Application Form

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

EYE2025 - COORDINATION OF THE EYE VILLAGE PROGRAMME

EP-COMM-SUBV-2025-EYE-VILLAGE-COORDINATION

Version 1.0

16 April 2024

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 and its annexes needs to be uploaded 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 applicant and submitted by a representative. Once submitted, you will receive a confirmation.

Character and **page limits**:

- • page limit normally **50** 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]
Start date:	[dd/mm/yyyy]
End date	[dd/mm/yyyy]

1. QUALITY AND RELEVANCE OF THE PROPOSED CONCEPT FOR THE EYE VILLAGE

What is your vision of the EYE Village programme? What is your concept for the 2025 edition of the outdoor programme of the EYE Village?

Applicants should describe their concept explaining :

- *how the project addresses the main objectives and expected outcomes of the call (section 1.2)*
- *how it reflects the underlying principles of the EYE (section 1.4).*
- *how it complements the indoor programme*
- *what makes the EYE Village programme attractive to EYE participants coming both from across Europe and Strasbourg region*

General concept for the event

Insert text

2. QUALITY AND RELEVANCE OF THE DRAFT PROGRAMME OF THE EYE VILLAGE

What is your draft programme of the EYE Village? Applicants should provide:

- *an indicative list of activities foreseen, including a number of participants and their capacity*
- *types of activities foreseen, including non-formal activities and musical programme*
- *description of the activities organised by the beneficiary itself (max. 20% of the EYE Village programme)*

  *Applicants should elaborate and describe the activities they will organise themselves in the **Activity form provided in Annex 1.** Please explain here the general concept and how these activities fit with the EYE values and objectives.*

- *potential speakers and moderators and the criteria for their selection*
- *indicative list of potential sub-grantees (youth and civil society organisations) and their activities (80% of the EYE Village programme)*

Other activities should be provided at a later stage by different youth and civil society organisations when the applicant will run its own call for proposals. However, please underline here innovative approaches and interactive formats you intent to request. What will be the scope of each activity (topic, number of participants) you will request? How will you ensure activities are diverse and politically balanced/neutral? Please provide a list of potential sub-grantees, explaining the added-value each one could bring to the programme, and specify the percentage of the programme which will be organised through sub-grants.

Insert text

3. QUALITY OF THE PROPOSED METHODOLOGY

3.1 Project plan with retro-planning/time 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

3.2 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

3.3 Collaboration with the European Parliament

Describe a proposed methodology on cooperating with the central team of the European Parliament and its external contractor, including regular meetings (on-site in Brussels and Strasbourg and online) How will you build on the support provided by the EP?

Insert text

3.4 Budget: allocation of internal and external resources

Please describe in detail and explain the budget allocation presented in Annex 3 (Detailed budget table). Please make sure to mention and describe

- *external resources*
- *resources allocated to communication actions*
- *resources allocated to travel to Strasbourg (monthly as of February 2025)*
- *recourses allocated to the site visit to Strasbourg organised for the sub-grantees*

How is this budget in line with the objectives and scope of the EYE (a two-day programme for up to 6000 participants)?

What will be your deliverables?

Insert text

3.5 Implementation of the action with the support of external resources, notably subcontractors and affiliated entities

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

3.6 Monitoring and evaluation mechanisms

Applicants should describe in detail the monitoring and evaluation mechanisms put in place during and after the implementation of the action.

- What tools will you use to perform quality control? What tools will you use to collect feedback system and measure the satisfaction of participants?

- How will you 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, notably with sub-grantees?

Insert text

3.6 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	Description	Proposed risk-mitigation measures

3.7 Key performance indicators (KPIs)

The applicants should set up their own quantified targets using the performance indicators in Annex 2 (Key Performance Indicators) In this context, The applicants should justify each indicator (relevance for the scope of the action and on what basis they were calculated)

Insert text

4. QUALITY OF THE PROPOSED METHODOLOGY FOR THE SELECTION AND MANAGEMENT OF SUB-GRANTS

4.1 Selection procedure of sub-grantees

Applicants should describe their approach for setting up the call for proposals and selecting the most relevant and cost-efficient proposals from other youth and civil society organisations (third parties).

Applicants should include the description of the financial support to third parties including the following elements:

- *How the **objectives and results** to be achieved by the third parties with the financial support are aligned with the objectives and expected outcomes of the call (see section 1.2)?*
- *What **type of financial support** do you foresee? Call for Proposals? Prizes, Lump sum?*
- *What are the **different activities** for which third parties can receive financial support? Applicants should define a fixed and exhaustive list of the different activities for which third parties may receive financial support, taking into account the requirements set out in section 2.2. – EYE Village Outdoor activities. How will you define the tasks expected from third parties?*
- *The applicant must indicate the **maximum amount** of financial support to be granted for each third party and the criteria for determining the exact amount of the financial support. If the applicant uses lump sums as a form of financial support, it must provide a clear explanation as to what it includes and how it is calculated.*
- *Who is the **target audience** of the financial support to third parties? How many sub-grants do you plan to provide? How will you ensure these organisations come from all parts of Europe and cover different fields of action*
- *What **selection procedures** do you foresee? What will be your selection and award criteria?*

Insert text

4.2 Management plan of the sub-grantees

- *Applicants must describe a **methodology for the management** of the recipients of the financial support and their contribution throughout the entire duration of the support, including a procedure to check the implementation by the recipients/third parties of the activities and communication actions (see section 2.5), suitable financial arrangements and payment modalities of the financial support, as well as of sound financial management and risk mitigating measures.*
- *Applicant should demonstrate with a help of a Gantt chart/graphic visualisation/calendar the management and reporting on sub-grants starting from the signature of the grant agreement and ending with the last actions foreseen in the sub-grantees projects. Please define milestones and deadlines.*
- *How will you collaborate with the sub-grantees on the implementation of their activities?*
- *How you will involve them in the design of the EYE Village and how you will ensure a transparent flow of formation with them?*

Insert text

4.3 Organisation of the music contest

To build its music programme (see section 2.2), the grant beneficiary shall organise an on-line contest through which the artists will be selected. The applicant must describe:
- *the conditions for participation in the contest (e.g. eligibility and exclusion criteria; deadline for submission of entries; possibility of jury interview). The criteria must be objective*
- *the award criteria for assessing the quality of entries in light of the objectives and expected results*
- *the amount of the prize taking into account the maximum of financial support to third parties and the criteria for determining the exact amount*
- *the payment arrangements*

Insert text

5. QUALITY OF THE COMMUNICATION PLAN

5.1 Proposed narrative for the event

The applicant should propose a narrative/storytelling which is consistent with the narrative of the European Youth Event proposed in section 1.1 of the call.

Insert text

5.2 List of EYE branded communication products

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

Insert text

5.3 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.*

Please do not forget to specify your communications actions targeting:
- *youth groups and other civil society organisations from vulnerable backgrounds and/or more remote regions*
- *the local youth community of Strasbourg and the surroundings*

Insert text

6. SUSTAINABILITY OF THE PROPOSAL

6.1 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? How will you make your communication inclusive and free of jargon? Please provide a list of concrete and realistic measures.

Insert text

6.2 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

LIST OF ANNEXES OF THE APPLICATION FORM

Annex 1 — Activity form: mandatory.
Please download the template from the Portal Submission System and repeat the template for each activity. Upload them in one single PDF document.
This document aims at proving the award criteria, i.e. evaluating the relevance of the proposal in relation to the objectives of the call.

Annex 2 — Key Performance Indicators: **mandatory**
To fill in using the form provided inside the Submission System and return with the application form.
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 3 — Detailed budget table: **mandatory**
To fill in using the form provided inside the Submission System and return with the application form.

Other annexes (to be uploaded as PDF of excel files): **mandatory**

- **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 financial year 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*)
- **Declaration on honour** (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 1, 2 and 3 will lead to the inadmissibility of the proposal, without further consideration.