

SECRETARIAT GENERAL

DIRECTORATE GENERAL IV: EDUCATION, CULTURE
AND HERITAGE, YOUTH AND SPORT
Directorate of Youth and Sport

European Youth Foundation
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Information on the latest updates to the online grant application and reporting system of the European Youth Foundation

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Registration form

Address: Maximum three lines allowed for the address, i.e. street name, building, postbox (not including name of the organisation, town, postcode and country – see separate boxes).

Country: The drop-down menu now includes all 50 Contracting Parties to the European Cultural Convention, i.e. 47 member states of the Council of Europe, plus Belarus, Holy See and Kazakhstan.

Attaching the statute: the form must first of all be saved (click on “SAVE”). A temporary username and password will appear on the screen. You should use these to log on (top of the left-hand menu) and click on “Modification” in the Organisation Section in the left-hand menu. You can now attach the statute of your organisation and click on “Submit”.

NOTE: The form will not reach the EYF Secretariat until you SUBMIT it. You cannot access the grant application forms until your registration form has been validated and you have received a new username and password by e-mail.

Grant application forms

Country: The drop-down menu (where the project/meeting will take place) now includes all 50 Contracting Parties to the European Cultural Convention, i.e. 47 member states of the Council of Europe, plus Belarus, Holy See and Kazakhstan.

This is also the case for the drop-down menu to indicate the nationality of the participants.

If the project takes places in another country (which must be duly justified), please choose “Other” from the country menu and indicate the city and country in the “City” field.

The screenshot shows the 'European Youth Financial Support Portal: Category A' in a Windows Internet Explorer browser. The page contains a form for grant applications. A red circle highlights the 'Where will the meeting take place?' section, which includes fields for 'City' and 'Country'. A warning dialog box is overlaid on the form, stating 'Please indicate the country with the city'.

Organisation:

Number of the organisation:	26
Name of the organisation:	Karen Test

Submission:

Creation date:	
Submission date:	
Resubmitted project number:	

Meeting description:

Title of the meeting: (maximum 30 words) Test.

Where will the meeting take place?

City: Rabat, Morocco	Country: [Other]
City: []	Country: [Other]
City: []	Country: [Choose an item]

When will the meeting be held (starting and end dates): (Date format: dd/mm/yyyy. Example: 31/12/2003)

Number of working days: 0

Working languages:

Project summary: (maximum 500 words)

Grant acceptance form

This only concerns registered NGOs who have received an EYF grant.

The Grant Acceptance Form (GAF) has been modified to include the following clause concerning the **conditions to be respected**. Please read carefully before signing.

The undersigned organisation acknowledges and accepts:

- the decision of the Programming Committee on Youth and the conditions attached,
- the Operational Regulations of the European Youth Foundation as well as the specific rules attached,
- that this grant is awarded on the condition that the Council of Europe logo is used on any document, publication, website, etc. in the framework of the project, as well as a reference to the funding received by the European Youth Foundation.

The GAF also contains instructions on how to prepare the report of the activity.

C. Fill in the **online report** (see instructions “**How to fill in the report form**” on the EYF site) and send a **signed financial report** to the European Youth Foundation **within two months** of the project’s completion, **accompanied by a signed list of participants and all necessary proof of expenditure** (bills or copies thereof) **corresponding to the total cost of the project and not just the EYF grant**.

Visibility conditions

As indicated above, one of the conditions linked to the award of an EYF grant is to give sufficient visibility to the Council of Europe and the European Youth Foundation. This means using the Council of Europe logo on all material (programme, handouts, report, publication, etc.) and websites AND mentioning the financial support of the European Youth Foundation.

To download the Council of Europe logo:

<http://www.coe.int/aboutCoe/index.asp?page=logos&l=en>



To provide participants in EYF-funded activities with more information, you can download a PDF version of a leaflet on the EYF, as well as an info sheet with links to the Council of Europe, European Youth Centres and material published by the youth sector (see “EYF documentation” on the EYF website www.eyf.coe.int/fej).

