

# Call for activities @the EYE Village

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## 1. The concept of the EYE Village

For its sixth edition, the outdoor activities of the EYE (European Youth Event) will be organised according to the concept of a village, and the different activities which take place in public spaces - meeting and connecting with other people in various settings, such as town halls, cafés, and youth spaces.

The EYE Village will be organised in three neighbourhoods, namely: ENGAGE, EMPOWER, CONNECT. The three neighbourhoods focus on these main goals:

- **ENGAGE:** Activities within this path expand participants' understanding of the European Union and offer exchanges with decision-makers.
- **EMPOWER:** Activities within this path boost participants' active citizenship skills.
- **CONNECT:** Activities within this path provide networking opportunities and cultural exchange.

The different neighbourhoods will host a variety of activities with up to 48 activities happening at the same time. Each activity will have its own objectives, similar to the workshops held inside the European Parliament. During peak hours, the EYE Village can welcome over 6,000 participants!

Applicants should inform us which neighbourhood they would like to hold their activity in (based on the definitions above). Please keep in mind that the European Youth Forum might adjust the distribution of activities later on to make sure they fit the EYE Village.

## 2. Selection criteria

The criteria for the *Call for activities* in the EYE Village are in alignment with the EYE principles and help evaluate the applications' contribution to the successful implementation of the EYE as a whole.

The seven selection criteria for the applications are:

Selection criteria for applications	Matrix
(a) Involvement of young people in the proposal design	10
(b) Expected learning outcome	25
(c) Creativity and the space for participants to engage	20
(d) European dimension	10
(e) Measures to ensure sustainability	15
(f) Inclusivity and accessibility	20
<b>TOTAL</b>	<b>100</b>

### 3. Available lump sums

You will have to decide which size your activity will have. Depending on the size of your activity, the lump sum differs.

Activity type	# of participants	Lump sum
Small activity	50-99pp	€5,856
Medium activity	100-200pp	€6,762
Large activity	> 200pp	€7,6680
Stand bonus		€1,812

The **lump sum** per activity includes activity design and implementation, travel, accommodation and subsistence.

The European Parliament and the European Youth Forum will provide basic logistics, including stages or tents, modular furniture, audio-visual equipment and WI-FI. The activity organiser has to provide any other (small) equipment needed for the activities organised in the EYE Village, such as stationery, flags and tablets). The European Youth Forum will also cover a site visit to Strasbourg for one person per activity organiser in January 2025.

### 4. Maximum lump sum per organisation

Applicants will be able to apply to organise more than one activity, or an activity/activities and a stand. Organising a stand will add a lump sum of EUR 1,812, based on the travel of two additional persons. The team that an applicant will be able to send to the EYE is composed of a maximum of **15 people**, therefore the **maximum budget** to be allocated to one activity organiser is **EUR 14,430** (1 small activity and 1 big activity, OR 1 small activity, 1 medium activity and 1 stand). It is not possible to only apply for a stand without also organising an activity. Please note that the number of stands will be limited due to the limited availability of physical space.

If you would like to apply for several activities, you will have to fill in and **submit one session outline per activity**.

If you decide to apply for a stand, you will have to fill in the **session outline for a stand**.

### 5. Payments

The payment process for activity organisers will be divided into three instalments:

- 30% upon signing the contract (expected in January 2025).
- 45% upon submission of a mid-term report as well as participation in all meetings organised by the European Youth Forum (expected in March 2025).
- 25% upon completion and submission of a final report after the EYE (expected in September 2025).

## 6. Volunteer Time Recognition (VTR)

Each activity organiser will need to sign a certificate testifying to the amount of volunteer time spent in organising the activity (including preparation days and the time spent at the EYE Village itself).

The required number of days per activity to be reported by the organiser are:

- Stand: 4 days
- Small activity: 7 days
- Medium activity: 8 days
- Large activity: 8 days

The organiser will submit VTR certificates signed by the volunteer and the Project Manager/Officer as well as VTR Time Calculation through an [Excel File](#) to the European Youth Forum.

The calculation of Volunteer Time Recognition will be done for each person and per number of days the volunteers have dedicated to the development, organisation and implementation of the activity. As the event will take place in Strasbourg, France, the rate of Volunteering Day will be 131 EUR in accordance with the European Commission [Decision](#) (C(2019)2646).

When applying, organisations should have in mind that paid staff members, trainers and any paid subcontractors are not eligible for the VTR calculation.

You can find the VTR certificate templates and the reporting template below:

- [Small activity](#)
- [Medium activity](#)
- [Large activity](#)
- [Stand](#)
- [Reporting template](#) (Excel file)

## 7. Timeline

Date	Activity/milestone
<b>27 September 2024</b>	<b>Call for activities opens</b>
16 October 2024	Online Q&A session for interested applicants for both calls
<b>28 October 2024</b>	<b>Call for activities closes</b>
End-November 2024	Communication of evaluation results to applicants
9-10 January 2025	Online kick-off meeting and inclusion training with selected activity organisers
January 2025	Signing of contract and first instalment
January 2025	Registration of activity organisers groups
23-24 January 2025	Site visit in Strasbourg for 1 person per activity organiser
<b>3 February 2025</b>	<b>Submission of activities, incl. titles and descriptions</b>
28 February 2025	Submission of mid-term report
March 2025	Second instalment (after submission of the mid-term report)
13-14 June 2025	European Youth Event
31 July 2025	Submission of draft final report
31 August 2025	Submission final report
September 2025	Last instalment (after acceptance of final report)