



# Call for Applications



# 2024

**DEADLINE: 17<sup>th</sup> January 2021 (23:59 CET)**

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

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

The European Youth Forum is delighted to [open the call for applications for the European Youth Capital \(EYC\) 2024 title](#).

The **European Youth Capital** is a title awarded by the European Youth Forum designed to empower young people, boost youth participation and strengthen European identity. Each year, a new European city is given the chance to showcase its innovative ideas, projects and activities that aim to raise up young voices and bring a new youth perspective to all aspects of city life.

From public transport and infrastructure, to cultural and educational programmes and democratic policy-making the European Youth Capital title invites cities across the continent to rethink how they engage with and include young people.

It is crucial that young people have equal opportunity to shape the social, economic and political life of where they live. The European Youth Capital initiative aims to support both young people and the city to open up these possibilities and lead the way for other European municipalities to follow.

In this sense, applicant **municipalities together with participating youth structures** are invited to present a multi-faceted programme highlighting their approach to youth participation and plans for creating a better environment for young people in their cities.

The first European Youth Capital was Rotterdam (the Netherlands) in 2009 followed by Torino (Italy) in 2010, Antwerp (Belgium) in 2011, Braga (Portugal) in 2012, Maribor (Slovenia) in 2013, Thessaloniki (Greece) in 2014, Cluj-Napoca (Romania) in 2015, Ganja (Azerbaijan) in 2016, Varna (Bulgaria) in 2017, Cascais (Portugal) in 2018, Novi Sad (Serbia) in 2019. The current European Youth Capital is Amiens (France), which will be followed by Klaipėda (Lithuania) in 2021, and Tirana (Albania) in 2022.

## WHY SHOULD A MUNICIPALITY APPLY TO BE THE NEXT EUROPEAN YOUTH CAPITAL

12 YEARS OF THE EUROPEAN YOUTH CAPITAL TITLE!

12,000+ VOLUNTEERS ENGAGED IN VARIOUS ACTIVITIES!

9,000+ EVENTS AND ACTIVITIES ORGANISED IN THE CAPITALS!

AROUND 70,000,000 EUR INVESTED IN YOUTH DURING THE EYC YEARS!

The European Youth Capital creates a positive impact in many areas:

- **Opens up new opportunities**
- **Brings positive change**
- **Encourages active participation**
- **Promotes volunteering**
- **Fosters European identity**
- **Champions diversity and inclusion**
- **Strengthens youth organisations**
- **Boosts Investment in youth**
- **Amplifies ones voice in Europe**
- **Turns one into an international meeting point**
- **Connects young people**

Want to know more? Check out the [“European Youth Capital: ten years of boosting vibrant youthful cities”](#) report.

## HOW TO APPLY? - TIMELINE

The call for applications opened on [30 October 2020](#), with the following timeline:

### **1<sup>st</sup> APPLICATION DEADLINE: SUBMISSION OF INITIAL CONCEPT NOTE**

Municipalities are invited to complete and submit the first '**concept note**' **application form**, setting out their vision for the proposed EYC year. This document details the municipality's past performance in the youth field, the motivation to become EYC, the key challenges to be tackled, and a programme of activities to meet these goals. It should clearly outline the involvement of young people in this process, the proposed governance structure and financial resources, as well as the longer-term impact of the EYC year. The concept note application questionnaire and application form are available [here](#) and [here](#).

**DEADLINE:** The concept note form and annexes should be completed entirely in English, and sent by email to [eyc@youthforum.org](mailto:eyc@youthforum.org) before the first application deadline on [17 January 2021 \(23:59 CET\)](#). Applications received after this date will not be considered. Applications should be submitted both in PDF and Microsoft Word formats with the document title "Concept Note EYC 2024 *Municipality Name*".

**FEE:** All applications must include the application fee of €300, to be transferred before the first application deadline to the European Youth Forum bank account provided at the end of this call<sup>1</sup>.

**ANNOUNCEMENT:** The European Youth Forum convenes the Jury (detailed below) to assess all the applications for European Youth Capital. This Jury will shortlist up to five candidate cities best fulfilling the aims of the EYC initiative to progress to round two of the competition, where they will be invited to submit a longer, more detailed application form. All applicant cities will receive feedback from the Jury on the strengths of their applications and areas for improvement. The Short-Listed Candidates will be published on the European Youth Forum's website on [9 March 2021](#).

**WEBINAR:** The European Youth Forum will host a webinar for cities that are interested to apply for the European Youth Capital 2024 title. The webinar will provide an overview of the application process and will take place on [3 December 2020](#) ([click here](#) to register!).

### **2<sup>nd</sup> APPLICATION DEADLINE: SUBMISSION OF DETAILED APPLICATION FORMS**

The Short-Listed Candidates will be invited to complete and submit the second round application form, providing more details and expanding on their plans for EYC 2024.

**DEADLINE:** The second round application form should be completed entirely in English, and sent by email to [eyc@youthforum.org](mailto:eyc@youthforum.org) before the application deadline on [23 May 2021 \(23:59 CET\)](#). Applications received after this date will not be considered. Applications should be submitted in PDF and Microsoft Word formats with the document title

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<sup>1</sup> The application fee collected during the EYC 2024 selection process will be used to support the organisation of the European Youth Capital Award Ceremony in 2021 (FAQ).

“Application Form EYC 2024 *Municipality Name*”.

**FEE:** All second round applications must include the application fee of €700, to be transferred before the application deadline to the European Youth Forum bank account provided at the end of this call.

The Short-Listed Candidates will then receive detailed feedback and recommendations for improvement of their applications. These recommendations will be developed by the Jury, a Focus Group, and an external evaluator, and will be sent to the Short-Listed Candidates on **9 August 2021**.

### **3<sup>rd</sup> APPLICATION DEADLINE: SUBMISSION OF FINAL APPLICATION FORMS**

The Short-Listed Candidates will be invited to update their applications from the second round of the competition, based on the recommendations made by the Jury and European Youth Capital Focus Group, and the external evaluator. The same detailed application form will be updated and resubmitted, and sent by email to [eyc@youthforum.org](mailto:eyc@youthforum.org) before the third application **DEADLINE** on **20 September 2021 (23:59 CET)**. Applications received after this date will not be considered. The detailed application form should be completed entirely in English. Applications should be submitted in PDF and Microsoft Word formats with the document title “Final Application Form EYC 2024 *Municipality Name*”.

**FEE:** The third application round does not include a fee.

**THE JURY MEETING:** Assessment of the received Final Applications and the selection of the successful Short-Listed Candidate will be made by the Jury in the Jury meeting in **November 2021** prior to the Award Ceremony. The Short-Listed Candidates will be invited to the Jury meeting in November (date to be confirmed) to present their Final Application and answer to the questions of the Jury.

**ANNOUNCEMENT & AWARD CEREMONY:** The city awarded the title will be announced and granted the Award shortly after the Jury meeting during the Award Ceremony.

**AWARD CEREMONY:** The European Youth Capital 2024 Award Ceremony will take place right before the European Youth Forum’s statutory meeting<sup>2</sup>.

**COOPERATION AGREEMENT:** After being awarded the title, EYC 2024 and the European Youth Forum will sign an agreement setting out the terms and conditions of their relationship and cooperation with respect to the title. The Standard template of the Cooperation Agreement can be found [here](#).

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<sup>2</sup> By statutory meeting it is meant either the Council of the Members of the European Youth Forum (“COMEM”) or General Assembly of the European Youth Forum (“GA”) as defined in the Legal Terms and Conditions guiding the European Youth Capital selection process.

**KEEP IN MIND:**

First Application Deadline 17 January 2021

Announcement of the Short-Listed Candidates 9 March 2021

Second Application Deadline 23 May 2021

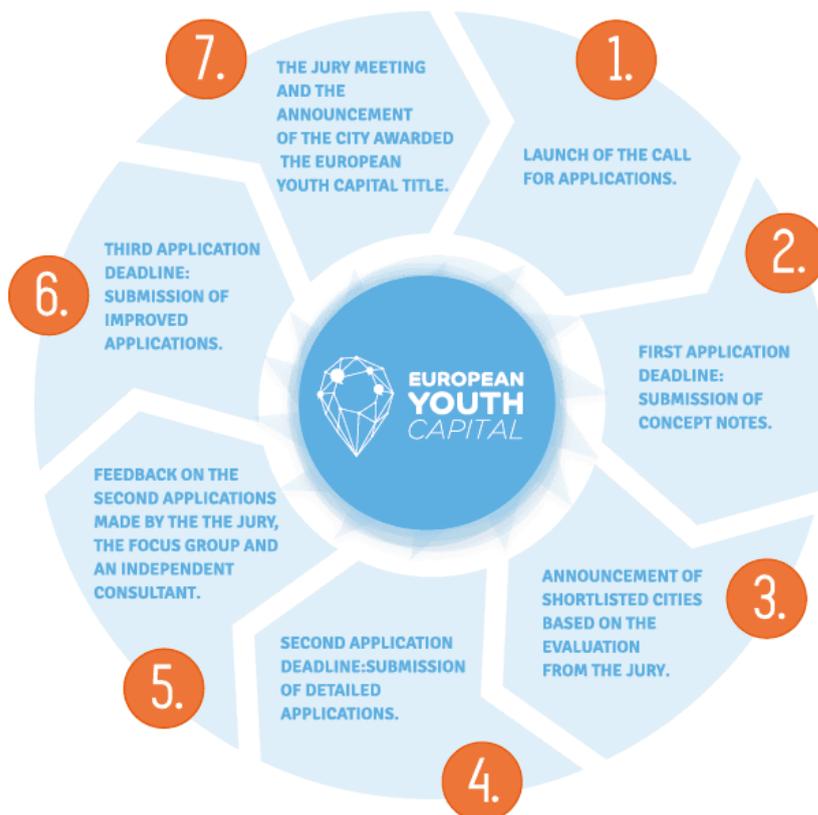
Second Round Feedback to the Short-Listed Candidates 9 August 2021

Third Application Deadline 20 September 2021

European Youth Capital 2024 Jury Meeting November 2021

European Youth Capital 2024 Award Ceremony 2021

**THE SELECTION PROCESS AT GLANCE: ALL IN ONE YEAR**



## KEY CRITERIA

All applications for the European Youth Capital title are assessed by the Jury composed of institutional and civil society experts and practitioners, representatives from youth organisations, the private sector, the media, and from local and regional authorities. This Jury is selected and convened by the European Youth Forum, and the list of organisations that are taking part in the Jury is published on the European Youth Forum's website.

Additionally, a Focus Group, composed of experts from different areas relevant to the title, will provide feedback for the improvement of the applications of the Short-Listed Candidates. The Focus Group serves as additional resource to the European Youth Forum and the Jury to come up with the most objective decision on which city should get the European Youth Capital title.

In completing the concept note, cities are asked to set out their vision to become the European Youth Capital 2024 and how it can empower young people, boost youth participation, and bring change to their city.

**Applicant cities are invited to be creative and push the boundaries of what they want to achieve through this process.** The questions are open-ended enough to allow cities to present their own unique perspective and goals, but are directed enough to give the Jury a well-rounded picture of the scope, intent and feasibility of each proposal. As such, the key themes and focus of the proposed EYC year are ultimately the decision of the applicant city and the young people therein. However, there are certain key elements that are essential to any application for the EYC title:

- **Youth Participation:** Young people should be at the heart of any EYC application. This applies to the design of the application itself, the development of the programme, and the governance and implementation structures of the proposed EYC year – in every step of the application process it should be clear to the Jury that young people are at the core of it. The applicant should outline in a clear way how the title would benefit young people in the city, and their engagement in the development of the proposal.
- **Co-decision-making:** Youth participation is important not only in developing the proposal, but also in terms of how the EYC year will work in practice. This should not be solely a municipal initiative – it must be developed and delivered in an *equal partnership* between the municipality, local youth organisations and the city's young people. Cities that are willing to genuinely hand over the reins and trust young people with responsibility will fare best, striking a balance between offering the necessary support and resources while empowering young people to jointly manage the implementation of the EYC year.
- **European Dimension:** A key goal of the EYC initiative is to emphasise and strengthen the relationship between the European and local levels, and this is an important aspect of any proposal. The proposed EYC year should include clear links to the European level, particularly in terms of common European processes and objectives, especially

regarding youth policy, as well as policies of the European Youth Forum. It should also seek to create an opportunity for young people at local level to discuss European topics, foster their European identity and inspire other cities in the country and beyond national borders to develop a better environment for young people, and thus bring a long-term change to cities across Europe.

In order to support cities applying in building a strong European dimension, the European Youth Forum provides a [EYC Policy Toolkit](#). It gives applicant cities a list of the main (list is not exhaustive) European youth policies and related key documents. The EYC Policy Toolkit also highlights European Youth Forum's policies and potential resources it can offer to the awarded city. Applicant cities are encouraged to consider these policies, implementation mechanisms and findings as outlined in the document when applying for the European Youth Capital title, seeing how these policies could be channelled to the local level.

- **Coherence:** The concept note requires applicants to outline a vision of what they want to achieve through the proposed EYC year, but this must be coherent from start to finish. The Jury should be able to draw a clear line right through from the city's track record, motivation, challenges and key goals, to a targeted programme designed to meet these goals and a longer-term legacy of what this can change for young people. The different sections of the concept note are related, and there should be a coherent link running through each of the answers provided.
- **Credibility:** Applications should be as convincing and credible as possible, particularly by providing clear evidence and data to support the claims made and plans outlined. When assessing the documents, the Jury members will be tasked with judging the credibility of the answers – is the level of youth participation genuine and effective? Is the governance structure feasible? Is there a solid level of support (financial or otherwise) to implement the proposed programme? The more detail provided in this regard, the better.
- **Long-term commitment:** Running for the European Youth Capital title, preparation and implementation phases once being awarded, all this takes up to four years of continual effort. The legacy lives on many years after. Thus, application should demonstrate a long term and cross-party political commitment to the title.

Should you have any questions relating to the selection procedure, please contact the European Youth Forum's Secretariat: [eyc@youthorum.org](mailto:eyc@youthorum.org). More information is also available on the European Youth Forum website: <http://www.europeanyouthcapital.org>

Please note that in order to ensure an independent, transparent and fair process the European Youth Forum neither (a) reviews applications before the application deadline nor (b) attends meetings with candidate cities.

### 1. Who can apply?

The European Youth Capital competition is open to any Local Authority from Member States of the Council of Europe, which are parties to the European Cultural Convention adopted in 1954 in Paris. A local authority is defined as a municipality or group of municipalities located in a common geographical area, such as a metropolitan area. If you are unsure about your eligibility to apply, please contact the European Youth Forum secretariat ([eyc@youthforum.org](mailto:eyc@youthforum.org)).

### 2. Is the support of youth organisations an essential criterion of an application?

Yes, support of youth organisations is a crucial selection criterion. We request a signed statement of support by at least one independent local or regional youth council. If no local youth council exists, a relevant coalition of local youth NGOs should support the application of the municipality, in written form. The youth organisation(s) should be active for young people and run by young people, and involved in the EYC application process.

### 3. Is there any specific funding connected with the EYC title?

There is no direct funding provided by the European Youth Forum to the European Youth Capitals. However, the EYC title is recognised or endorsed by several European institutions and public funding bodies, and the initiative provides a clear framework for funding applications through diverse EU programmes, such as Erasmus+ and Cohesion funds.

### 4. In which language applications should be submitted?

The complete application and all complementary information should be submitted entirely in English.

The applications that do not comply with this requirement will not be considered eligible.

### 5. What is the role of the European Youth Forum?

The European Youth Forum is the coordinator of the European Youth Capital process and gives legitimacy and credibility to the title.

The European Youth Forum is the platform of youth organisations in Europe. We represent more than 100 youth organisations, which bring together tens of millions of young people from all over Europe.

Aiming to support young people to actively participate in the shaping of Europe and of the societies in which they live, the European Youth Forum works as a representative body to promote the interests of all European youth at the institutions of the European Union, the Council of Europe and the United Nations, and with its partners in the youth field.

The European Youth Forum is a key partner of the awarded city during the preparation, implementation and follow-up phases of the title. The European Youth Forum primarily supports the Capital in implementing the programme, leading towards change using the expertise that lies within the organisation. It also ensures a strong European dimension and connections with key international institutions and stakeholders and with a network of youth organisations at local, regional, national and European level.

The European Youth Forum also does monitoring activities throughout the European Youth Capital process to further identify the needs of the Capital and improve the process itself.

## **6. What is the European Youth Forum's Council of Members and General Assembly?**

By accepting the European Youth Capital 2024 title, the Awarded City commits to host the European Youth Forum's Statutory Meeting together with the European Youth Capital Award Ceremony.

Statutory Meeting means either the Council of Members meeting or the General Assembly meeting of the European Youth 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.

This gives the municipality that is holding the European Youth Capital title in a determined year the opportunity to welcome youth leaders from all across Europe, showcase the work done, develop links with local youth organisations, and celebrate the achievements of the EYC year, which is about to conclude.

The European Youth Forum covers the travel costs for this meeting, while the awarded Municipality covers the costs of accommodation and venue facilities.

**The awarded European Youth Capital 2024 will be hosting the European Youth Forum's General Assembly in November 2024.**

Details related to organisational aspects of a General Assembly and an Award Ceremony can be found in the *Explanatory note: How to organise a General Assembly & an Award Ceremony?*

### **Further questions on the application process**

Please contact the European Youth Forum secretariat ([eyc@youthforum.org](mailto:eyc@youthforum.org)).

## EUROPEAN YOUTH FORUM BANK DETAILS

Name of Bank	ING bank
Address of bank	Marnix Business Branch 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)