



**Training and Information Day on  
Funding for International Non-Governmental  
Youth Organisations**

**Brussels, Belgium, 17th of November 2006**

**REPORT**

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## 1. Welcome and Introduction

*M. Diogo PINTO, Secretary General, European Youth Forum*

Diogo welcomes the participants to the Training and Information day, and picture the flow of the day and the different institutions that will be present along the day with us. He highlights the challenges faced by youth organisations not only at funding level but also in terms of working environment, and therefore stresses the importance of such type of meeting. Diogo Pinto also emphasize the particularity of such space which gathers non only Member Organisations of the YFJ but also non-members.

Diogo Pinto introduces the programme of the day.

→ Please refer to the Annex 1 - Programme of the day and Annex 2 - List of participants and guests.

## 2. Support for bodies active at European level in the youth field

*Executive Agency Education and Culture, Ms. Michele GROMBEER, Programme Manager, M. Bruno BREVILIERI, Project Agent, and M. Guido SALVATORE, Project Agent.*

Ms. Michèle Grombeer introduces herself and what she is going to focus on. She thanks everyone for coming and the European Youth Forum for the organisation.

→ For the presentation, please refer to the Annex 3 - Presentation Action 4.1. Support for bodies active at European level.

For information: although they will be attached to this report, the presentations in Annex 3, 4 and 5 (linked to the administrative grant or to the Youth in Action Programme's presentation) will be available on the web site of the Executive Agency, together with other useful information such as the Programme Guide of Youth in Action:

Web address of the Executive Agency, Youth Unit:

[http://eacea.cec.eu.int/static/en/overview/Youth\\_overview.htm](http://eacea.cec.eu.int/static/en/overview/Youth_overview.htm)

Web address of the call and related documents for the "Support for bodies active at European level in the youth field":

<http://eacea.cec.eu.int/static/en/youth/calls2007/action41/index.htm>

### Questions by participants or extra indications

- Eligible countries: what about Switzerland? Not in 2007 (eligibility or cooperation with Switzerland is subject to an agreement that shall be signed (in principle) within the year 2007).
- Permanent staff: a permanent staff can be either one full time, or the combination of two part time staff (paid or not paid). In certain cases, exceptions can be applied (case by case basis, to be discussed with the Executive

Agency).

- Official letter for the application, what is the format? It is a simple letter on letterhead "please find enclosed..." etc.
- Activity report: Does that concerns only activities related to the youth field/work or about all the activities of the organisation? → The one that you would present to your Assembly, for example. It has to cover the regular financial year (usually 1 Jan - 31 Dec, although that can vary depending on the country) In case of doubts, the best is to get in touch with the Help Desk of the Executive Agency.
- Quid check of financial capacity of the submitting organisation? The new financial rules are, in general, that if the grant requested is less than 10.000 € → no need to check financial capacity. From 10.000 up to 75.000 €: it is up to the Head Officer to decide for a financial check or not. The Head of the Executive Agency decided NOT to request for a check of the financial capacity in this case. For amounts over 75.000 €: there is a check of the financial capacity of the organisation. So in the case of the administrative grant, the only request is to send the financial identification form signed in original.
- In relation to the group of activities in the quantitative criteria: Applications from organisations targeting only one type of group will have naturally less "points" than those who do tackle a larger number of activities, during the assessment projects. At the same time, the organisations having few activities but reaching a very large number of people will also be taken into account more positively.
- In relation to the need to list the participating countries: It is important to indicate the number of countries participating in the organisations' activities in the application form, as this is a requirement and is necessary for the assessment of the grant application.
- What does "active members" mean? This means people involved in the organisation (not those visiting the website once; or getting the newsletter, for example). This refers to those that take part in the activities of the organisation.
- Decrease of grant percentage (rate): Considering that since this is a new programme and that the process therefore starts from the beginning again, the decrease of the grant percentage rule is not applicable anymore. So for this year and in 2008, there will be no decrease of grant percentage at all. However, organisations shall take into account that this will most probably be the case in 2009 (a priori), with a decrease of 2,5 %. The decrease is based on the percentage calculated on the eligible budget. For information and should organisations have one year interruption in getting such grant (e.g. the organisation have it in 2007, 2008 and then not in 2009, it starts again from 0 in 2010).
- About membership fees: Should organisations having members applying as well for the grant, they should to make sure that the membership fees to be paid are not included as costs to be covered by the EU grant (otherwise there would be the risk for double EU financing).

- About organisations sharing memberships: In the case of organisations active in the same field, having the same objectives and having some or lots of members in common, the grant will go to the one of the two having the strongest European dimension. In such case, the Executive Agency advises the organisations to be as specific as possible about their European impact AND organisations should not have a majority of member organisations in common. Therefore in such case there is a must to diversify the members, diversify the approach, diversity the target or priorities, and make the differences very clear. The reason for not being able to grant both organisations in a case of similar ones (see beginning of this point) is a reason of equity, and a reason of budget limitations vis-à-vis opportunities to as many organisations as possible to get the grant.
- About eligible costs and purchase of equipment: This will be considered item by item and any equipment above 1.000 € will have to be depreciated on the basis of 33,33 € per year.
- Audit experts related expenditures: If those costs are mentioned in the post "other costs", they are eligible.
- About type of statutory meetings that are eligible: Any statutory activity (on top of the GA for example) that the organisation covers the related costs, is eligible (attention: it has to be mentioned in your list of meetings foreseen).
- Supplementary agreement: There will be the possibility to send supplementary agreements during the contractual year, and at least up to 2 months before the end of the contractual agreement. This may concern important changes in the plan of activities, important changes in the budget, etc... It is actually recommended to proceed with a supplementary agreement, especially if discrepancies are over 20 % per budget item. Very minor changes do not have to be reported prior the end of the contractual period. Still and even if there is no request for a supplementary agreement, it is always good to inform the Executive Agency about changes related to budget and activities. The updates done to the Executive Agency on eventual variations (even if done by e-mail) will be attach to the file and considered for the final evaluation.
- In-kind contribution: In-kind contribution can be considered as a financial contribution (e.g. an organisation giving to another one some equipment). In the case of volunteers: there is a clear wish of the Commission to value volunteers' contribution. Organisations concerned need to evaluate and value the costs in the application form. Contributions in terms of housing are not eligible (receiving house, being hosted, and getting a meeting room for free...).
- Point about organisations sub-contracting bodies for more than 60.000 € → In such case, the best is to get in touch with the Executive Agency about the procedure.

M. Bruno Brevilieri introduces the application form (*available on <http://eacea.cec.eu.int/static/en/youth/calls2007/action41/index.htm>.*)

M. Guido Salvatore introduces the budget part of the application form (*→ For the presentation, please refer to the Annex 4 - Power point presentation - Presentation Action 4.1. Financial aspects*).

#### General frame and content overview - Questions by participants or extra indications

- Volunteers and people mentioned have to be directly related to the functioning of the organisation.
- Full-time/part-time: up to the organisation to define what they consider as being working time of their staff and volunteers! But the notion of "permanent", even in the case of an addition of several part-time, should correspond to about 35 hours per week.
- Quid difference in Seat/Headquarters but having people working for the organisation (on administrative level) in different countries?: Should be mentioned in the application.
- Case of Belarus: It is hardly possible to work with organisations that are officially and legally registered, due to the situation in the country. Unfortunately, it is not possible for action 4.1 to accept "informal groups". But if this organisation has been at least recognised and with statutes adopted by their GA, there should be mentioned.
- For statutory meetings: No need for the exact date but at least for the month (approx.) and the place.

#### Financial aspects - Questions by participants or extra indications

- There will be no request for financial documents as support when submitting the report. But organisation has to keep the receipts and invoices for five years in case of audit.
- In case of reserves of extra incomes that are cashed during the budgetary year, they have to be mentioned in the budget.
- Costs related to projects/activities are NOT eligible for this action.
- Clarification on a situation where, in the case of statutory meeting where tickets are bought on the name of a Board member and not the organisation: in such case, a reimbursement form - declaration of expenditure duly signed by the person, sustained by copies of the relevant documents and requested back to the organisation is a valid proof of expenditure and actually the one to use.
- In the case of salary costs higher than 55.000 € → the Executive Agency will only consider the amount up to 55.000 €

- Board members working for the administration of the organisation: can be included in the administrative costs OR in the “contribution in-kind”. But if salaries are not paid to them, they cannot appear in “personal costs”.
- How to calculate the Volunteer Time Contribution?: In general, this is based on time and tasks sheet (some organisations do take into account the value of the job/task in a national country the volunteer is coming from or working in, and integrate this into the calculation for the Volunteer Time Contribution).
- Attention for MOs of the European Youth Forum: When taking part in activities where the YFJ reimburses all costs or travel costs, those costs cannot be presented anymore to the Commission in the frame of the administrative grant.

### 3. The Youth in Action programme of the European Commission

*Executive Agency Education and Culture, Ms. Marie-Laure JONET, Communication Officer*

→ For the presentation, please refer to the Annex 5 - Presentation of the Youth in Action Programme.

Marie-Laure Jonet thanks the YFJ for the invitation and briefly goes through what she will present. She highlights that the Programme Guide will be officially published within a few days, but she will go through the general content points of the YiA Programme.

### 4. The European Youth Foundation

*Council of Europe, Directorate of Youth and Sports, European Youth Foundation and Mobility Fund. M. Jean-Claude LAZARO, Head of the European Youth Foundation, Ms. Karen PALISSER, Administrator and M. Lars NYCTELIUS, Information Officer at the Council of Europe Office for Liaison with the European Union.*

→ For the presentation, please refer to the Annex 6 - Presentation of the Council of Europe, European Youth Foundation

→ Refer also to their website: [http://www.coe.int/T/E/Cultural\\_Co-operation/Youth/](http://www.coe.int/T/E/Cultural_Co-operation/Youth/) (and click on “European Youth Foundation”) where all useful information (who can apply, how to apply...) are available.

M. Jean-Claude Lazaro presents the eligible countries and organisations that can apply to the European Youth Foundation. He also highlights the co-management system in place within the Council of Europe, and the programme committee.

The EYF applies an on-line system: youth NGOs can indeed apply on-line, since 2 years ago. Organisations can also, thanks to that system, follow-up the process of the application (submission, selection results, report, final assessment of content and financial report...). This system has a result that more and more national organisations are applying, but less and less international organisations.

Ms. Karen Palisser introduces herself and what she is working on (grant applications, support to NGOs, report assessment, contacts with NGOs...).

#### Questions by participants or extra indications

- For International meetings, what is the average or maximum grant: There is no maximum of how much can be requested, but the average grant is around 15.000 €. Maximum 75 % of the total budget can be covered.
- For other youth activities other than meeting, the average grant is around 5 - 6.000 €. Maximum 75 % of the total budget can be covered.
- To apply for an administrative grant (category C), an organisation has to have benefited already from a grant from category A or B before hand (the year before). There is no average grant: each section of the application gets a certain number of "points" which, at the end, defines how much the grant should be.
- After finishing the project, organisations have to submit their report at the latest 2 months after the activity has taken place.
- For deadline 1<sup>st</sup> of April, project between 1<sup>st</sup> of January and 30<sup>th</sup> of June of the following year. For deadline of 1<sup>st</sup> of October, projects have to take place between 30<sup>th</sup> of June and 31<sup>st</sup> of December of the following year. Category C (administrative grant) is for the current year, and the deadline is 1<sup>st</sup> of February.
- Administrative grant eligible costs: Project related costs are NOT eligible. Only costs related to the running of the organisation are eligible.
- What about in-kind contributions for projects under category A and B? The budget presented has to be balanced, and contributions that are counted as incomes in the budget have to be cashed. The EYF understand that some contributions would rather be made "in kind" (e.g. donations), but this is not as such an income. The grants are calculated on the base of the real costs of the project. The EYF encourages organisations facing such type of question or problem to get in touch with them as soon as possible in order to try, as much as possible, to find a solution. Flexibility has to be based on information and communication.
- About the study sessions and the relation to the category C: those are organised under the European Youth Centres' budget. The fact of having a study sessions accepted by the EYC or not is NOT taken into account when looking at the eligibility of an organisation in relation to the requirements for projects under category A or B.
- Why this requirement to have a project accepted under category A or B? The aim is to grant organisations that are carrying youth projects and youth work, and not just "any organisation" that may actually have nothing or little to do with what the EYF tries to support and to promote.
- Priority between category A or B projects: if an organisation applies for projects under both categories, priorities are requested. Due to the increasing number of grant requests, this may change in the future, but so far it is still possible to have

projects granted under both categories.

- *In relation to category B type of projects:* Jean-Claude Lazaro highlights that this category is linked to communication related to activities of organisations. For next year the available budget is 180.000 €, for all countries. To work on this, the EYF needs to make its and our work better known and make more visible the work of youth organisations. Any ideas or advice from NGOs are welcome. The EYF may face severe budget cuts in a close future (no concrete information about that so far), so they have to make sure that the work that is done and the results are known. A participant highlights that reciprocally the results and information about activities should also be communicated and published, for example, on the EYF website. Karen Palisser explains that it is foreseen to have soon an on-line reporting system, and part of that report would be made public.
- *Number of applications received for the 1<sup>st</sup> of October deadline and percentage of granted ones?* 143 applications received for category A (about 50% granted), and 36 for category B (less than 50% granted). There is a tendency to decrease the grant a little bit, based on previous experiences and reports (possible to do the same work with a good quality with a bit less budget → over-estimation in the past). In total EYF gets about 800 applications every year and is able to grant an average of 300.
- *EYC / EYF have the same deadlines. Any link (at communication level) between the two?* The decision in relation to activities and budget for activities under the EYC belongs to the Programming Committee, who also decides on the Youth Programme. Since they meet twice a year and decide on both, we have the same deadline. But then it is also about, for the members of the Committee, to have the right information at the right moment.
- *For the pilot projects (category D)* it can be possible to support 100% of the budget. This does not happen very often, but it is possible. For information, the budget for the pilot projects has been doubled (due to the high number of project applications).

## 5. The European Social Fund

*M. Chapman, Deputy Head of Unit of the ESF coordination unit*

→ For the presentation, please refer to the Annex 7 - Presentation of the European Social Fund.

→ Please refer also to the website:

[http://ec.europa.eu/employment\\_social/esf2000/index\\_en.html](http://ec.europa.eu/employment_social/esf2000/index_en.html)

Questions by participants or extra indications

- The *ESF is a shared management* → meaning that the management is shared between the European Commission and the Member States (the majority of the management is done by the Member States). This means that if organisations do want to use the ESF, there is no need to address the EC but rather the Member States directly. The *ESF has a tri-partite coordination system*, which involves the European Commission, the national governments and the Social partners & NGOs

(in monitoring and implementation committees, for example). Access to funds for NGOs has been guaranteed in the new format of the ESF.

- Priorities are more in terms of the type of activities that would have a higher importance.
- In order to qualify to an ESF, the activity has to have a clear link to the labour market, to facilitate access to work. The activity has to aim to get people (back) into work.
- How to reach the national agencies of ESF? On the <http://www.europa.int>, under European Social Fund, there is a list of all ESF contact points. They have the obligations to publish and share information about the existing opportunities through the ESF programmes. As an NGO, you have the right to get to them and indicate that you have a project, and ask for support. If an NGO wishes to develop a project in partnerships with NGOs from several countries, it is advised to get in touch with each of the national agency and to submit your project proposal to each of them.
- In a relatively short time, there will be an on-line list of all the beneficiaries of community funded operations (all).

## 6. The European Foundation Centre

*M. Jon Warne, Information, Ms. Mathilde Corre*

→ For the presentation, please refer to the Annex 8 - Presentation of the European Foundation Centre.

→ Please refer also to their website: <http://www.efc.be/>

- Information service, mapping: This is an in-depth service with targeted published information.
- In presentation, "CPI stands" for Community Philanthropy Initiative.
- The Education and Youth Focused group currently explores possibilities existing for projects and initiatives tackling Human Rights Education and Children's rights.

Mathilde Corre highlights that it is very important to explore funding possibilities from independent structures that are not linked to institutions, such as foundations. It is sometimes less bureaucracy, and less demanding. The processes may be easier. The EFC is not a foundation, so they cannot really focus on how to contact and apply to foundation because each one has its own procedure.

She explains the information resources that are available for organisations. The library of the EFC is of course a very good way to gather information but for those not based in Brussels, it is also very useful to consult the EFC website and its database, where list of foundations per area of work/focus are available. The list is classified per region or per country, or per area of work. Then the best is of course to contact each foundation and enquire about their procedures and priorities. A directory of youth focused foundation has also been developed, but not reviewed. Last edition is from

2000 (it is difficult for the EFC to regularly renew all their publications due to the high number of area of work they cope with. But on-line resource information is updated).

Another useful resource is also the National Association of Donors (NAD), present in most of the European countries. NAD lists are available on the website of the EFC, under section "membership" and "partnerships".

The website address is [www.efc.be](http://www.efc.be).

- *At European level, the success rate of organisations getting grants of foundations is quite low (about 10%)... How to overcome this?* → The chance to get funding from giant or big foundation is least than approaching smaller one. In the website in the section for grant seekers, you have some tips on how to proceed and who (type of foundations) to approach.
- *How often are the foundations listed on the website "ideologically" labelled?* Members have very different objectives. Some do focus on economic development, on sustainable development, some not at all... There is a really a big variety of issues and priority areas covered.

## 7. Final remark and Closure

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From participants:

- Suggestion for next time: have some badges for participants as it is also a space of networking.
- Very good to have the e-mail addresses of participants. May be useful to have phone numbers as well.
- Thanks to the YFJ for providing such opportunity to take part in such information day.

Diogo Pinto thanks the participants and highlights that this kind of meeting is also part of the role of the YFJ. Such meeting will continued to be organised, to gather representatives of various organisations and give opportunities to network, but also to have information and input from different institutions and guests. He highlights the positive aspect of such meeting for the organisations, but also for the institutional partners. He wishes to delegates lots of success stories and a very positive follow-up, not only in relation to funding but as well in relation to their development.

# ANNEXES

## ANNEX 1 - Programme of the day

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**Training and Information Day on  
Funding for International Non-Governmental  
Youth Organisations**

Brussels, Belgium, Friday 17 November 2006

**Final Programme**

- 08:45 Registration of participants
- 09:00 Introduction
- Welcome
  - Programme
- M. Diogo Pinto, Secretary General, Bureau of the European Youth Forum
- 09:15 Funding for INGYOs from the EU Budget
- The Call for budget line 15.07.01.02 EU budget 2007: General considerations
  - Application procedure, documentation, mistakes to avoid
  - Questions and answers
- Executive Agency Education and Culture, Ms. Michele GROMBEER, Programme Manager, M. Bruno Brevilieri, Project Agent, and M. Guido Salvatore, Project Agent.
- 11:30 Coffee Break
- 12:00 The Youth in Action programme of the European Commission
- Update on the Youth in Action programme: state of affairs and the Programme Guide
  - Priorities for the Youth in Action Programme 2007
- Executive Agency Education and Culture, Ms. Marie-Laure Jonet, Communication Officer
- 13:00 Lunch
- 14:30 European Youth Foundation
- Introduction to rules, procedures and priorities
  - Questions and answers

Council of Europe, Directorate of Youth and Sports, European Youth Foundation and Mobility Fund  
Mr. Jean-Claude LAZARO, Head of the European Youth Foundation, Ms. Karen PALISSER, Administrator and M. Lars Nyctelius, Information Officer at the Council of Europe Office for Liaison with the European Union

- 15: 45      Coffee break
- 16:00      Presentation of the European Social Fund  
M. Chapman, Deputy Head of Unit of the ESF coordination unit
- 16:30      Foundations and Private Funding for youth activities  
The European Foundation centre, Mr. Jon Warne, Information, and Ms. Mathilde Corre
- 17:00      Final remarks and Closing

## ANNEX 2 - list of participants and guests

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Information on Funding for INGYOs  
Brussels, 17 November 2006

### List of participants and guests

	Name	Organisation	Contact
1.	Vassilis STAMOGIANNIS	Young European Federalists - JEF	<a href="mailto:sg@jef-europe.net">sg@jef-europe.net</a>
2.	Vanessa SAVOINI	Internationale Movement for Catholic Agricultural and Rural Youth - MIJARC	<a href="mailto:v.savoini@mijarc.net">v.savoini@mijarc.net</a>
3.	Michèle OBERT	European Union Federation of Youth Hostel Associations - EUFED	<a href="mailto:info@eufed.org">info@eufed.org</a>
4.	Mario MOHR	European Union Federation of Youth Hostel Associations - EUFED	<a href="mailto:mario.mohr@eufed.org">mario.mohr@eufed.org</a>
5.	Rein MEUS	Don Bosco Youth-Net	<a href="mailto:donbosconet@skynet.be">donbosconet@skynet.be</a>
6.	Jeroen BENNING	LYMEC	<a href="mailto:jeroen.benning@lymec.org">jeroen.benning@lymec.org</a>
7.	Petra STEIGEROVA	International Young Nature Friends - IYNF	<a href="mailto:petra@iynf.org">petra@iynf.org</a>
8.	Annina HIRVONEN	European Confederation of Youth Clubs - ECYC	<a href="mailto:annina@ecyc.org">annina@ecyc.org</a>
9.	Rita WASWANI	World Association of Girl Guide and Girl Scouts - WAGGGS	<a href="mailto:rita@europe.wagggsworld.org">rita@europe.wagggsworld.org</a>
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11.	Johan HOLLAND	Service Civil International - SCI	<a href="mailto:johan@sciint.org">johan@sciint.org</a>
12.	Dimitri DE FRE	Red Cross Youth - RCY	<a href="mailto:dimitri.defre@redcross-eu.net">dimitri.defre@redcross-eu.net</a>
13.	Tine CORNILLIE	International Catholic Federation of Youth Organizations - FIMCAP	<a href="mailto:tine.cornillie@fimcap.org">tine.cornillie@fimcap.org</a>
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17.	Daniel MÜLLER	Ecumenical Youth Council	<a href="mailto:general.secretary@eyce.org">general.secretary@eyce.org</a>

		in Europe - EYCE	
18.	Frini EZUNKPE	European Federation for Intercultural Learning - EFIL	<a href="mailto:frini.ezunkpe@afs.org">frini.ezunkpe@afs.org</a>
19.	Tatiana DAMARAD	European Federation for Intercultural Learning - EFIL	<a href="mailto:tatiana.damarad@afs.org">tatiana.damarad@afs.org</a>
20.	Judith VERWEIJEN	Federation of Young European Greens - FYEG	<a href="mailto:office@fyeg.org">office@fyeg.org</a>
21.	Efi XANTHOU	Federation of Young European Greens - FYEG	<a href="mailto:xefi@fyeg.org">xefi@fyeg.org</a>
22.	Sarah WONG	International Federation of Liberal Youth - IFLRY	<a href="mailto:sarah.e.wong@gmail.com">sarah.e.wong@gmail.com</a> <a href="mailto:office@iflry.org">office@iflry.org</a>
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36.	Sterenn COUDRAY	EFYSO	<a href="mailto:office@efyso.org">office@efyso.org</a>
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