



## **Call for proposals**

Organisation of two local EYEs in 2024  
EP-COMM-SUBV-2024-LOCAL-EYE

**Version 1.0**  
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## CALL FOR PROPOSALS

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## Introduction

This is a call for proposals in order to award action grants in the field of communication. The procedure will be managed by the Directorate General for Communication of the European Parliament (EP) in line with Regulation 2018/1046 ([EU Financial Regulation](#)).

The objective of the call is the organisation of two events by two different organisers, that will be local editions of the EYE (**local EYEs**), and take place over the weekend in two different EU Member States before the end of May 2024.

Based on the success of the [2022 local EYEs](#), the European Parliament intends to facilitate the organisation of local EYEs on even years, while the central EYE<sup>1</sup> in Strasbourg is organised on odd years.

Two grant agreements will be signed with the organisations which have submitted an action proposal and have been selected for funding based on the criteria described in the sections below. As local EYEs should be events for young people and by young people, the organisations selected for funding are expected to be local or national youth organisations (as main applicants). Collaboration with a public authority for the implementation of the event will be considered an asset, as it ensures a strong link with the local level and contributes to the operational capacity.

The grant agreements will define the precise subject and the conditions for implementation of the action covered and the maximum amount to be granted by the European Parliament. The award of grants does not interfere with the independence and autonomy of the organisations in charge, allowing them to continue working under their usual practices, according to the objectives and target of the activities envisaged in the grant agreements.

You are invited to read carefully the **call documentation** on the Funding & Tenders Portal Topic page, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [Guide for applicants](#).

These documents provide clarifications and answers to questions potential applicants may have when preparing your application:

- the [Call Document](#) (present document) outlines the:
  - Objectives, scope, activities that can be funded and the expected results (sections 1 and 2);
  - timetable and available budget (sections 3 and 4);
  - admissibility and eligibility conditions, criteria for financial and operational capacity and exclusion (sections 5, 6 and 7);
  - evaluation and award procedure (section 8);

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<sup>1</sup> The EYE (European Youth Event)<sup>1</sup> is a biennial event that brings together at the European Parliament (EP) in Strasbourg and online thousands of young people from all over the European Union and beyond, to share and shape their ideas on Europe's future. It is a unique opportunity for 16 to 30 year olds to interact in-person and online, inspire each other and exchange their views with experts, activists, influencers and decision-makers, right in the heart of European democracy.

- award criteria (section 9);
- legal and financial set-up of the Grant Agreements (section 10);
- the [Online Manual](#) outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal');
  - recommendations for the preparation of the application;
- the [Guide for applicants](#) provides:
  - detailed annotations on the provisions in the Grant Agreement to be signed with the successful applicants (including cost eligibility, payment schedule, obligations, etc.).

Please also consult the documents annexed to this call for proposals (section 13) for detailed information.

## 1. Objectives, Scope and Principles of the Action

### **1.1 Objectives and expected outcomes of the call for proposals**

Local EYEs aim at bringing the European Parliament closer to young people in peripheral regions of Europe, promoting European democracy and creating a two-way communication channel. They should aim at raising awareness about the relevance of the European Parliament to young people while collecting ideas and expectations of young people from the local and national levels on the future of Europe.

The main objective of this call for proposals is the organisation of two local EYEs in an in-person format aimed at:

- offering young people opportunities to learn about European democracy as the foundation of the EU and raise awareness about the key role of civil society organisations in the democratic process;
- inspiring and engaging young people as European citizens through meetings with European decision-makers and Members of the European Parliament (MEPs);
- encouraging them to become active citizens by joining the [together.eu](https://together.eu) community and voting in the 2024 European elections.

Local EYEs should be organised under the EYE spirit and branding (see Annex II), and designed to be accessible (for young people who cannot afford travelling to Strasbourg to the central EYE) and inclusive (offering activities in national language(s)).

This call for proposals is organised in the framework of the European Parliament's actions in view of the European Elections 2024, contributing to its strategic engagement process, including the growth of the [together.eu](https://together.eu) community<sup>2</sup> and the activation of other Parliament's networks both at local and central levels<sup>3</sup>. The expected outcomes of the action are therefore to:

- leave a lasting impression among the participants of the relevance of EU decisions on their lives and feeling European;
- encourage the participants, especially those with fewer opportunities, or belonging to vulnerable groups, to become more active citizens, by offering them opportunity to join the [together.eu](https://together.eu) community and stay in touch with the European Parliament;
- promote the youth vote at the next European Elections in spring 2024.

### **1.2 Scope of local EYEs**

A local EYE is a stand-alone event. It should not be organised as a sub-event of a bigger event (e.g. local EYE as part of a bigger festival and reduced to a tent of the latter). Local EYEs should offer a diverse range of activities to attract as many and as diverse young people as possible, including those that are less likely to already be involved in EU actions. It should not be limited to a single type of activity (e.g. a Parliament simulation).

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<sup>2</sup> "[together.eu](https://together.eu)" (<https://together.europa.eu> and <https://together.eu>, available in all official EU languages) is a pan-European community of individuals launched at the initiative of the EP to maintain an ongoing dialogue between the EP and the EU citizens, to foster European identity and democratic engagement, and to provide information to citizens. Any interested individual or organisation may become part of this community by registering at [together.eu](https://together.eu) and adhering to the code of conduct. The [together.eu](https://together.eu) also stands for community management platform, enabling users to take action - to lead, participate or organise events, and start a campaign via various website functionalities.

<sup>3</sup> Such as the European Parliament Ambassadors School<sup>3</sup> and Euroscola<sup>3</sup> programmes

This programme should, if possible, include:

- non-formal education activities by young people for young people, including political debates, interactive workshops, intercultural trainings, networking, and the like;
- concerts, theatre, dance and acrobatic performances as well as art and photography exhibitions by young artists;
- leisure activities to balance the overall programme with fun, creativity and entertainment, including possible special events (concert, party) for the evenings.

While core activities can be organised solely by the grant beneficiary, ideally half of the programme should be co-created with other youth and civil society organisations as well as public entities at the local, regional, national and European level (including European Parliament). These activities can be complemented by European Parliament's own initiatives. Local EYEs should, as much as possible, involve cross-border cooperation.

In view of the European elections 2024, follow-up communication actions should be organised to increase the youth voter turnout at regional and local level.

### **1.3 Main principles of local EYEs**

Local EYEs should be organised according to the following principles:

#### **1. Co-design of the event with the target audience (young people)**

The event must be designed taking into account the young target audience (topics they want to discuss, which speakers they would like to see invited, what other ideas they have for the event, e.g. tagline, formats, location, preferred communication channels, etc.). Letting young people co-design the event empowers them and shows that grant beneficiaries are taking them seriously. Consultation of the target audience can be done in person or online.

#### **2. Co-creation of the event's programme with young participants and youth organisations**

As it is the case for the central EYE, local EYEs should be co-created with young participants and youth organisations in order to offer a diverse and rich programme that reflects young people's concerns, and creates engagement. This could be done through running a call for activities<sup>4</sup> ahead of the event (as for the central EYE), where grant beneficiaries invite young participants and youth organisations to run their own activities during the event. Local youth organisations or (groups of) young people could also be invited to join a youth programming group to coordinate the programme of the event (define topics based on the feedback from the young target audience, and evaluate and select the proposals for activities). While the event is co-created, grant beneficiaries should ensure it is aligned with the objectives and expected outcomes described under section 1.1.

#### **3. Event for and by youth: audience and speakers between 16 and 30 years old**

The event should be targeted at participants between 16-30 years old, and, where possible, with speakers not older than 35 years old (with exception of high-level speakers/VIPs and decision-makers). Having at least 50% of speakers in the age of the audience is at the same time inspiring and empowering. In terms of audience, the

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<sup>4</sup> A template of the form used for the last central EYE is available in annex II.

involvement of existing Parliament's networks is recommended (e.g. European Parliament Ambassadors School<sup>5</sup> and Euroscola<sup>6</sup> programmes, in cooperation with the European Parliament Liaison Offices (EPLOs)).

#### **4. Interactive formats to boost engagement**

Activities should be interactive in order to help young people to engage in the conversation. In panels with several speakers, enough time should be foreseen for interaction with the audience<sup>7</sup>.

#### **5. European dimension**

Topics discussed at the event must have a European dimension, which should be highlighted both in the description of the activities as well as in the communication of the event and its programme. Including a European dimension in the activities can take many forms, e.g. by inviting European decision makers such as MEPs, featuring activities organised by the European Parliament or its Liaison Offices, inviting participants/activity organisers from different Member States<sup>8</sup>, or by discussing the European dimension of a local project. Materials provided by the European Parliamentary Research Service (EPRS) could help both the organisers and the participants of the local EYEs get an understanding of what is currently being done at the European level regarding concrete issues. Cross-border projects are encouraged as they enhance the European dimension of the event. The European dimension that grant beneficiaries should highlight and foster in the design of the event also refers to the underlying values of the European Union, as laid down in article 2 on the Treaty on the European Union<sup>9</sup> and the EU Charter of Fundamental Rights<sup>10</sup>.

#### **6. Political pluralism**

The event should respect political balance in its planning and implementation. Politicians and decision makers should come from various levels (local, regional, national and European), preferably from the youth branches of political parties, and represent the full political spectrum.<sup>11</sup>

#### **7. Connection with the central EYE in Strasbourg**

The central EYE in Strasbourg is organised biennially in odd years. Local EYEs should have a link with the central EYE and notably the Youth Ideas Report published after the central EYE, which could for example incorporate young people's ideas collected at the local EYE.

#### **8. Activities organised by the European Parliament**

A main objective of local EYEs is to bring the European Parliament closer to its young citizens that cannot attend the central EYE in Strasbourg, and to give them a voice in discussing their ideas on the future of Europe. To strengthen this feedback loop and deepen the European dimension of a local EYE, the European Parliament and its

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<sup>5</sup> Website of the European Parliament Ambassador School Programme:  
<https://www.europarl.europa.eu/ambassador-school/en/>

<sup>6</sup> Euroscola website: <https://www.europarl.europa.eu/euroscola/en/home.html>

<sup>7</sup> Applicants are invited to consult past EYEs programmes for inspiration on the EYE website. Please refer also to annex II.

<sup>8</sup> Shuttle buses could be arranged by the grant beneficiary to facilitate the participation of young people from cross-border countries

<sup>9</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A12012M%2FTXT>

<sup>10</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A12012P%2FTXT>

<sup>11</sup> This is even more important considering the upcoming European elections, with political parties and groups campaigning for the (re-)election of their candidates.

Liaison Offices offer grant beneficiaries the possibility to work together closely in order to co-design activities on the European Parliament youth offer and the workings of the European Parliament.

#### **9. Communication about the local EYE in close collaboration with the central EYE team and the relevant European Parliament Liaison Offices (EPLO(s))**

To make sure that the local EYE benefits from the renown of the EYE brand and gets support from the European Parliament's communication outreach and strategy, grant beneficiaries have the possibility to work in close collaboration with the central EYE team and the relevant EPLO(s) on the communication plan for their event. It is essential that the narrative and visual line used to communicate about the local EYE are agreed with the EYE team beforehand, to ensure their consistency with the Parliament's communication guidelines, including rules on the use of the European Parliament's logo. Participants in local EYEs should be encouraged to register on the [together.eu](https://together.eu) platform of the European Parliament<sup>12</sup> to further engage with the institution.

#### **10. Collection of ideas of young people**

The central EYE is designed to share and shape ideas of young people - speakers and participants - for the future of Europe to inspire and stimulate policy- and decision makers. The local EYE offers an opportunity to bring ideas from the central level to the local dimension and vice-versa, for a reality check and further development. The ideas can be collected before and during the local EYE on [youthideas.eu](https://youthideas.eu) and can be compiled after the event in a report<sup>13</sup>.

#### **11. Presence of Members of the European Parliament (MEPs)**

No local EYE without MEPs! Members of the European Parliament can come from the country/region where the event is organised, or even from another, for example neighbouring, country. The MEPs can be featured in the event's programme as speakers in activities on topics related to their expertise, in opening or closing ceremony, but also in more informal formats (e.g. Meet your MEP<sup>14</sup>).

#### **12. Sustainability and inclusiveness:**

The event should be designed to ensure a high standard of sustainability measures, including environmental, social and economic aspects. Environmental measures can include waste management, carbon offsetting, recyclable signposting, no or few giveaways, no or few printouts. Social measures concern accessibility, inclusion of people from disadvantaged backgrounds, ensuring gender balance in panels, security and safety<sup>15</sup>, etc. Local EYEs should also strive to promote inclusiveness, equality, respect and accessibility for everyone (see annex I and III).

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<sup>12</sup> <https://together.europarl.europa.eu/youth/citizens>

<sup>13</sup> see for example reports from the past EYE editions: <https://european-youth-event.europarl.europa.eu/en/beyond-eye/previous-editions/>

<sup>14</sup> For more information on this specific format please consult the following link: [https://european-youth-event.europarl.europa.eu/wp-content/uploads/2021/10/2021\\_EYE\\_Programme\\_v6\\_EN.pdf](https://european-youth-event.europarl.europa.eu/wp-content/uploads/2021/10/2021_EYE_Programme_v6_EN.pdf) ('In the shoes of an MEP' activity). Please refer also to annex II.

<sup>15</sup> Grant beneficiaries are advised to adopt a Code of Conduct similar to the one of the central EYE (and available at following link: <https://european-youth-event.europarl.europa.eu/en/practical-details/code-of-conduct/>)



## 2. Definition of Applicant's Action proposal

Proposals submitted by applicants must be clear and well-defined, researched and fully developed, having taken all time-schedule and budget considerations into account. They must be supported by:

- a. a proposed **concept for the local EYE**, describing :
  - how it responds to the main objectives and expected outcomes of the call (section 1.1),
  - how it fits within the scope of the local EYE (section 1.2) and
  - how it reflects the underlying principles of a local EYE (section 1.3).

Special attention should be paid to explaining how the 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.

- b. a proposed **draft programme of the event** with :
  - indicative list of activities foreseen;
  - types of activities foreseen, including opening and closing ceremonies;
  - list of potential speakers and moderators;
  - indicative list of potential co-organisers (youth organisations, local and regional organisations and public entities, etc.);
  - the physical location(s) proposed;
  - short descriptions of each activity and the estimated audience (number of participants and expected communication outreach of the activity).
- c. A detailed **communication plan**, including
  - a. a narrative (storytelling) about the event that is consistent with the general local EYE narrative proposed in annex II
  - b. list of EYE branded communication products (videos, visuals, infographics websites, signage, etc.),
  - c. an outline of planned communication actions in full media mix (own, earned, paid), stipulating the timeline of actions (before, during and after the event), precise 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.
  - d. evaluation methods (including related KPIs)

The communication plan should aim at:

- informing young people about the local EYE and the opportunities to take part, in a consistent, inclusive and accessible way (choice of pictures, tonality, language);
- reaching a maximum outreach and participation in the preparation phase, during and after the event;
- offering young people opportunities to engage online before, during and after the

- event (co-creation actions, competitions, idea sharing);
- preparing and informing future participants on all logistical aspects of the event (sign-posting, map, practical details, travel solutions, accessibility etc.) with a special attention for inclusivity and sustainability, to make their participation as smooth as possible;
- raising participants awareness regarding all relevant information about the programme, topics, speakers;
- promoting the event as organised for and by the young people;
- promoting European Parliament's main engagement platform [together.eu](https://together.eu);
- supporting the strategic engagement process in view of the European Elections 2024, notably by running a parallel or follow-up campaign aiming at increasing the youth voter turnout at regional level.

The visual identity should be based on the EYE visual identity adapted to the local context (see annex II), therefore all main visual elements should reflect this and always be checked for consistency with the European Parliament before they go to production. Guidelines for common branding and the display of a local EYE logo are also available in annex II. Grant beneficiaries are encouraged to apply the European Parliament's guidelines for Inclusive Communication (annexes III).

d. a **detailed description of the proposed methodology** for the implementation of the action, including:

- project plan with schedule;
- team organisation and set-up;
- intended collaborations:
  - with public entities such as municipalities, regions or local governments for an optimised organisation of the event;
  - European Parliament's services (headquarters and European Parliament Liaison Offices);<sup>16</sup>
  - other collaborations foreseen;
- a detailed budget
  - including external resources
  - including communication actions;
- monitoring and evaluation mechanisms put in place during and after the implementation of the action. This should include quality control and a feedback system to measure the satisfaction of participants;
- a proposed risk management strategy.

e. **Performance indicators for the actions:**

The proposals must set up their own quantified targets using the performance indicators in Annex I to the application form (mandatory). Grant beneficiaries will be requested to report on the actual achievements of the action against the predefined targets. The proposal should also indicate methodology for collecting this data/source of information and to evaluate the results of the action. Applicants should report on the relevant performance indicators based on the most recent data available.

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<sup>16</sup> In the month following the signature of the grant agreement, the grant beneficiary will organise an on-site kick-off meeting with the Youth Outreach Unit and the local EPLO in order to visit the site, exchange on good practices following the experience of past (local) EYE editions and agree on the areas of collaboration.

Non-achievement of results measured through performance indicators may lead to proportional reduction of the financial contribution of the European Parliament.

Performance indicators include:

- Expected total number of in-person participants;
  - Expected number of participants from other nationalities than the country where the event takes place;
  - Expected total number of policy and decision-makers involved;
  - Expected total number of activities with an European dimension;
  - Expected average engagement rate on the specific web pages / sections / social media posts;
  - Expected total number of media reports on the project and its results;
  - Expected total number of ideas collected before and during the event;
  - Expected number of sign ups to the [together.eu](https://together.eu) platform<sup>17</sup>;
  - Expected number of follow-up actions.
- f. An outline of the **sustainability of the proposal**, in line with section 1.3, sub-point 12, highlighting how the event will be designed to ensure a high standard of sustainability measures, including environmental, social and economic aspects. Environmental measures can include waste management, carbon offsetting, recyclable signposting, no or few give-aways, no or few printouts. Social measures concern accessibility, inclusion of people from disadvantaged backgrounds, ensuring gender balance in panels, security and safety<sup>18</sup>, etc. (see also annex I and III)

**Attention:**

- (1) The local EYEs awarded under this call for proposals must take place before the end of May 2024. However, grant beneficiaries are requested to **organise follow-up communication activities until the date of the European elections** (6-9 June 2024). The duration of the actions proposed under this call must therefore be aligned with the timing of the European elections. The duration of the project cannot go beyond 30 June 2024.
- (2) In case of unforeseen circumstances impacting the implementation of the event such as public health emergencies, developments related to the war in Ukraine or their consequences on the European economy, the grant beneficiary must immediately inform the European Parliament and take all the necessary mitigating measures to limit any damage these situations could cause to its project, including in terms of financial commitments. If need be, the European Parliament and the beneficiary may agree on modifications to the planned actions. In case of severe unforeseen circumstances, after evaluating the situation, the European Parliament reserves the right to suspend the implementation of action and/or terminate the grant agreement. The beneficiary will ensure that its actions respect all relevant security, safety and public health measures required by national authorities and the European Parliament.

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<sup>17</sup> <https://together.europarl.europa.eu/>

<sup>18</sup> Grant beneficiaries are advised to adopt a Code of Conduct similar to the one of the central EYE (and available at following link: <https://european-youth-event.europarl.europa.eu/en/practical-details/code-of-conduct/>)

The proposals submitted by the applicants must respect the conditions stated in the sections below.

### 3. Available budget

The aim of the call is to organise two local EYEs, in two different Member States, by two different organisations.

The available budget for this call is **EUR 220 000** for both projects.

The maximum budget per project is expected to be EUR 110 000, but this does not preclude the submission/selection of proposals requesting other amounts.

The European Parliament reserves the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

If budget for this call remains available, additional justified costs could be covered for one of the projects.

### 4. Timetable and deadlines

Timetable and deadlines	
Call publication	14 June 2023
Call opening:	11 July 2023
Deadline for submission:	5 September 2023 17:00:00 CET (Brussels)
Evaluation:	September 2023
Information on evaluation results:	October 2023
Grant agreement signature:	October 2023
On-site visit	October/November 2023
Implementation of the events:	No later than end of May 2024
Implementation of follow-up actions:	End of local EYE - until the EE24 (by the latest 30 June 2024)

### 5 Admissibility of project proposals

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all parts, annexes and supporting documents **at the time of submitting the proposals**. Failure to submit annexes indicated as mandatory will lead to the inadmissibility of the proposal (without further consideration).

The Application Form consists of:

- Part A (to be filled in directly online) — contains administrative information about the participant and the summarised budget for the project. (Mandatory);
- Part B (to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system) — contains the description of the action; (Mandatory);
- Annex 1 - Key Performance Indicators (KPI) (to be uploaded); (Mandatory);
- Annex 2 - Detailed budget table (to be uploaded); (Mandatory);
- Other annexes and supporting documents (to be uploaded in the format requested in the application form and indicated on the Portal Submission System)

At proposal submission, you will have to confirm that you have the **mandate to act** for the applicant (and its affiliates if any). Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant each beneficiary will have to confirm this again by signing a declaration of honour.


The application must be **readable, accessible and printable**.

Proposals are limited to **50 pages**. Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc.*).

### [Mandatory annexes and supporting documents](#)

Mandatory **annexes and supporting documents** (directly available in the Submission System) are mentioned in the application form (Annex IV to this call for proposals).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

## **6 Eligibility**

### **6.1 Eligible participants**

The actions supported under this call are **mono-beneficiary actions**. This means that there is one legal entity applying for a grant. Applications presented by consortia are not eligible.

To be eligible for a grant, applicants must be able to demonstrate that they are:

- A non-profit making organisation<sup>19</sup>;
- A private legal person constituted and registered as legal entity for at least three years at the time of application;
- A legal person based in one of the Member States of the European Union;
- A legal person with no political affiliation<sup>20</sup>.

Beneficiaries and affiliated entities, if any, must register in the [Participant Register](#) and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in the action, such as subcontractors and recipients of financial support

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

The European Parliament may ask an applicant to provide additional information or to clarify the supporting documents submitted.

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<sup>19</sup> 'Non-profit organisation' means a legal entity that is by its legal form non-profit making or has a legal or statutory obligation not to distribute profits to its shareholders or members. Profits have to be reinvested in the same activity of the entity (or in research activities).

<sup>20</sup> Political affiliation means membership of or close association with a political party.

## **6.2 Non-eligible participants**

The following entities are not eligible:

- natural persons;
- international organisations and EU bodies;
- pan-European or transnational organisation<sup>21</sup>;
- public authorities and governmental organisation and bodies, and
- profit making entities.

In line with the non-political affiliation criteria (see section 6.1), entities in which Members of the European Parliament hold executive functions on their administrative Board or any other executive body of their organisation, are ineligible under the call.

## **6.3. Specific cases**

**Affiliated entities** are allowed under the following conditions:

- legal entities
- having a legal or capital link with applicants,
- which is neither limited to the action nor established for the sole purpose of its implementation (e.g. members of networks, federations, trade unions),

Affiliated entities may take part in the action and declare eligible costs.

Affiliated entities are allowed on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant.

Supporting documents proving the legal link between the applicant and the affiliated entity - if not provided with the application - will be requested during the evaluation phase of the application.

**EU restrictive measures** - special rules apply for certain entities (e.g. entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, subcontractors or recipients of financial support to third parties (if any).

The European Parliament may request supplementary explanations and (or) documentary evidence on the compliance with the restrictive measures from an applicant at any moment of the procedure.

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<sup>21</sup> Pan-European or Transnational Organisation are not eligible, but their members at national level may submit a proposal.

#### **6.4 Eligible Member States**

Entities from all EU Member States are eligible.

#### **6.5 Eligible activities**

Eligible activities are the ones described in section 1 and 2 above. Applications will only be considered eligible if their content corresponds, wholly or in part, to the activities described in section 1 and 2.

Projects should comply with the scope and principles of local EYEs (see sections 1.2 and 1.3) EYE values and principles, as per background information provided above, and with the EE24 campaign of the European Parliament (see section 1.1).

Financial support to third parties is allowed for grants and prizes under the conditions stated in Article II.12 of the Grant Agreement provided it is explicitly mentioned in the application.

#### ***Ineligible activities***

In order to ensure geographical balance and appropriate rotation of the local EYEs, applications with activities taking place in the countries of the last two editions are not eligible (Ireland (2021), Croatia and Spain (2022)).

#### **6.6 Duration**

Events should take place between the starting date of the actions and the end of May 2024, while follow up actions should take place until the European elections (6-9 June 2024).

#### **6.7 Ethics**

Projects must comply with ethical principles and applicable EU, international and national law and may not have a military focus nor be against the democratic values of the European Union.



## 7 Financial and operational capacity and exclusion

### 7.1 Financial capacity

Applicants must have **stable and sufficient sources** of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding. The analysis of the financial capacity will be based on neutral financial indicators allowing in particular, the assessment of financial dependency on EU funding and the liquidity of the applicant.

As a minimum requirement, applicants should have an average turnover/income in the last 2 financial years of at least 20% of the total cost of the action.

The applicant's financial capacity will be assessed on the basis of the following supporting documents:

- A financial statement (including the balance sheet, the profit and loss accounts and the annexes) for the last financial year for which accounts have been closed.
- The Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts dully filled in (template available in the Submission System).

### 7.2 Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects.

This capacity will be assessed on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

Applicants will have to show their capacity via the following information in the Application Form and supporting documents.

- ✓ At least 3 years' proven communication experience as a multiplier, able to mobilise wider networks with an explicit aim at connecting with and empowering young people;
- ✓ Human resources whose competencies and qualifications are relevant to the organisation of a hybrid event as described above. This will notably include:
  - very good communication skills in
    - the language of the country the organisation wishes to organise the event (minimum requirement is C2 based on the Common European Framework of Reference for Languages of the Council of Europe)<sup>22</sup>
    - English (minimum requirement is B2 based on the Common European Framework of Reference for Languages of the Council of Europe),

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<sup>22</sup> More information on this Framework can be found on the website of the Council of Europe: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

- sound knowledge in European affairs;
- project management experience (proven capacity to manage projects of that scope based on projects and activities performed in the last three years).

In this respect, applicants must submit the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the action;
- the organisation's annual activity report for the last three years;
- a list of previous projects and activities performed in the last three years and connected to the actions to be carried out.

The European Parliament may ask an applicant to provide additional information or to clarify the supporting documents submitted.

Applications that fail to meet the financial or operational criteria will not be examined further.

### **7.3 Exclusion**

Applicants which are subject to **EU administrative sanctions** (i.e. exclusion or financial penalty decision)<sup>23</sup> or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>24</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision making or control,

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<sup>23</sup> See Article 136 of EU Financial Regulation [2018/1046](#).

<sup>24</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

beneficial owners or persons who are essential for the award/implementation of the grant)

- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that<sup>25</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information;
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

## 8 Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure**.

Proposals will be first be checked for formal requirements (admissibility and eligibility). Proposals found admissible and eligible will be evaluated by an **evaluation committee** for operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their quality score.

All applicants will be informed about the evaluation result (**evaluation result letter**). Successful proposals with the highest scores will be invited for grant preparation; other will be put on the reserve list or rejected.

Invitation for grant preparation **does NOT constitute a formal commitment** for funding. The European Parliament will carry out various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

If applicants have questions on the evaluation procedure, they can submit **a request for information** on the evaluation results (following the deadlines and procedures set out in the evaluation result letter).

**Grant preparation** will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from the applicant. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

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<sup>25</sup> See Article 141 EU Financial Regulation [2018/1046](#).

## 9 Award criteria

Project proposals obtaining **60 points or less** will not be considered for the award of a grant.

Award criteria	Maximum score
<p><b>1. Quality and relevance of the proposed concept for the event (see section 2a)</b></p> <p>In particular, the quality and relevance of the concept with regards to:</p> <ul style="list-style-type: none"> <li>• how it responds to the main objectives and expected outcomes of the call (section 1.1),</li> <li>• how it fits within the scope of the local EYE (section 1.2) and</li> <li>• how it reflects the underlying principles of a local EYE (section 1.3).</li> <li>• how it contributes to the promotion of the <a href="https://together.eu">together.eu</a> community</li> <li>• how it helps bring out the youth vote in the European elections 2024</li> </ul>	20
<p><b>2. Quality and relevance of the proposed programme of the event (see section 2b)</b></p> <p>In particular, the quality and relevance of the:</p> <ul style="list-style-type: none"> <li>• programme as a whole, with all activities foreseen;</li> <li>• types of activities foreseen, including opening and closing ceremonies;</li> <li>• potential speakers and moderators;</li> <li>• potential co-organisers (youth organisations, local and regional organisations and public entities, etc.);</li> <li>• physical location(s) proposed;</li> <li>• estimated audience for each activity (number of participants and expected communication outreach of the activity).</li> </ul>	20
<p><b>3. Quality of the communication plan (see section 2c)</b></p> <p>In particular, the quality of the:</p> <ul style="list-style-type: none"> <li>• proposed narrative (storytelling) about the proposed event and its consistency with the general local EYE narrative (Annex II)</li> <li>• proposed EYE branded communication products (videos, visuals, infographics websites, signage, etc.),</li> <li>• timeline of communication actions in full media mix (own, earned, paid) as well as traditional media and press, together with precise description of target audience and channels of communication</li> <li>• evaluation methods (including related KPIs).</li> </ul>	20
<p><b>4. Quality of the proposed methodology (see sections 2d and 2e)</b></p> <p>In particular the quality of the:</p> <ul style="list-style-type: none"> <li>• project plan with schedule;</li> <li>• team organisation and set-up;</li> <li>• intended collaborations with public entities at local and/or regional level as well as with European Parliament's services</li> <li>• budget allocation</li> </ul>	35

<ul style="list-style-type: none"> <li>• monitoring and evaluation mechanisms put in place during and after the implementation of the action, including quality control and a feedback system to measure the satisfaction of participants as well KPIs;</li> <li>• proposed risk management strategy</li> </ul>	
<p><b>5. Sustainability of the proposal (see section 2f)</b></p> <p>In particular with regards to the proposed:</p> <ul style="list-style-type: none"> <li>• measures to ensure the event is inclusive and accessible</li> <li>• measures to reduce the environmental impact of the event</li> </ul>	5
<b>Overall (pass) scores</b>	<b>100</b>

Maximum points: 100 points - Overall threshold: 60,5 points.

Proposals that pass the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

In order to ensure the best possible geographical spread and attract the widest audience, the evaluation committee will consider the geographical balance.

## **10 Legal and financial set-up of the Grant Agreements**

For applications that successfully passed the evaluation, applicants will be invited for grant preparation, where they will be asked to prepare the Grant Agreement together with the European Parliament Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning the action implementation, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#) and is annexed to this call for proposals.

### **10.1 Starting date and project duration**

The project starting date and duration will be fixed in the Grant Agreement (*Article 1.2*).

The action must be implemented between the starting date of the grant and the dates of the European elections (6-9 June 2024).

### **10.2 Form of grant, funding rate and maximum grant amount**

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc.*) will be fixed in the Grant Agreement (*Article 1.3*).

The grants will be actual cost grants. This means that it will reimburse ONLY certain types of costs (eligible costs) and ONLY costs *actually* incurred by the beneficiary in relation to the project (NOT the *budgeted* costs).

Co-financing shall take the form of reimbursement of up to 80% of eligible costs actually incurred by the beneficiary and its affiliated entities.

The non-profit rule will not apply for this call for the cases under the conditions of Article 192(3) EU Financial Regulation 2018/1046).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (e.g. improper implementation such as non-achievement of results measures through performance indicators, breach of obligations, etc.).

### **10.3 Budget categories and cost eligibility rules**

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Article II.19 and II.21*). For more information, please refer to the [Guide for applicants](#).

Budget categories for this call are the following.

A. Personnel costs:

A.1: employees, natural persons under direct contract, seconded persons;

A.2: volunteers (on the basis of unit costs)<sup>26</sup>: for the purpose of this call for proposals, the work performed by volunteers is considered as eligible under certain conditions specified below.

B. Subcontracting costs - subcontracting of action tasks is subject to special rules and must be approved by the European Parliament (either as part of your proposal, by amendment during the implementation of the action or in the final report). Subcontracting is allowed except for project's core tasks and subject to strict limits (see [Guide for applicants](#)).

C. Purchase costs:

- C.1 Travel and subsistence
- C.2 Equipment,
- C.3 Other goods, works and services.

D. Other cost categories:

- D.1 Financial support to third parties is allowed for grants and prizes under the conditions stated in article II.12 of the Grant Agreement provided it is explicitly mentioned in the application.

E. Indirect costs - on the basis of 7% of flat rate.

*Additional specific cost eligibility conditions for this call:*

- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible).
- Volunteers costs — For the purpose of this call for proposals, the work performed by volunteers<sup>27</sup> is considered as eligible personnel costs in accordance with Articles 181, 186 and 190 of Regulation (EU, Euratom) 2018/1046, and shall take the form of unit

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<sup>26</sup> Under this call, a "Volunteer" means a person working on a non-compulsory basis for an organisation without payment.

<sup>27</sup> Idem 23.

costs. The amounts of the unit costs to be used by the beneficiary as the basis for declaring such eligible personnel costs are set out in the [Guide for applicants](#).

The conditions for eligibility of costs are defined in Article 186(3) of Regulation (EU, EURATOM) 2018/1046.

- Applicants are strongly advised to include in their proposal a civil and liability insurance or other equivalent insurance covering their planned activities. The costs will be eligible under other good, works and services (category C.3).

 For more information, see the [Guide for applicants](#).

#### **10.4 Reporting and payment arrangements**

The reporting and payment arrangements are fixed in the Grant Agreement (*Article 1.4*).

After signature of the Grant Agreement, the beneficiary will normally receive a first **pre-financing payment** to start working on the project (float of up to 40% of the maximum grant amount). The pre-financing will be paid 30 days from entry into force of the Grant Agreement.


The beneficiary may submit a request for **second pre-financing payment** for up to 30% of the maximum grant amount three months before the local EYE. The second pre-financing will be paid within 60 calendar days from the receipt of the request.

There will be **no interim payments**.

At the end of the project, the European Parliament will calculate the final grant amount. If the total of earlier payments is higher than the final grant amount, the European Parliament will ask the beneficiary to pay back the difference (recovery).

All payments will be made to the beneficiary signing the Grant Agreement.

Please note that beneficiaries are responsible for keeping records on all the work done and the costs declared (*Articles II.27.2*).

 For more information, see the [Guide for applicants](#).

## **11 Help**

As far as possible, applicants are invited to read and consult the following documents before addressing their questions to the European Parliament:

- [Online Manual](#)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since the European Parliament will use it to publish call updates.

### *Contact*

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: [dqcomm-subvention@europarl.europa.eu](mailto:dqcomm-subvention@europarl.europa.eu) and [eye@europarl.europa.eu](mailto:eye@europarl.europa.eu).

Please indicate clearly the reference of the call and topic to which your question relates (see *cover page*).



## 12 Important



### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries and affiliated entities must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form. If your entity is not registered yet, please be reactive and provide the necessary documents as soon as possible.
- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc.*).
- **No double funding** — There is a strict prohibition of double funding from the EU budget. Any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected.
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice.
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call. However, only one proposal per participant will be retained for being awarded a grant.

Organisations may participate in several proposals.

BUT: if there are several proposals related to the *same/very similar* project, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).

- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language. For reasons of efficiency, we strongly advise you to use English or French for the entire application. You should include a translation of your project's abstract in English or French. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see section 4.2.3 of this document).
- **Data Protection** —The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the Funding & Tenders Portal Privacy Statement.
  - The controller is the EP Youth Outreach Unit in the Directorate General for Communication, Directorate for Campaigns.
  - e-mail: [eye@europarl.europa.eu](mailto:eye@europarl.europa.eu)
- **Transparency** — In accordance with Article 38 of the EU Financial Regulation, information about EU grants awarded is published each year on the Europa website.

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

### **13 List of Annexes to this call for proposals**

Annex I	Sustainability policy of the European Parliament for the EYE
Annex II	EYE Communication Guidelines
Annex III	Inclusive Communication Guidelines of the European Parliament
Annex IV	Application form
Annex V	Key Performance Indicators form
Annex VI	Detailed estimated budget form
Annex VII	Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts
Annex VIII	Model Grant Agreement