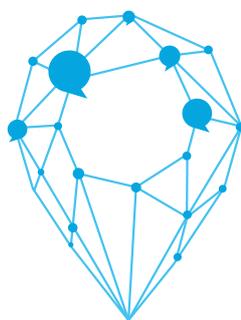




# Concept Note

## APPLICATION QUESTIONNAIRE



**EUROPEAN  
YOUTH  
CAPITAL**

# 2022

**DEADLINE: 13<sup>th</sup> January 2019 (23:59 CET)**

**[www.europeanyouthcapital.org](http://www.europeanyouthcapital.org)**

**Applications to: [eyc@youthforum.org](mailto:eyc@youthforum.org)**

**Please note that the page limit must be **STRICTLY** respected: **The concept note submitted (without Annexes) must not be longer than 15 pages.****

**Please note that all photographs<sup>1</sup> have to be added in the Annexes.**

**Please note that all information, including Annexes, has to be provided in English.**

**Applications ignoring these requirements will not be considered eligible.**

**Applications and documents submitted after the deadline will not be considered eligible.**

---

<sup>1</sup> As photograph we understand a picture produced using a camera, thus any kind of graphs, charts etc. that would help to make the application clearer and together with the written text do not exceed the page limit are welcome. Source: Cambridge Dictionary, <https://dictionary.cambridge.org/dictionary/english/photograph>.

## EUROPEAN YOUTH CAPITAL (EYC) CONCEPT NOTE

### 1. APPLICANT

Municipality	
Region	
State	
Total population	
Population under 35 years old	

### 2. MUNICIPAL LEGAL REPRESENTATIVE

Surname				
First Name				
Position				
Address	Street/Number	Postal Code	City	State
Phone				
E-Mail				
	<b>Municipal Service Coordinator</b>			
Surname				
First Name				
Position				
Address	Street/Number	Postal Code	City	State
Phone				
E-Mail				
Webpage of the city				
	<b>Contact person (if different than the two persons above)</b>			
Surname				
First Name				
Position				
Address	Street/Number	Postal Code	City	State
Phone				
E-Mail				

### 3. SUPPORTING YOUTH STRUCTURE(S)<sup>2</sup>

Name of Organisation				
Address of Organisation	Street/Number	Postal Code	City	State

<sup>2</sup> Please refer to the Annex II for clarification.

Phone				
E-Mail				
Web page				
	<b>Contact Person</b>			
Surname				
First Name				
Position				
Address	Street/Number	Postal Code	City	State
Phone				
E-Mail				

*Applicants are invited to be clear, concise and sharp answering to the questions and developing a convincing narrative.*

*The applicants should assess feasibility of a proposed concept and emphasize the added value the title would bring to the applicant city and not only in the youth field.*

*Furthermore, the applicants should keep in mind that this is only an initial concept note: in case the city is being shortlisted it will have a chance to present its application in greater detail in the second application round.*

*Finally, the applicants should answer to the questionnaire in the “Concept Note Application Form” that is provided together with the call for applications.*

#### **4. HISTORY & PAST PERFORMANCE (max 2 pages)**

The applicant is asked to describe the city’s **past performance** in the youth field. In this chapter the applicant should provide answers to the following guiding questions (can be answered separately or jointly):

- What is the city’s experience and track record regarding the development and implementation of youth policies and links to European dimension, notably with cities from other countries, links with European youth policies (e.g. EU Youth Strategy, Council of Europe Youth Sector Strategy)?
- Does the city have a municipal action plan for youth, youth strategy or any other official document guiding its local youth policy and how is it linked with the overall municipal strategy? Were young people and youth organisations somehow involved in developing it, if applicable? If so, in which way?
- What is the city’s experience and track record regarding the development and implementation of youth participation projects? What are the links with the European dimension, if any?
- What is the city’s experience and track record regarding the involvement of young people and youth organisations in formal decision making structures? How young people and youth organisations can become a part of it?

#### **5. SITUATION FOR YOUNG PEOPLE**

The applicant is asked to describe the **current situation** for young people in the city. The applicant should outline the main issues faced and the biggest challenges to overcome, with a clear youth perspective. The applicant should also elaborate on (can be answered separately or jointly):

- How these challenges were identified?
- Does it represent the opinion of all young people in the city, notably marginalised and disadvantaged groups of young people?

## 6. MOTIVATION

The applicant is asked to describe the **motivation behind the application** for the European Youth Capital 2022. In this chapter the applicant should provide answers to the following guiding questions (can be answered separately or jointly):

- Why does the city wish to take part in the competition for the European Youth Capital title?
- What does the city want to achieve, what change, **through the EYC process** building upon past experience and stated challenges of young people? Please elaborate on the **key goals** having in mind a long-term legacy in case the city is awarded the title.
- How young people and youth organisations were involved in the process of defining motivation and key goals?

## 7. EUROPEAN YOUTH CAPITAL PROGRAMME

The applicant should present **the framework** for the programme of activities for the EYC 2022 in a way that it is clear what the Capital year will be about. In this chapter the applicant should provide answers to the following guiding questions (can be answered separately or jointly):

- Please, give a general overview of the structure of your proposed programme, including the range and diversity of the activities and possible flagship events that will take place during the year.
- How this programme will meet key goals of the application and ensure long-term legacy of the EYC?
- Please clearly identify the way in which different groups of young people will take part in developing and implementing the programme?
- How this programme will attract interest of a broader European public?
- Does the city plan to involve its surrounding area? Please, explain the choice.
- How does this programme promote European identity and is linked with European (youth) policies including the policies of the European Youth Forum?

## 8. YOUTH PARTICIPATION

The applicant should clearly outline the **involvement of young people** in all stages of the EYC process – application process, preparation phase, implementation and the follow up phases. In this chapter the applicant should provide answers to the following guiding questions (can be answered separately or jointly):

- How were young people and youth organisations involved in the initial decision to apply for the title and in the development of the concept note?
- How young people and youth organisations will be involved in the preparation of the EYC 2022 should the application be successful?
- How young people and youth organisations will be involved in the implementation phase of the EYC 2022 should the application be successful?

- How young people and youth organisations will be involved in the EYC 2022 follow-up phase should the application be successful?

## 9. MANAGEMENT

The applicant should describe the **human resources and governing, decision-making and implementation structures** of the proposed EYC 2022. In this chapter the applicant should provide answers to the following guiding questions (can be answered separately or jointly):

- What will be the governing, decision-making and implementation structures of the proposed EYC 2022? What will be the composition of these structures?
- What will be the role of youth organisations within these structures?
- What will the role of municipality within these structures?
- What will be the relationship between these structures?
- How it will be ensured that the voice of young people from marginalised and disadvantaged groups will be heard within these structures?

## 10. IMPACT AND LONG-TERM LEGACY

The applicant is asked to describe the **desired impact and long-term legacy** of the EYC 2022. It should be coherently linked with previous sections, notably motivation, key goals and proposed programme and briefly present how the city would move towards long term effects of the EYC 2022. In this chapter the applicant should provide answers to the following guiding questions (can be answered separately or jointly):

- What will be the legacy at least **five years** after the city hosted the title?
- How this legacy will turn into an on-going strategy (policy) for involving young people in the development of the city?
- How it will be linked with the European dimension?
- How this will be monitored and evaluated?

## 11. FINANCIAL CONTRIBUTION

The applicant is asked to indicate the main **potential financial contributions** for the EYC 2022 as well as preparatory and follow-up phases. The applicant should outline why these contributors would be interested in being involved, and what lasting economic contribution the title would have for young people. In this chapter the applicant should provide answers to the following guiding questions (can be answered separately or jointly):

- What are the main potential financial contributors for the EYC 2022 as well as preparatory and follow-up phases?
- Why would they be interested in being involved?
- What has been the annual budget for youth in the city over the last five years:
  - *Annual budget for youth in the city (in euros)*
  - *Annual budget for youth in the city (% of the TOTAL annual budget)*
- What part of the city's budget for youth will be dedicated to the EYC 2022 and how it will impact on going activities?

## 12. ANNEXES – please include the following:

ANNEX I: Written proof of the town or city's interest in running for EYC 2022 (to be signed by the head of executive of the municipal authority).

ANNEX II: A signed and stamped statement of support by an independent local or regional youth structure. If no local youth council exists, a relevant coalition of local youth NGOs should support the application with the municipality, in written form.
ANNEX III: A signed copy of the legal terms and conditions of the competition for the European Youth Capital (to be signed by the head of executive of the municipal authority).
ANNEX IV: A proof of the bank transfer of the application fee of €300, to the Youth Forum bank account details provided below. Note that the European Youth Forum will need to issue an invoice acknowledging the receipt of the payment, thus please together with the proof of payment provide the following information: full name, address, registration number of the entity making the payment.
ANNEX V: A statement declaring any external support (e.g. consultant services) requested to prepare the application, if applicable.

### **EUROPEAN YOUTH FORUM BANK DETAILS**

Name of Bank	ING bank Marnix Business Branch
Address of bank	1, rue du Trône 1000 BRUXELLES BELGIUM
SWIFT or BIC code	BBRUBEBB
Account number	375-1009152-43
IBAN	BE66 3751 0091 5243

[www.europeanyouthcapital.org](http://www.europeanyouthcapital.org)