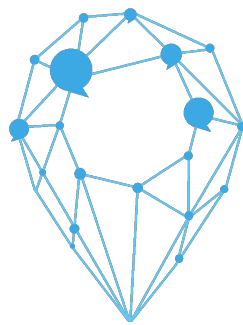




Concept Note

APPLICATION FORM



**EUROPEAN
YOUTH
CAPITAL**

2024

DEADLINE: 17th January 2021 (23:59 CET)

www.europeanyouthcapital.org

Applications to: eyc@youthforum.org

Please note that the page limit must be **STRICTLY respected: **The answers to the questions from 4 to 11 cannot exceed 15 pages limit.****

Please note that all photographs¹ 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.

¹ 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				
	Municipal Service Coordinator			
Surname				
First Name				
Position				
Address	Street/Number	Postal Code	City	State
Phone				
E-Mail				
Webpage of the city				
	Contact person (if different than the two persons above)			
Surname				
First Name				
Position				
Address	Street/Number	Postal Code	City	State
Phone				
E-Mail				

3. SUPPORTING YOUTH STRUCTURE(S)²

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

² Please refer to the Annex II for clarification.

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

Applicants are invited to be clear, concise and sharp answering the questions provided in the "Concept Note Application Questionnaire" 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.

Some things to keep in mind:

- *The Concept Note has to be written in the Arial 11-pitch font.*
- *The Concept Note has to be submitted both in Word and PDF files.*
- *The Annexes in question 12 are mandatory. However, the applicants can submit additional Annexes as they see fit. Annexes do not count in the 15 pages limit for questions 4-11. Neither the answers to the questions 1-3.*
- *The applicants can design their application, including the cover page the way they want. However, the order of the questions has to remain as in the Concept Note template.*
- *Support letters or any other documents sent by the applicants to the European Youth Forum after the application deadline and not as a part of the application package are not be considered and forwarded to the European Youth Capital Jury.*

Finally, 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.

4. HISTORY & PAST PERFORMANCE (max 2 pages)

5. SITUATION FOR YOUNG PEOPLE

6. MOTIVATION

7. EUROPEAN YOUTH CAPITAL PROGRAMME

8. YOUTH PARTICIPATION

9. MANAGEMENT

10. IMPACT AND LONG-TERM LEGACY

11. FINANCIAL CONTRIBUTION

12. ANNEXES – please include the following:

ANNEX I: Written proof of the town or city's interest in running for EYC 2024 (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 council. 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