**Annex Ia - Concept note**

**YOUTH FUND “YOUTH LOCAL INITIATIVES”**

**Funded through REGIONAL YOUTH DIALOGUE FOR EUROPE project by European Union**

EU Civil Society Facility and Media Programme in favour of the Western Balkans and Turkey for 2021-2023 (IPA III)

**Deadline for submission of Concept note: 8th May 2024 at 20:00 (Belgrade time)**

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| --- | --- |
| **Applicant's contact details for the purpose of this Project** | |
| **Name of the applicant in English:** |  |
| **Name of the applicant in local language:** |  |
| **Legal status (e.g. *NGO, foundation etc.*)** |  |
| **Nationality of the applicant (country of registration):** |  |
| **Address (Street, No, Postal Code, City, State):** |  |
| **Phone number:** (landline and mobile) Country code + city code + number |  |
| **VAT number:** |  |
| **Authorized person:** |  |
| **Contact person for this Project:** |  |
| **Contact person's e-mail:** |  |
| **Website and social media profiles of the organisation:** |  |

|  |  |
| --- | --- |
| **Associate partner’s contact details (if any)** | |
| **Name of the associate partner in English:** |  |
| **Name of the associate partner in local language:** |  |
| **Legal status (e.g. *NGO, foundation etc.*)** |  |
| **Nationality of the associate partner (country of registration):** |  |
| **Address (Street, No, Postal Code, City, State):** |  |
| **Phone number:** (landline and mobile) Country code + city code + number |  |

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| 1. **GENERAL INFORMATION** | |
| **Title of the project** |  |
| **Location of proposed project** (specify city, district, country) |  |
| **Total duration of the project** *(no. of months)* |  |
| **Estimated starting date:** |  |
| **Total amount of requested grant (in EUR)** |  |

1. **ABOUT THE APPLICANT** 
   1. Briefly describe your organization. What is the mission, objectives and field of work of your organization? When was your organization established (include date of registration)? (max 200 words).
   2. What was the total turnover of your organization in the previous two financial years?

|  |  |
| --- | --- |
| **Financial year** | **Turnover in EUR** |
| 2022. |  |
| 2023. |  |

1. **PROJECT DESCRIPTION** 
   1. Shortly describe the main **problem** in your country/community to be addressed by the project. (max 500 words).

*State clearly the specific pre-project situation in the applicant’s country/community.* *Please provide relevant data, researches, studies. How will this problem be solved by the proposed project? How relevant is the project to a specific problem in your country/ community? How will this problem be solved by the proposed project?*

* 1. What is the **overall objective** of the project you intend to achieve? What are the **specific objective(s)**? (max 200 words)

*Please list the overall objective and specific objective(s) of your project. The overall objective refers to the importance of the project for society / community, while specific objectives are related to the importance for the beneficiaries. Specific objectives have to be concrete, measurable, achievable, realistic and time-bound. Describe the relevance of the project to the objective(s) of the Call for proposals.*

* 1. Define and describe the **target groups** of your project. (max 250 words)

*Target groups are groups/entities who will directly benefit from the project at the project purpose level. What are their needs and constraints? Describe the relevance of the project to these needs and how it will address them?*

* 1. Define and describe the **final beneficiaries** of your project. (max 100 words)

*Final beneficiaries are those who will benefit from the project in the long term at the level of the society or sector at large. What are their needs and constraints? Describe the relevance of the project to these needs and how it will address them?*

* 1. What are the expected **results** to be achieved? (max 200 words)

*Results should be measurable, achievable and clearly defined; they are achievements of the project; arising from the activities and leading to the fulfilment of project objectives.*

* 1. List the **activities** you will implement in order to achieve your objectives. (max 150 words)

A.1.1.

A.1.2.

A.1.3.

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1. **BUDGET SUMMARY**

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| --- | --- |
| **Costs** | **Total Cost (in EUR)** |
| **1. Human Resources (gross salaries including social security charges and other related costs, local staff) [[1]](#footnote-1)** |  |
| **2. Travel** |  |
| **3. Equipment and supplies** |  |
| **4. Local office *(Not applicable cost in this call; Do not fill in)*** |  |
| **5. Other costs, services** |  |
| Experts (researches, reports, blogs etc.) |  |
| Events (hall rent, refreshments, accommodation etc.) |  |
| Visibility |  |
| **6. Other *(Not applicable cost in this call; Do not fill in)*** |  |
| **7. Subtotal direct eligible costs of the Action (1-6)** |  |
| **8. Indirect costs (maximum 7% of Item no. 7. Subtotal of direct eligible costs of the Action)** |  |
| **9. Total accepted eligible costs of the Action (7+ 8)** |  |

**Documents to be submitted with the Concept note:**

1. Scanned versions of the original **Court decision or Certificate of registration** with certified translation in English
2. **Annex IV - Declaration on responsibility of grant applicant** signed by authorized person and stamped
3. **Certificate on authorized person** of the organization
4. **Annex V – Declaration on partnership of associate partner** (if any)

1. Costs for human resources cannot exceed 30% of the total budget as per the Guidelines for grant applicants. [↑](#footnote-ref-1)