Guide to the grants of the European Youth Foundation

A guide with useful information and the requirements to apply for, implement and report on the grants of the European Youth Foundation

VERSION 29 January 2026

DISCLAIMER

This guide is issued by the secretariat of the European Youth Foundation (EYF) in accordance with article 27.2 of the Operational Regulations of the European Youth Foundation (the Operational Regulations). Its aim is to provide youth organisations, young people and other interested entities with information on EYF grants, as well as guidance and instructions regarding the requirements for applying for EYF grants, the grant award procedure, and the implementation of grants.

The content of this guide should be interpreted in good faith and in accordance with the ordinary meaning of the terms used in the Operational Regulations. In the event of any conflict between the provisions of this guide and the Operational Regulations, the Operational Regulations shall prevail.

The provisions of this guide form an integral part of the grant agreements concluded by the EYF with selected grantees. Grants must be implemented in accordance with the provisions of this guide.

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HOW TO USE THIS GUIDE

Welcome! This guide is meant to support young people and youth organisations in understanding what the European Youth Foundation is, what types of grants youth organisations can apply for, and how to do it. The guide also includes specific information about grant implementation and reporting.

The guide should be read as an introduction. Make sure to review the specific information provided for each EYF call for proposals before applying for a grant.

Some tips how to use the guide:

- You can do a word search in the guide if you are looking for specific information. Use one or several terms.
- You can look up in a dictionary or online a given term if you are unsure of its meaning.
- Check the table in the section "Getting started" (page 7) which offers navigation tips in the Guide, according to the phase of the granting process.
- Still having questions? The EYF team is ready to help whenever you have questions. Advice and support is available for youth organisations at all stages of the granting process. Contact us!

ABOUT THE EUROPEAN YOUTH FOUNDATION

The European Youth Foundation (EYF) is a fund that provides grants to youth organisations to work with young people on the Council of Europe values, standards and priorities. The main mission of the EYF is to promote peace, understanding and international co-operation between young people in Europe and beyond, in a spirit of respect for human rights and fundamental freedoms.

The Foundation was established in 1972 following the Committee of Ministers Resolution (72)17, as a Council of Europe instrument for ensuring the participation of young people in democratic societies. The Foundation has a statute that defines its mission, as well as operational regulations that define the granting process.

The EYF main principles are:

- Empowering youth organisations and young people to play a more active role in revitalising democracy and safeguarding human rights.
- Building our relationship with youth organisations on mutual trust.
- Supporting youth organisations' independence, their autonomy of action, and voluntary nature of youth activities at European level.
- Striving to remain agile to the needs of young people and youth organisations and adapt our ways of working to best fulfil our mission.

DEFINITIONS

The EYF provides grants to youth organisations, that means organisations formed by young people and working for and with young people. Below you will find some of the key vocabulary used regularly in this guide and in EYF grants, with their definitions. Further information on each of the types of organisations/networks is included in the section "Registering with the EYF" (page 17) and elaborates further on these definitions. An organisation / network that wants to register with the EYF to access EYF grants, must check the specific criteria for registration in the same section.

Young person, young people
For the EYF, young people are individuals between 15 and 30 years of age. Some flexibility may apply in specific cases that will be indicated in the EYF calls for proposals.

European Youth Foundation Members or **EYF Members**
These are the 46 member States of the Council of Europe.

Youth organisation
Youth organisations are generally understood to be youth-led, non-profit, voluntary, and participatory non-governmental associations.

International non-governmental youth organisation
A non-profit, non-governmental youth-led organisation that operates across national borders and has a minimum of seven branch offices or member organisations established and operating in at least seven European Youth Foundation Members.

International network of non-governmental youth organisations
A group of at least seven national and/or local non-profit, non-governmental youth-led organisations, based in different European Youth Foundation Members, established to collaborate on a long-term basis and to achieve shared objectives.

Sub-regional network of non-governmental youth organisations
A group of four to six national non-profit non-governmental youth-led organisations, each based in different European Youth Foundation Members, that operates within a specific European sub-region.

National non-governmental youth organisation
A non-profit non-governmental youth-led organisation that operates at the national level, in one of the European Youth Foundation Members, and whose activities embrace several or all regions within its country of operation.

Local non-governmental youth organisation
A non-profit non-governmental youth-led organisation that operates locally, in one of the European Youth Foundation Members, and whose activities are confined within a specific geographic area, such as a village, town, or community, or region of a country.

Grants
A grant is a certain amount of money that the EYF provides to a grantee aimed at supporting European youth activities that promote peace, understanding, and cooperation among people in Europe and globally, in a spirit of respect for human rights and fundamental freedoms.

GETTING STARTED

The EYF provides grants to youth organisations. All the steps of the granting process take place in the EYF online grant management system. What are the steps of the granting process?

Step name	**Explanation**	**Relevant sections of the Guide**
1. REGISTRATION	An organisation interested in applying for an EYF grant must first register in the EYF online grant management system. The EYF verifies that the organisation fulfils the criteria for being considered a youth organisation.	Definitions (page 6) Registering with the EYF (page 17)
2. APPLICATION	If the registration is approved, then the NGO may submit applications for grants according to the EYF's open calls for proposals and funding priorities.	Funding priorities (page 8) Types of grants (page 10) Applying for EYF grants step-by-step (page 17) How to prepare the budget at the application stage (page 25)
3.GRANT DECISIONS	Decisions on grants are taken by the Programming Committee on Youth. Once the decision is taken, the EYF secretariat informs all applicants and provides an explanation for the decision.	How decisions are made on applications (page 21)
4. AWARDING THE GRANT	For organisations with an awarded grant, the EYF prepares a grant agreement that contains all grant obligations. Once the grant agreement is signed by both parties, a first grant instalment is sent to the grantee organisation.	Signing the grant agreement (page 22) Payments of the EYF grant (page 25)
5. GRANT IMPLEMENTATION	The grantee organisation carries out its activities using the EYF grant. According to the situation, there may be also communication with the EYF about changes in projects. Advice and support is available for grantee organisations.	Implementation of a grant: step-by-step (page 22) How to deal with changes in the project (page 26)
6. REPORTING	Grantee organisations report on the use of the grant and the progress made in their project. For most grants, the grantee organisation must submit a narrative and financial report to the EYF on how the grant was used. When the grantee organisation has sent in all the reporting documents, a process of checking the report starts. Once the EYF approves the final report, the granting process is closed, and the final payment is done, or reimbursement is required.	Reporting on grant implementation and results (page 24) Budgets and finances in EYF grants (page 25)

FUNDING PRIORITIES

The EYF follows the priorities of the youth sector of the Council of Europe as its general funding priorities, which are:

- Priority 1: Revitalising pluralistic democracy.
- Priority 2: Young people's access to rights.
- Priority 3: Living together in peaceful and inclusive societies.
- Priority 4: Youth work.

The EYF calls for proposals may address some of these priorities or even more specific themes or topics. Applicants should carefully check the specific focus of each call for proposals before applying.

Let's take a more in-depth look at each of the four priorities.

1. Revitalising pluralistic democracy

This includes support for proposals that focus on:

- Young people's right to assemble and to freely form, join and be active in associations, expanding the space for youth organisations, and advancing young people's participation in political processes, removing barriers to youth political participation.
- Developing young people's awareness about the impact of artificial intelligence and supporting youth participation in artificial intelligence and Internet governance processes.
- Developing the capacity of youth organisations to facilitate participation of young people in decision-making processes at local level, with a focus on young people in rural areas, from minorities, or vulnerable groups.
- Addressing the impact of the climate crisis and environmental degradation on young people and democracy; addressing the right of young people to benefit from a healthy environment.

2. Young people's access to rights

This includes support for proposals that focus on:

- Human rights education with and for young people.
- Media literacy with children and young people.
- Advocating for young people's access to rights and actions for the implementation of the Committee of Ministers' Recommendation CM/Rec(2016)7 on young people's access to rights.
- Advocating for the social rights of young people from disadvantaged neighbourhoods and the related Committee of Ministers' Recommendation CM/Rec(2015)3 on this topic.

3. Living together in peaceful and inclusive societies

This includes support for proposals that focus on:

- Combating all forms of discrimination, racism and exclusion, including structural forms, with a specific focus on
    - Roma youth participation and combating antigypsyism.
    - Social inclusion of young refugees and their transition to adulthood.
    - Multiple discrimination and intersectionality (including gender equality, sexual orientation, gender identity and disability).
- Opportunities for young people to engage in intercultural dialogue, peacebuilding and conflict transformation.
- Opportunities for young people to promote peace by participating in co-operation with neighbouring and other world regions.
- Enhancing the inclusion and participation of young people in rural communities.
- Promoting access to quality services for mental health and well-being, as well as opportunities for personal development for young refugees and all young people in and from war zones, with particular focus on young people facing multiple forms of discrimination.

4. Youth work

This includes support for proposals that focus on:

- Advocating for youth work, including actions related to the Committee of Ministers' Recommendation CM/Rec(2017)4 on youth work .
- Promoting quality development and recognition of youth work and non-formal education and learning, as well as pursuing quality development in capacity-building activities.
- Strengthening youth work in war zones and areas of conflict.

Check on page 36 in the section "Support from the Youth Department of the Council of Europe" what other instruments the youth sector has that youth organisations can use in their initiatives and projects.

TYPES OF GRANTS

What kind of grants does the EYF provide?

There are two general types of grants of the EYF:

1. **Project grants** to support

- activities involving educational, cultural, social and humanitarian expressions, and with a European character;
- activities aiming at strengthening peace and co-operation in Europe;
- activities designed to promote closer co-operation and better understanding among the youth of Europe, particularly by developing exchange of information;
- activities intended to stimulate cooperation in Europe and in other regions of the world for cultural, educational and social purposes;
- studies, research and documentation on youth matters.

2. **Structural grants** to cover the general administrative costs of those youth organisations that run activities with support from the EYF.

What's the difference between EYF project grants and EYF structural grants?

Project grants provide support to initiatives of youth organisations with young people, of an advocacy, educational, awareness raising etc. nature. They usually cover costs for organising projects, activities and initiatives with young people.
Structural grants provide support for the operations of a youth organisation or network that has carried out activities in co-operation with the EYF or the European Youth Centres of the Council of Europe. Operations could include costs of offices, staff, preparations of statutory meetings, equipment, etc.

Other types of grants may be launched by the EYF under specific conditions.

All EYF calls for proposals are advertised on the EYF website.

Let's dive deeper into EYF grants!

1. PROJECT GRANTS

Project grants are of two main types,
A. Grants for international youth co-operation, and
B. Grants for ad hoc initiatives to address emerging needs, priorities and societal phenomena.

A. Grants for international youth co-operation

The EYF funds international co-operation activities in line with its mission, to enhance international understanding and solidarity and contribute to the promotion of human rights and democracy. Activities must contribute to the work of the Council of Europe in the youth field in line with the principles of the youth sector and have a multiplier effect, for those who participated in the activities and/or for the grantee organisation.

There are 2 categories of grants for international youth co-operation:

a. **one-off youth co-operation activities**, focusing primarily on the organisation of an international meeting of young people, for example a youth camp, seminar, conference, training course or study visit;

b. **long-term youth co-operation projects** that include a combination of international meetings and other activities, such as campaigns, advocacy projects, production of educational and other resources, research, support for local activities or regional initiatives.

International co-operation activities must also:

- be attended, in suitable numbers, by participants from at least seven (7) European Youth Foundation Members (with the possibility also of participants from States which are not European Youth Foundation Members, if justified);
- be attended by participants of whom at least 75% are not older than 30 years of age;
- as a general rule, take place in one or several European Youth Foundation Members.

Who can apply?

Type of grant	**Who can apply**
One-off youth co-operation activities	• an international non-governmental youth organisation; • an international network of non-governmental youth organisations; • a sub-regional network of non-governmental youth organisations; • a partnership composed of at least four national non-governmental youth organisations (only one organisation submits the proposal on behalf of partners); • a partnership of a national non-governmental youth organisation and an international non-governmental youth organisation or network(only one organisation submits the proposal on behalf of partners).
Long-term youth co-operation project	• an international non-governmental youth organisation; • an international network of non-governmental youth organisations.

For specific requirements and more information, check if there is an open call for proposals for these categories of grants on the EYF website. See also the section "Submitting a grant application for EYF calls for proposals" (page 19).

B. Grants for ad hoc initiatives to address emerging needs, priorities and societal phenomena

The EYF may launch calls to fund initiatives or immediate responses of young people to specific emerging needs or priorities that relate to young people's living conditions or broader societal phenomena. Each call for proposals for this grant type has its own objectives and requirements, based on the EYF funding priorities.

At the same time, the ad hoc initiatives must aim to achieve one or several of the following objectives:

- encouraging new forms of youth participation and organisation;
- supporting young people – in particular young people experiencing exclusion, marginalisation and discrimination – to find ways of addressing the challenges facing them and meeting their own aspirations;
- contributing to social cohesion, in particular by fighting exclusion;
- addressing societal challenges and phenomena affecting young people.

The ad hoc initiatives must also:

- have a European dimension, either by involving participants from more than one country or foreseeing activities in more than one country and/or by taking into account the European context;
- be innovative in terms of having a specific and new thematic focus, or a new methodology for a given target group and/or being a new type of initiative for the organisation implementing the activity;
- have an impact for young people and their local communities.

Who can apply?

Local or national youth organisations can apply to this type of grant. The applicant organisation may have, if relevant, other partners, such as movements, campaigns, initiatives and informal groups.

For specific requirements and more information, check if there is an open call for proposals for these types of grants on the EYF website.

2. STRUCTURAL GRANTS

These are lump sum grants for covering the general administrative costs of international youth organisations and networks. Structural grants may be awarded for A. two years or B. one year.

A. Structural grants for two years

Structural grants may only be awarded to applicants that have an established co-operation with the Council of Europe. Specifically, during the three years preceding the year for which the structural grant is requested, applicants must have

- either received a contribution from the Foundation for at least three international co-operation activities (one-off or within a long-term project), or
- must have been financed within the annual programme of the European Youth Centre, in combination with having been awarded project grants from the EYF.

B. Structural grants for one year for establishing a European platform

The Foundation may also contribute to the administrative costs of new emerging international non-governmental youth organisations or networks, in order to help them to establish a European platform. Such a contribution can be provided to organisations and networks:

- whose members have joined voluntarily;
- which have branches or member organisations in at least four (4) European Youth Foundation Members;
- which can demonstrate that they plan to set up a new European or international platform, including a secretariat/coordination function;
- which, during the two years preceding the year for which the structural grant is requested, have received a contribution from the Foundation for at least one international

cooperation activity, or have been financed in the annual programme of the European Youth Centre.

For specific requirements and more information, check if there is an open call for proposals for these types of grants on the EYF website.

OTHER GRANTS

The Foundation may launch other calls for grants.

In addition, in specific circumstances, the EYF may take the initiative to award grants directly outside calls for proposals, in the following cases:

- if there is an urgent situation for which there is not time to launch a call for proposals;
- for purposes of humanitarian aid or emergency support in cases of crisis;
- if the characteristics of the grantee/s or of the action or project leave no choice.

EQUAL ACCESS FUND

The Equal Access Fund is a fund that the EYF provides to grantee organisations under certain conditions, to enhance the accessibility and inclusion of people with disabilities in the EYF-funded projects. This fund provides disability compensation in the form of a project grant top-up of up to 10% of the awarded project grant, ensuring that participants and team members with disabilities and health issues — can participate in project activities.

Young people with disabilities may face the following barriers, which may hinder participation in youth projects:

Disabilities	This includes physical, mental, intellectual or sensory impairments, which may restrict a person's full and effective participation in society on an equal basis when interacting with others.
Health problems	Barriers may also arise from health-related issues, including severe illnesses, chronic diseases or other physical or mental health conditions that prevent participation in youth activities.

Specific deadlines for requesting the Equal Access Fund will be announced throughout the year for grantee organisations to express their interest in using this fund.

Eligible costs under the Equal Access Fund are related to the participation in the youth activity/project and consist of:

Type of support	Examples
Disability-related support	• Personal assistant costs. • Sign language interpretation. • Braille support, large-print, Communication Access Realtime Translation (CART) or accessible digital materials. • Equipment rental (wheelchair, mobility aids, assistive devices such as loop amplifiers, hearing aid etc.). • Local transport for mobility-impaired participants, rental of wheelchair-accessible transfers.

	• Accessible venue and accommodation adaptations: rental of temporary ramps, accessible toilets, or rental of accessible meeting spaces. • Costs linked to assistance dog or guide dog (transportation, food, insurance). These costs are linked to maintain or improve a participant's autonomy and for the upkeep of the guide dog.
Health-related support	• Extra insurance for participants with health conditions. • Special dietary needs (costs that for a specific reason cannot be covered in the accommodation and meals budget line). • Medical support during mobility, including emergency medical supplies or kits, particularly for participants with chronic conditions requiring basic care or monitoring. • Adapted accommodation (e.g., single room for health reasons). • Psychological support or counselling: short-term psychological assistance during project activities for participants with disabilities. • Renting or adapting quiet/rest rooms during events for participants with fatigue or sensory sensitivities.
Learning support	• Additional trainers/facilitators to use accessible methodologies. • Digital access support: licenses or tools ensuring accessibility during the project activities.

MULTIPLIER ACTIVITIES

Within EYF project grants, "multiplier activity" stands for a wide range of activities carried out by participants in project or member organisations of the grantee organisation in order to multiply the knowledge, skills and attitudes developed from the EYF-supported project among young people in different contexts. Multiplication means both carrying out additional educational, awareness or advocacy actions, as well as making sure the newly acquired know-how by each participant can be shared with more people.

A multiplier activity:

- must involve several young people directly;
- has specific objectives in line with the promotion or multiplication of content from the EYF-supported project in a given context;
- may take the form or workshops, advocacy meetings, debates, campaign activities, etc., in which the person or entity contracted through the service contract uses the funds included in the service contract for covering all costs relating to organising the activity;
- has a size, format and purpose which justifies the use of the financial resources allocated by the grantee organisation to the participants or organisation running the activity;
- will be reported upon the presentation of a signed list of participants, narrative report of main results, photos.

WHAT WE DO NOT FUND

The EYF does not fund:

- operations of a commercial nature;
- the purchase of land or buildings;
- the construction or renovation of buildings;
- the purchase of fixed equipment for buildings;
- tourism activities;
- scholarships;
- sports events and competitions;
- school exchanges;
- activities that are part of a school or university programme or that have a strictly vocational character;
- statutory meetings of youth organisations.

This list is not exhaustive; each call for proposals may include other ineligible costs in addition to those listed here.

In addition, please refer to section “Ineligible costs” (page 30) for more information on ineligible costs.

CROSS-CUTTING CONSIDERATIONS

The EYF is part of the Council of Europe and promotes Council of Europe values. When applying for EYF grants, youth organisations are invited to consider measures for:

- ensuring youth participation as a core value - projects need to be by, for, with young people;
- promoting gender equality;
- adopting a human rights approach;
- enhancing the inclusion of young people exposed to discrimination, marginalisation and exclusion;
- facilitating access to youth co-operation for young people with disabilities;
- respecting the environment;
- guaranteeing child safeguarding and ethics in accordance with the Council of Europe policies in this respect.

For further information about each of these topics, check the eyf.coe.int.

ETHICAL FRAMEWORK FOR EYF GRANTS

All organisations applying or receiving an EYF grant must:

- Inform in full confidentiality and without delay the EYF (eyf@coe.int) of any unethical behaviour occurring in grant award procedures and in the implementation of grant agreements. This can include fraud, corruption, any form of harassment, unethical behaviour that put at risk personal dignity, personal integrity, children's safety, or that could have a reputational or political risk for the EYF, misinformation or offensive content, breach of privacy.
- Comply with the applicable Council of Europe regulatory framework and policies, including – but not limited to – those laid down in the Policy on Respect and Dignity in the Council of Europe, Speak-up Policy and the Code of Conduct and any other further guidance from the EYF, throughout grant award procedures and the implementation of grant agreements.
- Cooperate with investigative processes carried out by the Council of Europe into alleged instances of fraud, corruption, or other forms of wrongdoing, including any form of harassment or unethical behaviour.

In the specific case of a situation where controls or audits demonstrate systemic or recurrent irregularities, fraud or a breach of obligations by a grantee, having a material impact on several grants awarded by the EYF to that specific grantee, the EYF secretariat may suspend the grant agreement or payments for all the grants concerned. Additionally, the EYF secretariat may, where appropriate, recommend to the Programming Committee on Youth the termination of the grant agreements concerned with that grantee, having regard to the seriousness of the findings, or any other measure aimed at protecting the interests of the Foundation.

In case of doubt about what to do or where to make a formal report, the Ethics Officer of the Council of Europe can also be contacted for guidance at ethics@coe.int.

APPLYING FOR EYF GRANTS STEP-BY-STEP

The grant-giving process is managed through an online grant management system. NGOs use this online space to register, apply for grants and report on them. The EYF secretariat also uses it to manage the granting process, from registering an NGO to assessing its application and executing the Programming Committee on Youth's final decision to award grants. The Programming Committee on Youth uses the online grant management system to have access to the documents relating to the calls for proposals of the EYF and the applications submitted to the EYF on which they take decisions. The online grant management system is used to issue grant agreements, and to process reports (both narrative and financial). It also includes communication channels where grantee organisations can ask questions and get support during the grant implementation.

The Foundation's grant award procedures are based on the principles of transparency, equal treatment, non-retroactivity, non-cumulative awards, non-profit, co-financing and non-discrimination. You can find detailed definitions in the Operational Regulations Article 6.

What next? Let's go deeper into the EYF process of granting.

REGISTERING WITH THE EYF

The first step in this process is to register on the EYF online grant management system. This registration process is needed to apply for EYF grants and it is not used for any other purpose. It is a process of due diligence and ensures the Foundation supports youth non-governmental organisations / networks as per its Statute and Operational Regulations.

To be assessed at this step of the granting process, youth organisations must:

- be non-governmental and non-profit;
- have their own statute and governance rules that demonstrate a democratic governance and youth participation approach;
- have a primary focus on youth-related activities and run activities for young people;
- work for and with young people;
- be managed, in relation to their programmes and budget, by young people;
- have members aged 15 to 30 included, for a vast majority of their overall members (they could, in addition, have younger or older members than this age range);
- work in line with the Council of Europe values and principles;
- be registered in one of the countries which is a European Youth Foundation Member (in the case of a network, this only applies to the headquarters' organisation and other members, not to the network as such).

The EYF uses the following additional criteria when assessing registrations:

Type of NGO	**Criteria**
International non-governmental youth organisation	• Has legal personality that defines its international nature. • Is established in one of the countries which is an EYF Member. • Has at least 7 members/affiliated youth organisations from at least 7 countries that are EYF Members. • Carries out primarily activities of a multilateral nature. • Members / affiliates follow a very similar mission and often have similar names in different countries.

	• Works with its members actively and substantially. The members are effectively governing the international organisation, they are committed to its mission, programme definition and implementation, and they are continuously and substantially involved in the activities and representation of the organisation.
International network of non-governmental youth organisations	• Does not have legal personality, but has a statute, an explicit agreement among members and governance arrangements. These define the mission of the network, its functioning and rules, and demonstrate that member organisations are actively engaged in the governance and mission of the network. • Has at least 7 members or affiliated youth organisations from at least 7 countries which are EYF members. • One of the member organisations is defined as the headquarters of the network in its relations to the EYF. • Carries out primarily activities of a multilateral nature. • Works with its members actively and substantially. The members are effectively governing the international network, they are committed to its mission, programme definition and implementation, and they are continuously and substantially involved in the network activities and representation. • Demonstrates sustained cooperation, including shared strategies, resources and/or funding, among the member organisations.
Sub-regional network of non-governmental youth organisations	• May have or not legal personality, but in any case, but has a statute, an explicit agreement among members and governance arrangements. These define the mission of the network, its functioning and rules, and demonstrate that member organisations are actively engaged in the governance and mission of the network. • Has 4 to 6 members, each situated in 4 to 6 different countries which are EYF Members. • Operates within a specific sub-region of a larger geographical area, typically covering a smaller group of countries or territories with shared cultural, political, or economic ties. Regional co-operation is part of the network's mission and field of work. • Demonstrates sustained cooperation, including shared strategies, resources, and/or funding, among members.
National non-governmental youth organisation	• Has legal personality, and it is duly registered as an NGO in one of the countries which are EYF Members. • Operates at a national level primarily and has programmes / branches in the majority of regions of a given country. • Carries out primarily activities of a national nature. • The governance of the organisation includes young people from different regions of the country. • National youth councils (i.e. national non-governmental coordinating body of non-governmental youth organisations, open to youth organisations at national level) are considered national youth organisations in the EYF registration process.
Local non-governmental youth organisation	• Has legal personality, and it is duly registered as an NGO in one of the countries which are EYF Members. • Operates primarily within a specific geographical area, focusing on activities with young people within that area.

To register with the EYF, youth organisations need to fill in a form in the online grant management system and provide the following documentation:

- the original statute of the organisation, in the original language, and its translation to English or French if the original version is in neither of these languages;
- proof of registration by a public authority;
- a recent report of activities;
- a bank statement as a proof for their bank account.

The EYF Secretariat may ask for additional information, if needed.

If the above criteria are not met, then the organisation may be denied registration.

If the registration criteria are met, then the organisation will be able to send applications at the relevant calls for proposals.

Registered organisations will be asked to update their status and documentation every five years, or more frequently in specific cases.

SUBMITTING A GRANT APPLICATION FOR EYF CALLS FOR PROPOSALS

The EYF functions with calls for proposals in order to award grants to youth organisations. Only applicants registered in the EYF online grant management system can submit applications. Applications are only accepted when calls for proposals are open.

Below, you will find general information on the process of submitting applications for a call for proposals. However, it is highly recommended that you check the specific information and requirements of each call, as these provide more detailed information than the general guidelines presented here, and take nevertheless precedence over these guidelines.

In principle, the deadlines of the EYF are:

1 April, 1 October	• One-off youth co-operation activity to take place in the following calendar year. • Long-term youth co-operation project, to start in the following calendar year. • One-off structural grant to emerging youth networks or organisations for the following year. Applicants will be informed of the decision on the grants by June and respectively December.
1 October every 2 years (next deadlines: 1 October 2027, 1 October 2029, etc.)	• Two-year structural grants for international youth organisations and networks. Applicants will be informed of the decision by December.
Specific deadlines (this means you need to check regularly the EYF website!)	• For other calls. • For ad hoc initiatives. Applicants are informed of the decision within 2 months following the deadline.

Calls for proposals are issued at regular intervals and are published on the EYF website and online grant management system. In each call, you will find information about:

- the objectives of the call;
- an estimate of the funding available;
- co-funding requirements, if any;
- instructions and requirements for the submission of applications;
- exclusion, eligibility, award criteria for the grants;
- deadlines;
- the main terms of the grant agreement to be signed with successful organisations.

Below, you will find the most common exclusion, eligibility and award criteria for the EYF grants. What are these criteria?

- Exclusion criteria are legal or regulatory conditions that disqualify an applicant from participating in a grant award procedure due to specific grounds such as involvement in serious crimes, past criminal convictions, professional misconduct, etc.
- Eligibility criteria are the minimum requirements and conditions that applicants and their proposals must meet to participate in a grant award procedure and be considered for a grant.
- Award criteria are the criteria used to assess the quality of proposals and identify the proposals to select for a grant.

Criteria	**Examples (these are NOT exhaustive, check each call for its own criteria)**
Exclusion criteria	As a general rule, candidates in the following situations are excluded from applying for EYF grants: • have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings; • are in a situation of bankruptcy, liquidation, termination of activity, insolvency or an arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind; • have received a judgment with res judicata force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct; • do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where they are established; • are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity; • have been involved in mismanagement of the Council of Europe funds or public funds; • are in a situation of actual, perceived or potential conflict of interest that cannot be managed to the Secretariat's satisfaction. To meet these criteria, organisations will be asked to provide a declaration on honour.

Eligibility criteria (examples)	• types of organisations whom the call is open for; • types of projects or activities the call can support; • ability of applicant to complete the proposed project or activity.
Award criteria (examples)	• relevance and added value of the proposal regarding the objective of the call; • quality, clarity and completeness of the proposal; • cost effectiveness and completeness of foreseen budget; • expertise / experience of the organisation, partners and project team.

The call for proposals will explain how to submit a grant application. In principle, a grant application is made of:

- a form with several questions about the proposal, and
- an estimate budget form that applicants must fill in.

Some grants, such as structural grants, are subject to other requirements.

In some cases, the EYF calls for proposals may request a two-step process: submitting a concept of the proposal, and then a full proposal. Check the modalities of submitting an application in each call!

Applications submitted after the deadline are automatically excluded from the procedure, unless the applicant proves that the application could not be submitted in time because of *force majeure*. Applications are automatically excluded in case of misrepresentation or of false information.

HOW APPLICATIONS ARE EVALUATED

Once applications are submitted and the call is closed, the EYF secretariat:

- assesses the applications received against the exclusion, eligibility and award criteria;
- asks further information or clarifications to applicants, if needed;
- enters into dialogue with eligible applicant organisations if needed;
- prepares a report for the Programming Committee on Youth for decision on the grants to be awarded.

HOW DECISIONS ARE MADE ON APPLICATIONS

Decisions regarding the award and the amounts of the grants are taken by the Programming Committee on Youth.

Once the Committee decides, all applicants are informed in writing about the result of the decision, and the reasons for it. And what happens next?

- Unsuccessful applicants can ask for more information about the decision within 30 days from when the decision was communicated to them. They can seek advice from the EYF secretariat on how to apply with proposals at future deadlines.
- Successful applicants will move into the implementation of their grant, upon signature of the grant agreement.

IMPLEMENTATION OF A GRANT: STEP-BY-STEP

SIGNING THE GRANT AGREEMENT

Grantee organisations must sign a grant agreement with the EYF that includes all the obligations related to the grant.

Before signing a grant agreement, grantee organisations will need to reconfirm their legal representative and bank details in the online grant management system. If relevant, they may also be asked to reimburse the EYF any outstanding debt from previous grants.

Grantee organisations must carefully read the grant agreement before signing it. The organising team of the project must also be informed about its content and must have access to both the grant agreement and the approved grant application.

Grant agreements may be amended during the grant implementation period, through exchange of emails or messages in the EYF online grant management system.

IMPLEMENTING ACTIVITIES, PROJECTS, OPERATIONS USING THE EYF GRANT

During the implementation period of the grant, the EYF offers advice and support to youth organisations. The aim is to ensure the best possible partnership with the Council of Europe staff and services and to make optimal use of the Council of Europe know-how in grants. How to ask for advice? Contact the EYF team and a team member will be available for meeting you and providing advice.

During the project implementation changes may occur. Some changes can be explained at reporting stage, while others need to have the EYF's prior agreement. Grantee organisations must contact the EYF in the following cases:

- if the dates and venues of the project need to change;
- if the programme of activities does not correspond to the original objectives anymore;
- if the number and/or profiles of participants do not correspond to the original ones.

For information on changes to the budget or to the planned use of the EYF grant, consult the section "Budgets and finances in EYF grants" (page 25).

It is recommended that grantee organisations contact the EYF at the earliest possible moment, and before any changes are made in the project. If the EYF does not agree to these changes, they are not accepted and related costs may be considered ineligible at the reporting stage.

VISIBILITY IN EYF GRANTS

Grantee organisations need to:

- Indicate the EYF support in their project communication. For example, information materials in the projects, reports, publications, etc. need to indicate that the project was carried out "with funding from the European Youth Foundation of the Council of Europe" and need to display in an appropriate way the EYF visual identity and the Council of Europe logo.

- Make sure that the project ownership (i.e. who proposes and implements the activities) is clear, as a project implemented by the grantee organisation.
- Use the EYF visual identity and the Council of Europe logo in a way that is in line with the Council of Europe values and principles. In case of doubt, the grantee organisation must contact the EYF. In specific cases, the EYF may request the grantee organisation to remove the reference to its support if these conditions are not met.

Activities developed by participants in an EYF-supported project must not use the EYF visual identity or the Council of Europe logo.

Find the EYF visual identity and the Council of Europe logo on the website of the EYF eyf.coe.int.

DATA PROTECTION

The grantee organisation needs to:

- Comply with the applicable data protection legislation.
- When sharing personal data of participants, partners, or any other third party with the EYF, inform them accordingly and get the necessary permissions.
- Ensure specific measures are put in place when working with children and young people under 18.

The EYF processing of personal data is governed by the Council of Europe Regulations on the Protection of Personal Data adopted by the Committee of Ministers on 15 June 2022. The EYF has a detailed privacy notice on its website.

EYF ADVICE AND SUPPORT DURING GRANT IMPLEMENTATION

The EYF secretariat carries out regular field visits of up to 2 days, at the main activities supported through EYF grants. Field visits are prepared with the grantee organisation. They are an opportunity for mutual trust-building and partnership-building between the grantee organisation and the EYF. Visits are also occasions for reviewing grant obligations and prepare the reporting process.

The EYF commits to support youth organisations in building their capacities and ensuring information for them to apply for EYF grants. The EYF regularly organises training courses, information sessions and onboarding sessions for youth organisations.

What kind of support is there?

- Digital Open Desk of the EYF. Check the EYF website for the schedule of the Digital Open Desk.
- Onboarding meetings for new members, representatives, project teams of grantee organisations – upon request.
- Information sessions on EYF calls for proposals, regularly organised when a new call for proposals is launched.
- Thematic workshops, such as on financial reporting, etc.
- Inception sessions for grantee organisations upon starting the grant implementation.
- Advice for grantee organisations – upon request.

REPORTING ON GRANT IMPLEMENTATION AND RESULTS

For each grant awarded by the EYF, youth organisations need to provide:

Type of grant	**Narrative report**	**Financial report**	**When to submit the report**
Project grants	1. A report summarising the project activities, results, including links to outputs. 2. Programme(s) of activities as delivered. 3. Signed lists of all participants and project team.	1. A specific financial report that includes all proofs of expenditure incurred. 2. A declaration on honour regarding the co-funding.	Within 2 months after the end date of the project.
Two-year structural grant	Grantee organisations need to provide reports for both years. The first report is expected within 2 months from the end of the first year and consists of a narrative report summarising their activities as covered by the grant. Grantee organisations need to provide the second-year report within 6 months from the end of the second year. This report consists of: • A report summarising their activities as covered by the grant in the second year, • The audited accounts of their organisation for both years that prove that during the grant implementation, the grantee organisation's operations were in accordance with the applicable legislation.		
One-year structural grant	A narrative report summarising their activities as covered by the grant.	The audited accounts of the grantee organisation that prove that during the grant implementation, the grantee organisation's operations were in accordance with the applicable legislation.	Within 6 months of the year following the grant implementation year.
Project grant, fully based on lump sums (indicated as such in the call for proposals)	1. A report summarising the project activities, results, including links to outputs. 2. Programme(s) of activities as delivered, 3. Signed lists of all participants and project team.	No financial report is needed.	Within 2 months after the end date of the project.

Check the grant agreement for the specific modalities and deadlines for reporting. Additional requirements may be included in specific calls for proposals.

The reporting is done in the EYF online grant management system.

BUDGETS AND FINANCES IN EYF GRANTS

HOW TO PREPARE THE BUDGET AT THE APPLICATION STAGE

When preparing the budget, it can be useful to consider the following:

- List all activities and break the project down into tasks (e.g. preparation, research, workshops, evaluation, reporting).
- Set measurable objectives and align each budget item with a project goal to justify its necessity.
- Research and estimate the costs.
- To make sure you are getting the best offer, you may consider getting quotes from different vendors or service providers. This is especially important for travel or venue rental.
- Include contingencies by adding a buffer when you are designing the amounts in the budget lines.
- Explain the need for each line item and describe how it directly supports project goals.
- Be specific: avoid vague descriptions such as 'miscellaneous'. Instead, specify "markers and flipcharts for the training course".
- Ensure the total does not exceed the grant funding limits.
- Verify calculations for accuracy and consistency.
- Compare with similar projects to ensure your budget is realistic and competitive.

Please remember to plan for monitoring and reporting and read the reporting requirements carefully:

- Track expenses: set up a system to monitor spending during the project.
- Prepare for the financial report and for audits: keep receipts and documentation for all expenses.

The budget table is part of the application form in the EYF online grant management system. Before completing the budget form, please check the application and reporting requirements by type of expenditure in the section "Budgets and finances in EYF grants" (page 25).

PAYMENTS OF THE EYF GRANT

For all **project grants** and for the Equal Access Fund:

- The first instalment is 80%, payable upon signature of the grant agreement or addendum in the case of the Equal Access Fund. Should the project start more than 3 months after the signature of the grant agreement, the first instalment will be paid 10 weeks before the project starting date.
- The remaining 20% is payable upon EYF approval of the complete final narrative and financial project report.

For **structural grants**:
<u>For the one-year structural grants:</u>

- The first instalment is 80%, payable upon signature of the grant agreement.
- The remaining 20% is payable upon EYF approval of the final narrative and financial report.

For the two-years structural grants:
In the first year of the grant:

- 40% upon signature of the grant agreement for the first year.
- 40% upon the EYF validation of the first-year report.

In the second year of the grant:

- 20% upon the EYF validation of the final narrative and financial report for both years.

HOW TO DEAL WITH CHANGES IN THE PROJECT

The implementation period refers to the defined timeframe during which the activities funded must be carried out and eligible costs must be incurred. The implementation period is indicated in the grant agreement.

During the implementation period, changes may occur, and grantee organisations may need to amend their proposal. As a rule, the amount of the grant as awarded cannot be increased.

Some changes can be explained at reporting stage, while others need to have the prior EYF approval.

Changes requiring prior EYF approval

Grantee organisations must ask prior approval from the EYF in the following cases:

- if the dates and venues of the project need to change;
- if the programme of activities does not correspond to the original objectives anymore;
- if the number and/or profiles of participants do not correspond to the original ones;
- if a new cost needs to be foreseen in the budget;
- if there is transfer between budget categories of more than 25% compared to the planned amount;
- in case of multiple budgetary changes deviating significantly from the initial plan. If you need to make substantial changes both in the project activities and in the budget, contact first the EYF.

In all these cases, the grantee organisation must contact the EYF secretariat and indicate the type of change, the rationale for it and the modifications the change will lead to in the project. In the case of a change that has budgetary implications, the grantee organisation must also indicate the savings made and describe the new costs and provide an updated budget in the online grant management system.

It is recommended that grantee organisations contact the EYF at the earliest possible moment, and before any changes are made in the grant implementation. If the EYF does not agree with the changes made by the grantee organisation, there is a risk that the related costs will not be eligible.

In principle, these changes refer to project grants.

Changes that do not require prior EYF approval

Grantee organisations do not need to ask for prior EYF approval in the following cases:

- if the grantee organisation, with the awarded grant amount, needs to transfer funds between existing budget lines *within* a budget category, as long as the proposal's objectives remain as approved, and the eligible costs comply with the characteristics indicated above;
- if there is transfer *between* budget categories of less than 25% compared to the planned amount;
- if the grantee organisation needs to modify the programme of their activities in relation to the order of sessions or specific methods of the sessions;
- if the project team changes from the application but remains within a multicultural nature and with similar competences.

FINANCIAL REPORTING

For grants for which the reporting is not fully based on a lump sum approach, grantee organisations must follow the rules below by type of expenditure. The proof of expenditure must be uploaded in the online grant management system, together with the amount of the cost. All invoices and supporting documents uploaded to the online grant management system must be complete, and a clearly readable version of the original documents.

For auditing purposes, grantee organisations must keep all the originals of the financial documents and other relevant information and proofs for their grant implementation for a duration of at least 10 years.

IMPORTANT ELEMENTS OF FINANCIAL REPORTS

Procurement

The grantee organisation must follow the relevant national legislation.

Before signing contracts with suppliers (for example, providers of meals and accommodation, providers of services, experts, etc.), it is important that the grantee organisation should seek to get the best offer and best value for money service. This may be done through competitive calls, asking for at least three offers from providers, etc. Grantee organisations are responsible to follow the specific applicable legislation.

Grantee organisations can use direct awards or adequate tender procedures, must justify their choices of providers in the final report on the grant, and avoid conflict of interest.

Grantee organisations will document their procurement processes to ensure transparency and fairness. Such documentation must be kept for 10 years and made available in case of audit or other controls.

Conflict of interest

Conflict of interest could be situations in which the grantee organisation awards consultancy contracts to people working for the NGO, such as the director, officers and board members.

Another example concerns situations in which a person from the grantee organisation acts in a way that creates an advantage to themselves, their relatives or personal relationships (including based on political or national affinity), business or financial interests or any other interest shared with another person or entity.

Conflict of interest may also concern other situations, and in case of doubt, the grantee organisation should consult the EYF in advance.

For further information, see Article 8.2 in the grant agreement.

Proof of payments

Along with the invoices, receipts and contracts, the grantee organisation must provide a proof of payment, such as a bank statement or a credit card slip.

This is required for all invoices of €1,000 or more, as well as for all payments relating to fees, multiplier actions or salaries, regardless of the amount.

If a payment of €1,000 or more is made in cash, the beneficiary NGO must provide either a copy of the cash withdrawal receipt or a bank statement showing the withdrawal.

Expenditure in other currencies than euro

If an invoice is paid in a currency other than euro, the beneficiary NGO should list the amount in the currency in which the invoice was paid, the converted amount in euro and indicate the exchange rate used.

Language and translations

Invoices and supporting documents should be translated in English or French (if the originals are in neither of these languages), indicating key elements of the costs. Contracts must be fully translated, for example by using a machine translation tool. Official translations are not required.

Payments by partner organisations

If a local partner paid some expenses on behalf of the grantee organisation during an activity held in another country, and the invoices and other supporting documents are addressed to that local partner, a bank statement showing the transfer of funds to this partner and a proof of payment (if relevant) must be provided.

Co-funding

Co-funding is a key principle in EYF grants. In most project grants, the applicant organisation will need to foresee other funding, be it in the form of human resources, voluntary time, in-kind contributions, contributions by their members, grants by other donors than the EYF and the Council of Europe. In certain cases, the EYF may put in place specific co-funding requirements in calls for proposals.

The applicant organisation must declare on honour when applying that it has other sources of funding and indicate their type and the amounts or value. The grantee organisation must make a similar declaration in the final report and upload contracts of other donors, when relevant.

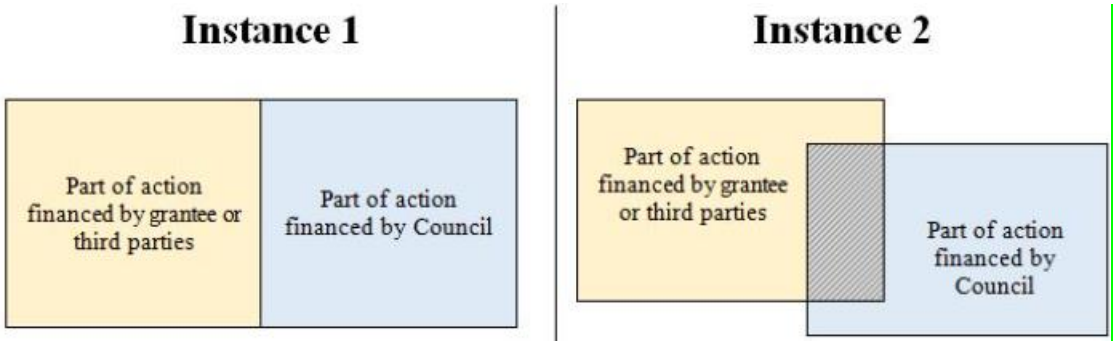
Please see Appendix 4, page 41, for an example of declaration on honour to be included in the final report.

Double funding (principle of non-cumulative awards)

An activity or project can only receive one project grant from the EYF. Each grantee can only receive one structural grant per financial year from the EYF.

The Foundation cannot provide funding for any part of an activity or project that is already being fully funded by other sources.

In the picture below, Instance 1 describes a situation when one action is financed by two different sources without overlap (double funding). This situation is acceptable. Instance 2 describes a situation where 2 or more sources fund exactly the same cost. This is not acceptable.



Eligible costs

What are eligible costs? Certain grants are based on eligible costs, meaning costs actually incurred by the grantee. Eligible costs in such grants are expenses that satisfy all the following conditions:

- They have been indicated in the estimated overall budget of the project.
- They have been incurred by the NGO during the implementation period of the grant.
- They are necessary for the purpose of the grant.
- They must be identifiable and verifiable, and recorded in the NGO accounts.
- They comply with the requirements of applicable tax and social security legislation.
- They are reasonable and justified and comply with the principle of sound financial management, particularly in terms of value for money and cost-effectiveness.
- They are backed up by originals or certified copies of supporting documents.

For project grants, there may also be indirect eligible costs. These are authorised at 7% of the total eligible direct costs for the activity as administrative costs.

In lump sum grants, payments are made upon the achievement of specific outputs and/or results.

Ineligible costs

What are ineligible costs? Ineligible costs are expenses that the EYF explicitly prohibits from being charged to the grant. These include:

- expenditure already fully financed by other sources;
- debts and provisions for losses or debts incurred prior to the award;
- costs incurred outside the implementation period as defined in the grant agreement;
- expenditures unrelated to the project or activity;
- expenditure incurred in breach of conditions set out in the grant agreement;
- interest owed;
- currency exchange losses;
- loans to third parties.

HOW TO APPLY AND REPORT BY TYPE OF EXPENDITURE

For grants for which the reporting is not fully based on a lump sum approach, the grantee organisations must follow the rules below by type of expenditure.

Travel costs

This cost category includes travel expenses for participants, team members and experts, as well as visa costs and local transport. These costs refer to the main activities, as well as preparatory meetings and follow-up meetings, when relevant.

Travel costs for participants and team members

When applying:

- The applicant needs to indicate an average cost per person travelling, the estimated number of participants and project team members travelling for each project activity.

When reporting:

- The grantee organisation will be reimbursed based on a unit rate for different distance categories (see Appendix 1, page 38).
- Documents to provide: the grantee organisation needs to fill in a table with all participants and project team, including the starting point of the journey, the venue of the activity and the end point of the journey. This list must be signed by all participants and project team. A template of this list is provided on the EYF website.
- Documents to keep: the grantee organisation must keep all proof of participant travel (e.g. tickets, receipts, invoices) for at least 10 years.
- Calculation of EYF contribution: The online grant management system will calculate the reimbursement foreseen based on the distance calculator and corresponding reimbursement rate. The reimbursement amount depends on the one-way distance between the participant's home location and the activity place.
- A specific case is when a participant travels from one location to the activity and then returns to a different location. If the two legs of the journey fall under two different travel distance categories, then the grantee organisation must compare the two different unit rates and choose the option that produces results closest to the total cost paid by the participant.

- The travel unit rate is higher if participants use eco-friendly travel methods (train, bus or shared car). For a car to be considered eco-friendly, it must have at least three participants/team members as travellers.
- The unit rates do not necessarily cover the full cost of travel. The grantee organisation may need co-funding to cover parts of travel costs or may redistribute the travel contribution within the group of participants according to other criteria, to ensure a just distribution system of the EYF grant.

Local travel costs

These expenses are directly related to the activities, e.g. when participants travel during the activity to a project visit, a dinner out, or between event venues. This can be done, for example by public transport or bus rental.

When applying:

- The applicant organisation must indicate the cost foreseen per project.

When reporting:

- The grantee organisation will be reimbursed based on actual costs.
- Documents to provide: invoice from provider(s), or local tickets.

Visa costs

Visa costs and travel costs related to the visa application process can be reimbursed if they are relevant to the project. If necessary, accommodation costs may be included.

When applying:

- The applicant organisation must indicate the visa cost foreseen per person.

When reporting:

- The grantee organisation will be reimbursed based on actual costs.
- Documents to provide: invoice from the visa provider(s), if relevant, invoices related to the travel costs and accommodation costs.

Accommodation and meals

This cost category includes accommodation and meals (including coffee breaks) for participants and team members. This considers both the main activity, as well as preparatory meetings and follow-up meetings, when relevant.

When applying:

- The applicant organisation must indicate the cost of accommodation and meals for participants and the project team, based on an average cost per night multiplied by the number of people and nights, and the cost of meals per day multiplied by the number of people and days.

When reporting:

- The grantee organisation will be reimbursed based on actual costs.
- Documents to provide: invoice(s) from provider(s), such as hotels, restaurants, supermarkets, etc. The invoices must indicate clearly the number of people hosted or eating. In case of a meal allowance, a detailed and signed list of participants who received the allowance must be provided. For the EYF, a meal allowance means that instead of providing meals contracted with a provider, the grantee organisation provides an

allowance to participants and team members to organise their own meal. The meal allowance must not exceed the average cost of a meal in the country where the activity takes place.

Human resources

This cost category includes two sub-categories:

a. The gross salaries and the additional charges paid by the employer of staff members employed by the grantee organisation, on the payroll of the organisation, who dedicate a certain percentage of their working time to the project.

b. Fees of trainers/external experts/interpreters/consultants with short term expert contracts dedicated to specific tasks in the project. Please find more information in Appendix 3, page 40, on the elements to include in contracts with external experts/ consultants.

When applying:

- The applicant organisation must indicate the people foreseen to work on the project or activity, their roles and their salaries or fees calculated on the basis of the number of days dedicated to the project. The calculation method for salaries: gross monthly salary divided by the number of working days in a month and multiplied by the number of days dedicated to the project.

When reporting:

- The grantee organisation will be reimbursed on the basis of actual costs.
- Documents to provide:
  - For staff: salary slips that indicate the gross salary and relevant documents proving the additional charges paid by the employer according to the applicable legislation, and proof(s) of payments.
  - For experts (short-term contracts dedicated to specific tasks in the project or activity): contracts, and deliverables (for example, the text drafted by the expert, the programme as delivered by trainers, etc.), invoice(s) and proof(s) of payment.

Equipment and supplies

This cost category includes the purchase of office supplies and materials, as well as the rental of any other equipment needed for the project, such as interpretation equipment.

This cost category also includes the purchase of low-value items, such as chargers, laser pointers and small microphones, with a maximum total value of €300 per grant.

When applying:

- The applicant organisation needs to indicate the rental costs for equipment, office supplies and the cost of low value items for the project.

When reporting:

- The grantee organisation will be reimbursed based on actual costs.
- Documents to provide: invoice(s) of rental of services, invoice(s) of materials / supplies, and of low value items.

Supplementary expenditure and services

This cost category includes meeting room rental, the technical production of project outputs (e.g. graphic design and printing), visibility and communication activities, and multiplier activities.

Meeting room rental

When applying:

- The applicant organisation needs to indicate the cost of room rental for the project/activity.

When reporting:

- The grantee organisation will be reimbursed based on actual costs.
- Documents to provide: invoices of rental of meeting rooms.

Technical production of project outputs

When applying:

- The applicant organisation needs to indicate the cost of technical production and graphic design and printing for the project. The applicant must indicate in the project application which outputs it intends to create in the project.

When reporting:

- The grantee organisation will be reimbursed based on actual costs.
- Documents to provide: invoices of graphic design or printing, contract with the service provider and proof(s) of the deliverables.

Visibility and communication

When applying:

- The applicant organisation needs to indicate the cost of visibility and communication actions for the project/activity.

When reporting:

- The grantee organisation will be reimbursed based on actual costs.
- Documents to provide: invoices for visibility and communication actions, etc., and proof(s) of the deliverables included in the contract with the service provider. Subscription costs to digital applications (e.g. Zoom, Teams, etc.) may only be covered for the grant implementation period (ex. for an annual subscription and a grant implementation period of 3 months, only up to 25% of the subscription costs can be included).

Multiplier activities

When applying:

- The applicant organisation needs to indicate whether it intends to cover multiplier activities, how many, and their average cost. In the project application, the applicant must explain the type and objectives of these activities.

When reporting:

- The grantee organisation will be reimbursed based on a contract between the grantee organisation and the multiplier.

- Documents to provide: the contract, a proof of payment and proof of delivery of the activities foreseen by the contract (list of signatures of participants, short report of the activity carried out and its results, as a minimum).

Please find in Appendix 2, page 39, more information on the elements to include in a contract/agreement for multiplier activities.

Indirect eligible costs

Indirect eligible costs are eligible costs in EYF project grants, not referred to in the previous budget categories, incurred by the grantee organisation in connection with the project grant. This category may include costs related to the office of the applicant organisation, accountancy, etc.

When applying:

- The online grant management system calculates automatically the indirect eligible costs as 7% of the grant. In case the awarded grant amount is lowered by the Programming Committee on Youth, the 7% will be recalculated as 7% of the grant as awarded.

When reporting:

- EYF grant arrangement: The grantee will be reimbursed based on the automatic calculation of 7% of the grant total eligible costs. This means that if the eligible costs are lower than the awarded grant, the 7% will also be lower proportionally.
- Documents to provide: none.

Equal access fund

Applicant organisations may decide whether to request additional funds for disability compensation on a separate budget line dedicated to the Equal access fund.

When expressing interest to use the Equal access fund:

- The grantee organisation needs to explain the use of the Equal access fund, and indicate the foreseen expenditure, which must not be higher than 10% of the EYF awarded project grant.

When reporting:

- The grantee organisation will be reimbursed based on actual costs.
- Documents to provide: invoices of all the eligible costs, services (hotel, interpreter, accessible transport costs, etc.) and, when relevant, contracts of trainers, invoices and proof(s) of payment.

FINAL AMOUNT OF THE GRANT

The amount of the grant shall not become final until after the EYF secretariat has approved the final reports and, where applicable, the accounts, without prejudice to subsequent audits, checks and investigative processes. Only expenditure which meets the criteria established in the grant agreement may be reimbursed.

LATE REPORTS

The online grant management system sends reminders to the grantee organisation when a report is due. If the grantee does not submit the report after three reminders, the Programming Committee on Youth will be informed and the grant may be cancelled.

If the Programming Committee on Youth decides to cancel the grant, the EYF will inform the grantee organisation that the full amount paid must be reimbursed.

AUDIT

Grantee organisations must keep all the original financial documents and other relevant information and proofs for their grant implementation for a duration of at least 10 years.

Grantee organisations may be subject to specific audits during and after their grant implementation period. If the EYF audit finds irregularities or lack of proper documentation and these irregularities are confirmed, the Programming Committee on Youth will be informed and the grant may be cancelled, and the grantee will be required to reimburse the amount received.

The EYF will retain all financial documents (invoices, receipts, contracts and proofs of payments, etc.) for a period of 10 years.

SUSPENSION, TERMINATION AND REDUCTION OF A GRANT

The EYF secretariat may stop payments or suspend the implementation of a grant, in the following cases:

a. The grant award procedure or the implementation of the grant agreement prove to have been subject to irregularities, fraud or breach of obligations under the grant agreement.

b. It is necessary to verify whether presumed irregularities, fraud or breach of obligations have actually occurred. If these irregularities are not confirmed, then the implementation or payment can start again.

When a decision to suspend the implementation of a grant is taken, the EYF secretariat may, where appropriate, set a reasonable time limit for the grantee organisation to remedy the situation.

If the grant award procedure or the implementation of the grant agreement prove to have been subject to irregularities, fraud or breach of obligations under the grant agreement – including all the instances listed in Article 14.2 of the grant agreement – the Programming Committee on Youth may decide to terminate the grant agreement.

In addition to the possibility of suspending and terminating the grant agreement, the Programming Committee on Youth may also reduce the grant in proportion to the seriousness of the irregularities, fraud or of the breach of obligations under the grant agreement, including where the activities concerned were not implemented or were implemented poorly, partially, late, or differently from what was envisaged in the initial grant agreement.

SUPPORT FROM THE YOUTH DEPARTMENT OF THE COUNCIL OF EUROPE

The EYF is part of the Youth Department of the Council of Europe, that also has an education and training programme in the European Youth Centres, youth policy programmes and assistance, and co-operation programmes in the member States.

Council of Europe youth sector's education and training programme

Within the Council of Europe, the Youth Department is responsible for the Youth for Democracy programme. The main goal is to achieve the active participation and autonomy of young people in peaceful and inclusive societies of Europe. The work is based on a co-management system that actively involves young people in the decision-making process.

The programme includes varied activities such as training courses, conferences, seminars, consultative meetings, youth peace camps and study sessions bringing youth NGOs to the European Youth Centres on the main topics of the Council of Europe youth sector. Research and educational manuals are also produced and widely disseminated. In most activities, participants are identified through open calls, so these training and educational activities may be useful capacity building opportunities for youth leaders that are part of a youth organisation.

Council of Europe youth sector's publications

The youth sector of the Council of Europe has developed many resources for youth organisations and other stakeholders throughout the years. Many of these publications are designed for use in youth projects with an educational dimension, for example COMPASS - a manual on human rights education with young people, among others. Most of these publications are available in several languages. Visit the dedicated webpage to explore the variety of available resources . Start by checking the sections "Manuals and handbooks" and the "Online library".

Another useful source of publications is the EU - Council of Europe youth partnership website. For example, their T-kits are training manuals based on non-formal education, covering a rich variety of themes, such as project management, financial management, etc

Council of Europe youth sector's work on policy development

Since 1972, the Council of Europe has become the main driving force behind youth policy development and youth work in Europe. Thanks to its pioneering co-management system, the Organisation's member States and young people have been working together to build more just, more democratic and safer societies across Europe. Several standards were developed on youth policy issues in the Council of Europe. These standards can be useful tools to promote and advocate for during youth projects.

Learn more about the youth policy work of the youth sector of the Council of Europe here.
Read more about youth policy standards here.

The Council of Europe beyond the youth sector and youth perspectives

The Council of Europe is the continent's leading human rights organisation. It is an intergovernmental organisation working on human rights, democracy and rule of law issues. The Council of Europe carries out three types of activities: standard-setting, monitoring and co-operation. The European Convention on Human Rights is one of the key human rights standards set by the Council of Europe. Learn more about the Convention here.

When developing and implementing a youth project, a youth organisation can reinforce their project by aligning their work to Council of Europe's achievements, programmes and principles, and by bringing youth perspectives to the Organisation’s policy work.

Learn more about the Council of Europe's work on human rights here.
Learn more about the Council of Europe's work on democracy here.
Learn more about the Council of Europe's work on rule of law issues here.

APPENDIX 1. UNIT RATES APPLIED FOR THE CALCULATION OF TRAVEL EXPENSES IN EYF GRANTS

Travel distance: distance as the crow flies between the residence of the participant/team member/expert and the place of the meeting. The reimbursement amount depends on the one-way distance between the participant's residence and the meeting place.

Standard amount: the amount covers the contribution of the return travel per person- to and from- the place of the meeting.

Incentive for more eco-friendly travel: these unit rates can be used if neither plane nor boat nor personal car was used during the whole journey. (For a car to be considered eco-friendly, it must have at least three participants/team members as travellers).

The rates may be subject to annual adjustments. Rates for 2026:

Travel distances	**Standard amount**	**Incentive for more eco-friendly travel (train, bus, car-sharing) +10%**
Between 0 and 99km	40.00 €	44.00 €
Between 100 and 300 km	60.00 €	66.00 €
Between 301 and 600 km	170.00 €	187.00 €
Between 601 and 1200 km	290.00 €	319.00 €
Between 1201 and 1800 km	370.00 €	407.00 €
Between 1801 and 2500 km	410.00 €	451.00 €
Between 2501 and 4200 km	580.00 €	
Between 4201 and 5400 km	620.00 €	
Between 5401 and 6600 km	700.00 €	
Between 6601 and 7800 km	830.00 €	
Between 7801 and 9000 km	1,040.00 €	
9000 km and more	1,530.00 €	

APPENDIX 2. LIST OF ELEMENTS TO INCLUDE IN CONTRACTS/AGREEMENTS FOR MULTIPLIER ACTIVITIES

This is a list of the elements that should be included in a contract or agreement between the grantee organisation and the multipliers. The contracts/agreements including these elements are needed for EYF reporting purposes. There may be additional legal obligations in the country where the grantee organisation is based, and those are fully in the responsibility of the grantee organisation to check and respect. This list only contains the minimum number of elements. The content of the elements needs to be added in the contract/agreement. The grantee organisation must use their own template that comply with the applicable national legislation. The contract/agreement can be drafted in any language, an English or French translation must be provided at the reporting stage to the EYF.

1. **Contracting parties**

NGO: Name, Address, Registration number, Represented by
The multiplier (entity or individual): Name, Adress, Tax/ID number (if relevant/available), Represented by

2. Scope of the contract/agreement

The multiplier shall carry out the multiplier activities as described below:

- Format, topic, objectives of the multiplier action: [Specify]
- Deliverables: [Specify, e.g. list of types of multiplier activities / expected number of participants, format, objectives,]
- Duration: [e.g., 5 days]
- Dates and venues, if relevant: [Specify]

3. Payment Terms

Total amount for the multiplier activities: [Amount & Currency+VAT if relevant]

Payment Schedule:

Method: [Bank transfer / Other]

Invoice Submission if relevant: [Process & timeline]

4. Obligations of the Parties

5. Signatures and dates

APPENDIX 3. LIST OF ELEMENTS TO INCLUDE IN CONTRACTS/AGREEMENTS WITH EXTERNAL EXPERTS/CONSULTANTS

This is a list of the elements to be included in a contract or agreement between the grantee organisation and external experts/consultants (trainers, interpreters, graphic designers, etc) when contracting services using an EYF grant. The contracts including these elements are needed for EYF reporting purposes. There may be additional legal obligations regarding contracting services in the country where the grantee organisation is based, and those are fully in the responsibility of the grantee organisation to check and respect when contracting services. This list only contains the minimum number of elements. The content of the elements needs to be added in the contract/agreement. The grantee organisation must use their own template that comply with the applicable national legislation. The contract/agreement can be drafted in any language, an English or French translation must be provided at the reporting stage to the EYF.

1. Contracting parties

NGO: Name, Address, Registration number, Represented by
Experts/Consultant: Name, Adress, Tax/ID number (if relevant/available), Represented by

2. Scope of Service

The consultant shall provide services to the NGO as described below:

- Deliverables
- Specific topics and objectives of the work of the consultant
- Duration of services
- Dates and venues, if relevant.

3. Payment Terms

Total Fee: [Amount & Currency+VAT if relevant]

Payment Schedule:

Method: [Bank transfer / Other]

Invoice Submission if relevant: [Process & timeline]

4. Obligations of the Parties

5. Intellectual property rights:

The grantee must obtain full intellectual property rights over the deliverables provided. In alternative, the contract must explicitly state that the expert/consultant agrees that the EYF/Council of Europe obtains a royalty-free right to use, in any manner it considers appropriate, the deliverables produced.

6. Signatures and dates

APPENDIX 4. DECLARATION OF CO-FUNDING

A declaration using this template must be included in the final report for a project grant.

DECLARATION OF CO-FUNDING

I, *(name of legal representative, function)*, as the legal representative of *(name of grantee youth organisation or network)*, declare that the EYF grant contributed to this project/initiative alongside the following other sources of funding or contributions:

1. Volunteer time, ... volunteers for a total amount of .... hours;

2. Our own contribution as grantee organisation of a total amount of ... euro;

3. Contributions from project participants of a total amount of ... euro;

4. Contributions from other sources:

    Source 1. Mention source name and amount of the contribution in euro

    Source 2. etc

5. Contributions in kind, as follows: *list their type*

Date and signature