timeline of actions **before, during and after** the event, detailing target audience, channel of communication, and including a paid media promotion plan (if applicable). Traditional media and press should also be taken into account as multipliers and for coverage of the event.*

Insert text

#### 3.4 Evaluation methods (including related KPIs)

Insert text

### 4. QUALITY OF THE PROPOSED METHODOLOGY

#### 4.1 Project plan with schedule

*Please describe or demonstrate with a help of a Gantt chart/graphic visualisation/calendar the management of the project in time, starting from the signature of the grant agreement and ending with the last actions foreseen in your project. Define milestones and deadlines.*

Insert text

#### 4.2 Organisation of the project team

*Describe the project team and how they will work together to implement the project. How are the roles and responsibilities distributed within the project team for each task before, during and after the event? Please indicate for example who will be the contact point for the European Parliament and its contractor for logistics, or how you will organise the communication between them, etc.*

Insert text

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, communication officer, programme coordinator, finance officer, etc.). Provide CVs of all key actors. Please add as many lines as persons in the team in the table below.

Name and function	Organisation	Role/tasks/professional profile and expertise

### 4.3 Collaboration with public organisations (governmental, educational, etc.) and public entities, such as the European Parliament central services and Liaison offices (EPLOs)

Describe the foreseen collaborations with for this action and the methodology to reach out to these entities

Insert text

### 4.4 Budget: allocation of internal and external resources

Please describe in detail and explain the budget allocation presented in Annex 3. How is this budget in line with the objectives and scope of your activity proposal? What will be your deliverables? **Please make sure to highlight the resources allocated to communication actions.**

If you do not have all skills/resources in-house, please describe how you intend to get them externally (contributions of members, subcontracting, etc.).

Specify the tasks that will be subcontracted (and explain what value subcontracting will add and why the relevant expertise is not available within your organisation) and show the estimated costs in your estimated budget.

Please detail your co-financing sources.

**If applicable**

Describe if the application involves the participation of Affiliated Entities if any and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

Insert text

### 4.5 Monitoring and evaluation mechanisms

Applicants should describe in detail, specifying tools used, how they will monitor and supervise the implementation of the action. How will you control the quality of the deliverables? How will you report on the progress of the action to the EP? How will you evaluate the success of the action?

Please also explain how each performance indicator as per annex 2 is relevant for the scope of the action and on what basis they were calculated.

Insert text

### 4.6 Risk management

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low),

even after taking into account the mitigating measures.

Please **add lines as necessary** for risks identified.

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.

Risk number		

#### 4.7 Key performance indicators (KPIs)

Please refer to section 2e and justify each indicator.

Insert text

### 5. SUSTAINABILITY OF THE PROPOSAL

#### 5.1 Measures to ensure the event is inclusive and accessible

Applicants should design the event to ensure a high standard of sustainability measures. Please elaborate on how you will promote inclusiveness, equality, respect and accessibility for everyone. How will you ensure accessibility and inclusion of people from disadvantaged backgrounds? How will you ensure gender balance in panels? Please provide a list of concrete and realistic measures.

Insert text

#### 5.2 Measures to reduce the environmental impact of the event

Applicants should design the event to ensure a high standard of sustainability measures. Please elaborate on the measures you will implement to reduce the environmental footprint of the event.

Insert text

### 6. DECLARATIONS

#### Double funding

Information concerning other EU grants for this project

YES/NO

*Please note that there is a strict prohibition of double funding from the EU budget.*

We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant nor EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU

Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details in the box below.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details. If NO, explain and provide details in the box below.	
We confirm that to our best knowledge, our organization does not receive any funding for its functioning from any other EU grant nor EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc) If NO, explain and provide details in the box below.	
Insert text	

Political affiliation	
	YES/NO
<p>We confirm that our organisation is not affiliated with a political party.</p> <p>For the purpose of this call for proposals, political affiliation means membership of or close association with a political party.</p> <p>In this context, we confirm that no MEPs occupy an executive role in our organisation.</p>	

## LIST OF ANNEXES

Annex 1 — Key Performance Indicators: (to fill in using the form provided inside the Submission System and return with the application form) **mandatory**

This document aims at proving the award criteria - if the proposal is retained for funding, this annex will become integral part of the Grant Agreement (to be uploaded in excel format).

Annex 2 — Detailed budget table: (to fill in using the form provided inside the Submission System and return with the application form) **mandatory** (to be uploaded in excel format).



Other annexes (to be uploaded as PDF or excel files):

- **CVs** or description of the profiles of the people primarily responsible for managing and implementing the action. These documents aim at proving the operational capacity of the applicant. *(to be uploaded as PDF files and return with the application form)*
- **Annual activity report** of the last three years. These documents aim at screening the operational capacity of the applicant. *(to be uploaded as PDF files and return with the application form)*
- **List of previous projects and activities** performed in the last three years and connected to the actions to be carried out. These documents aim at screening the operational capacity of the applicant. *(to be uploaded as PDF files and return with the application form)*
- **Financial statements** (including the balance sheet, the profit and loss accounts and the annexes) for the last two financial years for which accounts have been closed. This document aims at screening the financial capacity of the applicant. *(to be uploaded as PDF files and return with the application form)*
- **Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts.**  
- This document aims at screening the financial capacity of the applicant. *(to fill in using the form provided inside the Submission System and return with the application form)*
- **Financial Identification Form** *(to fill in using the form provided inside the Submission System and return with the application form)*
- **Other.**

**All annexes and supporting documents must be submitted at the time of submitting proposals.** Failure to submit annexes indicated as mandatory will lead to the inadmissibility of the proposal.