



***DONOR SYSTEM GUIDELINES***  
European Youth Forum  
and  
Forum Jeunesse de l'Union Européenne

## DONOR SYSTEM

The General Assemblies of the European Youth Forum, Forum Jeunesse de l'Union Européenne & Forum des Organisations Européennes de Jeunesse adopted the Donor System<sup>1</sup> (replacing the former Voluntary Solidarity Fund) in November 2004.

The Donor System consists in the following:

### ***The General Rule***

*"NYCs who have difficulty or who are unable to pay their full membership fee have to apply to receive a reduction (recipient NYCs) in their membership fee. The level of the reduction in their membership will depend on the level of extra contributions received from NYCs willing and able to pay more (donor NYCs). The overall reduction will also be allocated on a proportionate basis depending on the overall membership fees of recipient NYCs.*

*The recommendation is that NYCs in the NIS countries<sup>2</sup> should automatically be recipient NYCs since the financial situation of the NYCs is not adequately reflected in the current calculation of the membership fees.*

*The recommendation is that also other NYCs who can prove that they are faced with difficulties in meeting the membership fee payments or that their current membership fees represent an inordinate share of their overall budget should also be among the recipient NYCs. This should be subject to an independent body, which shall consider after receiving applications. The SG will take the decision on the recipients of such reduction after a proposal made by the FAD. The Bureau shall be called to approve the decision of the SG."*

### ***The 2% Rule***

*Because the solidarity index based membership fee system, even after the donor-recipient system, does not necessarily reflect the real economic situation of the National Youth Council, a possibility for a further correction is necessary. If a full member NYC considers the*

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<sup>1</sup> GA-0574-04 Final

<sup>2</sup> EEC countries (Eastern Europe and Caucasus): Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine and Russia.

*previous year M-fee unreasonable (more than 2% of annual budget), despite the donor-recipient correction, the organisation can before the 1<sup>st</sup> August apply for the following year a M-fee equal to 2% of its annual budget. The application has to be motivated and submitted to the Financial and Administrative Director together with a financial report of the previous year approved by the auditors of the organisation and translated into one of the YFJ working languages. The discounted membership fee can, however, only be minimum equal to 0,5 of the Standard fee. The discount caused by the exceptional Mfee, will be deducted from the other NYCs, in order to still keep the final sum of the NYC pillars total M-fees the same. The M-fee calculation for the next year will be presented at the autumn COMEM/GA, in order for all members to know the others' M-fee."*

## Guidelines for the Donor System

(GR) - Applied for the General Rule  
(2%) - Applied for the 2% Rule

### 1. Application process:

	GR	2%
The applications to be a recipient NYC should be sent 15 (calendar) days after the autumn statutory meeting (GA or COMEM).	Ö	
The applications for a reduction on the membership-fee for the following year must be sent before the 1 <sup>st</sup> of August.		Ö
Applications are to be sent by traditional mail or by fax.	Ö	Ö
Applications should be addressed to the Administrative and Financial Director (AFD).	Ö	Ö
The applications will be reviewed, and the AFD will submit a proposal for decision to the Secretary General. The Bureau endorses the decision.	Ö	Ö
The applicants will be directly informed of the decision by mail.	Ö	Ö

2. The application needs to include:

	GR	2%
CONTACT INFORMATION: The name of the organisation, the name and status of the responsible person, contact details (address, telephone, mobile, e-mail, etc), the signature and the stamp.	Ö	Ö
FEE: Total amount of the fee and how much help is being applied for from the Donor System.	Ö	
FINANCIAL INFORMATION: The final approved accounts (financial report <sup>3</sup> ) of the previous year approved by the auditors of the organisation and translated into one of the YFJ working languages.		Ö
QUESTIONS ON FINANCIAL SITUATION: <ul style="list-style-type: none"> <li>• 1) Why is the member organisation temporarily in a difficult financial situation? What unforeseen event has caused the surprising difficulties?<sup>4</sup></li> <li>• 2) How and when is the situation going to be corrected in the long term?</li> </ul>	Ö	Ö
OTHER INFORMATION: It is important to include in the application all the necessary documentation in order to prove the situation and support the arguments.	Ö	Ö
LANGUAGE: The application should be made in French or in English. It is preferable to receive a summary of the supporting documentation also in French or English, if possible.	Ö	Ö

3. Criteria for the Donor System:

	GR	2%
Only National Youth Councils, which are full members, can apply.	Ö	Ö
The National Youth Council is not able to pay the current full fee.	Ö	Ö
The National Youth Council has a solution for the financial difficulties before the situation becomes a permanent or structural problem.	Ö	Ö
Member organisations that applied for the 2% rule can also apply for the General Rule.	Ö	Ö
Only typed applications will be reviewed.	Ö	Ö

<sup>3</sup> Including balance and income statement.

<sup>4</sup> For example, the grant promised is denied.

4. Procedure to calculate the Donor system Contribution:

4.1) General Rule

The total amount given by the Donor NYCs should be distributed among the Recipient NYCs accordingly to the percentage that each Recipient NYC's membership fees represent on the total membership fees of all the Recipient NYCs.

In formula:

$$\frac{\text{R1 MFee}}{\text{? R MFee}} = \% \text{ CDS} \qquad \text{R1 RedMFee} = ? \text{ CDS} \times \% \text{ CDS}$$

**R1 MFee** – Recipient MO Memb. Fee

**? R MFee** – Total value of the Membership Fees of the Recipient MO

**% CDS** – Percentage of the total Contributions to the Donor System

**? CDS** – Total value of the Contributions to the Donor System

**R1 RedMFee** – Reduction of the Membership Fee of the Recipient MO

4.2) 2% Rule

The applicant may apply for a total membership fee of 2% of the total amount of the incomes stated in the financial report of the previous year.

Nevertheless, the membership fee foreseen within the overall membership fees proposal can not be under 50% of the standard fee for NYCs.

5. Calendar for the Donor System:

