



Funded by  
the European Union



#EU4Youth

EU4Youth phase III Youth Employment and  
Entrepreneurship: Fostering Youth Employment and  
Societal Change through Social Entrepreneurship”

# INFORMATION EVENT

10 May 2022



Funded by  
the European Union



# Introducing the Contracting Authority

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# The Contracting Authority...

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**The call for grant proposals  
implemented by Central Project  
Management Agency – CPMA**



## Where we are based

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Headquarters in  
Vilnius, Lithuania



# Who we are...

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**Founder**

Ministry of Finance



**Portfolio of  
programmes and  
projects**

Nearly 8 billion EUR



**2003**

**Established**

Central Project  
Management Agency



**Experience**

More than 70  
development  
cooperation projects

# What our key areas of activity...

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## PROGRAMME MANAGEMENT



Management of various programmes and projects funded from EU and other financing sources in Lithuania

## PUBLIC PRIVATE PARTNERSHIP



Public Private Partnership (PPP) Competence Centre and Methodological Support Centre for Public Investments

## DEVELOPMENT COOPERATION



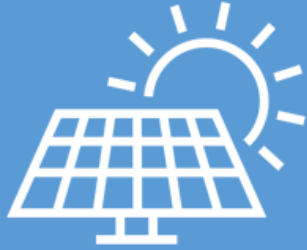
Implementation and management of EU and bilateral projects and programmes in Partner Countries

# And main sectors...

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Social Affairs



Environment,  
Energy, Climate  
Change



Transport



Justice and  
Home Affairs



Information  
Society



Health Sector



Education and  
Science



Culture

# How we work...

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## ***Our mission***

**Working together for usefulness of public investments and effective management**



## ***Vision***

**Leading programme and project management competence centre.**



## ***Our team***

**330+ employees  
More 50% of employees working longer than 5 years**



## ***Our values***

**Professionalism. Helpfulness.  
Development. Transparency.**





# Call for proposals: What are the formal requirements?

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# Today let's talk about...

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## **Requirements as per the Guidelines**

What is the aim of the Call?  
What actions are funded?  
Who/how/when/where can apply?  
Where to find all the relevant information?  
What is the process?

## **Instructions how to submit a concept note**

Where to submit the concept note?  
How to register?  
What information to provide in the concept note?

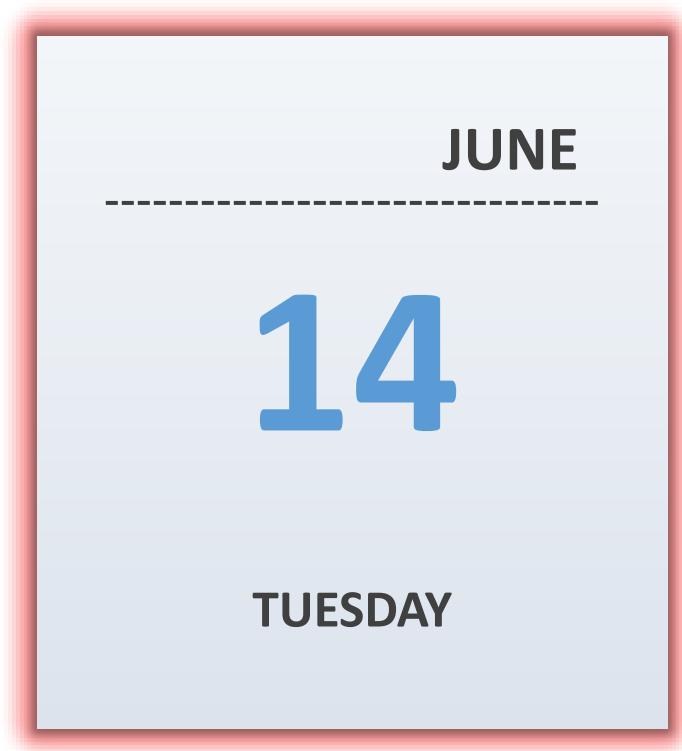
# From the call to implementation of projects...

| Steps  | APR | MAY | JUN | JUL                       | AUG | SEP | OCT | NOV | DEC | JAN |
|--|-----|-----|-----|---------------------------|-----|-----|-----|-----|-----|-----|
| Call for concept notes   |     |     |     | <b>Concept note stage</b> |     |     |     |     |     |     |
| Evaluation of concept notes  |     |     |     |                           |     |     |     |     |     |     |
| Invitation to submit full applications                                 |     |     |     |                           |     |     |     |     |     |     |
| Evaluation of full applications, award decision and contracting grants |     |     |     |                           |     |     |     |     |     |     |
| Implementation of actions  |     |     |     |                           |     |     |     |     |     |     |



# Deadline for concept note...

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14 June, 2022  
23:59 Eastern European Time  
Zone (UTC+2)

# Total buget of the call...

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**6 million EUR**

# What objectives the call pursues?

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## GLOBAL OBJECTIVE

to foster active participation of youth in both democratic life and in the labour markets of the Eastern Partnership countries, **with a focus on** disadvantaged youth, contributing to sustainable and smart growth, social cohesion and reduction of inequalities in EaP societies.

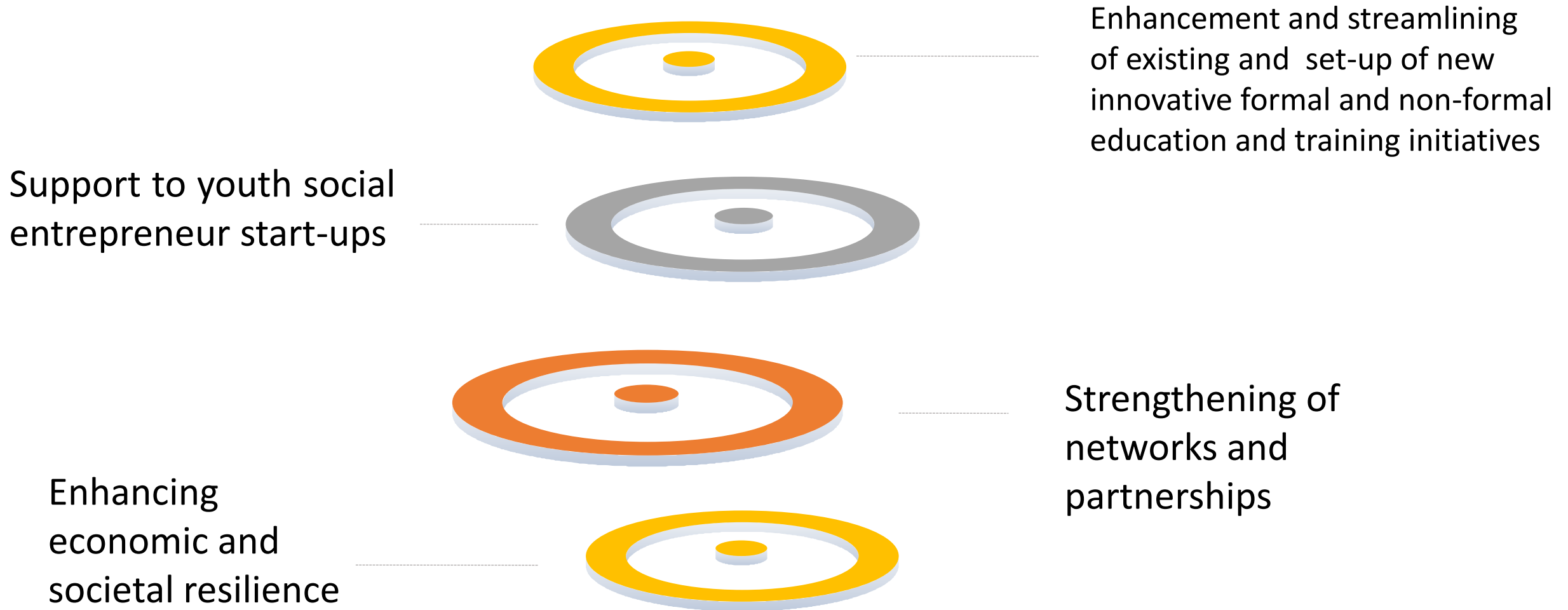
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## SPECIFIC OBJECTIVE

to foster young people's **digital skills** (incl. critical digital literacy), develop skills needed for **green transition**, and alongside improve entrepreneurial and career management skills.

# What are the priorities?

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**What are the  
target  
groups?**







What are  
the key final  
beneficiaries?

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# Who can apply?

# What are the requirements for the lead applicant?

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## Lead applicant must:

- ✓ be a legal person **and**
- ✓ be non-profit-making, among other voluntary organisations, charities and foundations, social cooperatives and mutual organisations, youth organisations and youth centres, education & training institutions, incl. schools and other formal education institutions, professional organisations and trade unions, employment services, etc., **and**
- ✓ active in the field of youth policy, youth education and employment, or youth entrepreneurship **and**
- ✓ be established in an EaP country or an EU Member State **and**
- ✓ be directly responsible for the preparation and management of the action with the co-applicants and affiliated entity(ies), not acting as an intermediary.



**Lead applicant may not** participate in calls for proposals or be awarded grant if it is in any of the situations listed in Section [2.6.10.1 of the practical guide](#).

**Lead applicant may not be** included in the lists of EU restrictive measures ([see Section 2.4. of the PRAG](#)).

## What are the requirements for the co-applicants?

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**Co-applicants** (minimum 2, maximum 5) **must** satisfy the eligibility criteria as applicable to the lead applicant himself.

**SAME**



## What are the requirements for the affiliated entity?

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The lead applicant and its co-applicants may act with affiliated entity(ies).

**Affiliated entity(ies) must** satisfy the eligibility criteria as applicable to the lead applicant himself.

Only entities having a structural link with the applicant, in particular a legal or capital link, may be considered as affiliated entities.

# What are the requirements for applicants?

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Lead applicant

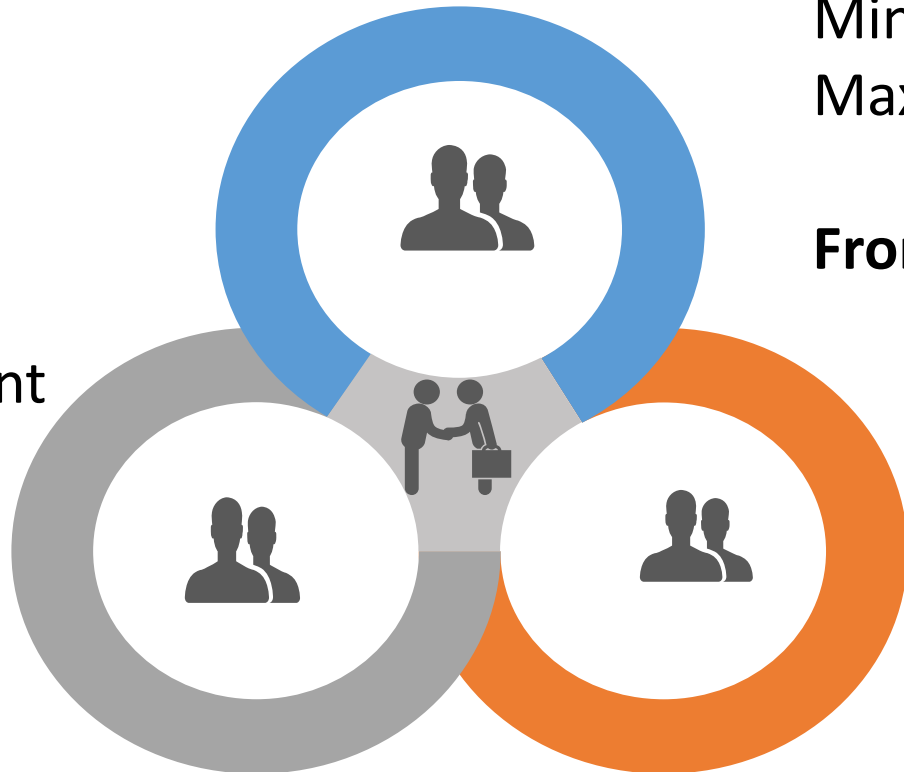
**Proposed action must be submitted by a grouping of minimum 3 (three) and maximum 6 (six) entities:**

Minimum: lead applicant + 2 co-applicants.

Maximum: lead applicant + 5 co-applicants.

**From minimum two Eastern Partnership countries.**

Co-applicant



Co-applicant

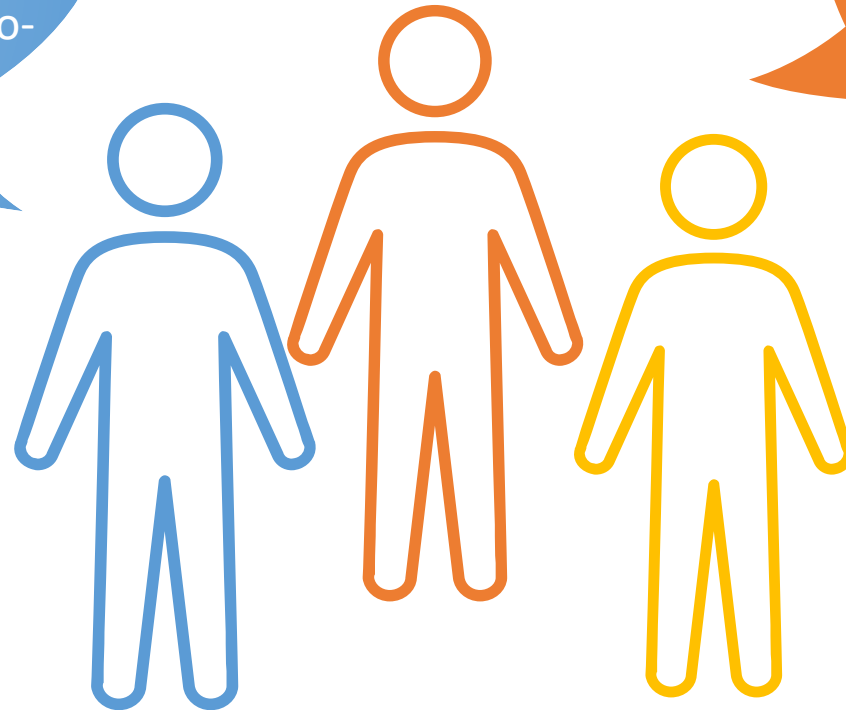


# How to decide on lead applicant?

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Lead applicant is responsible for the preparation and management of the action; represent and acts on behalf of co-applicants

Co-applicants participate in designing and implementing the action



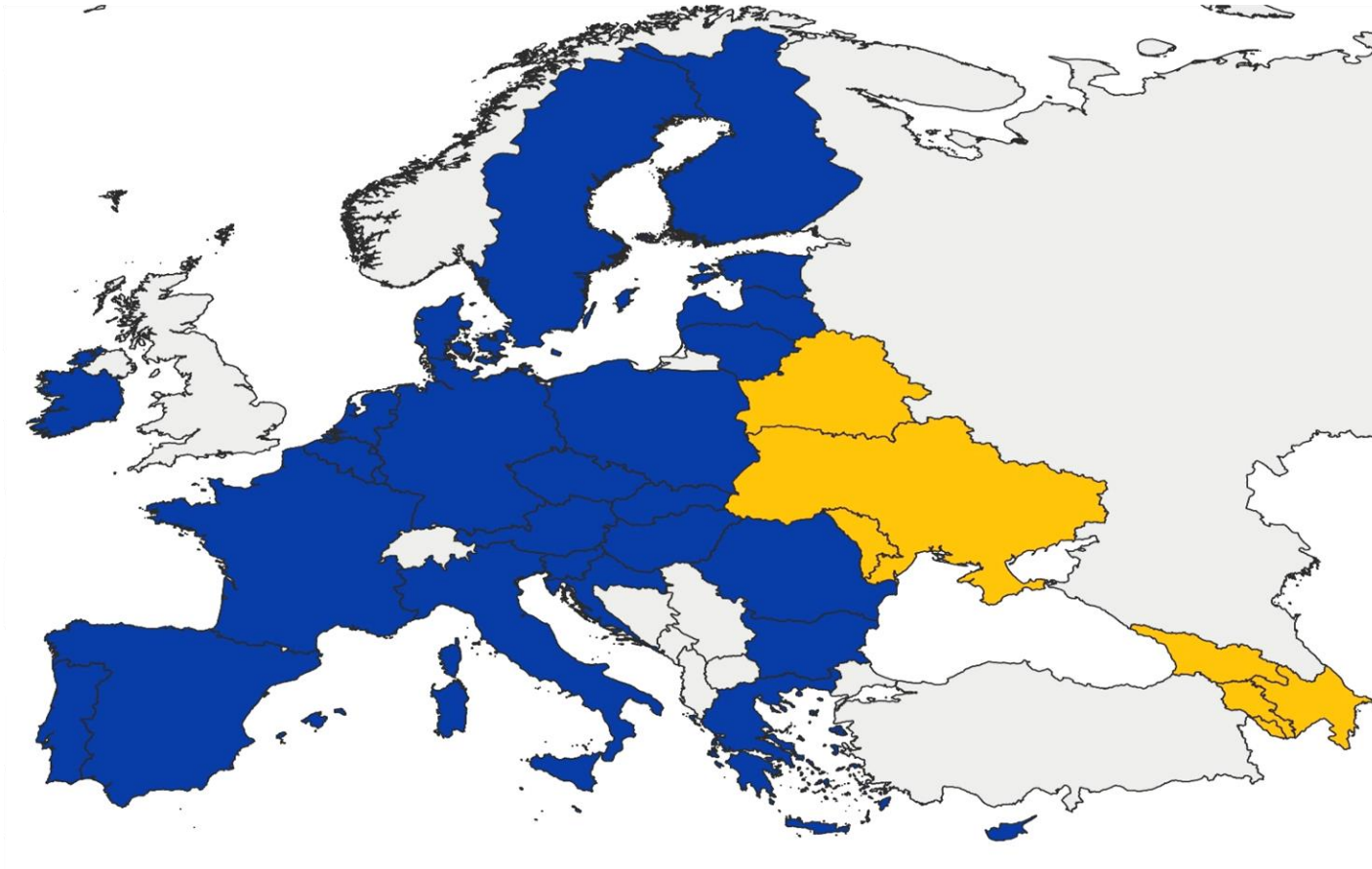
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**What are the  
requirements for  
action?**



# What is location of the action?

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Actions must take place in at least **2 (two)** of the following countries:

- ✓ Armenia
- ✓ Azerbaijan
- ✓ Belarus
- ✓ Georgia
- ✓ Moldova
- ✓ Ukraine

# What is the duration of the action?

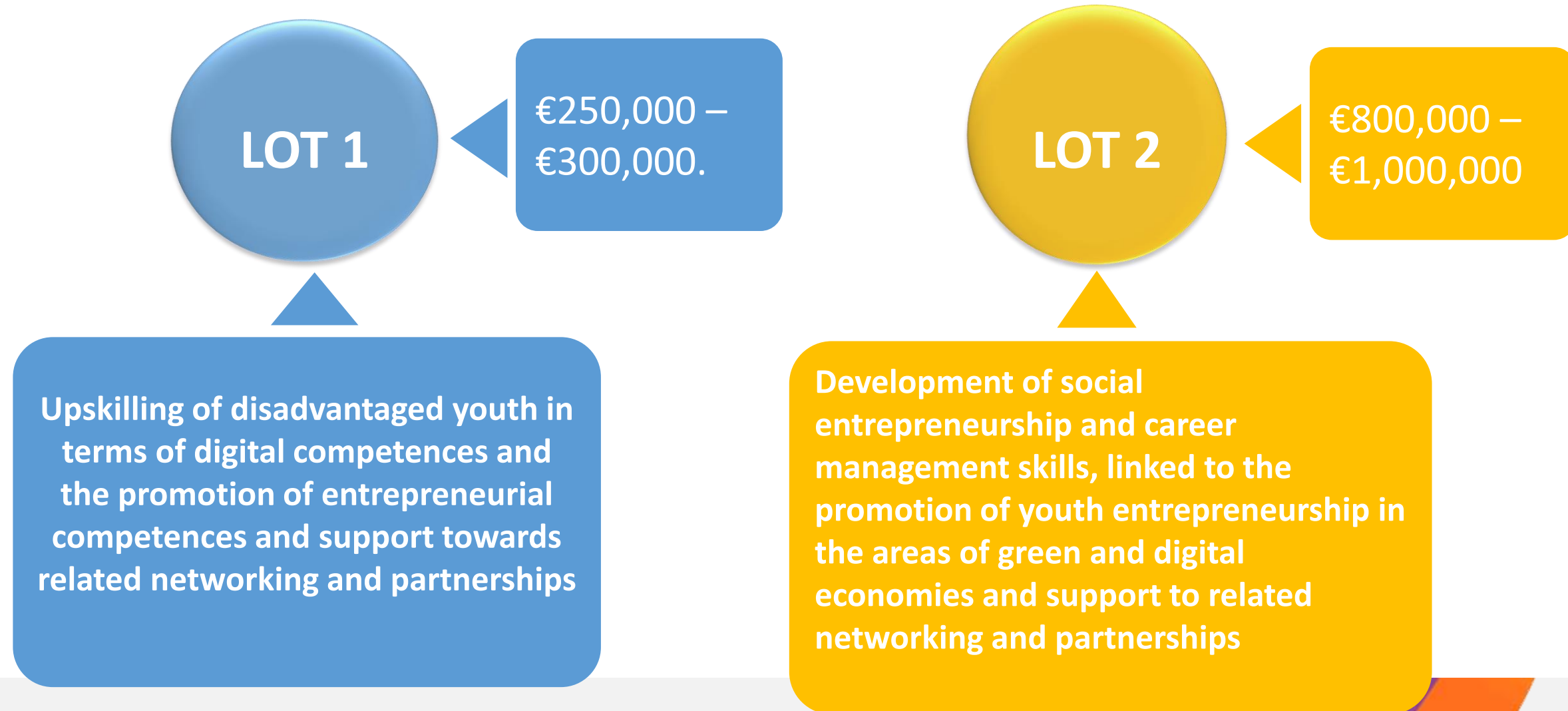
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The initial planned duration of an action may not be shorter than **18 months** nor exceed **24 months**.

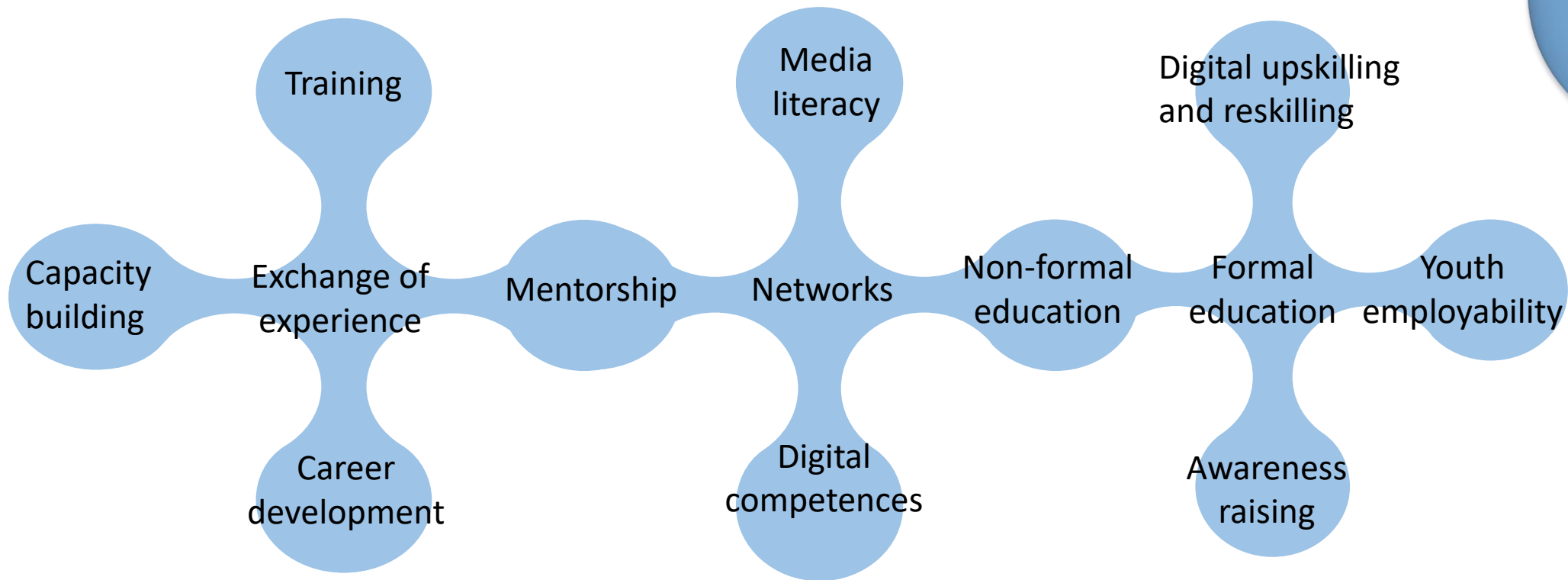
# What is the structure of the action?

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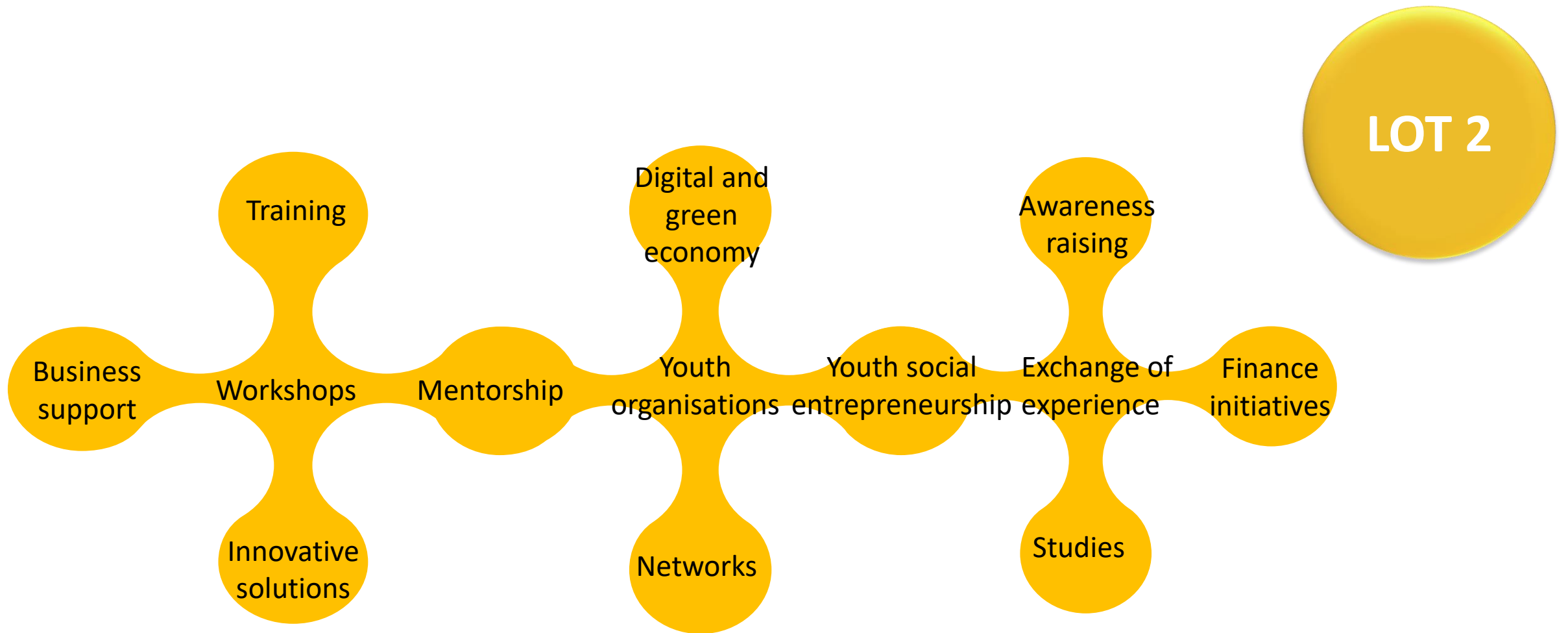
# What are the types of actions funded?

LOT 1



# What are the types of actions funded?

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# What are the types of actions funded?

Design, production and application of tools and methodologies

Capacity development through workshops and seminars

Networks of key stakeholders

Youth job events and fairs

Internships



Competitions

Information and awareness raising campaigns and promotional events

Creation of digital tools/apps/portals

Analysis and communication of main lessons and good practice

Interregional and national mobility schemes

Community consultations and surveys

Activities for development of services for promotion of youth employment

Activities encouraging the policy dialogue in the field of youth



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Any limits of a number of  
applications or contracts to  
applicants...?



# How many applications lead applicant may submit...

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- The lead applicant **may not submit more than 1 application per Lot** under this call for proposals.
- The lead applicant may not be awarded more than **1 grant under this call for proposals.**
- The lead applicant may be a co-applicant or an affiliated entity in another application of the same Lot at the same time.

# Any limits to co-applicants?

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- A co-applicant/affiliated entity **may not be** the co-applicant or affiliated entity **in more than 2 applications per Lot** under this call for proposals.
- A co-applicant/affiliated entity **may not be awarded more than 2 grants under this call for proposals.**

# What may be modified in the full application?

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The elements outlined in the concept note **may not be modified** in the full application, except:

- The EU contribution **may not vary** from the initial estimate by more than 20 %.
- The lead applicant may add, remove or replace one or more co-applicant(s) or affiliated entity(ies) **only in duly justified cases**.
- The lead applicant may adjust the duration of the action if unforeseen circumstances. The duration **must remain** within the limits.



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How are concept notes  
evaluated?



# Evaluation of the concept notes

1. Administrative check the following will be assessed:

**The incomplete concept notes may be rejected. Lead applicants are advised to verify that their concept note is complete using the checklist for concept note (<https://www.cpva.lt/data/public/uploads/2022/04/checklist-for-concept-note-upd.docx> ).**

## CHECKLIST FOR CONCEPT NOTE

| BEFORE SENDING YOUR CONCEPT NOTE, PLEASE CHECK THAT EACH OF THE CRITERIA BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF   |  | Tick the items off below |                          |
|--|--|--------------------------|--------------------------|
| Lead Applicant (Name, Country):  |  | Yes                      | No                       |
| Title of the proposal:   |  |                          |                          |
| PART 1 (ADMINISTRATIVE)  |  |                          |                          |
| 1. The instructions for the concept note have been followed.   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The declaration by the lead applicant has been filled in and signed.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The proposal is typed and is in English.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The electronic version of the concept note is enclosed in the Submittable and confirmation about successful submission received   |  | <input type="checkbox"/> | <input type="checkbox"/> |
| PART 2 (ELIGIBILITY)   |  |                          |                          |
| 5. The action will be implemented in eligible countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and in the minimum required number of eligible countries. |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The action is proposed by a consortium of minimum 3 partners, which represent at least two eligible countries.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The duration of the action is between 18 months and 24 months (the minimum and maximum allowed).  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. The requested contribution is between the minimum and maximum allowed.  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. This checklist and the declaration by the lead applicant have been filled in and uploaded with the concept note.  |  | <input type="checkbox"/> | <input type="checkbox"/> |


2. The concept notes that pass administrative check will be evaluated on the relevance and design of the proposed action specified in the evaluation grid (Guidelines for applicants: 2.3. Evaluation and selection of applicants).

<https://www.cpva.it/data/public/uploads/2022/01/assessment-grid-for-concept-note.docx>

| 1. Relevance of the action |   | Sub-score | 20 |
|----------------------------|---|-----------|----|
| 1.1                        | How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?  | 5         |    |
| 1.2                        | How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?   | 5         |    |
| 1.3                        | How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?   | 5         |    |
| 1.4                        | Does the proposal contain particular added-value elements (e.g. innovation, best practices) and the other additional elements indicated under 1.2. of the guidelines for applicants (i.e. particular focus on disadvantaged youth; establishment and facilitation of cross-sector networks and partnerships linking education and training systems, labour markets and societies at large within and among EaP countries; clear links to existing policy frameworks and initiatives as listed in the Section 1.2. of the guidelines; coverage of three and more EaP countries)? | 5         |    |
| 2. Design of the action    |   | Sub-score | 30 |
| 2.1                        | How coherent is the overall design of the action?<br>Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?   | 5x2**     |    |
| 2.2                        | Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?  | 5         |    |
| 2.3                        | Does the design take into account external factors (risks and assumptions)?   | 5         |    |
| 2.4                        | Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?   | 5         |    |
| 2.5                        | To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?   | 5         |    |
| TOTAL SCORE                |   |           | 50 |

## And next...?

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- Only the concept notes with a score of at least 30 will be considered for pre-selection
  - Number of concept notes will be reduced, taking account of the ranking - to the number whose total aggregate amount of at least 150% of the available budget
  - Applicants will receive the letter on the results of that evaluation (and with an invitation to submit full applications)
- 



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How to submit an  
application (concept note)?

# How to apply?

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- **Only the concept note shall be submitted in the first stage** (not the full application).
- Concept note must contain all relevant information concerning the action. No additional annexes should be sent.
- Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.
- Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

**Important! Concept notes are assessed based on information provided in the application only.**



# How to apply?

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- Concept notes must be in English.
- Hand-written concept note and concept note sent by post and e-mail will not be accepted. **Only** concept notes submitted **via electronic system “Submittable”** will be accepted.
- Lead applicant is strongly advised not to wait until the last day to submit its concept note!
- Any concept note submitted after the deadline will be rejected.

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Do not miss the deadline!

**June 14th, 2022**



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<https://centralprojectmanagementagencyyouthaccount.submittable.com/submit/224415/eu4youth-phase-iii-youth-employment-and-entrepreneurship-fostering-youth-employment>

# Instructions to apply: how to register?



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Sign Up

Sign In

## Welcome!

Create your free Submittable account to get started.

Email

Confirm email

Password

Confirm password

First name

Last name

Sign Up

By signing up you agree to our [Terms of Service](#) and [Privacy Policy](#).

# Instructions to apply: how to apply?




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**EU4Youth phase III Youth Employment and  
Entrepreneurship: Fostering Youth Employment  
and Societal Change through Social  
Entrepreneurship**

Ends on June 14, 2022

 [Invite Collaborators](#)

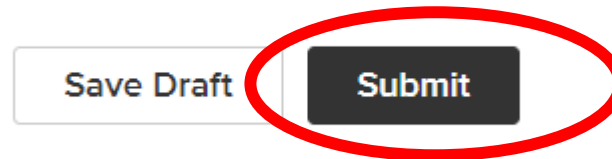
PART A

Title of the action \*

# Instructions to apply: tips

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- Please indicate when registering the email of the person who will be responsible for the project, as all important messages will be sent to this email
- It is possible to share the application with the co-applicants so that they can complete their part
- Do not forget to click the "Submit" button



- Please find below more detailed instructions how to complete and submit the concept note online:
- ? The instructions of the submission can be found [HERE](#).
- ? For any other uncertainties, the information can be found [HERE](#).



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Financial aspects: what to  
take into consideration  
when submitting concept  
note?

# Concept note (1)

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**Requested EU contribution (amount in EUR) \***

<ISO code of currency of the contracting authority>

**Requested EU contribution as a percentage of total eligible costs of the action (indicative) \***

 %

Please check minimum and maximum size of the grant in the guidelines

**Total indicative budget (EUR) \***

**Objectives of the action \***

# Concept note (2)

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Note:

- The EU contribution indicated in the full application form should not vary by more than 20 % from the initial estimate indicated in the concept note.

Requested EU contribution (amount in EUR) \*

<ISO code of currency of the contracting authority>

# Size of the grants

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EU contribution of total  
eligible costs of the action  
minimum: 75 %  
maximum: 90 %

Lot1 - size of grant  
minimum amount: 250 000 EUR  
maximum amount: 300 000 EUR

Lot2 – size of grant  
minimum amount: 800 000 EUR  
maximum amount: 1 000 000  
EUR

# Co-financing

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Co-financing of total eligible costs of the action  
minimum: 10%  
maximum: 25 %

Co-financing should be covered from other financial contributions (applicant, other donors, etc.)  
>= 50% of co-financing

Volunteers' work  
<50% of co-financing

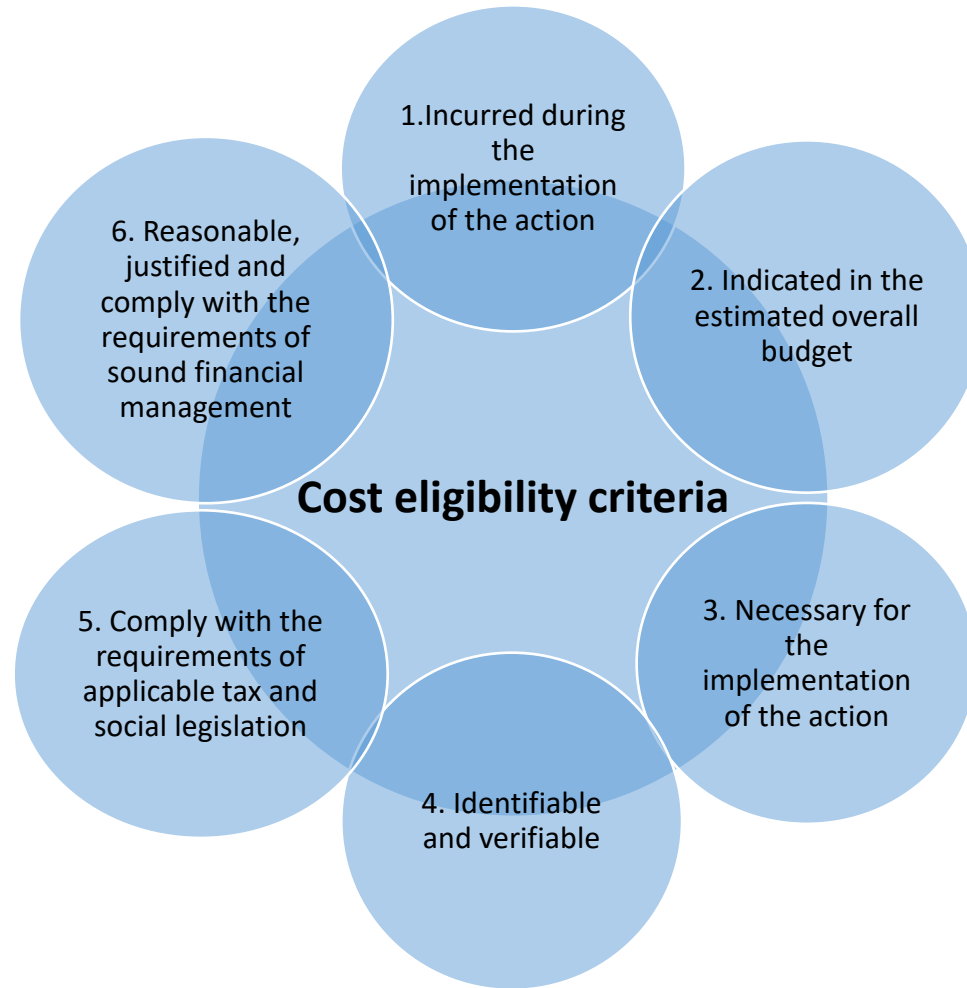
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Eligibility of costs?



# Eligibility criteria (Article 14 of the General condition)

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# Eligible costs

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To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions

Eligible costs:

1. direct costs;
  2. indirect costs;
  3. contributions in kind - only volunteers' work.
- 



# Budget


- Template of the budget:
- Annex B guideline for applicants

[https://wikis.ec.europa.eu/download/attachments/39356279/e3c\\_budget\\_en.xlsx](https://wikis.ec.europa.eu/download/attachments/39356279/e3c_budget_en.xlsx)

| 1. Budget for the Action <sup>1</sup>   | All Years          |            |                     |                                  | Year 1 <sup>2</sup> |            |                     |                     |
|---|--------------------|------------|---------------------|----------------------------------|---------------------|------------|---------------------|---------------------|
| Costs   | Unit <sup>13</sup> | # of units | Unit value (in EUR) | Total Cost (in EUR) <sup>2</sup> | Unit                | # of units | Unit value (in EUR) | Total Cost (in EUR) |
| <b>1. Human Resources</b>   |                    |            |                     |                                  |                     |            |                     |                     |
| 1.1 Salaries (gross salaries including social security charges and other related costs, local staff) <sup>4</sup> |                    |            |                     |                                  |                     |            |                     |                     |
| 1.1.1 Technical   | Per month          |            |                     |                                  | Per month           |            |                     |                     |
| 1.1.2 Administrative/ support staff   | Per month          |            |                     |                                  | Per month           |            |                     |                     |
| 1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)         | Per month          |            |                     |                                  | Per month           |            |                     |                     |
| 1.3 Per diems for missions/travel <sup>5</sup>  |                    |            |                     |                                  |                     |            |                     |                     |
| 1.3.1 Abroad (staff assigned to the Action)   | Per diem           |            |                     |                                  | Per diem            |            |                     |                     |
| 1.3.2 Local (staff assigned to the Action)  | Per diem           |            |                     |                                  | Per diem            |            |                     |                     |
| 1.3.3 Seminar/conference participants   | Per diem           |            |                     |                                  | Per diem            |            |                     |                     |
| <b>Subtotal Human Resources</b>   |                    |            |                     |                                  |                     |            |                     |                     |
| <b>2. Travel<sup>6</sup></b>  |                    |            |                     |                                  |                     |            |                     |                     |
| 2.1 International travel  | Per flight         |            |                     |                                  | Per flight          |            |                     |                     |
| 2.2 Local transportation  | Per month          |            |                     |                                  | Per month           |            |                     |                     |
| <b>Subtotal Travel</b>  |                    |            |                     |                                  |                     |            |                     |                     |
| <b>3. Equipment and supplies<sup>7</sup></b>  |                    |            |                     |                                  |                     |            |                     |                     |
| 3.1 Purchase or rent of vehicles  | Per vehicle        |            |                     |                                  | Per vehicle         |            |                     |                     |
| 3.2 Furniture, computer equipment   |                    |            |                     |                                  |                     |            |                     |                     |
| 3.3 Machines, tools...  |                    |            |                     |                                  |                     |            |                     |                     |
| 3.4 Spare parts/equipment for machines, tools   |                    |            |                     |                                  |                     |            |                     |                     |
| 3.5 Other (please specify)  |                    |            |                     |                                  |                     |            |                     |                     |
| <b>Subtotal Equipment and supplies</b>  |                    |            |                     |                                  |                     |            |                     |                     |
| <b>4. Project office<sup>8</sup></b>  |                    |            |                     |                                  |                     |            |                     |                     |
| 4.1 Vehicle costs   | Per month          |            |                     |                                  | Per month           |            |                     |                     |
| 4.2 Office rent   | Per month          |            |                     |                                  | Per month           |            |                     |                     |
| 4.3 Consumables - office supplies   | Per month          |            |                     |                                  | Per month           |            |                     |                     |
| 4.4 Other services (tel/fax, electricity/heating, maintenance)  | Per month          |            |                     |                                  | Per month           |            |                     |                     |
| <b>Subtotal Project office</b>  |                    |            |                     |                                  |                     |            |                     |                     |
| <b>5. Other costs, services<sup>9</sup></b>   |                    |            |                     |                                  |                     |            |                     |                     |
| 5.1 Publications <sup>9</sup>   |                    |            |                     |                                  |                     |            |                     |                     |
| 5.2 Studies, research <sup>9</sup>  |                    |            |                     |                                  |                     |            |                     |                     |
| 5.3 Expenditure verification/Audit  |                    |            |                     |                                  |                     |            |                     |                     |
| 5.4 Evaluation costs  |                    |            |                     |                                  |                     |            |                     |                     |
| 5.5 Translation, interpreters   |                    |            |                     |                                  |                     |            |                     |                     |
| 5.6 Financial services (bank guarantee costs etc.)  |                    |            |                     |                                  |                     |            |                     |                     |
| 5.7 Costs of conferences/seminars <sup>9</sup>  |                    |            |                     |                                  |                     |            |                     |                     |
| 5.8. Visibility actions <sup>10</sup>   |                    |            |                     |                                  |                     |            |                     |                     |
| <b>Subtotal Other costs, services</b>   |                    |            |                     |                                  |                     |            |                     |                     |
| <b>6. Other</b>   |                    |            |                     |                                  |                     |            |                     |                     |
| <b>Subtotal Other</b>   |                    |            |                     |                                  |                     |            |                     |                     |
| <b>7. Subtotal direct eligible costs of the Action (1-6)</b>  |                    |            |                     |                                  |                     |            |                     |                     |
| 8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)                              |                    |            |                     |                                  |                     |            |                     |                     |
| <b>9. Total eligible costs of the Action, excluding reserve and volunteers' work (7+ 8)</b>                       |                    |            |                     |                                  |                     |            |                     |                     |
| 10.1 Provision for contingency reserve (maximum 5% of 7 'Subtotal of direct eligible costs of the Action')        |                    |            |                     |                                  |                     |            |                     |                     |
| 10.2 Volunteers' work <sup>15</sup>   | Per day            |            |                     |                                  | Per day             |            |                     |                     |
| <b>11. Total eligible costs (9+10)</b>  |                    |            |                     |                                  |                     |            |                     |                     |
| 12. - Taxes <sup>11</sup>   |                    |            |                     |                                  |                     |            |                     |                     |
| - Contributions in kind <sup>12</sup>   |                    |            |                     |                                  |                     |            |                     |                     |
| <b>13. Total accepted<sup>11</sup> costs of the Action (11+12)</b>  |                    |            |                     |                                  |                     |            |                     |                     |

# Eligible direct costs (1)

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- Eligible direct costs may consist of :
    - a) the cost of staff assigned to the action;
    - b) travel and subsistence costs for staff and other persons taking part in the action;
    - c) purchase costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action, provided that ownership is transferred at the end of the action when required in Article 7.5.;
    - d) depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action;
    - e) costs of consumables specifically dedicated to the action;
- 

## Eligible direct costs (2)

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- Eligible direct costs may consist of :
  - f) costs of service, supply and work contracts awarded by the beneficiary(ies) for the purposes of the action referred to in Article 10;
  - g) costs deriving directly from the requirements of the contract;
  - h) duties, taxes and charges, including VAT, related to the purposes of the action, paid and not recoverable by the beneficiary(ies), unless otherwise provided in the special conditions;
  - i) project office costs.

# Eligible direct costs. Specific requirements

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- The audit verification costs are **mandatory** and should not exceed 1% of total direct costs.
- Costs for equipment and supplies should not exceed 10 % of the total eligible costs.
- The costs of guarantees pre-financing payment provided by financial institutions or insurance undertakings shall be included in the budget of the Action.
- Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.

# Eligible indirect costs

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The indirect costs incurred in carrying out the action:

- may be eligible for flat-rate funding;
- but the total must not exceed 7 % of the estimated total eligible direct costs.

Note: it shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the European Union budget during the period in question

# Contributions in kind only volunteers' work

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## Volunteers' work:

- may comprise up to 50 % of the co-financing;
- must be based on the unit cost per volunteer per day;
- unit cost are defined and authorized by the European Commission at the following address:

<https://ec.europa.eu/transparency/regdoc/?fuseaction=list&coteId=3&year=2019&number=2646&version=ALL&language=en>

# Ineligible costs (1)

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The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;

## Ineligible costs (2)

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- currency exchange losses;
- credit to third parties;
- in kind contributions (except for volunteers' work);
- bonuses included in costs of staff;
- negative interest charged by banks or other financial institutions.



# VAT

- Please evaluate VAT eligibility when planning the amount of the grant.
- **When the lead applicants will be invited to submit a full application, they will have to submit:**
- a declaration of honour on VAT eligibility from the entity concerned accompanied by an expert statement (e.g. by a lawyer, auditor etc.).
- Ref. Annex J of the call for proposals (if they consider that VAT is eligible for funding)
- Declaration on honour must be filled in by the applicant and each of co-applicant.

Declaration on honour must be filled in when the applicant / co-applicant claims that the purchase and / or import value added tax (hereinafter referred to as VAT) costs incurred during the implementation of the project are eligible for funding.

Declaration on honour must be filled in by the applicant and each of co-applicant.

*(Should be filled in on the form of authority / company)*

**Requisites of the institution / organization** *(Should be filled in)*

Project title: *(Should be filled in)*

## Declaration of honour on VAT eligibility

The undersigned *[insert the name of the person signing this form]*, representing:

Full official name:

Official legal form:

Statutory registration number:

Full official address:

VAT registration number (when applicable):  
("the person")

declares that:

I confirm that we are not able to recover the input VAT for the goods and / or services purchased under the Project.

I am aware that if the project results will be used for VAT-taxable activities, in all cases, regardless of whether the applicant / co-applicant is registered for VAT or not, VAT is not eligible for funding.

I am aware that that VAT is not eligible where it is paid by a public body<sup>1</sup> of a EU Member State in relation to activities it carries out as a public authority of a EU Member State.

I am aware that VAT financed from the project and included in the VAT deduction will have to be returned to the Contracting Authority (Central Project Management Agency of the Republic of Lithuania).

I am aware that I shall inform immediately the Contracting Authority (Central Project Management Agency of the Republic of Lithuania) of any change in any of the above and confirmed circumstances.

**ATTACHED: Expert statement confirming eligibility of VAT (e.g. by a lawyer, auditor etc.).**

Job title of the Head of the Authority / Organization  
or his authorized representative

(name, surname, signature)

<sup>1</sup> 'Public body' means a body governed by public law being part of public administrations. This implies that private bodies entrusted with public activities are never considered as acting as public authorities for this purpose. VAT on activities such as training, capacity building, technical assistance, policy support etc. is therefore eligible.



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# Monitoring in EU4Youth

**Joke Wiercx**

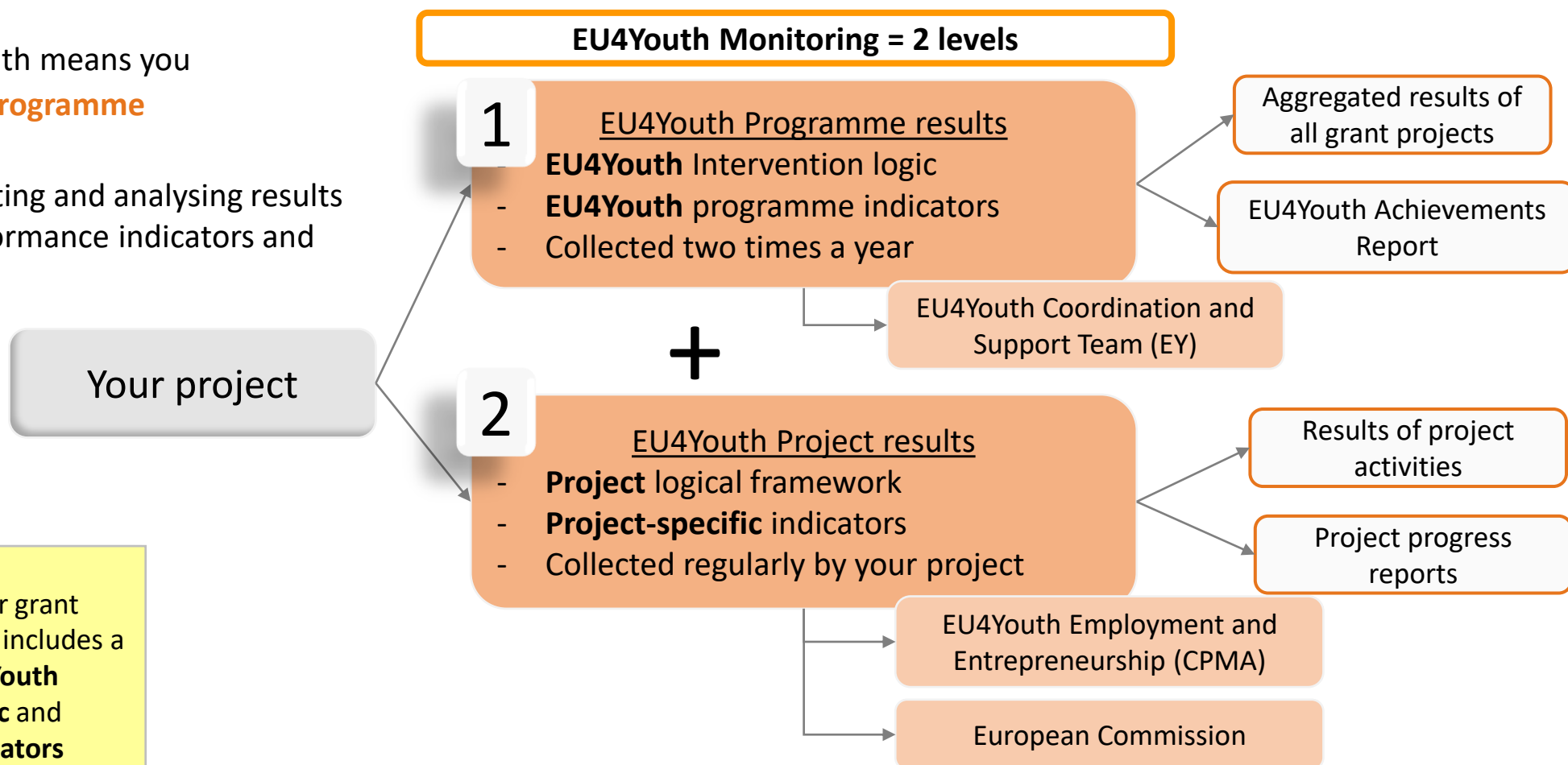
EU4Youth Coordination and Support Team

Project  
implemented by



# 1. What is monitoring in EU4Youth?

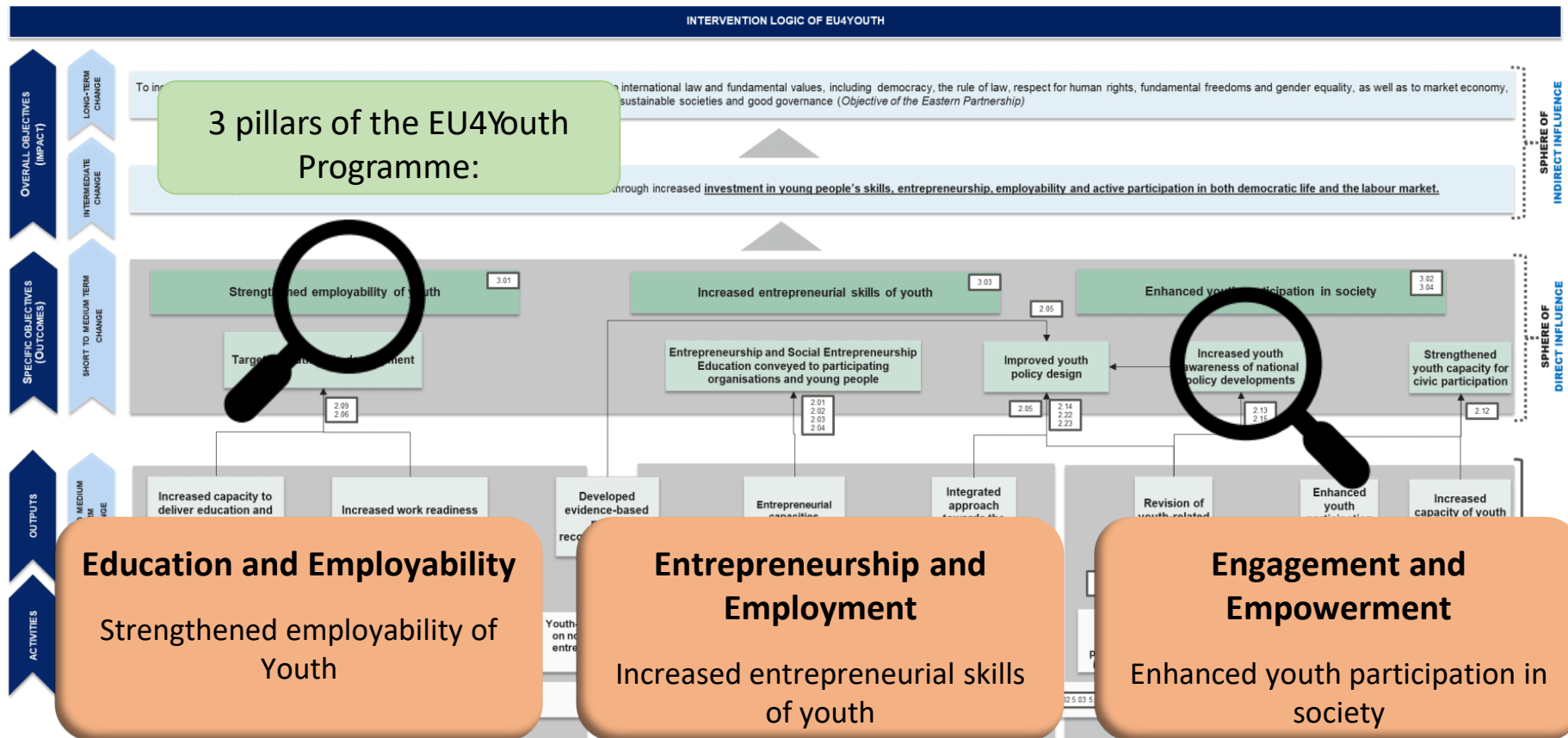
- Applying for EU4Youth means you will join EU4Youth **programme**
- **Monitoring** = collecting and analysing results against set key performance indicators and targets



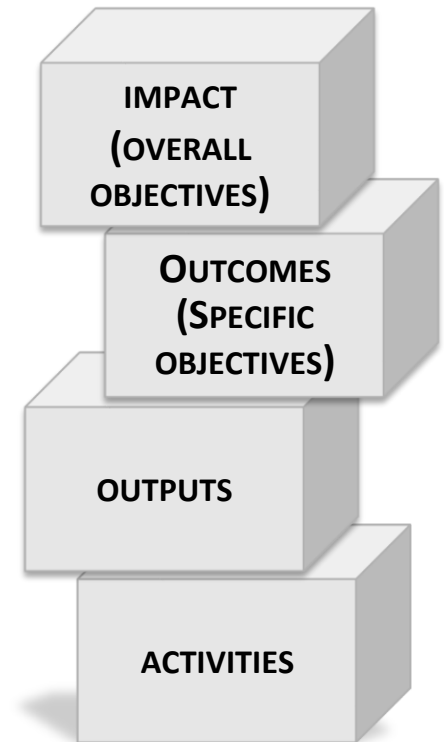
The "Guidelines for grant applicants" document includes a copy of the **EU4Youth intervention logic** and **programme indicators**

## 2. EU4Youth Programme monitoring tools

To maximise efficiency, you should try to integrate the EU4Youth **programme monitoring** into **your project** logical framework and indicators



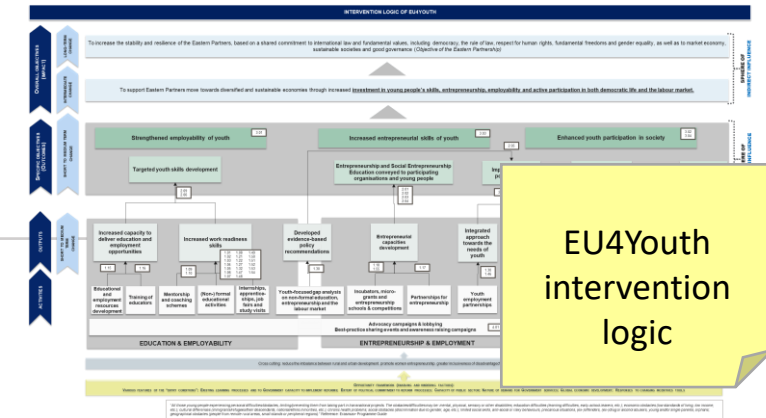
4 types of indicators, linked together through the intervention logic:



# 3. Some final tips

## Important for your project concept note:

- ✓ Your **logframe** will be the backbone of your project: think about your objective tree and how your project would fit into the EU4Youth programme intervention logic
- ✓ Try to **align the indicators** you use for your project logframe as much as possible to the EU4Youth programme monitoring indicators (it will save resources on your side!)
- ✓ Keep in mind to reserve a **budget for monitoring and final evaluation**



| Intervention Logic        | Intervention Logic - Ind        | No.   | INDICATORS - EU4YOUTH INITIATIVE  | Description   |
|---------------------------|---------------------------------|-------|---|---|
| Education & Employability | Increased work readiness skills | 101   | Total number of competence development activities   | Refers to the sum of face-to-face competence development activities (i.e. 101) and web-based competence development activities (i.e. 102).  |
| Education & Employability | Increased work readiness skills | 101,1 | # of face-to-face competence development activities   | Refers to the number of face-to-face competence development activities offered such as trainings, workshops, seminars, study visits, etc. This indicator includes monitoring activities that are conducted in a different indicator - includes activities which are only focused on entrepreneurship (i.e. 102,1) - includes activities which are only focused on digital skills (i.e. 147,1) - includes activities which are only focused on green transition (i.e. 148,1)   |
| Education & Employability | Increased work readiness skills | 101,2 | # of web-based (i.e. online) competence development activities                              | Refers to specific indicator  |
| Education & Employability | Increased work readiness skills | 102   | Total number of competence development activities focusing on entrepreneurship              | Refers to specific indicator  |
| Education & Employability | Increased work readiness skills | 102,1 | # of face-to-face competence development activities focusing on entrepreneurship            | Refers to specific indicator  |
| Education & Employability | Increased work readiness skills | 102,2 | # of web-based (i.e. online) competence development activities focusing on entrepreneurship | Refers to specific indicator  |
| Education & Employability | Increased work readiness skills | 147   | Total number of competence development activities focusing on digital skills                | Refers to specific indicator  |
| Education & Employability | Increased work readiness skills | 147,1 | # of face-to-face competence development activities focusing on digital skills              | Refers to specific indicator  |
| Education & Employability | Increased work readiness skills | 147,2 | # of web-based (i.e. online) competence development activities focusing on digital skills   | Refers to specific indicator  |
| Education & Employability | Increased work readiness skills | 148   | Total number of competence development activities focusing on green transition              | Refers to specific indicator  |
| Education & Employability | Increased work readiness skills | 148,1 | # of face-to-face competence development activities focusing on green transition            | Refers to the number of face-to-face competence development activities offered such as trainings, workshops, seminars, study visits, etc. which are specifically focused on green transition. This indicator includes monitoring activities that are conducted in a different indicator - includes activities which are only focused on entrepreneurship (i.e. 102,1) - includes activities which are only focused on digital skills (i.e. 147,1) - includes activities which are only focused on green transition (i.e. 148,1) |

YOUR logframe and project indicators



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#EU4Youth

# Communication & Visibility in EU4Youth

**Alena Shuba**

EU4Youth Coordination and Support Team

Project  
implemented by



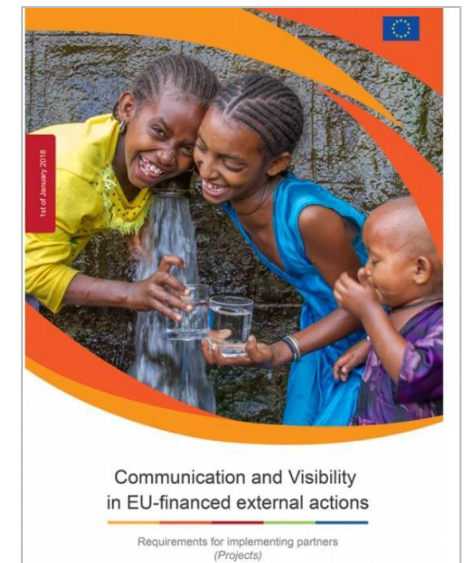
# 1. What is communication and visibility in EU4Youth?

- **Communication** = concentrated efforts to reach target audiences, by promoting specific messages through the best available and most effective tools (media, social media and online channels, meetings and events).
- **Visibility** = visual elements on all communication materials that identify your project or activity as being funded by the EU, as part of the EU4Youth Programme (EU flag, disclaimer, EU4Youth hashtag).

**EU communication & visibility** is a political priority and a **contractual obligation**. Non-compliance can have financial/administrative consequences.

- **All projects** must follow the Communication and Visibility Requirements for EU External Actions, 2018 →

[https://ec.europa.eu/international-partnerships/comm-visibility-requirements\\_en](https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en)



## 2. Communication and visibility plan

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Each project will develop a **communication and visibility plan**.

The plan **should include**:

- outline of objectives, target audiences, key messages and tools/channels;
- all communication and visibility actions planned by the project;
- an indicative time plan and communication budget.

A template will be provided, for core elements see the **Communication and Visibility Requirements for EU External Actions, 2018**.



### 3. Visibility: key rules

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- Use of **EU logo**



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- Use of a **disclaimer** for the majority of materials



*This <publication/video/material> has been produced with the assistance of the European Union. Its contents are the sole responsibility of <contractor> and do not necessarily reflect the views of the European Union.*

- **National communication and visibility guidelines (EU4Georgia, EU4Armenia...)** will be **supplementary and binding** for in-country communication

## 4. Communication: key rules

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- Each EU-funded project should **exist online** (either webpage or social media)
- Project specific websites and social media channels **are discouraged** – the project should be present on the channels of the implementing partner, EU website (<http://euforyouth.eu/>) or a relevant beneficiary
- Rely on the developed **communication & visibility plan**
- Each project has to ensure its presence **on EU DIGITOOL**: a tool to validate and approve project communication materials

## 5. Important to consider while preparing concept notes

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- Project titles: aim for **short, clear project titles** – it helps with public communications (e.g. EU4Youth: Better skills for better future)
- Don't include communication actions as an **afterthought**
- Plan well your resources and budget for **communication activities**



THANK YOU