



Application form

european youth capital

2021

DEADLINE: 3 June 2018 (23:59 Central European Time)

www.europeanyouthcapital.org

Applications to: eyc2021@youthforum.org

Contact Person to be added in Cc: Rita Jonusaite – Policy Officer on Participation
rita.jonusaite@youthforum.org

Please note that the word limit must be STRICTLY respected.

Applications ignoring this requirement will not be considered eligible.

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

EUROPEAN YOUTH CAPITAL (EYC) APPLICATION FORM

1. APPLICANT

Municipality	
Region	
Country	

2. MUNICIPAL LEGAL REPRESENTATIVE

Surname				
First Name				
Position				
Address	Street/Number	Postal Code	City	Country
Phone				
E-Mail				

3. MUNICIPAL SERVICE COORDINATOR FOR THE APPLICATION

Surname				
First Name				
Position				
Address	Street/Number	Postal Code	City	Country
Phone				
E-Mail				

4. PARTICIPATING YOUTH STRUCTURE(S)¹

Name of Organisation				
Address of Organisation	Street/Number	Postal Code	City	Country
Phone				
E-Mail				
Web page				
Contact Person				
Surname				
First Name				
Position				
Address	Street/Number			
Phone		Postal Code	City	Country
E-Mail				

¹ Please refer to the Annex II for clarification.

Additional information on participating youth structures or supporting organisations (max. 200 words)	
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5. HOSTING INFRASTRUCTURE

The applicant should describe its capacity to host the European Youth Capital 2021. This should cover, but is not limited to: accommodation, transport, working facilities, open spaces, and accessibility, especially people with disabilities. The applicant should make clear how this infrastructure would be used to support the EYC 2021 and youth representatives, particularly during international meeting and events (max. 600 words).

6. INFORMATION ON THE APPLICANT CITY

Total population	
Population under 35 years old	

The applicant should present the city with a specific youth focus. This should cover the city's (a) history, (b) implementation of youth policies and key results, (c) youth support services, (d) existing youth structures and their role in city governance, (e) regional, national and European links, and (g) other (max. 1500 words).

7. MOTIVATION

The applicant should elaborate on its motivation to win the EYC title (max. 1500 words). This should cover, but is not limited to:

- The initial decision to apply for the title and motivation of those involved
- The key goals of the EYC 2021 and issues/challenges it aims to address having long term legacy in mind
- The willingness to dedicate time, effort and the necessary resources as the EYC 2021
- The willingness to commit to youth-related projects and policies that are sustainable and which will last beyond the EYC 2021
- Motivation in general

8. EUROPEAN YOUTH CAPITAL PROGRAMME

The applicant should present its programme for the EYC 2021 (max. 2000 words). This should be coherent with the previous sections, outlining how the different areas of the proposed programme can meet the key goals, themes and ensure long term legacy of the EYC 2021. The applicant should highlight in particular:

- The development of the programme and involvement of young people in this process
- The ability of young people to co-create the programme both before and during the EYC 2021
- Examples of innovative events/projects that can differentiate the candidacy
- The European dimension and links with European youth policies e.g. ET 2020, European Youth Strategy etc. as well as policies of the European Youth Forum (such as young people's access to rights, social and economic inclusion of young people, participatory policymaking and co-management, recognition of the value of non-formal education and competences gained in youth organisations etc.)

9. MANAGEMENT

The applicant should clearly describe the management structure of the EYC 2021, outlining in particular the (a) structure and (b) mandate of the implementation team. The applicant should define the role of young people within these structures, the role of the municipality, and the allocation of decision-making power. It should be as clear as possible how decisions will be made and who will do that. If desired, a diagram of the management structure can be included as an annex. The applicant should also outline its commitment to cooperation during the EYC year, covering willingness to:

- Organise regular co-ordination meetings with European Youth Forum
- Establish a full-time technical office for the EYC 2021
- Establish a programme committee at the local level involving youth representatives from local youth organisations
- Co-operate with any supporting youth structures at the local, regional and national levels, such as the national youth council
- Co-operate with the previous, current and upcoming EYCs

The applicant should nominate at least one specific contact person for the European Youth Forum that will be employed during the preparation, running and evaluation of the EYC 2021 (max. 1500 words).

10. COMMUNICATIONS AND OUTREACH

The applicant should outline the communications strategy of the EYC 2021, including but not limited to: (max. 1000 words).

- Target group analysis and key messages accordingly
- Outline of communication tools to be used
- A communications plan including a draft schedule of key communications moments and events and a clear link between the local, national and European levels
- Commitment to use the official EYC logo as the visual identity of the year
- A possible official handover ceremony with the previous and upcoming EYCs

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11. PREPARATION OF THE EUROPEAN YOUTH CAPITAL

The applicant should describe a clear roadmap leading up to the EYC year in 2021 (max. 700 words). This should outline the key stages in the city's preparation and clearly outline the work that will take place in 2019 and 2020 including capacity building activities.

12. EVALUATION

The applicant should provide an outline of the evaluation process (timeline, actors involved, the scope and format) that will assess the outcomes of the EYC 2021, and a commitment to present a final report of the EYC 2021 (max. 500 words).

13. LEGACY

The applicant city should describe the desired legacy and long-term effects of the EYC year, particularly its influence on cultural, social, political and economic development and how does it link with the European dimension. The applicant should make clear how this relates to the stated goals, motivation and programme (max. 1000 words)

14. A. BUDGET INDICATIONS

<p>The applicant should elaborate on the budget foreseen for the EYC 2021. The proposed budget must be coherent in terms of the programme proposed by the applicant, and should be linked directly to the planned activities.</p> <p>The applicant should make clear which commitments are drawn from the recurring municipal budget and which represent an increase linked to the EYC 2021. The applicant should present a budget indicating the expenses for each activity foreseen, as well as a consolidated budget showing the total amount devoted to the European Youth Capital 2021. Therefore it is required to present a budget breakdown identifying:</p> <ul style="list-style-type: none">- Resources- Income- Allocation <p>It is possible to attach the breakdown PDF file under the headline "Budget Indications" if necessary (max 1000 words).</p>

14. B. EUROPEAN YOUTH FORUM'S STATUTORY MEETING²

By accepting the European Youth Capital 2021 title the Awarded City commits to host the European Youth Forum's Statutory Meeting together with the European Youth Capital Award Ceremony³. The applicant should provide a brief overview of possible financial contribution in terms of resources, income and allocation to this international event bearing in mind that the costs for organising and hosting the Statutory Meeting including the Award Ceremony are shared with the European Youth Forum as follows (max 400 words):

- The Awarded City shall bear and pay directly to the relevant service providers all local costs linked to the organisation of the Statutory Meeting and the Award Ceremony, including but not limited to, accommodation of all Member Delegates and Guests, local transport services, venue and meeting rooms, lightening, stage design, decoration, sound and video, speaker and special guests, entertainment;
- The European Youth Forum shall bear the travel costs for the Members Delegates and Guests attending the Statutory Meeting and the Award Ceremony;
- The European Youth Forum shall bear all the travel, accommodation and other costs for the Extra Delegates attending the Statutory Meeting and the Award Ceremony;
- The Application Fees collected by the European Youth Forum, will be used as a financial contribution to the organisation of the European Capital Award Ceremony.

15. ANNEXES

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

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 of the municipality, in written form.

ANNEX III: A general presentation of the EYC 2021 applicant city and its proposal, to be published on the official EYC website to be used for communication activities. Format: maximum 4 pages long designed PDF document, in English, including a brief summary. Please

² Statutory Meeting means either the Council of Members meeting or the General Assembly meeting of the Forum. The Council of Members meeting takes place two times a year (spring and autumn) during two (2) full calendar days; the General Assembly takes place every two (2) years during three (3) full calendar days. The EYC 2021 shall host European Youth Forum's General Assembly in November 2020.

³ Award Ceremony means the European Youth Capital Award Ceremony during which the Award is granted to the selected Short-Listed Candidate.

attach a couple of high-resolution pictures.
ANNEX IV: Detailed city map indicating the main program venues and sites involved in the European youth capital projects.
ANNEX V: A proof of the bank transfer of the application fee of € 700, to the Youth Forum's bank account details provided below.
ANNEX VI: Other documents (please indicate the titles of any additional files presented in the Annex)

17. PAYMENT INFORMATION

All applications must include a fee of €700, to be transferred and paid before the deadline to the following European Youth Forum account:

Account Holder	European Youth Forum AISBL
Name of Bank	ING Bank Marnix Brussels 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

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