

Contracting Authority:



Regional Youth Cooperation Office

**Call for Project Proposals 2020**

**“A Better Region Starts with Youth”**

**Guidelines for Grant Applicants**

Deadline for submission of project proposals: 12 October 2020



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# 1. “A BETTER REGION STARTS WITH YOUTH”

## 1.1. Background

### Who is RYCO?

The Regional Youth Cooperation Office (RYCO) is an intergovernmental organisation that stewards and promotes regional, cross-border and intercultural cooperation within and among its six Western Balkan Contracting Parties (WB6) – Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia. RYCO’s unique governance system brings together government and civil society representatives to ensure young people are represented at all levels within the organisation. Its Local Branch Offices ensure RYCO is represented in all the six Contracting Parties, while its Head Office is the organisational hub.

### RYCO’s Vision of a Better Region

Young people are creating a culture of mobility, intercultural exchange and reconciliation. They are active contributors to democratic development, social and economic prosperity, and European integration in an increasingly open Western Balkan region. Contracting Parties in the Western Balkans are providing proactive support to youth exchange and youth engagement within the Contracting Parties, and across the region.

RYCO believes that building true and enduring reconciliation involves a process that brings together individuals, groups and societies burdened by past or present conflicts and negative representations and perceptions of ‘the other’. Through shared experience, cooperation and on-going exchange, new pathways can be built to reconcile people who would otherwise remain trapped in the past.

### RYCO’s overall programme

Over many years considerable efforts have been invested in the region to support youth exchange. However, until recently, the principal opportunity for mobility and youth exchange focused on young people visiting countries beyond the Western Balkans. While any opportunity for cross-border youth exchange was welcome, young people who could benefit from such exchange programmes were unable to experience the opportunities and challenges of meeting their peers within their own region. While their worldview may have been expanded, they returned with their attitudes and behaviours relative to their peers in the region unchallenged and unchanged. It was so much easier to arrange a connection with a stranger outside the Balkans than to face the potentially uncomfortable, but existentially essential need to build a prosperous and peaceful future with one’s immediate neighbours.

Young people in the Western Balkans live with the pressures and influences of a social and political narrative that is distorted by prejudice, denial, revisionism and nationalism. Inherited, negative narratives form the basis for young people’s future life choices about career, residence, friendships and even the possibility of dialogue with other people; thus compounding negative narratives about ‘the other’. In this volatile context, there is a notable lack of opportunity for young people to move within the region for volunteering, formal and non-formal education and training, or simply to meet and share experiences of being peaceably together. This lack of opportunity is also compounded by legal obstacles.

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<sup>1</sup>This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

RYCO's programme focuses on creating opportunities for young people to engage in activities that build mutual understanding and reconciliation in the civic, social, educational, cultural, and sports domains. RYCO initiates and participates in policy making and advocates for reform. It supports the development of a political and social environment that empowers and facilitates youth exchange. In pursuing its mission, RYCO will demonstrate its commitment to human rights, human dignity and the building of peace based on mutual respect and trust.

## 1.2. Priority Areas

The priorities of this Call have been identified based on the RYCO Strategic Plan 2019-2021 accessible on the [RYCO website](#). The strategic planning was a participatory process that lasted one year and gathered more than one hundred stakeholders at the regional level during the Strategic Planning Conference with the aim to collect inputs on the priorities that RYCO should focus its resources on. This approach was followed by six local strategic dialogues in each Contracting Party and gathered more than one hundred actors in total working in the youth sector on the local level who contributed in shaping the strategy.

Furthermore, even though the attitudes of the Western Balkan youth have been taken into account, the young people themselves have not been involved during the design phase of RYCO's previous calls for proposals in a structured manner. In cooperation with youth representatives of the RYCO Governing Board, RYCO envisaged a model for exploration of the views of young people regarding the types of projects and approaches to intercultural learning that they would favour in RYCO's calls for proposals.

RYCO has consulted young people on what motivates them to apply and to participate in youth mobility programmes, and on what are the existing obstacles to their participation in such programmes. The consultation of young people in the phase of design of this call for proposals took place online through a survey and through physical consultation events. The survey was filled out by more than 1.000 young people from all around the Western Balkans, while the [series of consultations meetings](#) in 12 cities of the region was attended by over 300 young individuals in total.

All projects supported under this call will relate to the following priority areas.

**Priority Area 1:** Regional youth cooperation, mobility and exchange

**Priority Area 2:** Enabling environment for regional youth cooperation

*These priority areas have informed the development of the Call's Specific Objectives, as outlined below. In the application form, the applicants do not have to relate their application to a priority area. They are requested to do so in regard to the specific objectives only. However, the applicants are encouraged to study RYCO's Strategic Plan 2019-2021 since stronger alignment of projects with the RYCO's priorities might positively reflect in the assessment and selection processes.*

## 1.3. General and Specific Objectives of the Call

### General Objective

The general objective of this call for proposals is to support the civil society in the Western Balkans to foster reconciliation and regional youth cooperation during COVID-19 pandemic by providing young people with opportunities that create space for dialogue, mutual learning and increased understanding across communities and RYCO Contracting Parties, as well as contribute to increasing capacities of CSOs in offering meaningful opportunities to young people in a changed reality caused by the COVID-19 pandemic.

In relation to the general objective, the applicants are invited to come up with a set of activities that could be implemented even if mobility is limited due to the pandemic. RYCO is committed to empowering young people and supporting stakeholders who have access and impact on them to be active contributors to reconciliation, democratic development, social and economic prosperity in the Western Balkans. Through this open call, RYCO also contributes to the aforementioned general objective of providing meaningful exchange and participation opportunities to the youth sector by accounting for and mitigating the COVID-19 related risks.

RYCO is aware that it is crucial to maintain youth cooperation and reconciliation momentum even in times of crises. In response to this, the applicants under the present call are invited to think of innovative projects that offer solutions in a rapidly changing world able to make best use of or adapt to new technologies in order to support youth participation and cooperation while not compromising the physical contact of young people unless there is a concern for their safety.

RYCO is established upon a belief that when young people are provided with an opportunity to learn, grow, and express their own voices, they and their whole communities benefit over the long term. Thus, this call is specifically designed to provide decisive support to actors that are able to contribute to this vision, whether they wish to engage in such action for the first time or are in a need for assistance to continue or expand their already existing work in this regard.

All projects funded under this call for proposals must promote and contribute to values upon which RYCO was established and the vision of societies where young people are creating a culture of mobility, reconciliation and intercultural exchange. All project organizers have to ensure that their activities do not foster further divisions among youth, and instead contribute to mutual understanding, peace and social cohesion. Every young person participating in the projects supported by RYCO must be free to express her/himself without fear of punishment or retribution for their beliefs. Finally, every young person must also be protected from violence, bullying or belittlement, especially on the basis of their identities, origin, social standing or abilities. For more information on the safety and protection standards in RYCO's projects, check the section 2.8.

### **Specific Objectives**

This call has three specific objectives and applicants are required to identify which specific objective they are applying to. Applicants should choose the one they see as closest to the particular focus of their project. Most projects will likely contribute to more than one specific objective. Applicants are encouraged to consider how they can incorporate elements of contributions to all specific objectives through their project design, besides the one for which they are applying.

RYCO encourages applicants to engage young people beyond the role of participants but to include them in all stages of the project, including the project design. The approach is understood to have potential to best answer to the needs of youth as they see it.

*[Please note that in the course of the assessment and selection processes, we reserve the right to categorize your project under a specific objective other than the one you stated in your application, should we find it more closely related to your project design. This, however, will not impact our assessment in terms of decreasing the potential of your proposal for success in this call.]*

The specific objectives under this call are presented below:

## **Specific Objective 1: Reconciliation, Intercultural Dialogue and Learning**

RYCO believes that building true and enduring reconciliation involves a process that brings together individuals, groups and societies burdened by past or present conflicts and negative representations and perceptions of 'the other'. Through shared experience, cooperation and ongoing exchange, new pathways can be built to reconcile people who would otherwise remain trapped in the past.

Through projects implemented under this specific objective, we are looking to support initiatives where young people address their differences concerning the region's past and challenge inherited narratives through guided processes in a safe environment; and where they engage in intercultural learning and dialogue with their peers from diverse communities within their Contracting Parties and across the Western Balkan region.

RYCO will particularly value projects that go beyond a simple encounter and instead build space for meaningful engagement of diverse groups of youth that would otherwise have no chance to meet. These projects should provide youth with opportunities to learn about each others' communities and their perspectives through a respectful dialogue, thus allowing them to tackle prejudice and stereotypes, while contributing to increasing mutual understanding.

RYCO is furthermore interested in supporting innovative actions that recognize that youth increasingly engage in online activities and have the potential to make the best use of digital tools, both in times of the COVID-19 pandemic and beyond.

## **Specific Objective 2: Influencing and Advocacy Actions**

This specific objective aims to make the legislative and political environment increasingly supportive of reconciliation and intercultural learning, and of the implementation of youth mobility and exchange both within and among Contracting Parties in the Western Balkan region. At the same time, the legislative and political environment still did not undergo any reforms or initiatives to better adapt to the times of the COVID-19 pandemic and ensure continuity of work on the above mentioned issues.

This environment can be improved through influencing and advocacy actions related to recognized specific needs and/or issues. Such actions may target or involve both the stakeholders able to enable a desired change (politicians, policy makers, municipal officials, religious leaders, media, community leaders, or others) and those with more direct interest in reaching and/or advocating for a change (youth activists, youth workers, young people, teachers, academia, or others).

The supported projects under this specific objective should lead to a change in discourse or attitudes, and at least initiate the dialogue on a RYCO related topic. The project may aim for advocacy or introducing change at any level, from the community to the regional level. RYCO is aware that such changes take time; therefore, the actions within the projects supported can represent a phase in a longer process that the contractor is engaged in, and not necessarily limited to the project life span.

The types of change RYCO is interested to support include, but are not limited to: making reconciliation and intercultural learning related topics part of the decision-makers' agenda, advancing the networking of key stakeholders that work on the topic, proposing recommendations for responding to identified challenges (including those caused by the COVID-19 pandemic) or for more youth-oriented policies, identifying the best practices that can be promoted in new contexts/locations across the region, as well as introducing a policy change.

RYCO is particularly interested in supporting projects that are proposing advocacy and influencing solutions on the legislative and political response to the COVID-19 pandemic related to the issues that concern youth.

### **Specific Objective 3: Strengthening Capacities of CSOs**

RYCO believes that no person or organisation can bring meaningful social change alone or instantly. This is why we see great value in investing in individuals, organisations and institutions that empower youth and support them to become contributors in making their societies more peaceful, open and prosperous.

Through projects relating to this specific objective, RYCO wishes to support organisations in becoming better equipped to play key roles in accompanying and guiding young people in the processes of intercultural dialogue and learning. These projects should enhance their capacities to engage in a more meaningful participation in reconciliation and social, political, cultural, educational and economic processes in and beyond their communities. The projects can also enhance CSOs' capacities to engage on stated matters by being able to mitigate and adapt to the risks of the COVID-19 pandemic.

RYCO is looking to support CSOs, their partners, youth workers and youth as beneficiaries to conduct activities that foster their learning and strengthen their capacities to be better suited to serve young people in achieving the aforementioned objectives. Under this specific objective, projects should clearly demonstrate which capacities of actors they want to strengthen, as well as how this will be approached.

The types of capacity building actions RYCO is interested to support can differ. They may include but are not limited to: gatherings to share specific knowledge; developing curricula on RYCO relevant topics that is relevant across communities and borders and can be accessed as such; trainings for youth workers and youth on RYCO relevant topics; strengthening capacities for e-learning, developing e-learning curricula (courses, webinars, etc.), promoting non-formal learning and learning in settings alternative/supplementary to formal school settings.

#### **1.4. Financial Allocation Provided by RYCO**

The overall financial envelope for this call is EUR 330.000.

RYCO reserves the right to not award all available funds.

#### **Size of Grants**

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 15.000
- maximum amount: EUR 30.000

RYCO foresees that a minimum of 11 and a maximum of 15 proposals will be funded under the call.

**At least one project from each of the Western Balkans 6 will be funded under the call.** In determining the project origin, the Contracting Party of registration of the Lead Applicant will be considered.

## 2. RULES FOR THIS CALL FOR PROPOSALS

This document set out the rules for the submission, selection and implementation of the projects financed under this call (available also on the RYCO website: [www.rycowb.org](http://www.rycowb.org)).

### 2.1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

#### 1. the actors:

- The **Lead Applicant**, the entity submitting the application (2.2.1.),
- **Partner(s)** (2.2.2.),

#### 2. the activities:

- activities for which a grant may be awarded (2.3, 2.5, 2.6.);

#### 3. the costs:

- types of cost that may be considered in setting the amount of the grant (2.9 - 2.11).

### 2.2. Eligibility of Actors

#### 2.2.1. Lead Applicant

To be eligible for a grant, a Lead Applicant must:

- a) be a legal entity, **and**
- b) be a non-profit-making CSO, established in one of the six Western Balkan Contracting Parties, a minimum of one year prior to the launch of this call for proposals.

Potential applicants may not participate in RYCO's calls for proposals or be awarded grants if they are in any of the situations indicating that they are bankrupt, subject to insolvency or winding-up procedures; where their assets are being administered by a liquidator or by a court; where it is in an arrangement with creditors; where their activities are suspended; or where they are in any analogous situation arising from a similar procedure provided for under national laws or regulations; they are in breach of its obligations relating to the payment of taxes or social security contributions, in accordance with the law of the Contracting Party in which they are established.

CSOs that employ or are represented/overseen by members of the RYCO statutory bodies (i.e. Governing Board or Advisory Board) are not allowed to apply for this Call for Project Proposals. These applications will be subject to conflict of interest policy and rejected.

Grants to individuals will not be considered.

**The Lead Applicant must act with partner(s).**

If awarded a grant contract, the Lead Applicant will become a Beneficiary. It represents and acts on behalf of any other partners and coordinates the design and overall implementation of the project activities.

**Number of applications and grants per Lead Applicant:**

A Lead Applicant may submit only one (1) application under this Call for Proposals.

A Lead Applicant (in 1 application) may be a partner in only one (1) **other** application under this Call For Proposals.

Thus, at maximum, a single applicant can only appear in two applications, given it appears in one as a Lead Applicant and in another as a partner.

**In case a Lead Applicant or a partner appears in more applications than allowed, either as a Lead Applicant or as a partner, all project proposals in which they participate will be automatically disqualified.**

**RYCO values sustainable networks but will be particularly keen supporting first-time applicants and/or new partnerships.**

**Applicants who have already received a grant from RYCO can submit a new project proposal but will only be granted a 2<sup>nd</sup> contract as a lead after they have finalised the closing of their financial report.**

Alongside the Application Form, applicants must fill out, sign, stamp and upload the Declaration by the Applicant as defined in the List of Supporting Documents.

### **2.2.2. Partner(s)**

Each Lead Applicant must apply with at least one other partner from a different Contracting Party, meaning that a partner must be **registered as a legal entity in a Western Balkans six Contracting Party other than the one where the Lead Applicant is registered.**

The following are eligible as partners:

- non-profit-making CSOs, registered as legal entities established a minimum of one year prior to the launch of this Call;
- secondary schools (private and public), registered as legal entities established a minimum of one year prior to the launch of this Call;
- cultural institutions (private and public), registered as legal entities established at least one year prior to the launch of this Call;
- sports associations and organisations in the field of sports, registered as legal entities, established at least one year prior to the launch of this Call;
- trade unions, registered as legal entities, established at least one year prior to the launch of this Call.

Partners participate in all phases of the project design and implementation together with Lead Applicants. The costs incurred by partners are eligible in the same way as those incurred by the Lead Applicant. The Lead Applicant and partners should jointly ensure that project activities and follow up are planned and implemented with young people and/or by young people or, in case of applications under the Specific Objective 3, they may be implemented with youth workers and other actors within CSOs conducting activities that support their own learning and strengthen their own capacities.

The Lead Applicant must submit, together with the Application Form, the declarations of the partners, filled out, signed and stamped by the partners, as defined in the List of Supporting Documents.

Partners are obliged, upon request of the Lead Applicant, to provide all relevant information deemed necessary for the purposes of applying for this Call for Project Proposals.

### Number of Partnerships per Lead Applicant

There should be no more than 5 partners, with at least one from a different WB6 Contracting Party than the one of the Lead Applicant. Having more than one partner from another WB6 Contracting Parties will be considered an advantage.

RYCO does not provide direct support to the applicants for creation of partnerships but provides information on platforms that serve the purpose of facilitating partnerships. RYCO has created a Facebook group "[RYCO Meeting Point](#)" that aims to support this process. During the promotion of this call for applications, RYCO will also provide prospective applicants with info-sessions. Follow our website and social media channels for updates on such events and opportunities.

## **2.3. Eligible Activities**

### Definition:

A project is composed of a set of activities. Activities must fall under the set General and Specific Objectives of the Call (section 1.3.). Activities should also be implemented in the locations as defined in these Guidelines (section 2.4), have proper target groups (section 2.5.) and respond to the objectives of the Call and types of activities (section 2.6.)

Considering the risks caused by the COVID-19 pandemic, the applicants should indicate how the main project activities would be implemented during the pandemic and possibly reintroduced lockdown measures. The alternative set of activities must also fall under the criteria stated above.

### Duration:

The duration of the project must be a minimum of 3 months and a maximum of 8 months. All project activities must take place before 31 August 2021.

## **2.4. Location(s)**

All the project activities financed by RYCO must take place in the Western Balkans 6 Contracting Parties (WB6): Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia.

## **2.5. Target groups**

This section refers to the target groups that will benefit directly from the project implementation.

Please note that the eligible target group under this call are young people from the WB6, from 15 to 30 years old. Participation of teachers, youth workers, artists and decision makers, etc. over 30 years of age is also possible within planned activities, only if the purpose of that activity falls directly under the goals and objectives of this Call for Proposals.

For projects applying under Specific Objective 3, decision-makers, youth workers and other relevant actors over 30 years old can also be project beneficiaries if their participation helps to strengthen the CSOs' capacities to provide meaningful and long-term participation and exchange opportunities for young people, or also other meaningful and long-term opportunities of relevance to RYCO's mandate.

The application form should indicate the exact number of targeted participants in the project, classified by gender, if possible. It should describe how the actors plan to include youth from the most excluded groups such as: NEETs (youth "not in education, employment or training"), young people with disabilities, marginalised groups based on race, ethnicity, religious identity, gender and sexual orientation, etc. or youth with fewer opportunities (youth from rural/remote

areas, youth with unprivileged educational and/or economic backgrounds, etc.), as well as youth without parental care and youth exposed to conflict, violence and/or bullying.

Significant involvement of the most excluded and vulnerable youth groups, particularly supporting their social inclusion and participation in decision-making, will be considered an advantage, especially the involvement of youth who did not have any opportunity to travel and participate in any similar projects. Active contribution of youth is welcome to all stages of the project, including project design and project management. Please ensure gender balance in the selection of your target group (15-30 years old from the WB6).

Participants from outside of the WB6 can be included in project activities only if the purpose of that activity falls directly under the goals and objectives of this Call for Proposals. No direct budget allocations should be transferred to partners or participants from outside the WB6.

## 2.6. Types of Activities

The activities in a project proposal should be planned and implemented in partnership, as described in the section 2.2.2. of these Guidelines.

The types of activities that may be financed under this Call for Proposals are the following but not limited to:

- activities aiming to mitigate and adapt to COVID-19 pandemic realities in supporting youth partnerships and reconciliation;
- activities aiming to mitigate and adapt to the pandemic realities in increasing the CSOs and partners' capacities to support youth cooperation and reconciliation;
- trainings, workshops, study visits, peer support groups, etc, for strengthening capacities of key youth actors;
- art, cultural and sports activities;
- training in digital skills, and in use and development of digital and media tools;
- online platforms for learning (such as webinars, peer-education platforms and similar), youth participation, youth exchange and exhibition of joint artistic productions or for the promotion of learning material and/or artistic productions;
- activities aimed at inclusion of the most vulnerable or excluded groups (as described in the section 2.5.);
- joint regional capacity building activities and exchange of good practices between youth and stakeholders from the WB6 (conferences, forums etc.);
- local and regional events for promotion of equal access and rights, or advocacy campaigns;
- camps, workshops, conferences, debates, round table events in formal and non-formal education, addressed to prevent intolerance among youth, support constructive dealing with the past and reconciliation, intercultural dialogue and learning, etc.;
- campaigns and trainings of educators and youth workers for enhancing intercultural competences;
- joint art and cultural performances, such as festivals, concerts, theatre plays, street performances, exhibitions, etc.;
- supporting volunteering and volunteer services between the WB6;
- other activities in line with the call's priorities and objectives.

All types of activities that may be financed can be implemented both in-person or through online action, according to the applicants' preference.

This call will also support new and innovative approaches in regional cooperation. RYCO welcomes new ideas and new types of activities, different from the ones typically funded by other donors in the region.

## 2.7. Visibility

If supported, the applicants must take all necessary steps by following the Visibility Guidelines to publicise the project results and the fact that RYCO and the EU have financed the project. Projects that are funded by RYCO must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the project and RYCO support for it, in the Contracting Parties or region concerned, as well as the results and the impact of this support.

RYCO pays special focus on the quality of materials produced with the support of the organisation. For the best quality of materials, grantees and partners, when developing them, should contact RYCO for inputs on design, photo selection, layout and use of logos of RYCO, the EU, and other partners. Draft materials should be sent by email for comments or inputs to the RYCO staff before publishing.

RYCO keeps the right to use all the materials created within a supported project for its own promotion purposes.

## 2.8. Safety and Protection

If supported, the applicants and partners will have to align their activities with the RYCO Safety and Protection Guidelines (included in the Guidelines for Grantees document).

RYCO strongly believes that with quality safety procedure and responsible organisation of activities, risks can be mitigated and even neutralised. Likewise, it is very important to emphasize the core values of safety and protection for youth involved in any kinds of processes. Some young people could be more vulnerable to abuse and other forms of discrimination and marginalisation on base of any of their characteristics. RYCO stands firmly against such violations and empowers its employees, associates and partners to prevent them, speak up against them, and when noticed, to immediately report them to the respective authority.

## 2.9. Eligibility of Costs

Only eligible costs can be covered by the grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost-estimate and an overall ceiling for eligible costs.

### Contributions by the applicants:

a) For Lead Applicants with the total last year budget of less than 50,000 EUR, RYCO will cover up to 95% of the total project costs.

b) For Lead Applicants with the total last year budget between 50,000 EUR and 300,000 EUR, RYCO will cover up to 85% of the total project costs.

c) For Lead Applicants with the total last year budget of more than 300,000 EUR, RYCO will cover up to 75% of the total project costs.

**The Lead Applicant cannot submit a financial request to RYCO of more than the annual turnover of the organisation. For example, if the organisation had a turnover of 15.000€ in 2019, then this is the maximum amount for which the organisation can apply in this Call.**

## 2.10. Eligible Direct and Indirect Costs

Eligible direct costs under this Call for Proposals include, but are not limited to:

Human resources: salaries (gross amounts) e.g. Project Coordinator and Project Assistant, project activities and related costs such as venue rental, equipment purchase or rental, food and beverages, translation/interpretation, fees of experts, trainers, etc., domestic and international travel, office supplies, visibility costs, publications, design, printing, conferences, etc. Moreover, taxes and value added taxes are also eligible in case they are paid and not recoverable.

The costs must be directly related to project activities.

### Eligible indirect costs

The indirect costs are costs incurred during the implementation of the project. They include but are not limited to stationaries, telephone, fax, internet, courier expenses as well as financial service costs (bank transfers and financial charges) incurred by the Lead Applicant and/or partners.

Indirect costs are the only costs to be eligible for flat-rate funding. In any case, the total amount of these costs must not exceed 7% of the estimated total direct costs.

Indirect costs must not include costs assigned to another budget heading. The Lead Applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the budget is approved, no supporting documents will need to be provided for indirect costs during the reporting period.

## 2.11. Ineligible Costs

The following costs are not eligible for funding by RYCO:

- a) customs and import duties, or any other related charges;
- b) purchases of land or buildings;
- c) fines, financial penalties and expenses of litigation;
- d) contributions in kind;
- e) debts and debt service charges (interest);
- f) provisions for losses or potential future liabilities;
- g) currency exchange losses;
- h) any leasing costs;
- i) depreciation costs;
- j) credit to third parties;
- k) performance based bonus staff costs.

## 3. HOW TO APPLY AND PROCEDURES TO FOLLOW

### 3.1. Application Process

Before submitting their applications, applicants are required to:

- complete the Application Form;
- complete the Budget Form in EURO;
- complete, sign, stamp, scan and compile the Declarations by the Applicant and the Partner(s), by using the templates provided by RYCO;

Applicants must apply in English.

Any error related to the points listed in the checklist of the Application Form or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing RYCO from conducting an objective assessment of the application.

Please note that only the described documents which must be filled out will be taken into consideration during the selection process. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project. **No additional documents should be sent.**

### 3.2. Where and How to Send Applications

The Applicant will be required to register in the following [link](#). Upon registration they will have access to the Application Form. They will have to fill out the Application, upload the Activity Timeline and Budget Form in Excel format. Applicants are required also to upload the scanned Supporting Documents in PDF format and fill out the Questions for RYCO M&E.

Applications sent by any other means (e.g. by fax or by mail), or delivered to other addresses, will be rejected.

**Applicants must verify that their application is complete by using the checklist of the Informative Grant Application Form. Incomplete applications will be rejected.**

### 3.3. Deadline for Submission of Applications

The deadline for submission of applications is **12 October 2020, 23.59 pm**. The submission of your applications will not be possible after the deadline.

### 3.4. Further Information About Application Process

Information sessions on this Call for Project Proposals will be held in each of the RYCO contracting parties before the deadline for submissions of proposals. The date, and the schedule of the information sessions will be published at the RYCO website [www.rycowb.org](http://www.rycowb.org)

**Before contacting RYCO, applicants should read in detail the available FAQs.**

**Questions may be sent ONLY via e-mail, no later than 7 days before the deadline for the submission of applications**, to the following e-mail address: [grants@rycowb.org](mailto:grants@rycowb.org) or to the e-mail address of the respective RYCO Head of Local Branch Office whose contact details are available here: [https://www.rycowb.org/?page\\_id=150](https://www.rycowb.org/?page_id=150)

**The subject of the email should be: RYCO CfP 2020/Question for Clarification**

RYCO will not be able to provide clarifications to questions received after 5 October 2020. Questions should be specifically related to the clarifications of the Guidelines for the Grant Applicants and not individual project proposals. RYCO will not be able to respond to any phone or mail queries.

During the evaluation procedure all important notices for applicants will be posted on the RYCO website: [www.rycowb.org](http://www.rycowb.org). It is therefore recommended to visit the website regularly, to stay informed about the grant evaluation process.

## 4. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by RYCO with the assistance of external assessors. All applications will be assessed in accordance with the steps and criteria described below.

If the examination of the application reveals that the proposed project does not meet the administrative and eligibility criteria, the application will be rejected on this sole basis.

### 4.1. Administrative and Eligibility Check of the Applications

Evaluation of the project proposals will be conducted in three steps:

#### 1. Administrative check of the application:

Assessment whether the application satisfies all the criteria specified in these guidelines and in the checklist outlined in the Informative Grant Application Form.

The proposals that do not pass the administrative check will not be further assessed.

#### 2. Eligibility check of the application:

Assessment of whether the Lead Applicant and partners satisfy the eligibility criteria in sections 2.1. – 2.6, and sections 2.9 – 2.11 of the Guidelines for Applicant.

The proposals that do not pass the eligibility check will not be further assessed.

#### 3. Assessment and Selection Process:

All eligible applications are assessed by independent experts along the criteria captured in the grid below.

Technical Assessment	
CRITERIA	POINTS
<p><b>Relevance of the project</b>  <i>The assessors look at whether the project idea is based on a sound understanding of the issues faced by youth in the project context. They also assess whether the project idea is relevant in view of the specific objective selected by the applicant and the general objective of the call. They gauge whether the project is likely to be inclusive and whether it has the potential to be transformative for the project participants.</i></p>	25
<p><b>Quality and suitability of methodology</b>  <i>The assessors gauge whether the proposed methodology is adequate in view of the project objectives and verify that the sequencing of the different steps is feasible and appropriate. They pay particular attention to the quality and meaningfulness of the interaction that the project will enable among participants. They gauge whether the project results are likely to be visible and inspire others.</i></p>	25
<p><b>Quality and suitability of risk mitigation plan and methodology</b>  <i>The assessors gauge whether the proposed risk mitigation action plan and methodology is adequate in view of the project risks (and notably the COVID-19 pandemic) and verify that the risk mitigation approach is feasible and appropriate to achieve the project objectives. The assessors pay particular attention to the potential of the project to implement its 'Plan B' for the set of project main activities.</i></p>	10

<b>Relevance and potential of the project partnership</b> <i>The assessors evaluate the partners' collective potential to address the issues targeted by the project. In doing so, they assess whether all partners will contribute to and learn from the project. Finally, they take into account the fact that RYCO highly values partnerships that are genuinely diverse and intercultural.</i>	25
<b>Project management capacity and learning</b> <i>Assessors look at the cost effectiveness of the proposed budget. Assessors evaluate whether the Lead Applicant and its partners understand possible risks arising from their project and gauge whether the foreseen monitoring and evaluation measures will enable learning.</i>	15
<b>TOTAL</b>	<b>100</b>

The assessment results lead to the establishment of a shortlist (top-scored projects per Contracting Party).

As a final step of the assessment process, RYCO's Selection Committee reviews the shortlist in light of the strategic criteria outlined below.

<b>Strategic criteria of RYCO's Selection Committee</b>	
<b>Likelihood of positive impact and multiplier effects</b> <i>The Selection Committee appraises whether the project is likely to make a lasting positive impact for the target groups and looks at the project's prospects for multiplier effects.</i>	25
<b>Strategic relevance of the project for RYCO's portfolio</b> <i>The Selection Committee ensures that the preliminary list consists of a compelling mix of different actors, themes and approaches that contribute to RYCO's key strategic goals.</i>	25
<b>TOTAL</b>	<b>50</b>

Based on the result of the technical assessment (two thirds of the points) and on the scoring of the Selection Committee (one third of the points), the Preliminary List is established and endorsed by the RYCO Governing Board.

#### **4.2. Notification of RYCO's Decision**

At the completion of the selection process, RYCO will notify all applicants of the final results in writing, as well as of the next steps to be undertaken, including the signing of the contractual document and specificities of the financial transfer to an indicated bank account.

The final list of approved proposals will be published on the RYCO's website once the selected applicants have been contracted.

## 5. INDICATIVE TIMETABLE

Activity	Date	Time
Launching of the Call for Project Proposals	31 August 2020	13.00
Deadline for requesting any clarifications from RYCO	5 October 2020	23.59
<b>Deadline for submission of the applications</b>	<b>12 October 2020</b>	<b>23.59</b>
Preliminary List published on the RYCO website	by beginning of December 2020	
Contracting, Final List published on the RYCO website	by the end of December 2020	

All times are in the Central European Time zone. This indicative timetable may be updated by RYCO during the procedure, in which case the updated timetable will be posted on the RYCO website: [www.rycowb.org](http://www.rycowb.org).

## 6. PROJECT IMPLEMENTATION

Following the decision to award a grant, the grantee will be offered a contract. By submitting the full Application Form, the Lead Applicant agrees, if awarded the grant, to accept the contractual conditions of the grant contract (RYCO's Contract Template is available on the RYCO website).

Prior to the signing of the contract, the applicant must submit two additional documents requested by RYCO in due time – Financial Identification Form and Legal Entity Form.

After the signing of the contract, the grant will be disbursed through 2 payment instalments – **80% of the RYCO's approved contribution to the budget at the start of the project implementing period, and 20% upon approval of the final report.**

### 6.1. Reporting

During the project implementation, the grantee is expected to regularly report on the project progress to RYCO as laid down in the contract.

The grantee will be required to submit a final narrative and financial report, no later than 30 days after the official project completion, using RYCO templates annexed to the grant contract.

### 6.2. Monitoring and Evaluation

Regular reporting will be mandatory and a crucial part of the project monitoring and evaluation. Grantees should perform their internal monitoring and evaluation process as described in their Application Form. The grantee will also take part in RYCO's monitoring and evaluation processes as defined in the contract. The grantee will provide all available documentation regarding the project implementation to RYCO upon request. RYCO will also assess the follow up, sustainability plans, and dissemination of the project results.

The grantee will also document all visibility activities (e.g. newspaper articles, TV appearances, campaigns, etc.) and be obliged to send information about visibility activities implemented throughout the project implementation to RYCO on a regular basis, including any

communication products produced in the project: leaflets, posters, publications, photos, testimonials, etc.

The grantee might also be asked to be part of research projects that RYCO is implementing with its partners.

Grantees must use evaluation forms (for both participants and organisers) for their activities. Those forms will be provided by RYCO.

Participation in the activities organised within a project shall be recorded through participants and staff lists. These lists need to have the following info: name and surname of the participant, address/CP, email address, and signature (if it is a physical meeting) including the date, name and venue of the activity. Grantees will need to insert logos and a disclaimer in both participant and staff list's stating that participants allow and agree that these data can be used by the donor of the activity and RYCO.

### **6.3. Sustainability**

RYCO wishes that its projects have an effect beyond the period of project implementation and beyond direct project beneficiaries. Each applicant should think about this and provide their plans and perspectives regarding the project's sustainability or sustainability of its results in the appropriate areas of the Application Form.

## **7. LIST OF DOCUMENTS**

All the documents listed below are available on the RYCO website.

### **7.1 Documents to Be Completed and Submitted**

1. Budget (Excel format)
2. Activity Methodology and Timeline (Excel format)
3. List of Supporting Documents (PDF format)
4. Questions for RYCO M&E (PDF format)

### **7.2 Documents for Information**

5. Informative Grant Application Form
6. General Information on Call for Proposals
7. Guidelines for Grant Applicants
8. Narrative Report Template
9. Financial Report Template
10. Guidelines for Grantees
11. Amendment to Budget
12. FAQ
13. Glossary
14. RYCO Grant Contract (draft)