Capacity Building in the field of youth

2018
FAQs

This document was created to provide quick answers to frequently asked questions regarding applications for the action Capacity Building in the field of youth.

For the full version of the action guidelines please refer to pg. 171-186 of the Programme guide.

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1. General

1.1. When is the deadline for 'Capacity Building in the field of Youth – Programme countries, Western Balkan, Eastern Partnership and Tunisia Youth windows' 2018?
08/03/2018 - 12:00 midday Brussels time (CET/CEST). We invite you not to wait until the last minute since there may be technical problems linked to a busy system.

1.2. What is the duration of a Capacity building Project?
The duration of the project is from 9 months to 24 months.

1.3. In what languages can I submit my application?
Applications may be submitted in any of the 24 EU official languages.

1.4. Are application form and annexes only available in English?
The application form and annexes are available in 3 languages: English, French and German.

2. How to apply

2.1. What documents do I need to apply?
At this link you can find all links to the electronic e-form and to the 3 mandatory annexes to be attached to your application.

The compulsory annexes include the:

- Detailed description of the project
- Declaration of honour
- Budget

In order to submit your application all applicant and partners must be registered in the participant’s portal and have a PIC number.

2.2. How do I obtain a Participant Identification Code (PIC)?
To participate in a project proposal, all organisations must be registered and have a 9-digit Participant Identification code (PIC). The Participant Portal allows applicants and partners to create a PIC by uploading information related to their legal status and attach the requested legal and financial documents. If an applicant or partner already has a PIC that has been used for other programmes, the same PIC is valid for the present call.

Information on how to register can be found on the Participant Portal.

2.3. Do PICS need to be validated?
At application stage, organisations require a registered PIC number. Organisations do not need a validated PIC; however the organisations must respect all the eligibility criteria of the action.

The following documents must be updated:
- Financial Identification (recently signed)
- Financial Capacity of the last 2 years
2.4. Is a mandate between the partners required for the application?
Mandates will be requested at a later stage.

2.5. Should the information on the partner organisations in the annex ‘detailed description of the project’ be filled for all the partners?
Yes, it should be filled by all organisations participating in the project, applicant and partners.

2.6. What does organisational support include?
Organisational support covers everything that is linked to the implementation of the activity based on unit costs/flat rate (Youth Exchange, Volunteering Activities and Mobility of youth workers). It should cover the preparation of the activity (except the linguistic preparation of the participants), the rental of rooms/material, accommodation, food and local transport, insurance (except for Volunteering Activities where insurance is provided free of charge), equipment and materials, dissemination and exploitation of results and follow-up activities.

2.7. Do we need to provide a financial identification form?
Yes, you can already upload a financial identification form in the portal at this stage. It should be duly completed and either signed by the bank or accompanied by a copy of a recent bank statement.

2.8. Where should I attach the indicative timetable?
A timetable for each activity planned in the project must be included in the application form. Brief indicative timetables of all activities should be attached at the end of paragraph F1 of the detailed project description annex. The indicative timetable does not count in the max amount of characters.

2.9. I have questions about my application; can I ask EACEA for help?
Before contacting the Unit, we invite you to check the information available in the Programme Guide and on the Program’s website. All necessary information should be found there. However, if after that you still have some questions, you can contact the Unit at EACEA-YOUTH@ec.europa.eu

Please note that for reasons of equal treatment we cannot advise you on the content or the qualitative aspects of your proposal.

2.10. Do we need to submit a paper copy of our validated and submitted E-form?
No.

2.11. Is it possible to resubmit the same project proposal if the first time it did not fulfil the eligibility/selection criteria?
You can resubmit the same project proposal with attention to:

- Completing the E-form/application form according to the dates corresponding to the round for which you are applying.

- Complying with the eligibility criteria, specifically the ones for which your application was rejected.
3. Eligibility

3.1. Which types of organisations are eligible to be applicants?
Any non-profit organisation, association, NGO, National Youth Council or public body that is established:

- In a Programme Country for Capacity Building in the field of youth - Programme countries

- In a Western Balkan country for Capacity Building - Western Balkan Youth Window

- In an Eastern Partnership country for Eastern Partnership Youth Window

- In Tunisia for Capacity-building projects between organisations active in the field of youth in Programme Countries and Tunisia.

Applicants must have been legally registered for at least one year.

3.2. What countries are eligible to participate as applicants/partners?
1. Capacity Building projects for applicants from Programme countries, the applicant must be established in a Programme country and the eligible countries as partners are and Programme countries and Partner countries from Regions 5-14.

2. Capacity Building projects under the Western Balkan Youth Window. The applicant must be established in a Western Balkan country (Region 1) and the eligible countries as partners are Western Balkan window countries (Region 1) and Programme countries.

3. Capacity Building projects under the Eastern Partnership Youth Window. The applicant must be established in an Eastern Partnership country (Region 2) and the eligible countries as partners are Eastern Partnership countries (Region 2) and Programme countries.

4. Capacity Building projects under the Capacity-building projects between organisations active in the field of youth in Programme Countries and Tunisia. The applicant must be established in Tunisia and the eligible countries as partners are partner countries (Region 3) and Programme countries.

For all types of activities, and at least one country of the partnership must be a Programme Country and one an eligible Partner Country (from the dedicated region).

For the list of all eligible countries and organisations please see pages 171-186 and pages 21-23 of the Programme guide.

3.3. Is there a limit or restriction on how many partners can be involved?
There is no limitation in how many partners can be involved but any capacity building project must involve minimum 3 participating organisations from 3 different countries, of which at least one is a Programme country and one is a partner country from the eligible regions.
3.4. Can we submit more than one project proposal?
The applicant cannot submit more than one project per deadline but may take part in other projects as partner. A project is to be submitted only once and will be rejected if submitted again by another organisation.

4. Capacity Building and Mobility Activities

4.1. What types of capacity building activities are encouraged?
Activities encouraging policy dialogue, cooperation, networking and exchanges of practices in the field of youth.

You can find more information on the types of eligible capacity building activities on pg. 171-186 of the Programme guide.

4.2. What is the difference between mobility activities and capacity building activities?
**Capacity Building Activities:**
Conferences, workshops, meetings, large scale youth events, information-awareness campaigns, media tools, training through open educational resources (OER).

**Mobility Activities between Programme countries and Partner countries:**
Youth Exchanges (YE), Volunteering Activities, Mobility of Youth Workers (MYW).

4.3. What are the eligibility criteria for mobility activities?
**Youth Exchanges:**
- Every organisation must have minimum 4 participants per group plus 1 group leader.
- The duration is from 5 to 21 days, excluding travel time.

**Volunteering Activities:**
- All organisations from Programme countries, from Western Balkans countries, from Eastern Partnership countries and from South-Mediterranean countries must hold a valid Volunteering accreditation in order to be involved in Volunteering Activities as hosting, sending or coordinating organizations.
- The duration is from 2 months to 12 months.
- A volunteer from a Programme Country must carry out her/his activity in one of the Partner Countries involved in the project. A volunteer from an eligible Partner Country must carry out her/his activity in one of the Programme Countries involved the project.
- Maximum number of participants: up to 30 volunteers for the whole project.

Volunteering on-arrival and mid-term evaluation training
- For Volunteering Activities shorter than 6 months only on-arrival training is required, for Volunteering Activities longer than 6 months both on-arrival training and mid-term evaluations are required.

  o If the Volunteering Activities takes place in a Programme country, volunteers take part in the training cycles organised by National Agencies. In this case you cannot ask for funding.

  o If the Volunteering Activities takes place in a Western Balkan Window countries, Eastern Partnership countries and South Mediterranean countries, volunteers take part in the training cycles organised by National Agencies/SALTOs. In this case you cannot ask for funding.

  o If the Volunteering Activities takes place in a Partner country (Region 5-14), you should foresee a Volunteering training cycle to be managed by the hosting organisation. These costs should be placed in the budget under heading 4 "Linguistic, intercultural, task-related preparation of participants in mobility activities".

**Mobility of Youth Workers:**

- Duration from 5 days to 2 months.
- Maximum number of participants: 50 participants for each activity.

4.4. Are there any restrictions on where the activities can take place?
All activities of the project must take place in the countries of the partners of the project.

4.5. Where should I insert costs for experts and trainers for mobility activities?
If trainers or experts are requested, those persons should be listed alongside participant costs under organisational support and/or travel costs.

4.6. How do I calculate costs for the different types of activities?
For all "capacity building activities" (thus excluding the Mobility activities) please refer to the tables on pg. 171 - 186 of the Programme guide. These activities should be calculated on real cost estimations and travel costs linked to those activities should be calculated on a flat rate basis using the distance calculator.

For mobility activities please refer to the 3 tables on pg. 180-186 of the Programme guide where unit costs are clearly indicated for all types of costs and activities

5. Funding and calculating costs

5.1. How are indirect costs calculated?
A flat-rate amount, not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project (e.g. electricity or internet bills, costs for premises, cost of permanent staff).
Eligible direct costs are:

- For Capacity Building Activities:
  1. Information, Communication and Technology (ICT) costs
  2. Transnational project meetings
  3. Intellectual outputs and dissemination of project results
  4. Linguistic, intercultural, task-related preparation of participants in mobility activities
  5. Financial audit

- For Mobility Activities:
  Special needs support
  Exceptional costs

5.2. When are indirect costs not eligible?
Indirect costs are not eligible when the beneficiary receives an operating grant from the budget of the European Union (for example in the framework of the call for proposals on Civil Society Cooperation under the Erasmus+ Programme) for the period concerned. Therefore, please note that the eligibility of the indirect costs will be assessed upon reception of the final report.

5.3. What are the co-financing rules of CBY projects?
All costs linked to Capacity Building activities are funded up to 80%, mobility activities are funded at 100%. Minimum 20% of co-financing should be covered through the organisation's own funds or from other sources of income. Contributions in kind are not eligible.

5.5. Where do we put insurance and visa costs in the budget?
Capacity building activities: Insurance and Visa costs related to activities financed through real costs should be listed in the relevant section of the real costs budget part.

Mobility Activities: Insurance is provided free of charge through the insurance provider CIGNA to all volunteers participating in the Volunteering Activities. But visa and visa-related costs such as insurance costs in relation to the activity "Youth Exchange" or "Mobility of Youth Workers" should be integrated in the budget item 'Exceptional costs' of the corresponding type of activity. Please note that insurance costs MUST be linked to a visa. All other insurance costs have to be funded through the 'Organisational support' budget item. Passport costs are not eligible.

5.6. Are staff costs eligible in the budget?
In compliance with the funding rules (Erasmus+ Programme Guide), staff costs cannot be covered through the EU grant.

5.7. What are the rules for hiring external persons?
You may only hire an external person to fulfil a very specific task in your project and in this case, you need to fulfil the following conditions:

- the subcontracting should cover only the implementation of a limited part of the action;
- the contractor selection process should be documented;
- a contract showing the nature of the tasks and the price agreed should be signed between the contractor and your organisation;
• the contractor should issue a detailed invoice based on the actual costs incurred and not on the basis of the amount foreseen in your application;
• you should pay the contractor and provide a proof of the payment at the stage of the final report.

5.8. Is there a mobility tool available for this action?
No.

6. IT/TECHNICAL

6.1. I am having problems downloading the budget annex.
To download the budget annex from the website please right click on the box containing "en", "fr" or "de" and select "save target as" or "save link as" to download the document.

6.2. How do I open the budget to fill it in?
In the Excel sheet, you should first click on 'Enable Saving' and 'Enable content' on the upper menu (in yellow). You should fill in only the first two sheets of the budgetary annex
- Capacity Building activities
- Mobility activities

The rest of the budget will be filled in automatically.

If you experience problems in submitting your application, send an e-mail to EACEA Helpdesk before the deadlines.

6.3. Are we able to create extra lines in the budgetary annex?
No, instead you should regroup some of the costs.

7. EMAIL CONTACT

EACEA-YOUTH@ec.europa.eu