



## **User Manual to filling in and completing the Euromed Youth IV Programme “Application Form”**

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**This User Manual is created by the RCBS team in order to support the Applicants in preparing the Application Form.**

**It is essential to download the published Call for Proposals Guidelines for the grant application and this User Manual before preparing the proposal; the Guidelines allow the Applicant to know and study the rules for the specific Call for Proposals and the different Actions; while this User Manual is assisting during the Application drafting and writing.**

**You may view and download your country specific published Call for Proposals Guidelines and all related documents including the Application Form by visiting the following links:**

- Algeria:\* <http://www.algerie.euromedyouth.net/>
- Egypt: <http://www.egypt.euromedyouth.net/>
- Israel: <http://www.israel.euromedyouth.net/>
- Jordan: <http://www.jordan.euromedyouth.net/>
- Lebanon:\* <http://www.lebanon.euromedyouth.net/>
- Morocco:\* <http://www.maroc.euromedyouth.net/>
- Palestine: <http://www.palestine.euromedyouth.net/>
- Tunisia: <http://www.tunisie.euromedyouth.net/>

\*Dates not yet indicated for launching of Call for Proposals

**The Excel format Application aims at helping you in minimising any potential administrative mistakes while completing your Application however not precluding for any omissions or incorrect data you may undertake in completing all the requirements and required fields.**

## **I. Filling your Application Form**

The Application Form (which is in an excel file format) consists of several sheets to be completed, which are:

### General Info

#### 1. The Action

##### 1.1. Summary of the Action

##### 1.2. Budget for the Action

##### 1.3. Expected Sources of Funding

##### 1.4. Applicants and Partner(s) Experience of Similar Action

#### 2. The Applicant

##### 2.1. Identity

##### 2.2. Profile

##### 2.3. List of Management Board/Committee of your Organisation

#### 3. Partners of the Applicant Participating in the Action

##### 3.1. Description of the Partners

##### 3.2. Partnership Statement

#### 4. Associates of the Applicant participating in the action

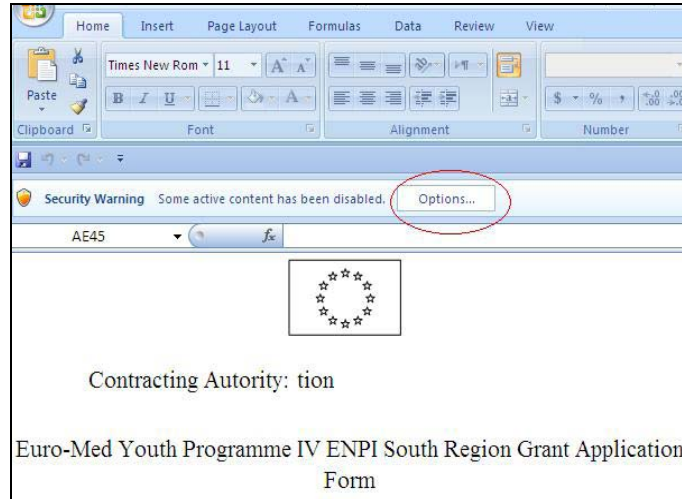
#### 5. Checklist for the Full Application Form

#### 6. Declaration by the Applicant

***Pay attention as the different Actions (1 or 2 or 3) include different budget forms***

**For activating the Application Form, the Applicant is required to do the following:**

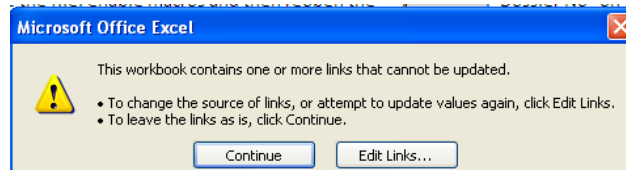
1. When opening the application, the Applicant will view “Security Warning” on top of the sheet.



2. Press “Options” button
3. A box of “Security Alert – Multiple Issue” appears; the content is divided into two sections, the purpose is to activate “Macros & ActiveX” and “Links”
4. Choose “Enable this content” for both sections, then press “Ok”.

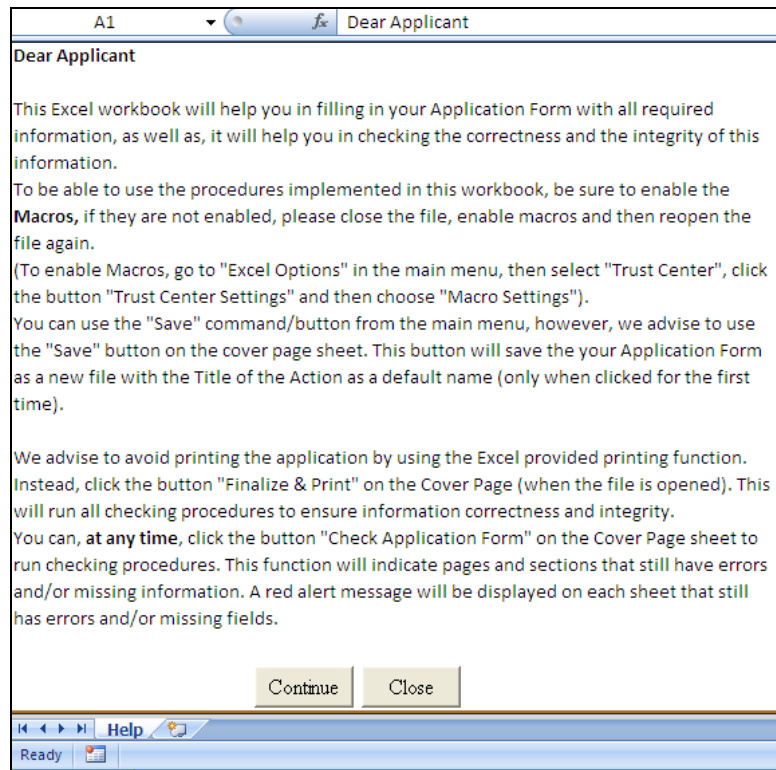


5. A box of “Warning” informs you that there are links that cannot be updated



6. Choose “Continue”
7. The Applicant will be moved to the help page. The help page instructs the Applicant to enable the “macros” if they are still not enabled. **Follow the instruction**

8. Then press “Continue”



*In the same help page, there is an information box [for official use only]. It is for the use of the Administrator/Evaluator of the Euromed Youth Unit (EMYU) Only.*

**The above procedure will activate “All” icons in the Application Form, which enable you to proceed for the different functions (e.g. Add new partner [in the cover page]).**

**In every sheet, you will find instructions on how to fill in the required information appear on the right side of the sheet.**

## General Information “Cover”:

This sheet requires the Applicant to fill in the general information by completing all the required cells; e.g:

- Applicant
- Partners
- Estimated total eligible budget of the action
- Contact details
- etc.....

*The indicated cells in the Cover sheet are inter-linked to the other sheets in the Application Form therefore as you proceed to the other sheets you will find the related cells already completed. Any changes on the sheet “Cover” will be automatically updated on the other worksheets.*

### 1. The Action

#### 1.1 Summary of the Action

When completing the cover sheet you will notice that the following information is already in place:

- Title of the Action
- Location(s) of the Action
- Total Duration of the Action (months)
- Amount (EUR) of requested contribution to the Contracting Authority

In Main Activities option the Applicant has a maximum of **five main activities to insert**.

##### 1.1.1 Relevance of the Action

The Applicant is required to describe the relevance of the proposed action and its effectiveness to the objectives and specific priorities of the call for proposals in relation to action (**max 1 page**).

*Note: Maximum of one page is allowed, Text beyond the maximum allowed will be omitted in printing. To start a new paragraph press ALT + ENTER. In this section only basic text formatting options are applicable (font, size, colour, bold text...)*

##### 1.1.2 Design of the Action

The Applicant is required to describe the methods of implementation and the procedure for following up the internal/external monitoring and evaluation. All related issues concerning the role of participants, the organisational structure, the planned activities and the means proposed for the implementation of the action (**max 4 pages**).

*Note: A maximum of four pages is allowed. Text beyond the maximum allowed will be omitted in printing, to create a new page click on the button “Add Page” below.*

*To start a new paragraph press ALT + ENTER. In this section only basic text formatting options are applicable (font, size, colour, bold text...)*

## Action Plan

The Applicant is required to list:

1. All planned activities
2. When is the activity taking place
3. The implementation body (Applicant; Partner(s) if applicable, Associate(s) if applicable.

This Action Plan covers the duration of the proposed project (foreseen activities) starting from date of award of the contract implementation of the activities and up to the final activity of the proposed project as applies to each specific Action (Action 1, Action 2, Action 3).

*Note: The period of Action plan lasts for 6 months for Action 1 & 3 proposals while for Action 2 it's for 12 months which is a controlled feature through the Application and as specified in the Guidelines for each Action.*

To organise your action plan tasks in multiple levels, you can use the “Indent” & “Outdent” buttons that affect only the last entered activity. In case of errors in indenting/outdenting tasks, you can delete the tasks from the end and re-build the action plan, where the data entered before deletion will reappear allowing you to modify the indentation level.

### **1.1.3 Effectiveness**

The Applicant is required to describe (**max 1 page**):

1. How effective is the distribution of activities among the partners
2. The feasibility of the proposed actions
3. The foreseen impact of the implementation of the proposed action
4. Which are the possible multiplier effect
5. Which visibility measures will be adopted
6. How can the proposed actions be sustainable

*Note: Maximum of one page is allowed, Text beyond the maximum allowed will be omitted in printing. To start a new paragraph press ALT + ENTER. In this section only basic text formatting options are applicable (font, size, colour, bold text...)*

## **1.2 Budget for the Action**

### **Future Annex III of the Contract**

The budget (Action, 1, 2 & 3) of the Action is divided into four **main sections**:

1. **Action Costs**
2. **Subtotal Action costs**
3. **Subtotal Other costs**
- 4a. **Total direct eligible costs of the Action (excluding taxes)**
- 4b. **Total eligible costs of the Action**

The budget must be prepared utilising the **flat rates** and **lump sums** as indicated in the **Guidelines (Article 2.1.4)** and *must cover all total accepted costs of the proposed Action, not just the Contracting Authority contribution*. Please consider that, in order to maintain implementation flexibility that for lump sums, the number of units is fixed to 1 and cannot be changed by the user. You must introduce the total overall calculated costs (details may/should be provided in the narrative part of the application form).

For the eligibility of costs please refer to the table below:

**Type of eligible expenses and financial rules per action**

**Table 1:** (For Country/Territories-base lump sum or flat rate, please refer to the 2nd table)

	<b>A.1 Youth exchange</b>	<b>A.2 EVS</b>	<b>A.3 Training and Networking</b>
<b>Travel costs (for activity and planning visit)</b>	<b>Eligible costs:</b> Flights (economy class), trains (2 <sup>nd</sup> class), bus, local transfer from/to airport; visa and vaccination costs	<b>Eligible costs:</b> Flights (economy class), trains (2 <sup>nd</sup> class), bus, local transfer from/to airport; visa and vaccination costs	<b>Eligible costs:</b> Flights (economy class), trains (2 <sup>nd</sup> class), bus, local transfer from/to airport; visa and vaccination costs
<b>Planning Visit</b>	+ <b>Lump sum :</b> Country/Territories-base A x night x person	+ <b>Lump sum :</b> Country/Territories-base A x night x person	+ <b>Lump sum :</b> Country/Territories-base A x night x person
	<b>Eligible costs:</b> Lodging, meals	<b>Eligible costs:</b> Lodging, meals	<b>Eligible costs:</b> Lodging, meals
<b>Preparation costs</b>	<b>Flat rate:</b> €480 x partner NGO	<b>Flat rate:</b> €480 x sending NGO	
	<b>Eligible costs:</b> Any cost in the sending Country/Territories, relating to activities of preparation for the group to the exchange	<b>Eligible costs:</b> Any cost in the sending Country/Territories, relating to activities of preparation for the volunteer to the Voluntary Service	
<b>Activity per se costs</b>	<b>Flat rate:</b> €360 (Applicant) <b>+Flat rate:</b> €200 x partner NGO <b>+Lump sum:</b> Country/Territories base A x night x person	<b>Lump sum:</b> €360 x volunteer x month	<b>Flat rate:</b> €960 <b>+Lump sum:</b> Country/Territories-base C x participant <b>+Lump sum:</b> Country/Territories-base B x training day
	<b>Eligible costs:</b> Lodging, meals, working-room rental, educational material, local activities (visits,...), local transportation	<b>Eligible costs:</b> local activities (visits,...), local transportation, language course	<b>Eligible costs:</b> Lodging, meals, working-room rental, educational material, local activities (visits,...), local transportation, trainer fees
<b>Specific costs for participants with special needs</b>	<b>Eligible costs:</b> To be clearly defined and justified	<b>Eligible costs:</b> To be clearly defined and justified	<b>Eligible costs:</b> To be clearly defined and justified
<b>Costs for additional dissemination and exploitation of results</b>	Maximum €2 500	Maximum €2 500	Maximum €2 500
	<b>Eligible costs:</b> Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of contract (website, magazine, press conference, exhibition, specific guidance of young participants,...)	<b>Eligible costs:</b> Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of contract (website, magazine, press conference, exhibition, specific guidance of young participants,...)	<b>Eligible costs:</b> Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of contract (website, magazine, press conference, exhibition, specific guidance of young participants,...)
<b>Monthly Volunteer's allowance</b>		<b>*Lump sum</b> Country/Territories - base D x month x volunteer	
		<b>Eligible costs:</b> Pocket money for daily expenses of the volunteer, excluding meals and accommodation	

**Table 2:** Country/Territories base lump sums and flat rates

Countries	A (Food and lodging)	B (Trainers or facilitator fees)	C (Training materials or stationary )	D (Volunteers allowance)
Jordan	70	100	10	60
Palestine	80	120	20	60
Lebanon	110	120	15	70
Egypt	60	80	10	65
Morocco	80	120	20	60
Tunisia	65	100	40	60
Israel	110	180	25	70
Algeria	75	100	10	85

The number of units and units' rate must be specified for each component depending on the indication provided.

**Action (1)**

- a) **Traveling costs:** Flights (economy class), trains (2nd class), bus, local transfer from/to airport; visa and vaccination costs (under this budget line it is not allowed to create sub-lines, Applicants are advised to calculate an average for all travels taking into consideration numbers of different destinations and the related costs)
- b) **Planning Visit:** eligible costs are lodging and meals
- c) **Preparation costs:** Any cost in the sending Country/Territories, relating to activities of preparation for the group to the exchange
- d) **Activity per se costs:** Lodging, meals, working-room rental, educational material, local activities (visits,...), local transportation
- e) **Costs of dissemination & exploitation of results:** Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of contract (website, magazine, press conference, exhibition, specific guidance of young participants...etc)
- f) **Administrative costs:** maximum 5% of the total direct eligible costs of the action
- g) **Taxes:** Including VAT. Only to be filled in where the Beneficiary (or where applicable, its partners) can show it cannot reclaim them

**Action (2)**

- h) **Traveling costs:** Flights (economy class), trains (2nd class), bus, local transfer from/to airport; visa and vaccination costs (under this budget line it is not allowed to create sub-lines, Applicants are advised to calculate an average for all travels taking into consideration numbers of different destinations and the related costs)
- a) **Planning Visit:** eligible costs are lodging and meals
- b) **Preparation costs:** Any cost in the sending Country/Territories, relating to activities of preparation for the group to the exchange
- c) **Activity per se costs:** Lodging, meals, working-room rental, educational material, local activities (visits,...), local transportation
- d) **Costs of dissemination & exploitation of results:** Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of



- contract (website, magazine, press conference, exhibition, specific guidance of young participants...etc)
- e) **Monthly Volunteer's Allowance:** Pocket money for daily expenses of the volunteer, excluding means and accommodation
  - f) **Administrative costs:** maximum 5% of the total direct eligible costs of the action
  - g) **Taxes:** Including VAT. Only to be filled in where the Beneficiary (or where applicable, its partners) can show it cannot reclaim them

### Action (3)

- i) **Traveling costs:** Flights (economy class), trains (2nd class), bus, local transfer from/to airport; visa and vaccination costs (under this budget line it is not allowed to create sub-lines, Applicants are advised to calculate an average for all travels taking into consideration numbers of different destinations and the related costs)
- a) **Planning Visit:** eligible costs are lodging and meals
- b) **Activity per se costs:** Lodging, meals, working-room rental, educational material, local activities (visits,...), local transportation
- c) **Costs of dissemination & exploitation of results:** Any costs related to the follow-up, promotion and communication upon the project, after the activity but before the end of contract (website, magazine, press conference, exhibition, specific guidance of young participants...etc)
- d) **Administrative costs:** maximum 5% of the total direct eligible costs of the action
- e) **Taxes:** Including VAT. Only to be filled in where the Beneficiary (or where applicable, its partners) can show it cannot reclaim them

**Example for budget under Action 1:**
**Annex III. Budget for the Action (1)**

Costs	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)
<b>Action Costs</b>				
1. Travel costs (for activity and planning visit)	flights	15	500	<b>7500</b>
2. Planning Visit (lodging, meals)	lump sum	1	140	<b>140</b>
3. Preparation costs	Flat Rate	1	480	<b>480</b>
4. Activity per se costs	lump sum	1	3710	<b>3710</b>
5. Specific costs for participants with special needs				<b>0</b>
6. Costs for additional dissemination and exploitation of results <sup>6</sup>		1	500	<b>500</b>
<b>Subtotal Action costs</b>				<b>12330</b>
7. Other Costs				0
7.1 Internet		3	15	45
<b>Subtotal Other costs</b>				<b>45</b>
<b>Total direct eligible costs for the action (excluding taxes)</b>				<b>12375</b>
8. Administrative costs (maximum 5% of total direct eligible costs of the action) (excluding taxes)*				600
9. Taxes				<b>0</b>
<b>10. Total eligible costs of the Action**</b>				<b>12975</b>

\* There is an internal system checking this value to not exceed the 5%.

\*\* This sum is checked against the budget entered in the cover sheet

**Budget is calculated as follow:**

Calculations are based on the following factors: **15 participants, 1 NGO partners; and duration of the youth exchange programme are 4 days.** Action is implemented in the host country Jordan in Aqaba city

<b>Travel Costs</b>	number of units x unit rate (euro)	[15 x 500]
<b>Planning Visit</b>	(lump sum) Country/Territories-base A x night x person	[70 x 2 x 1]
<b>Preparation costs</b>	(flat rate) 480 Euro x partner NGO	[480 x 1]
<b>Activity per se costs</b>	(lump sum) flat rate (360) + (200 euro x partner NGO)+ Lump sum: country/territories base A x night x person	[360 + (200 x 1) + (70 x 3 x 15)]
<b>Costs for additional dissemination and exploitation of results</b>	Expenses should be justified in the proposal. Maximum 2500 Euros	500 Euros
<b>Other costs</b>	(e.g. internet) number of units x unit rate	[3 x 15]
<b>Administrative costs</b>	<b>max 5 % of the estimated total eligible direct costs of the action</b>	

**Example for budget under Action 3:**
**Annex III. Budget for the Action (3)**

Costs	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)
<b>Action Costs</b>				
1. Travel costs (for activity and planning visit)	flights	40	510	<b>20400</b>
2. Planning Visit (lodging, meals)	lump sum	1	1300	<b>1300</b>
3. Activity per se costs	lump sum	1	3260	<b>3260</b>
4. Specific costs for participants with special needs				<b>0</b>
5. Costs for additional dissemination and exploitation of results		1	2500	<b>2500</b>
<i>Subtotal Action costs</i>				<b>27460</b>
6. Other Costs				0
<i>Subtotal Other costs</i>				<b>0</b>
<b>Total direct eligible costs for the action (excluding taxes)</b>				<b>27460</b>
7. Administrative costs (maximum 5% of total direct eligible costs of the action) (excluding taxes)*				1000
8. Taxes				
<b>9. Total eligible costs of the Action**</b>				<b>28460</b>

\* There is an internal system checking this value to not exceed the 5%.

\*\* This sum is checked against the budget entered in the cover sheet

**Budget is calculated as follow:**

Calculations are based on the following factors: **40 participants, 4 NGO partners; and duration of the training is 7 days.** Action is implemented in the host country Tunisia in Tunis City

<b>Travel Costs</b>	number of units x unit rate (euro)	<b>[15x755 + 10x450 + 10x275 + 5x365]/40</b>
<b>Planning Visit</b>	<b>(lump sum)</b> Country/Territories-base A x night x person	<b>[65 x5 x 4]</b>
<b>Activity per se costs</b>	flat rate (960) + Lump sum: country/territories base C x participant + Lump sum: country/territories base B x training day )	<b>[960 + (40 x 40) + (100 x 7)]</b>
<b>Costs for additional dissemination and exploitation of results</b>	Expenses should be justified in the proposal. Maximum 2500 Euros	<b>2500 Euros</b>
<b>Administrative costs</b>	<b>max 5 % of the estimated total eligible direct costs of the action</b>	

### 1.3 **Expected source of funding**

The Applicant is expected to fill in the coloured cells:

1. Applicants' financial contribution
2. EU contribution sought in this application
3. Contribution (s) from other European Union Institutions or EU Member States
4. Contribution from other organisations
5. Direct revenue from the Action
6. OVERALL TOTAL

### 1.4 **Applicants and Partner (s) Experience of Similar Action**

The Applicant is required to list not more than 10 references. The Applicant shall provide a detailed description of actions managed by the Organisation and the Partner (s) over the past three years.

## 2. The Applicant

### 2.1 **Identity**

The Applicant is required to fill in all related information about the NGO (e.g. Registration number, official address, email address, website...etc)

### 2.2 **Profile**

Resources

Financial Data and resources

**List of Management Board/Committee of the Organisation**

## 3. Partners of the Applicant participating in the Action

### 3.1 **Description of the Partners**

A table per each partner defined in the cover sheet is automatically added to this sheet.

*Note: The Application Form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.*

### 3.2 **Partnership Statement**

A statement is created for each partner defined in the cover sheet. If the Applicant cannot see a statement per partner, the Applicant must click the button "Create/Update Statements"

## 4. Associates of the Applicant participating in the Action

The Applicant is required to complete the needed information for each associated organisation within the meaning of **section 2.1.2 of the Guidelines** for Applicants. The Applicant should make as many copies of this table as necessary to create entries for more associates.

## 5. Checklist for the full Application Form

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :	To be filled in by the Applicant	
	Yes*	No*
<b>Title of the Proposal:</b>		
1. The correct grant Application Form, published for this call for proposals, has been used		
2. The Declarations by the Applicant have been filled in and have been signed.		
3. The proposal is typed and is in English		
4. The original and two copies are included		
5. An electronic version of the proposal (CD-ROM) is enclosed		
6. Each partner has completed and signed a partnership statement and the statements are included		
7. The budget is presented in the format requested, is expressed in euro and is enclosed		
8. The duration of the action is maximum 6 months		
9. The requested contribution is between 5000 EURO and 25000 EURO		
10. The requested contribution is between 50% and 80% of the estimated total eligible costs		

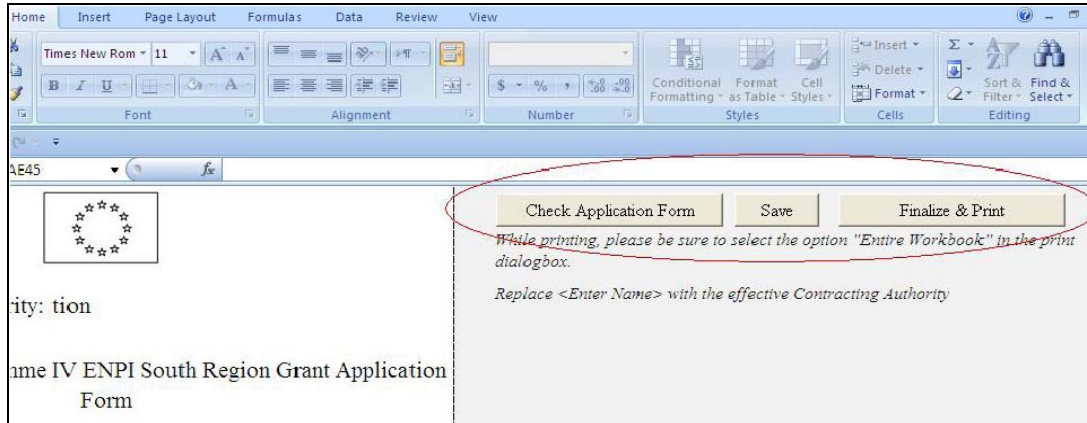
\* The applicant is not allowed to check both cells (Yes & No). If such an error occurs, it will be indicated when checking the application form through the button on the cover sheet.

## 6. Declaration by the Applicant

The Application Form must be accompanied by a signed and dated Declaration in accordance with the model provided for the Applicant and each Partner.

## II. Checking the Application Form

On the first sheet of the Application Form namely, the cover sheet, the Applicant can find a button called “Checking the Application Form”. Pressing this option allows the Applicant to be assisted in identify any required missing information that was necessary for a complete Application Form. The Applicant shall see a small “Warning Box” which indicates the place of the missing or wrong information. Press “OK”, the Applicant will be moved directly to the identified sheet.



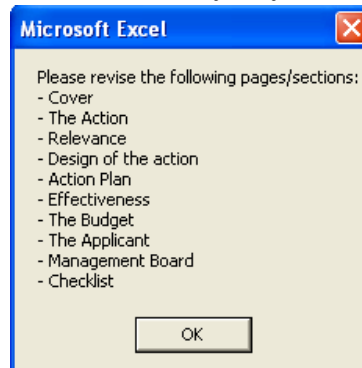
## III. Saving the Application Form

For allowing the Applicant to save the Application Form, the Applicant should use the “Save” button in the “cover” sheet rather than the standard “Save” icon for the Excel sheet. This will save the application as an excel file titled by the “title of the action” by default.

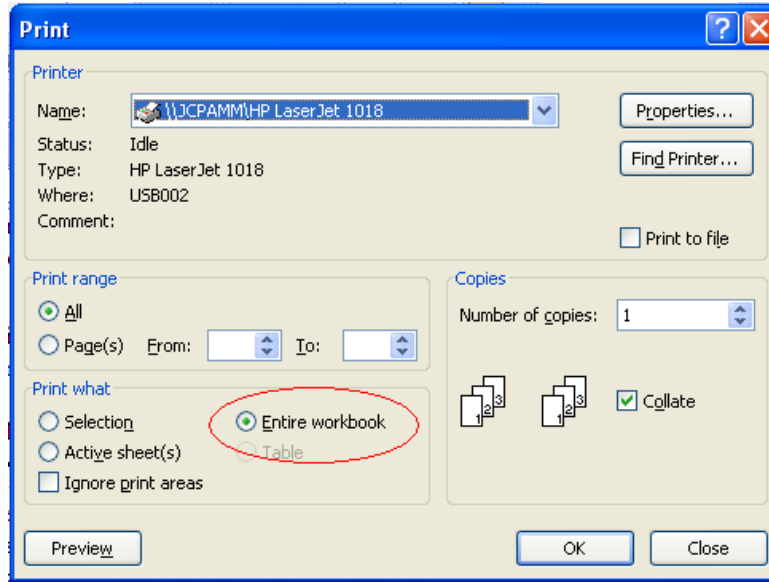
## IV. Finalising and Printing the Application Form

Post checking the Application Form and when the Applicant is ready to print the Application Form, choose the button “Finalise & Print” found on the “cover” sheet. When choosing this button and **IF** there are remaining missing or wrong information, the same style alert box appears asking the application to revise the sheets.

**The window below will appear to guide you to the worksheets with missing required information (Cells left blank where it is mandatory they are completed).**



**IF** the application is completed correctly then the Applicant should make sure to choose from the printing option [print what] “**Entire Workbook**” prior to approving the printing process.



*Note: Printing steps can be found in the help page option of the Application Form.*

**RCBS** also invite you to visit the FAQ page by following the link <http://www.euromedyouth.net/> which may provide some useful information while completing your Application.