

Contracting Authority:



Regional Youth Cooperation Office

**Call for Project Proposals 2019**

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

**Guidelines for Grant Applicants**

Deadline for submission of project proposals: 15 October 2019



This Open Call is supported by the Federal Republic of Germany

## Table of contents

1. “A BETTER REGION STARTS WITH YOUTH” .....	3
1.1. Background .....	3
1.2. Priority Areas .....	4
1.3. General and specific objectives of the Call .....	4
1.4. Financial allocation provided by RYCO .....	6
2. RULES FOR THIS CALL FOR PROPOSALS.....	6
2.1. Eligibility criteria.....	6
2.2. Eligibility of actors.....	7
2.2.1. Applicant.....	7
2.2.2. Partner(s).....	8
2.3. Eligible Activities.....	9
2.4. Location (s) .....	9
2.5. Target groups.....	9
2.6. Types of activities.....	9
2.8. Visibility .....	10
2.9. Safety and Protection .....	10
2.10. Eligibility of costs .....	11
2.11. Eligible direct and indirect costs .....	11
2.12. Ineligible costs.....	11
3. HOW TO APPLY AND PROCEDURES TO FOLLOW .....	11
3.1. Application process .....	11
3.2. Where and how to send applications .....	12
3.3. Deadline for submission of applications.....	12
3.4. Further information about application .....	12
4. EVALUATION AND SELECTION OF APPLICATIONS .....	13
4.1. Administrative and eligibility check of the applications.....	13
4.2. Notification of RYCO’s decision .....	14
5. INDICATIVE TIMETABLE .....	14
6. PROJECT IMPLEMENTATION.....	15
6.1. Reporting.....	15
6.2. Monitoring and evaluation .....	15
6.3. Sustainability .....	15
7. LIST OF DOCUMENTS.....	15
7.1 Documents to be completed and submitted.....	15
7.2 Documents for information .....	15

# 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 – 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 Balkans 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 world view 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.

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.

---

\*This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence

## 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.

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 only requested to do so in regard to the specific objectives, However, applicants are encouraged to study RYCO's Strategic Plan 2019-2021 since stronger alignment of projects with RYCO's priorities might positively reflect on the applications in the assessment and selection process.*

## 1.3. General and specific objectives of the Call

### General objective

The General Objective of this Call for Proposals is to support the process of reconciliation in the Western Balkans by providing young people with opportunities that create space for dialogue, mutual learning and increased understanding across communities and RYCO's Contracting Parties, and to contribute to increasing capacities of schools to offer such opportunities.

In doing so, this Call directly relates to two Strategic Objectives as set out in RYCO's 2019-2021 Strategic plan: (a) Delivering programmes: regional cooperation, mobility and exchange; and (b) Building demand: an enabling social and political environment. 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 grant scheme, RYCO also contributes to the development of capacities of schools to provide meaningful exchange opportunities to its students, and to the youth sector in the long run.

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 schools and actors within schools who are already contributing to this vision and are in need of assistance to continue or to expand on their work in this regard. Simultaneously, RYCO is publishing this Call to provide incentives and opportunities to those schools who have not yet had the chance to offer such programs to their students and need support to do so.

*[If you are a school teacher or administrator who shares this vision and you wish to contribute to it by providing a meaningful opportunity to your students, this Call is for you and was designed with you in mind.]*

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, intercultural exchange and reconciliation. All project organizers have to ensure that their

activities do not feed into further division among youth, and instead contribute to mutual understanding, peace and social cohesion. Every young person participating in projects supported by RYCO must be free to express themselves without fear from punishment or retribution for their beliefs. Finally, every young person also must be protected from violence, bullying or belittlement, especially on the basis of their identities, origin, social standing or abilities. For more on safety and protection standards in RYCO's projects, check below in 2.9.

## **Specific objectives**

This call has three Specific Objectives and applicants are required to identify which specific objective they are applying to. Most projects will likely contribute to two or all three, and we encourage applicants to consider how they can incorporate elements of contributions to all specific objectives through their project design, regardless of under which one they are applying. Applicants should choose the one they see as closest to the particular focus of their project.

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 strategic 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.

### *Specific Objective 2: Youth Participation*

The development of social capital among young people and the facilitation of their awareness, ability and motivation to participate actively in society is a major RYCO commitment. RYCO believes that youth should be among the drivers of democratic development, social and economic prosperity, and European integration in an increasingly open Western Balkans region.

Projects implemented under this strategic objective should promote youth participation in social, political, cultural, educational and economic processes that have the potential to improve the lives of youth, their communities and the region as a whole. We are looking to support projects that build capacities of youth and create platforms for them to be active contributors to processes in their schools, communities and societies.

We are especially interested in supporting projects that amplify youth voices, allow them to openly discuss their grievances and search for common ground and issues that young people share across communities and RYCO's Contracting Parties. We encourage applicants to engage their students beyond the role of participants and invite or allow them to actively contribute to all stages of the project, including project design. We welcome ideas that build sustainable platforms and opportunities for youth participation which will outlast the implementation of their specific projects.

### *Specific Objective 3: Strengthening Capacities of Secondary Schools*

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

Through projects relating to this strategic objective, we wish to support individuals and schools in becoming better equipped to play key roles in accompanying and guiding young people in the processes of intercultural dialogue and learning, towards meaningful participation in reconciliation and social, political, cultural, educational and economic processes in and beyond their communities. We are looking to support projects where teachers, administrators and other actors within schools conduct activities that support their own learning and strengthen their own capacities to be even better suited to serve their students in achieving the aforementioned objectives.

RYCO will be particularly keen on supporting projects that focus on school to school transfer of knowledge, whether it is thematic knowledge in the areas of RYCO's mandate, know-how in non-formal education methodologies, valuable experience in supporting student participation, or managerial and administrative expertise needed for organizing youth exchange projects. Applicants are welcome to include where relevant the engagement of external experts to complement their own knowledge.

#### **1.4. Financial allocation provided by RYCO**

The overall financial envelope for this call is EUR 360.000.

The Contracting Authority reserves the right not to award all available funds. Projects funded under this call can range from 10.000 EUR to 20.000 EUR

## **2. RULES FOR THIS CALL FOR PROPOSALS**

These Guidelines 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 **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 (2.11. – 2.12.).

## 2.2. Eligibility of actors

### 2.2.1. Applicant

To be eligible for a grant, an applicant must:

- a) be a legal entity, **and**
- b) be a secondary school (private or public), established in the WB6, a minimum of one year prior to the launch of this Call for Proposal, and be directly responsible for the preparation and management of the projects with the partners, not acting as an intermediary, **or**
- c) be a non-profit-making CSO applying on behalf of a school, established in one of the WB6, a minimum of one year prior to the launch of this Call for Proposal

Acknowledging the legislative and regulatory differences within the WB6 (notably in Albania and Kosovo), in cases where public schools are facing administrative barriers to apply for grants directly, we encourage them to form a partnership with a CSO eligible under the above-mentioned criteria. CSO will be the lead applicant of the project proposal and will serve primarily as the financial manager of the project. The partnering school(s) are expected to retain a preponderant role in project implementation. The grant funds will be directed to the CSO.

Potential applicants may not participate in 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 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.

The funds to be allocated through these grants originate from the German federal budget. According to the German Federal Budget Regulation, applicants who are already receiving public funding originating from the German public budget (institutional funding or project funding for the project submitted following this call) are not eligible to apply for grants.

Grants to individuals will not be considered.

#### **The Applicants must act with partner(s).**

If awarded a grant contract, the 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 Applicant:**

An applicant may only submit one (1) application under this Call for Proposals and 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 applicant and another as a partner.

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

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 applicant must apply with at least one other secondary school **from a different WB6 Contracting Party(ies) as its partner.**

Partners participate in design and implementation of all phases of the project, and the costs they incur are eligible in the same way as those incurred by the applicant. Also, partners should 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 Specific objective 3, they may be implemented with and by school teachers or administrators.

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

In addition to partnering with another secondary school from a different WB6 Contracting Party, the following are also eligible to be partners:

- cultural institutions (private and public) from the WB6, registered as legal entities established at least one year prior to the launch of this Call.
- sports associations and organizations in the field of sports from the WB6, registered as legal entities, established at least one year prior to the launch of this Call.
- trade unions from the WB6, registered as legal entities, established at least one year prior to the launch of this Call.
- educational institutions such as universities and institutes (public and private) from the WB6, registered as legal entities, established at least one year prior to the launch of this Call.

Partners must fill out, sign, stamp and submit, together with the Application Form, the Declaration by the Partner as defined in the List of Supporting Documents.

The funds to be allocated through these grants originate from the German federal budget. According to the German Federal Budget Regulation, CSOs or other institutions who are already receiving public funding originating from the German public budget (institutional funding) are not eligible to be partner organizations.

#### Number of partnerships per applicant:

There should be no more than 5 partners, with at least one from a different WB6 Contracting Party than the one of the Applicant. Having more than one partner from another WB6 Contracting Party 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, mentorship and networking opportunities across the Contracting Parties. 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.)

### Duration:

The duration of the project must be a minimum of 3 months and a maximum of 9 months. All project activities must take place before 31 October 2020.

## 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 eligible target group under this Call are young people, from 15 to 30 years old, from the WB6. 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. Please also note that under this Call, school teachers, administrators and youth workers in schools can also be beneficiaries of the projects, particularly those projects applying under specific objective 3, if such activities help strengthen capacities of schools and better equip their teams to provide meaningful exchange opportunities or other opportunities of relevance to RYCO's mandate to their students in the long-term.

The application form should indicate the exact number of targeted participants in the project, and classified by gender, if possible. It should also be described 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 ethnicity, religious identity, sexual orientation, etc. or youth with fewer opportunities (youth from rural/remote areas, youth with unprivileged educational and/or economic backgrounds, etc.). 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. Please ensure gender balance in the selection of your target group (15-30 years old from WB6).

Participants from outside of 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 of WB6.

## 2.6. Types of activities

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

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

- trainings, workshops, study visits, peer support groups, etc. for strengthening capacities of key youth actors,
- art, cultural and sports activities, use and development of ICT and media tools,
- activities aimed at inclusion of the most vulnerable or excluded groups (as described in section 2.5. 15-30 years old),
- 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,
- twinning between schools, learning activities and development of learning materials, resource-exchange platforms,
- 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.,
- online platforms for learning, exchange and exhibition of joint artistic productions or promotion of learning material or artistic productions,
- supporting volunteering and volunteer services between the WB6,
- other activities in line with the Call's priorities and objectives.

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.

## **2.8. Visibility**

If supported, the applicant must take all necessary steps by following the Visibility Guidelines to publicise the project results and the fact that RYCO has 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 the project, 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 organization. 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 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 promotion.

## **2.9. Safety and Protection**

If supported, the applicants and partners will have to align their activities with the RYCO Safety and Protection Guidelines.

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 kind 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.

## 2.10. 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.

Under this Call, RYCO will cover up to 100% of the total eligible project costs (also applicable for CSOs applying on behalf of the secondary schools).

## 2.11. 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 applicant and/or partners.

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

Indirect costs must not include costs assigned to another budget heading. The 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.

## 2.12. 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 the application, read carefully the Guidelines for Applicants and all other documents applying to the call. The full package of documents is published in RYCO's website:

<https://www.rycowb.org/>

Applicants must apply in English.

Any error related to the points listed in the checklist of the Informative Grant 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.**

The documents to be uploaded with the submission of your application are:

- Budget Form in EURO
- completed signed, stamped and scanned the Declarations by the Applicant and the Partner(s), by using the templates provided by RYCO
- the applicable supporting documents in PDF format listed by RYCO

### 3.2. Where and how to send applications

The Applicant will be required to register their profile in the following link [https://webportalapp.com/sp/ryco\\_grantprogram](https://webportalapp.com/sp/ryco_grantprogram). Upon registration they will have access to the application form. They will have to fill the application and upload the Budget Form in excel format and the Supporting Documents scanned in PDF format.

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 (Part C of the Informative Application Form). Incomplete applications will be rejected.**

### 3.3. Deadline for submission of applications

The deadline for submission of applications is **14 October 2019, 23.59 pm**. Applications sent after the deadline will be automatically rejected.

### 3.4. Further information about application

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, venue 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 details the available FAQ.**

**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 2019/Question for Clarification**

RYCO will not be able to provide clarifications to questions received after 07 October 2019. 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 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 of whether the submission deadline has been met and whether the application satisfies all the criteria specified in these guidelines and in the checklist outlined in part C of the 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 applicant and partners satisfy the eligibility criteria in sections 2.1. – 2.6, and sections 2.10 – 2.12 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>	30
<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>	30
<p><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></p>	25
<p><b>Project management capacity and learning</b>            Assessors look at the cost effectiveness of the proposed budget. Assessors evaluate whether the applicant and its partners understand possible risks arising from their project and gauge whether the foreseen monitoring and evaluation measures will enable learning</p>	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 RYCO's 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 RYCO's website once the selected applicants have been contracted.

## 5. INDICATIVE TIMETABLE

<b>Activity</b>	<b>Deadline</b>	<b>Time</b>
Launching of the Call for Project Proposals	28 August 2019	10.00
Deadline for requesting any clarifications from RYCO	08 October 2019	23.59
<b>Deadline for submission of the applications</b>	15 October 2019	<b>23.59</b>
Preliminary List published on the RYCO website	by beginning of December 2019	
Contracting, Final List published on the RYCO website	by the end of December 2019	

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 applicant agrees, if awarded the grant, to accept the contractual conditions of the grant contract (RYCO's Contract Template is available).

Prior to the signing of 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 total budget approved 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.

### **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 project's sustainability or sustainability of its results in the appropriate areas of the Application Form.

## **7. DOCUMENTS (AVAILABLE ON RYCO WEBSITE)**

### **7.1 Documents to be completed and submitted**

1. Budget (Excel format)
2. List of Supporting Documents

### **7.2 Documents for information**

3. Informative Grant Application Form
  4. General Information on Call for Proposals
  5. Guidelines for Grant Applicants
  6. Narrative Report Template
  7. Financial Report Template
  8. Breakdown List of Expenditures
  9. Guidelines for Grantees
- FAQ  
Glossary  
Grant Contract (Draft)