



Funded by  
the European Union



#EU4Youth

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

# INFORMATION EVENT

OCTOBER 18, 2022

# Today let's talk about...

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Introduction and formal requirements

From concept note to full application

Evaluation process

How to submit the full application?

Financial aspects

YouthPass

Monitoring

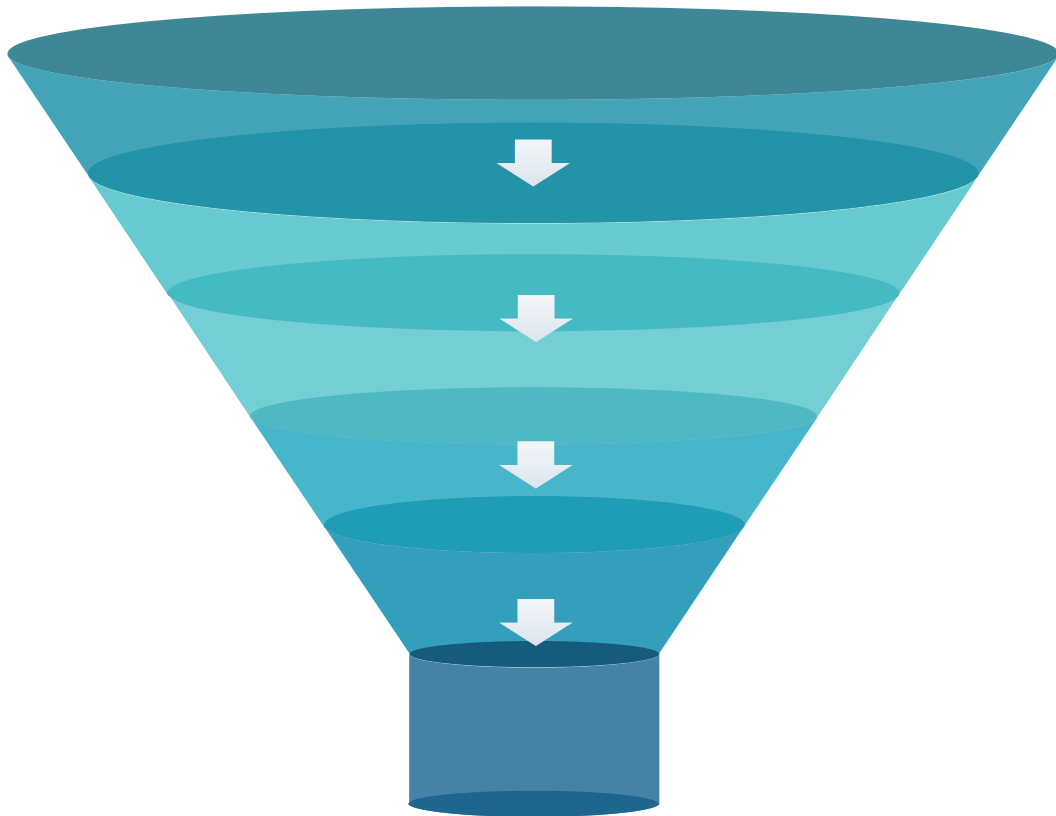
Communication&Visibility

Contract award



# Briefly about the concept note stage (1)

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**138** concept notes  
submitted (1 withdrawn)



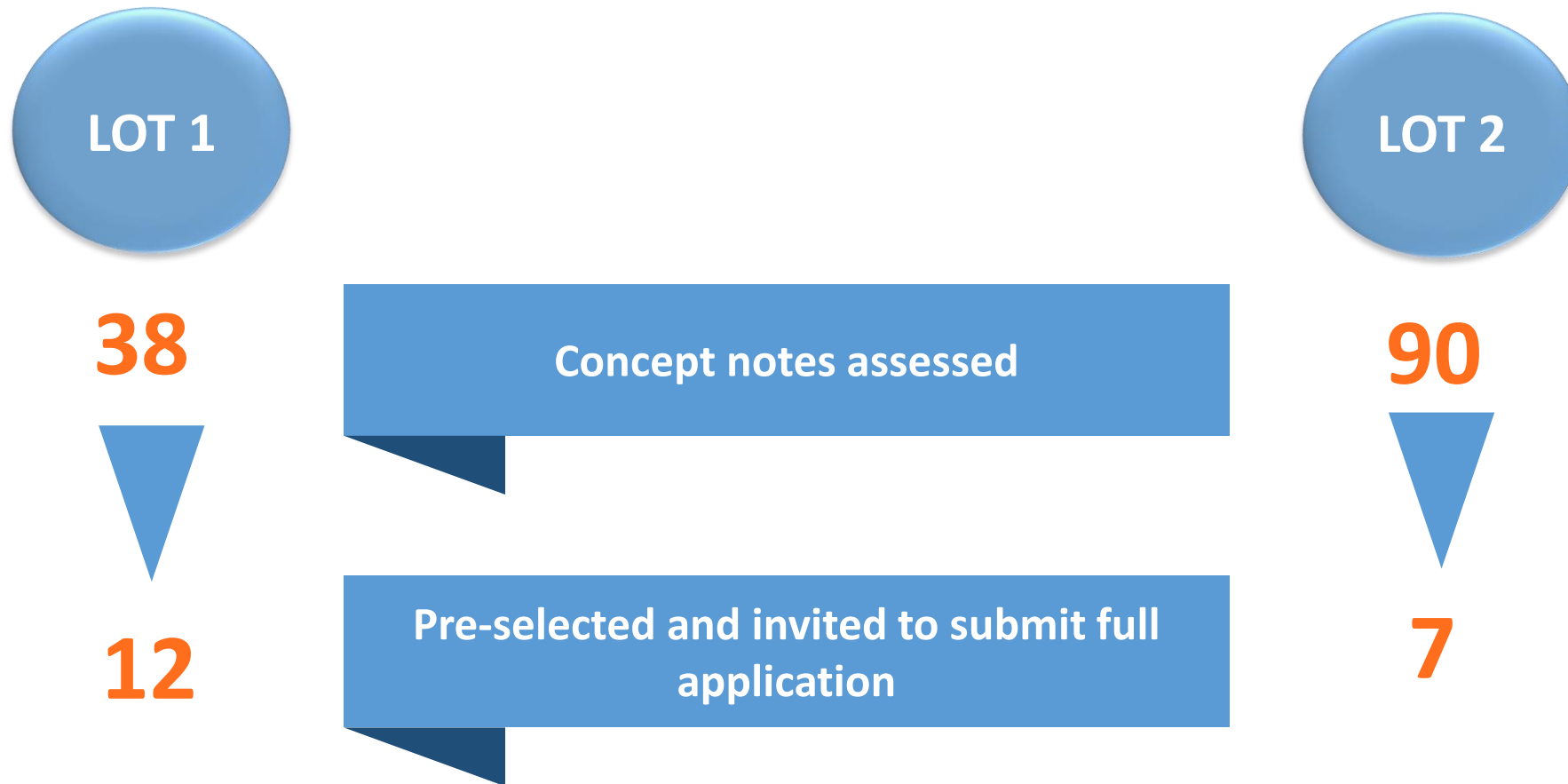
**19** concept notes pre-  
selected



**??** projects awarded  
grants

## Briefly about the concept note stage (2)

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# Total budget of the call...

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**6 million EUR**

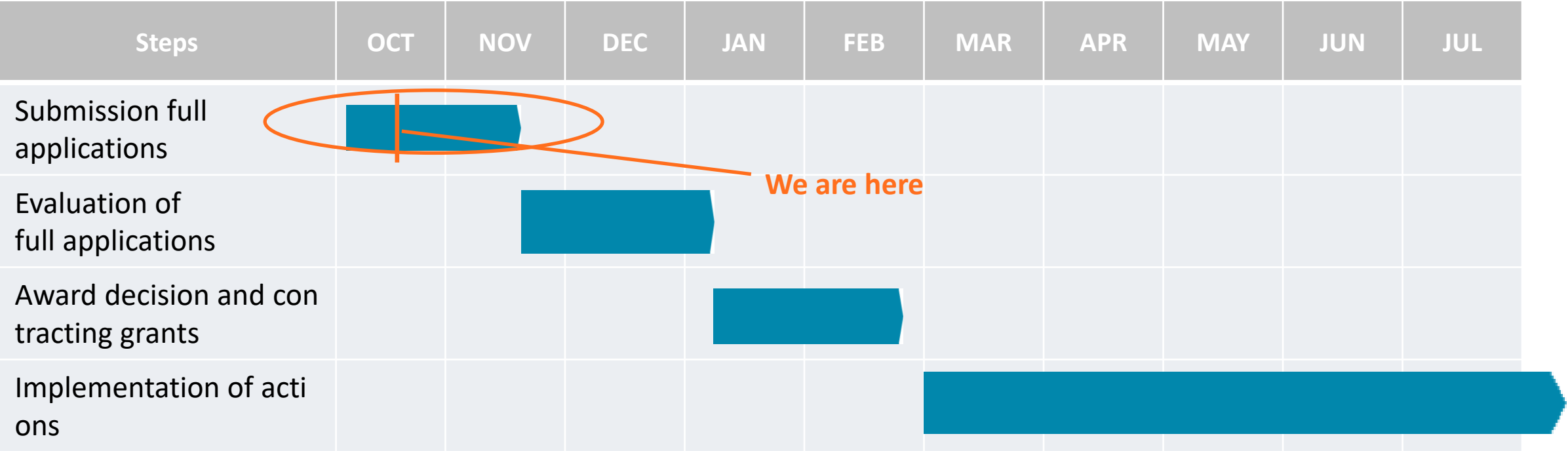
# Deadline for full applications...

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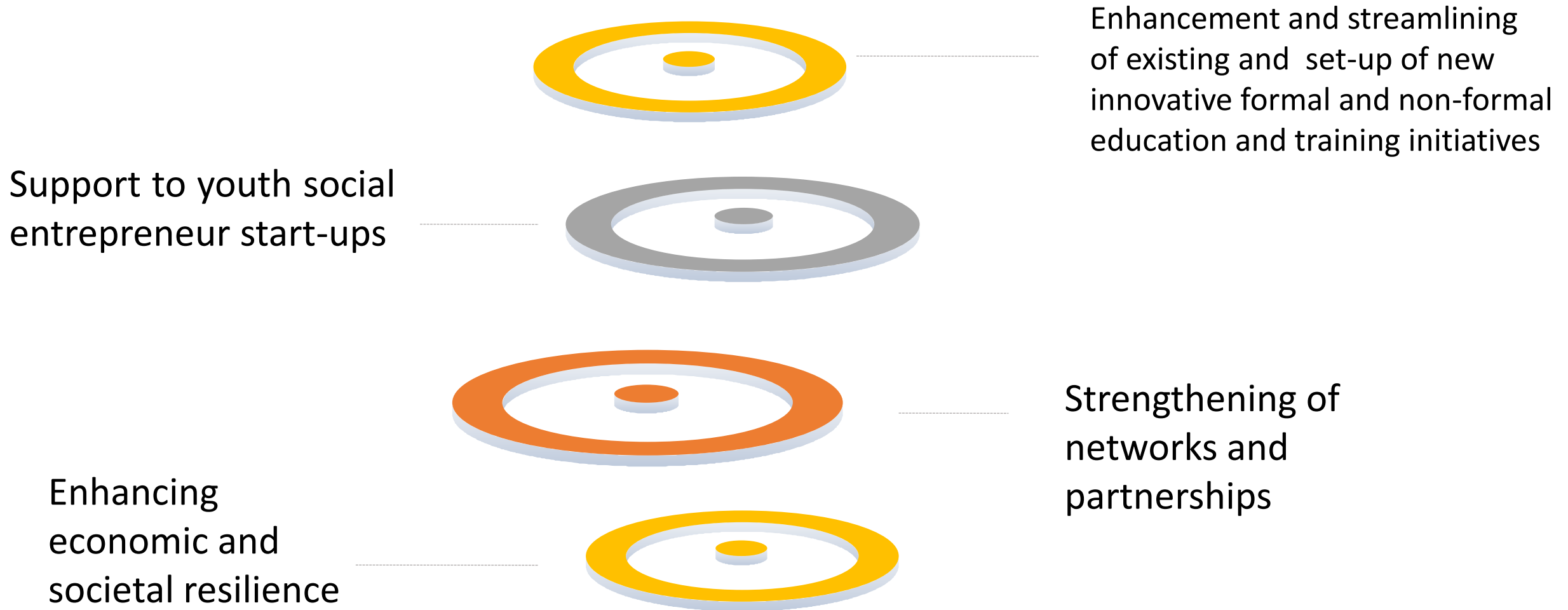
23 November, 2022  
12:00 PM EET  
(Helsinki/Kyiv/Vilnius  
time)

# From the call to implementation of projects...



# What are the priorities?

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**What are the  
target  
groups?**



# What are the target groups...

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Civil society organisations

Youth organisations or NGOs working with (disadvantaged) youth

Youth social entrepreneurs and/or related network and partnership structures

Providers of formal and non-formal education

Public and private institutions dealing with digital competence frameworks and green economy at various levels

Providers of start-up and growth support for social economy initiatives

... groups/entities who will directly benefit from the action at the action purpose level







What are  
the key final  
beneficiaries?

# What are the key final beneficiaries...

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... are those who will benefit from the action in the long term at the level of the society or sector at large

Young men and young women

Young low achievers, early school leavers, young not in education, employment and training (NEETs);

Disadvantaged youth, internally displaced youth and youth in conflict-affected areas;

Teachers and trainers;

Young leaders and entrepreneurs;


Youth organisation and young workers

# Support to third parties?

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Yes, it is allowed if it helps achieving the objectives of the action, however should not be essential.

If proposed, it must be detailed in the application:

- i. the overall objectives, the specific objective(s) and the outputs (i.e. the results) to be achieved with the financial support
  - ii. the different types of activities eligible for financial support, on the basis of a fixed list
  - iii. the types of persons or categories of persons which may receive financial support
  - iv. the criteria for selecting these entities and giving the financial support
  - v. the criteria for determining the exact amount of financial support for each third entity, and
  - vi. the maximum amount which may be given
- 

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# From concept note to the full application



# 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 – **18 to 24 months**.

An explanation / justification of the relevant replacements / adjustments **shall be included in section 2.1.1.** of the full application form.

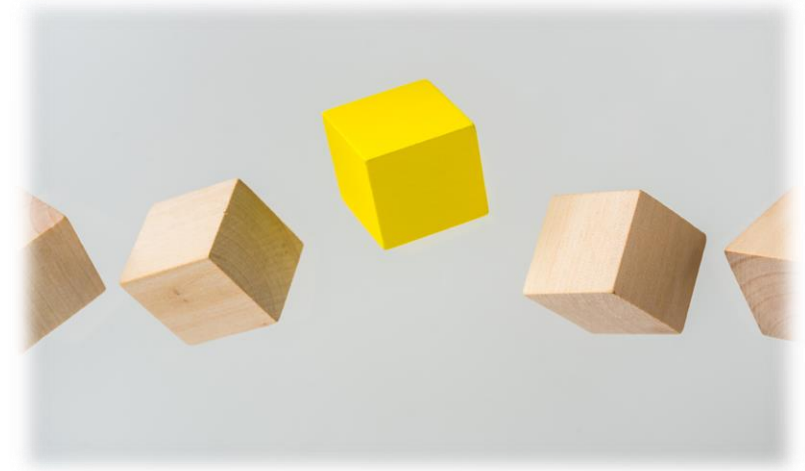




# What must not be changed in the full application?

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- The section on the **Relevance** of the action **must not be changed**.
- **Modifications** to elaborate on the Relevance of the Action **are allowed** by not changing the essence.
- The **score** to the Relevance of the action **will be transferred** from the concept note evaluation.





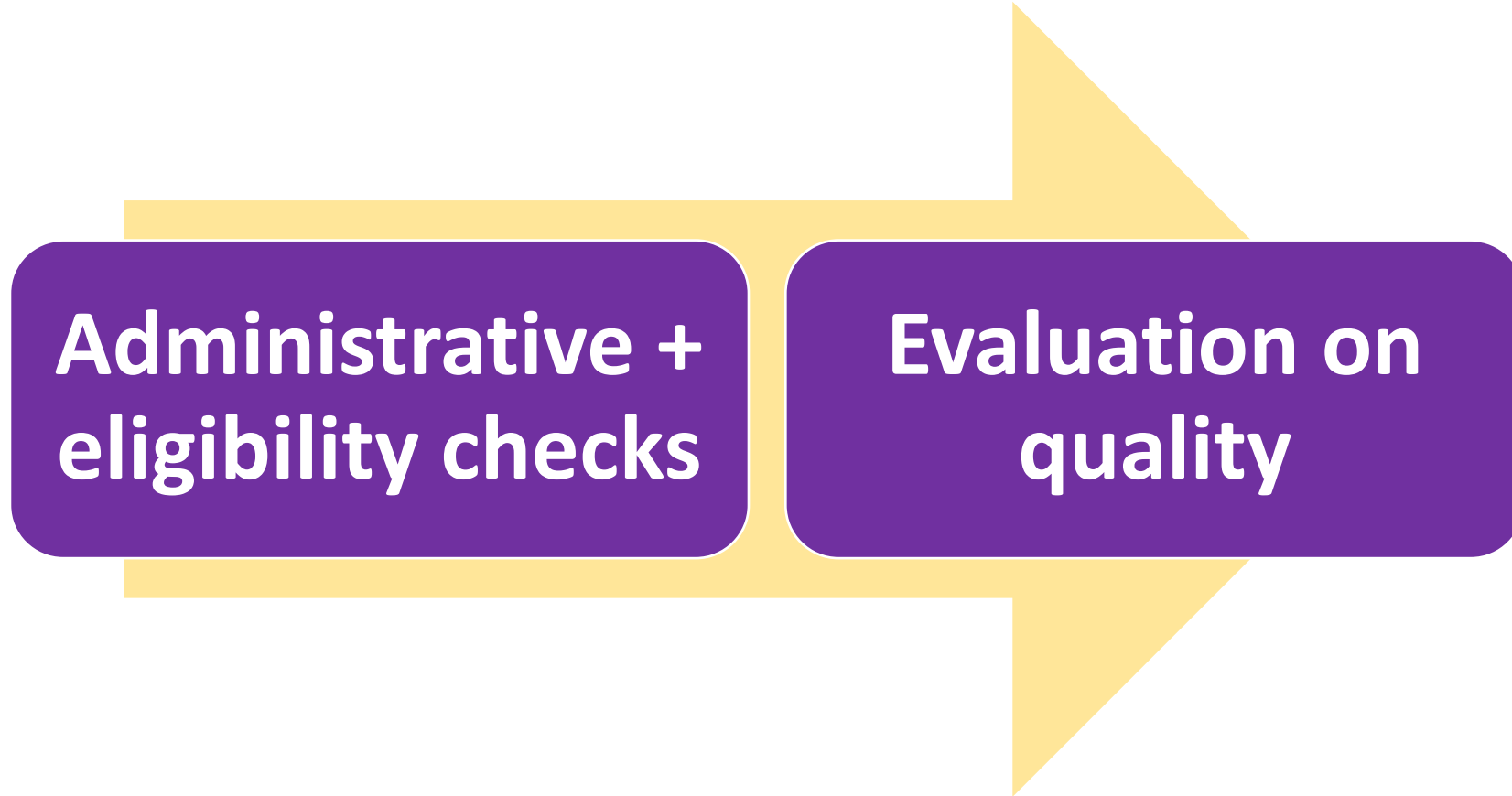
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How are  
the full applications evaluated?



# Evaluation of the full applications

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# Evaluation of the full applications

## Administrative + eligibility check:

- If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further: (<https://www.cpva.lt/data/public/uploads/2022/09/checklist-for-the-full-application-form.pdf>).
- The full applications that pass administrative check will be further evaluated on their eligibility and quality, including the proposed budget and capacity of the applicants and affiliated entity(-ies).

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick the items off below	
Title of the proposal: <indicate the title>	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The correct grant application form has been used		
2. The declaration by the lead applicant has been filled in and signed. The lead applicant, the co-applicants and the affiliated entities have filled in the declaration on honour on exclusion criteria and selection criteria		
3. The proposal is typed and is in English. Where more than one language is allowed, the proposal is drafted in the language most commonly used by the target population in the country in which the action takes place.		
4. Each co-applicant has completed and signed the mandate and the mandate is included.		
5. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. Please write 'Not applicable' (NA) if you have no affiliated entity(ies)		
6. The budget is enclosed, in balance, presented in the format requested, and stated in <b>EUR</b>		
7. The logical framework has been completed and is enclosed.		
PART 2 (ELIGIBILITY)		
8. The action will be implemented in eligible countries and in the minimum required number of eligible countries		
9. The duration of the action is between the minimum and maximum allowed.		
10. The requested EU contribution is between the minimum and maximum allowed.		
11. The requested EU contribution is between (minimum and maximum percentage of the total eligible costs allowed). <sup>1</sup>		
12. The amount of financing requested on the basis of result based simplified cost options is supported by appropriate justification in the "justification sheet" of the Budget and in case of other SCOs the methods are based on <i>a priori</i> obtained ex-ante assessment.		
13. The requested contribution has not been changed by more than 20 % compared to the amount requested at the concept note stage.		
14. Action is proposed by a grouping of minimum three organisations representing at least two Eastern Partnership countries		

Section	Maximum Score
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
<b>2. Relevance</b>	<b>20</b>
<i>Score transferred from the Concept Note evaluation</i>	
<b>3. Design of the action</b>	<b>15</b>
3.1 How coherent is the design of the action? 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? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5

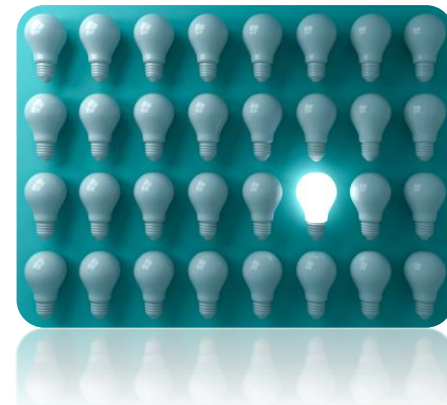


<b>4. Implementation approach</b>	<b>15</b>
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
<b>5. Sustainability of the action</b>	<b>15</b>
5.1 Is the action likely to have a tangible impact on its target groups?	5
5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable?: - Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs) - Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?) - At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?)	5
<b>6. Budget and cost-effectiveness of the action</b>	<b>15</b>
6.1 Are the activities appropriately reflected in the budget?	/ 5
6.2 Is the ratio between the estimated costs and the results satisfactory?	/ 10
<b>Maximum total score</b>	<b>100</b>

## And next...?

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- If the **eligibility checks** are not passed, the application will be rejected.
- If the total score for **Section 1** (Financial and operational capacity) is less than **12** points, the application will be rejected.
- If the score for at least one of the subsections under **Section 1** is **1**, the application will also be rejected.



# Selection

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1

A table will be drawn up listing the applications ranked according to their score.

2

The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached.

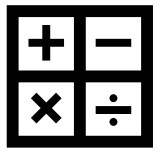
3

A reserve list will be drawn up following the same criteria.



## And next...?

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The budget proposed for the action must be corrected to remove any obvious **arithmetical errors** or **ineligible costs** prior to signing the contract. The **description of the action** is corrected accordingly if need be.

Other **clarifications** or **minor corrections** may be made to the description of the action or to the budget in so far as they do not call into question the grant award decision, do not conflict with equal treatment, and:

1. relate to matters clearly identified by the evaluation committee; or
2. aim at taking into consideration changes that have occurred since the date of receipt of the proposal.

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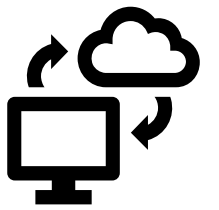
How to submit the  
full application?





# How to apply?

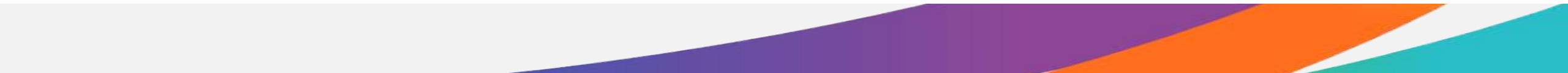
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- Full applications must be in English language.
- Hand-written application sent by post and e-mail will not be accepted. **Only** the full application submitted **via electronic system “Submittable”** will be accepted.
- Lead applicant is strongly advised not to wait until the last day to submit its full application!
- The full applications submitted after the deadline will be rejected.

# How to apply?

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- Full applications must contain all relevant information concerning the action.
  - Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.
  - Any error or major discrepancy related to the full applications instructions may lead to the rejection of the full application.
  - **We kindly ask to follow the rules indicated in the form.**
- 

# Forms and documents to be submitted

No.	Document	Lead applicant	Co-applicant(-s)	Affiliated entity(-ies)
1.	Annex A: Full application (Part B)	+		
2.	Annex B: Budget	+		
3.	Annex C: Logical framework	+		
4.	Annex D Legal entity form*	+	+	
5.	Annex E: Financial identification form*	+		
6.	Annex F: Declaration of honour	+		
7.	Annex J: Declaration of honour on VAT eligibility*	+	+	+
8.	The statutes or articles of association*	+	+	+
9.	An audit report / A self-declaration certifying the validity of its accounts <b>(applicable for Lot 2) *</b>	+		
10.	A copy of the lead applicant's profit and loss account and the balance sheet <b>(applicable for Lot 1)*</b>	+		
11.	Mandate (the form can be found on Submittable)		+	

# Forms and documents to be submitted

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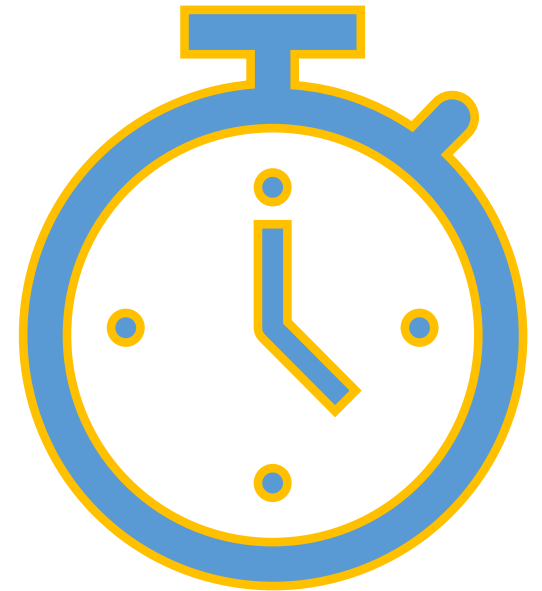


**\* next to the document means that information on the Submittable and the section 2.2.5. of the Guidelines for Grant Applicants should be checked, because regarding this document important additional information is provided.**

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Do not miss the deadline!

**November 23rd, 2022  
at 12 PM, EET**



RE: [Central Project Management Agency Youth Account] 0001



reply-to+d5e8b6e8-138a-4ea8-aba2-47b1247fe3bd@email.submittable.com  
To Eimantė Vaitekūnaite

Reply Reply All Forward Add attachments More options

kt 2022-10-06 12:10

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Suggested Meetings Get more add-ins

Dear applicant,

We are pleased to announce that your concept note was pre-selected for the 2ndstage – the submission of the full-application. In case the Notification letter with this information has not reached you (in the separate email), we kindly ask to inform us via email: [e.vaitekunaite@cpva.lt](mailto:e.vaitekunaite@cpva.lt).

Please find the link to the full application form in this email. The full application should be filled and submitted by **November 23rd, 2022, 12:00 PM, EET** via online system **Submittable**.

\* Some browsers do not recognise the files that need to be downloaded. In this case, we advise you to try downloading the files from the different browser.

**Any full application submitted after the deadline will be rejected.**

The information with the personal link was sent via email.

Please provide the full application **ONLY** trough **SUBMITTABLE** system.

Deadline: November 23, 2022

[VIEW FORM](#) [VIEW SUBMISSION](#)

Submission ID: 21172956

e.vaitekunaite@cpva.lt

# Instructions to apply: how to register?



Funded by the  
European Union



Sign Up

Sign In

## Welcome!

Create your free Submittable account to get started.

Email

Confirm email

Password

Confirm password

First name

Last name

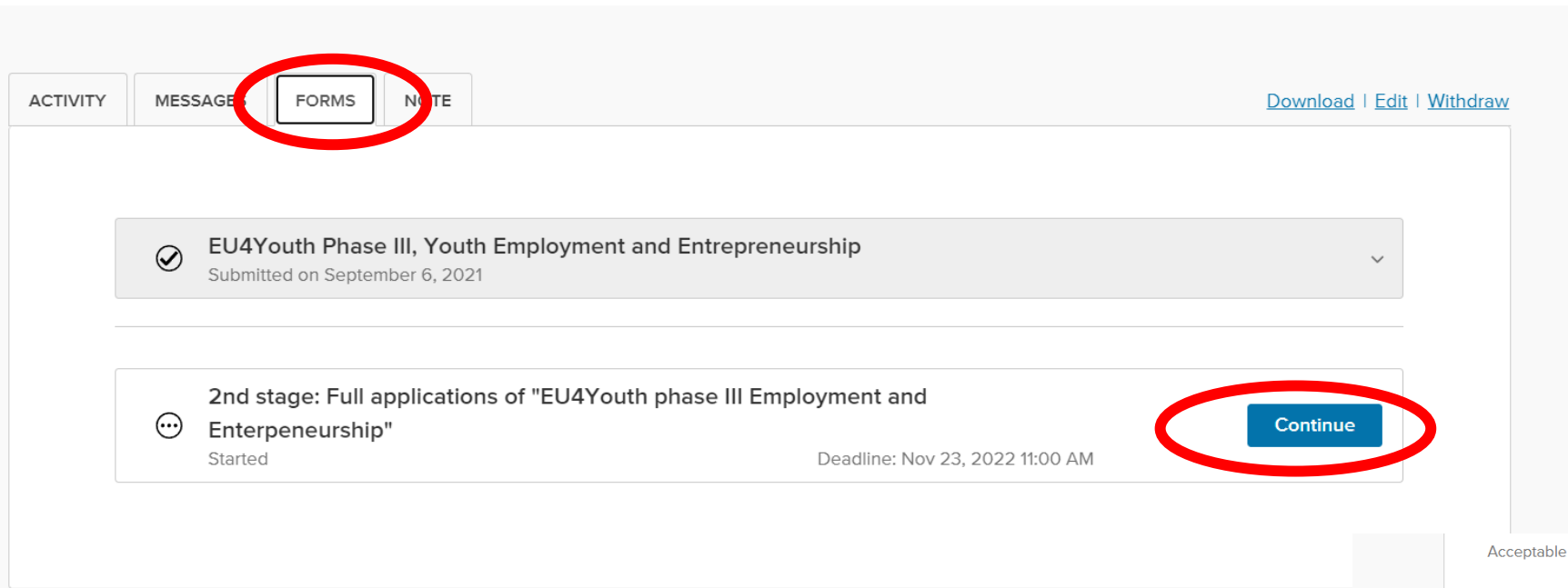
Sign Up

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

**Already done in the  
concept note stage**

# Instructions to apply the full application form

1



ACTIVITY MESSAGE **FORMS** NOTE [Download](#) | [Edit](#) | [Withdraw](#)

✓ EU4Youth Phase III, Youth Employment and Entrepreneurship  
Submitted on September 6, 2021

⋯ 2nd stage: Full applications of "EU4Youth phase III Employment and Entrepreneurship"  
Started Deadline: Nov 23, 2022 11:00 AM **Continue**

3

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tiff

2

## 9 ASSESSMENT GRID FOR THE FULL APPLICATION

<https://www.cpva.lt/data/public/uploads/2022/10/assessment-grid-for-the-full-application.pdf>

[Save Draft](#) **Submit Form**

## 2nd stage: Full applications of "EU4Youth phase III Employment and Entrepreneurship"

### 1 GENERAL INFORMATION

Title of the call for proposals \*



# Instructions to apply the full application form

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**Download**

Please download the document for the link:

[www.cpva.lt/data/public/uploads/2022/10/action-3.docx](http://www.cpva.lt/data/public/uploads/2022/10/action-3.docx)

Fill the required forms and upload below.

The action \*

Choose File

**Upload**

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf

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# Instructions to apply: tips

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- Do not forget to click the "Submit" button



- Please find below more detailed instructions how to complete and submit the full applications online:
- The instructions of the submission (full applications) can be found [HERE](#). *(it is called additional form)*
- For any other uncertainties, the information can be found [HERE](#).

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# Financial aspects



# Size of the grants

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## 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 in cash should be covered from other financial contributions (applicant)  
>= 50% of co-financing

Volunteers' work  
<50% of co-financing

# Contributions in kind

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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>

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# Eligibility of costs


# Eligible costs (1)

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## **They must:**

- comply with the provisions of Article 14 of the General Conditions to the standard grant contract (eligibility criteria);
- be based on actual costs incurred by the beneficiary(ies);
- be incurred during the implementation of the action after the signature of the Grant Contract.

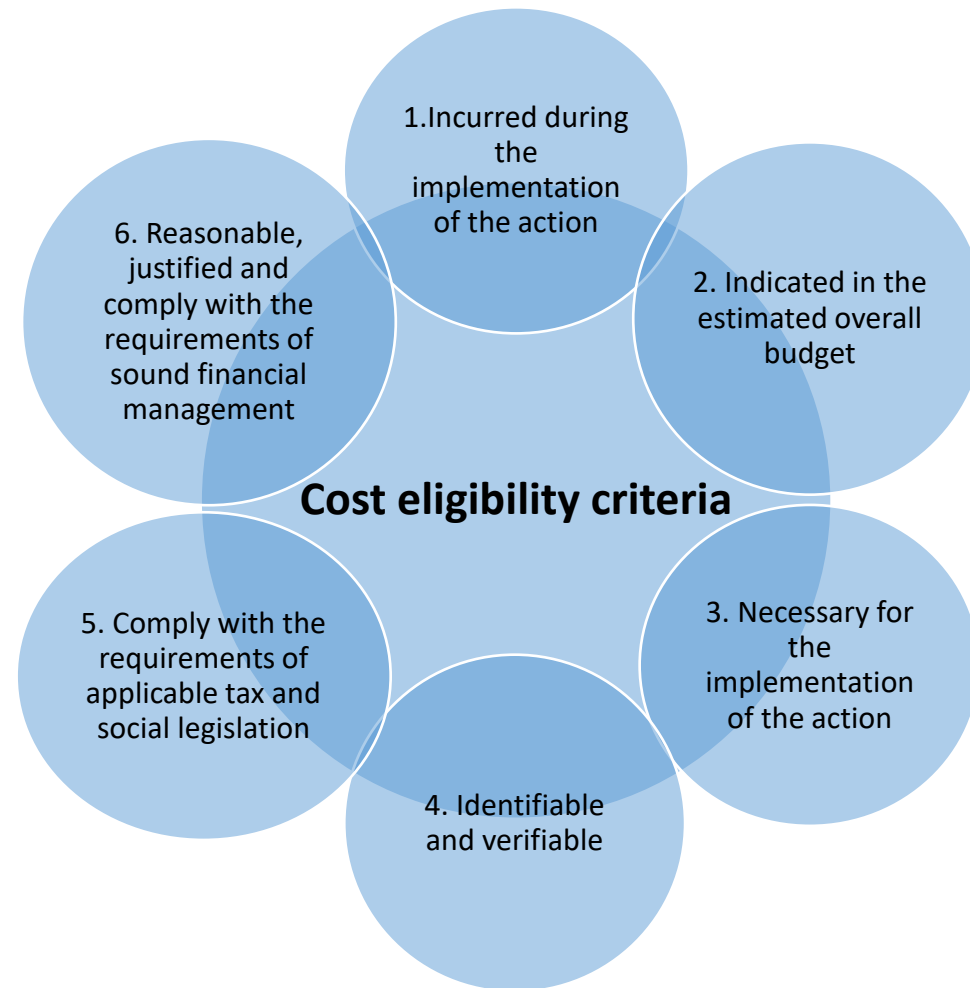
## **They may be:**

- direct costs;
  - indirect costs.
- 



## Eligibility criteria (Article 14 of the General conditions)

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# Eligible direct costs (1)

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- the cost of staff assigned to the action;
- travel and subsistence costs for staff and other persons taking part in the action;
- 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;
- depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action;
- costs of consumables specifically dedicated to the action;

# Eligible direct costs (2)

- costs of service, supply and work contracts awarded by the beneficiary(ies) for the purposes of the action;
- costs deriving directly from the requirements of the contract (dissemination of information, audits, insurance, etc.) including financial service costs (in particular the cost of financial guarantees)
- 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;
- 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.
- The maximum amount of financial support per third party in actions under Lot 1 is EUR 12 500, and actions under Lot 2 - EUR 40 000

# Eligible indirect costs

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Eligible indirect costs:

- those eligible costs which may not be identified as specific costs directly linked to the implementation of the action;
- they are incurred by the beneficiary(ies) in connection with the eligible direct costs for the action;
- may be eligible for flat-rate funding (the total must not exceed 7 % of the estimated total eligible direct costs);
- 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.

# 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.

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# Eligibility of VAT



# Eligibility of VAT


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Eligibility of VAT should be assessed before the budget is drawn up.

If VAT is:

- eligible, it should be included in the budgeted expenditure;
- ineligible, it should be excluded from the budgeted expenditure.

Eligibility of VAT should be assessed:

- of all partners and leading applicant;
  - at the level of project activities.
- 

# Key questions for VAT appraisal



## **Who is applicant/partner**

- Public body of EU Member State
- Private body
- Public legal entity



## **Will revenue be generated from project activity**

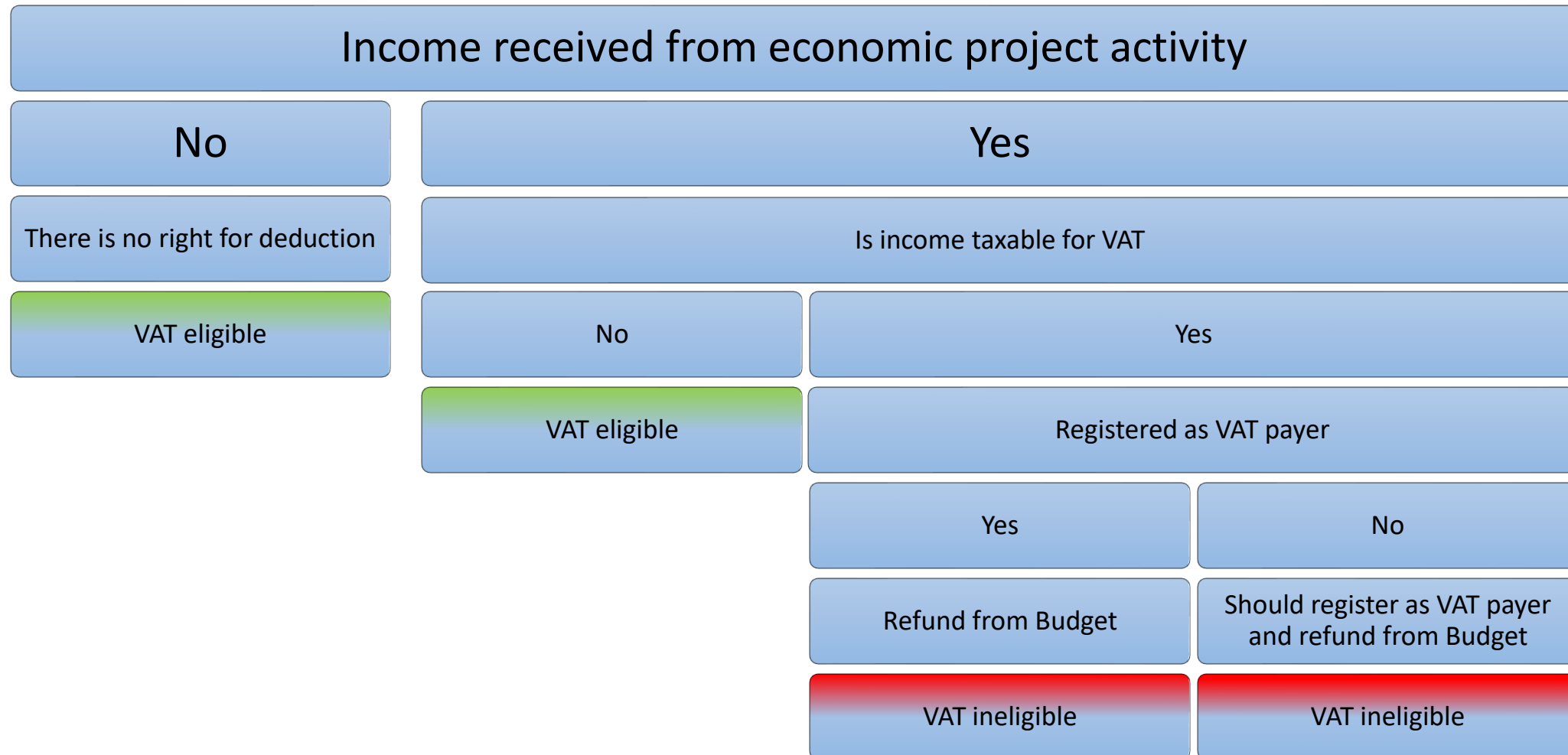
- Specific project activities to be carried out and expected to generate income;
- Who will receive the income



## **Will activity be taxable for purposes of VAT**



# VAT



# VAT

## Documents should be submitted:

- Annex J - Declaration of honour on VAT eligibility accompanied by an expert statement (e.g. by a lawyer, auditor etc.).

## N.B

- Declaration on honor must be filled by the applicant and each of co-applicant separately.
- Declaration on honor must be filled if they consider that VAT is eligible for funding
- If Declaration is not submitted with the Application, VAT would be considered as not eligible.

Declaration on honor 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 honor 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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# Budget



# How to prepare budget



## **Draft a clear, transparent, comprehensive and REALISTIC budget**

- Avoid rough estimation of costs
- Justify all costs
- Avoid arithmetical errors
- Clearly describe the budget items in justification



## **Demonstrate coherence with your accounting policies**

- Cost allocation principles
- Accounting practices



## **Check eligibility principles and criteria**

- Costs included in the budget must respect all eligibility criteria established in the Guidelines for applicants and in the General Conditions (art.14)
- **Do not include ineligible costs!**



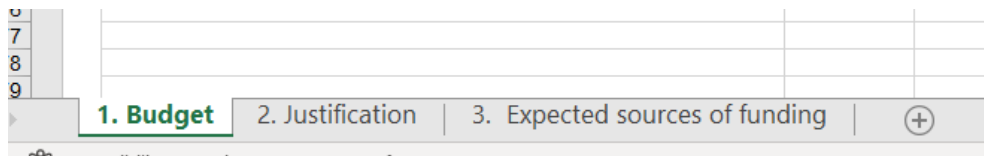
# Template of Budget

## Template of the budget:

Annex B guideline for applicants

## General recommendations:

- Please review Instructions in the Budget tab bellow the Budget table for directions on how to indicate requested amounts for each budget category
- Complete the data in all tabs : in Budget tab – yellow lines, in Justification tab justify filled in Budget lines, in Expected sources of funding tab indicate contribution amount and other relevant information



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>3</sup>	Unit	# of units	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>14</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>8</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')							
<b>10.2 Volunteers' work<sup>15</sup></b>	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>13</sup> costs of the Action (11+12)</b>							

# Budget (1)

1. Indicate unit, number of units, unit value and total amount of cost in the tab Budget.

1. Budget for the Action <sup>1</sup>	All Years			
	Unit <sup>13</sup>	# of units	Unit value (in EUR)	Total Cost (in EUR) <sup>3</sup>
Costs				
5. Other costs, services <sup>8</sup>				
5.1 Publications <sup>9</sup>				
5.2 Studies, research <sup>9</sup>				
5.3 Expenditure verification/Audit	Per unit	1	XXX	XXX
5.4 Evaluation costs				
5.5 Translation, interpreters				
5.6 Financial services (bank guarantee costs etc.)	Per unit	1	XMC	XMC



# Budget (2)

## 2. Justify costs in the tab Justification.

2. Justification of the Budget for the Action	All Years	
Costs	Clarification of the budget items	Justification of the estimated costs
5. Other costs, services <sup>8</sup>		
5.1 Services of translation/interpretation		
	Budgeted amount is an estimation, based on costs incurred when implementing other projects in particular the cost of financial guarantees.	Cost of financial guarantees. It is average amount based on 3 proposals for withdrawal of bank guarantee in order to receive prefinancing from the Contracting Authority. Actual costs will be covered from this budget line. <b>NB! Guarantee shall be issued for the amount of prefinancing (100% of the budget of the first reporting period (excluding contingencies)).</b>
5.2 Financial services		
	It is estimated that expenditure verification/audit services will be required.	The cost is based local market prices. It is average amount based on 3 proposals. Actual cost will be covered from this budget line. Three proposals from different audit companies are added. <b>NB! Audit verification costs shall not exceed 1% of total direct costs.</b>
5.3 Expenditure verification/Audit		

# Budget (3)

3. Indicate sources of funding  
in tab 3. Expected sources of funding

3. Expected sources of funding & summary of estimated costs<sup>1</sup>

		Amount EUR	Percentage %
<b>Expected sources of funding</b>			
EU/EDF contribution sought in this application (A)		250.200,00	90
CO-FINANCING (1+2+3+4) (B)		27.800,00	
1. Other contributions (Applicant, other Donors etc)			
<i>Name</i>	<i>Conditions</i>		
<i>Applicant's contribution</i>		13.900,00	
2. Revenue from the Action <sup>6</sup>			
To be inserted if applicable and allowed by the guidelines:			
3. In-kind contributions <sup>7</sup>			
4. Volunteers' work <sup>8</sup>		13.900,00	
Expected TOTAL CONTRIBUTIONS (A)+(B)		278.000,00	100
<b>Estimated Costs</b>		278.000,00	100
Estimated TOTAL ELIGIBLE COSTS <sup>2</sup> (C)		278.000,00	100
EU/EDF contribution expressed as a percentage of total eligible costs <sup>4</sup> (A/C x 100)		100	
To be inserted if applicable and allowed by the guidelines:			
Taxes/In-kind contributions <sup>5</sup>			
Estimated TOTAL ACCEPTED COSTS <sup>3</sup> (D)		278.000,00	100
EU/EDF contribution expressed as a percentage of total accepted costs <sup>4</sup> (A/D x 100)			90

# Human resources

---

## Main principles of planning

- Costs should be foreseen for staff to be hired directly for the implementing of activities.
- The rate should follow the existing salary structure within the organization for a similar position.
- 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.
- JUSTIFICATION: Describe the role and responsibilities of each position, determination of unit value.

***Note! Bonuses are ineligible costs.***



# Human resources

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- Full-time equivalent (FTE) should be used to calculate salaries:
  - FTE is the hours worked by one employee on a full-time basis, typically considered 40 hours per week.
  - A 40-hour employee should be shown as 1.00, 30 hours as 0.75 and 20 hours as 0.50.
- 
- Then enter the calculated full-time annual salary, percentage of time that will be spent on the grant objectives.

# Human resources

1. Budget for the Action <sup>1</sup>				
All Years				
Costs	Unit <sup>13</sup>	# of units	Unit value (in EUR)	Total Cost (in EUR) <sup>3</sup>
<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 Project manager (100 %)	Per month	18	1100	19800

Costs	Clarification of the budget items	Justification of the estimated costs
<b>1. Human Resources</b>		
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) 4 (project management & administration staff salaries)		
1.1.1 Project manager) (100 %)	This job covers coordination of all processes in project for supporting SME's, preparing reports, completing tasks according to project guideline, resolving issues that appear during activities and taking responsibilities of whole project activities during all the period of project.	The salary rate of the project manager is an estimation based on current labour market rates and average salary level for similar positions at the institution. It is provisional indicative average unit value per 1month 1100EUR/month*18 months. It is estimated to have one full time 1FTE Project manager. The actual amount will be based on actual costs incurred and may deviate from the average unit value. Costs include non-wage labour costs (including employer's taxes/contributions). The actual costs will be paid.

# Travel costs and per diem (1)

---

- Please specify the cost per person of travel expenses, including transportation and per diem. Explain the need for all travel;

EU per diem's rates may be used for calculation of travel costs

[https://international-partnerships.ec.europa.eu/document/download/0f3e2fcb-13fc-4ba5-b265-d8c5e755b3df\\_en?filename=per-diem-rates-20200201\\_en.pdf](https://international-partnerships.ec.europa.eu/document/download/0f3e2fcb-13fc-4ba5-b265-d8c5e755b3df_en?filename=per-diem-rates-20200201_en.pdf)

# Travel costs and per diem (2)

---

## Justification

- Describe the purpose of travel including the name of the conference or event and goal of attending;
- Destination location;
- Number of days and employees attending;
- Justification of expense with breakout of expenses and how costs were determined.

# Equipment and supplies

---

- Equipment and supplies should be specifically dedicated to the project.
- Purchase costs for equipment and supplies or services for creating fixed assets should not exceed 10 % of the total eligible costs.

## Justification:

- Indicate the number of items to be purchased and the unit price;
- All shipping and handling costs in case the goods are purchased abroad should be included in the unit price and the budget justification must indicate that the unit cost is inclusive of these costs.

N.B. Unless otherwise clearly specified in the description of the action in Annex I, the equipment, vehicles and supplies paid for from the budget of the action shall be transferred to the final beneficiaries of the action, at the latest when submitting the final report.



# Project office costs (1)

---

Costs are not mandatory and may be eligible if:

- the need for setting up or using a project office is recognized by CPMA;
- the description of the project office, the services or resources it makes available, its overall capacity and (where applicable) the distribution key are provided in the Description of the Action and the Budget;
- (where applicable) the distribution key reasonably reflects the portion of the resources or services needed by and actually used for the Action;
- are actually incurred in relation to a project office used for the action or a portion of these costs;
- the costs concerned comply with the cost eligibility criteria referred to in Article 14.1.;

## Project office costs (2)

---

- they fall within one of the following categories:
  - costs of staff directly assigned to the operations of the project office;
  - depreciation costs, rental costs or lease of building, equipment and assets;
  - costs of maintenance and repair contracts;
  - costs of consumables and supplies specifically dedicated to the action;
  - costs of IT and telecommunication services;
  - costs of facility management contracts including security fees and insurance costs;
  - 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.

# Project office costs (3)

---

Justification:

- the description of the project office,
- the services or resources it makes available, its overall capacity;
- the costs distribution key;
- justification of expense with breakout of expenses and information how costs were determined.

## 5. Other costs, services

---

Specific requirements:

- The audit verification costs should be included in the budget of the Action and shall not exceed 1% of total direct costs.
- The costs of guarantees or suretyship services for the amount of the initial pre-financing payment provided by financial institutions or insurance undertakings shall be included in the budget of the Action.
- List and provide a brief description of meetings/ events related to the grant objectives. Include all the costs as applicable for each meeting including space and equipment rental, speaker expenses, supplies and catering. Please note that materials and supplies included in this section should be specifically for the meeting or event.

Justification:

- Justification of expense with breakout of expenses and information how costs were determined

NB. External body for purposes of auditing should be prior authorized by CPMA.



# Other provisions

---

## Indirect cost:

- up to - 7% of BL “7, subtotal of direct eligible costs of the Action”
- confirmation, that entity has no operational grant should be submitted

Contingency reserve may not be included in the budget

Contributions in kind - eligible only for personnel costs for the work carried out by volunteers under an action



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#EU4Youth

# YouthPass type actions for grantees'

**Evgeniia Petrivska**

EU4Youth Phase III Youth Employment and  
Entrepreneurship (Component II)

# 1. What is YouthPass...

---



## 2. ... and what you can take out

---

### **The 8 Key Competences\* for Lifelong Learning**

1. Multilingual competence;
2. Personal, social and learning to learn competence;
3. Citizenship competence;
- 4. Entrepreneurship competence;**
5. Cultural awareness and expression competence;
- 6. Digital competence;**
7. Mathematical competence and competence in science, technology and engineering;
8. Literacy competence.

**\*Competences = skills + knowledge + attitudes**



### 3. Quality aspects of the YouthPass



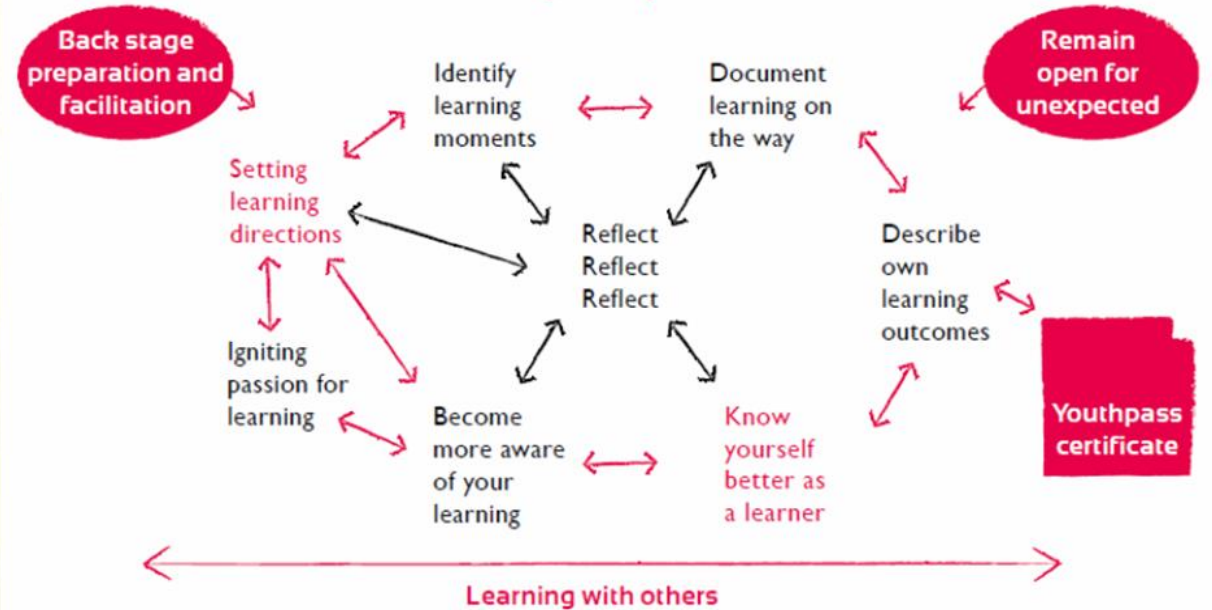
- Voluntariness;
- Process throughout the project;
- Guided self-assessment;
- Dialogue process;
- European competence frameworks: Key Competences;
- Educational support – training activities and various support materials;
- Multilingualism;
- Protected certificate that can be verified.

## 4. Principles of the YouthPass

### Underlying principles of Youthpass



### Youthpass process



More info – [here](#).

## 5. How YouthPass type actions could help to communicate young people's skills and competences when applying for a job or further education

---

**Youthpass is most useful when applying for a:**

- Traineeship or internship;
- Apprenticeship or vocational training;
- Job;
- Higher education;
- Setting a business.

## 6. YouthPass type actions in your budget

---

- Meetings;
- Community work/volunteering activities;
- Certificates;
- Other measures!!!!

## 7. Useful links

---

**Youthpass website** – [www.youthpass.eu](http://www.youthpass.eu)

**Youthpass (and learning) videos** - [www.youthpass.eu/en/about-youthpass/video](http://www.youthpass.eu/en/about-youthpass/video)

**Publications - handbooks, leaflets, research outcomes** - [www.youthpass.eu/en/publications](http://www.youthpass.eu/en/publications)





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#EU4Youth

# Monitoring in EU4Youth

**Joke Wiercx**

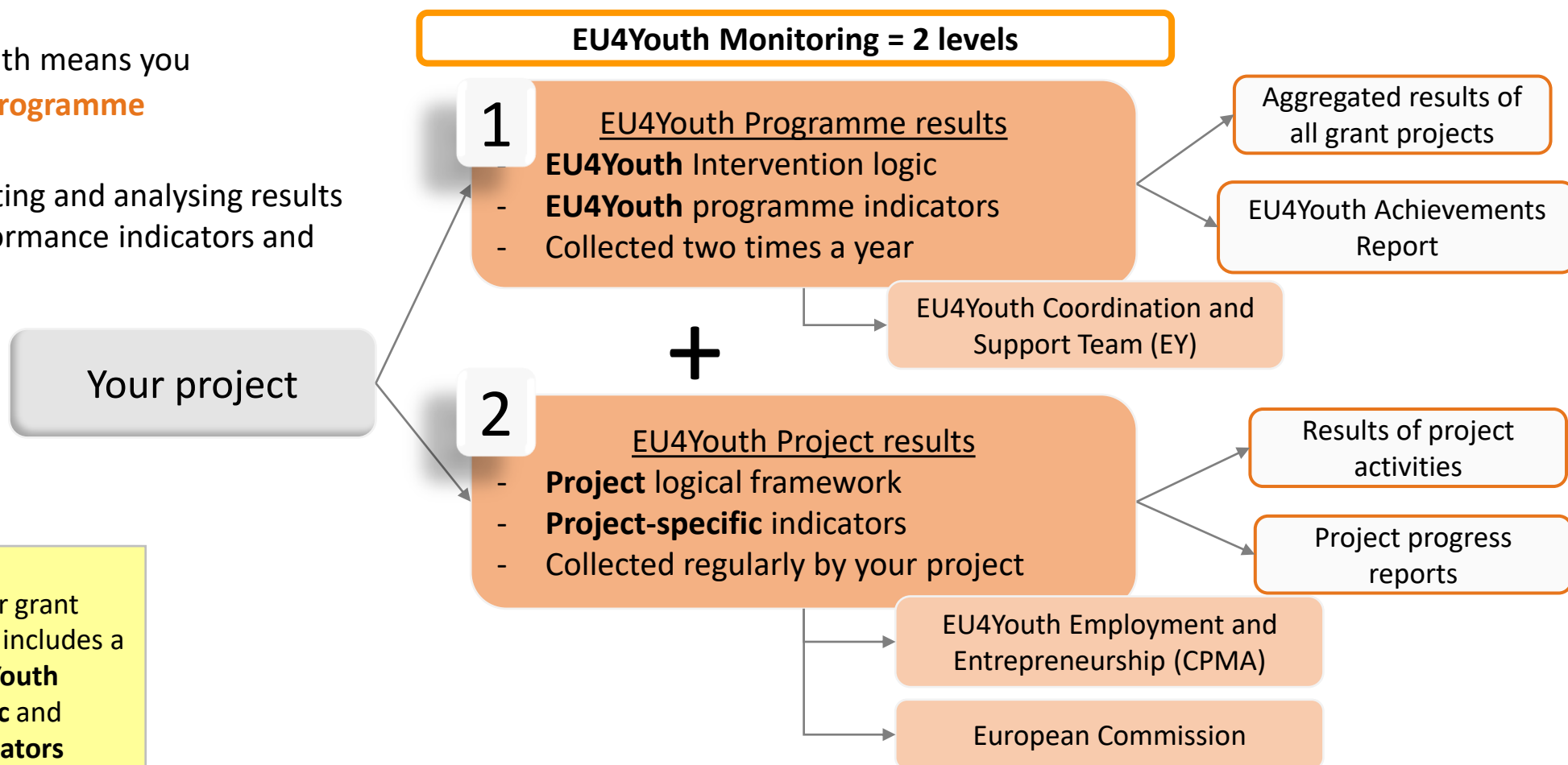
EU4Youth Coordination and Support Team

Project  
implemented by



# 1. What is monitoring in EU4Youth?

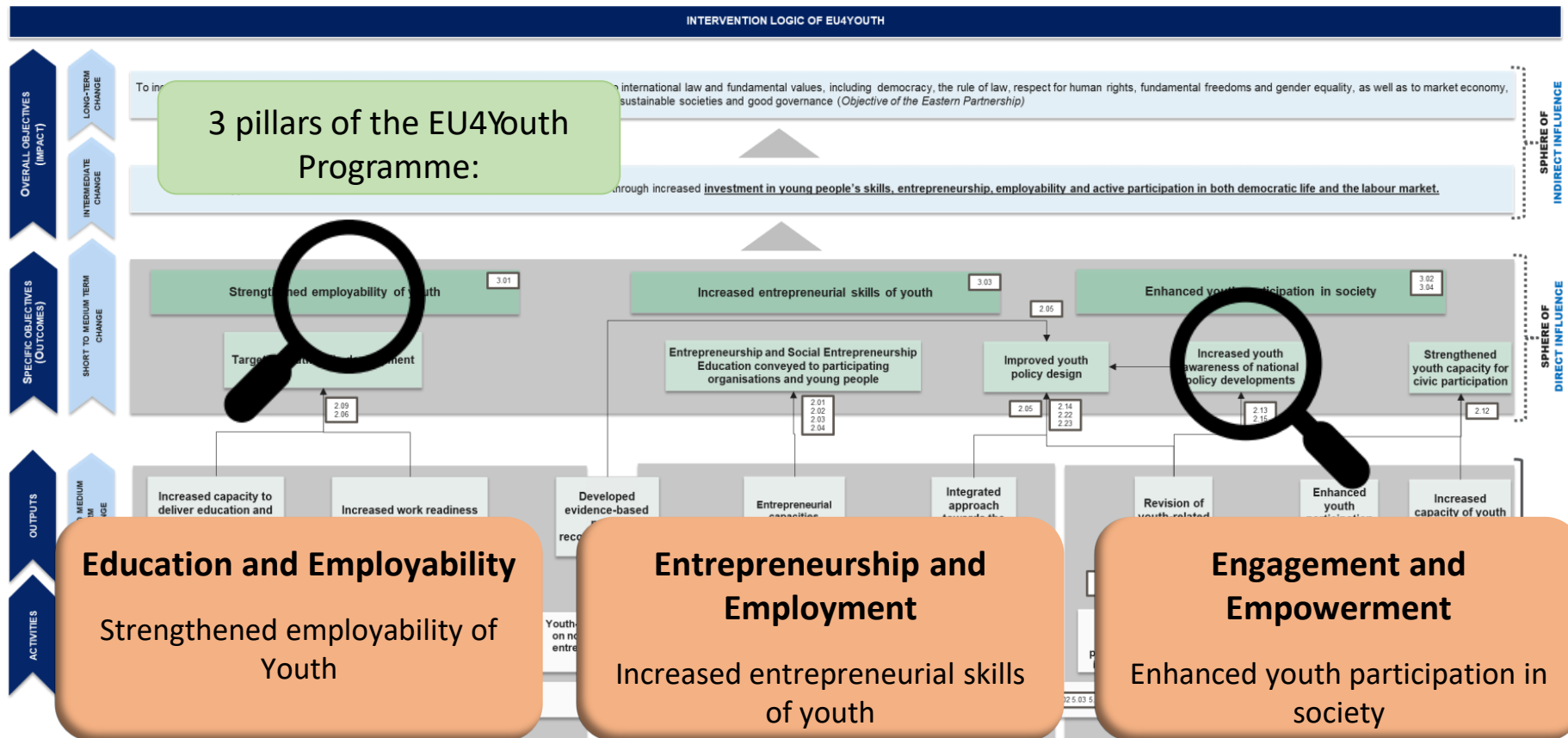
- Applying for EU4Youth means you will join EU4Youth **programme**
- **Monitoring** = collecting and analysing results against set key performance indicators and targets



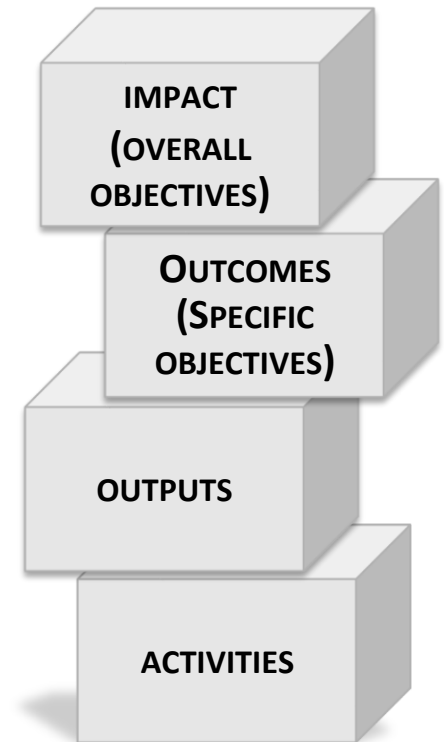
The "Guidelines for grant applicants" document includes a copy of the **EU4Youth intervention logic** and **programme indicators**

## 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:



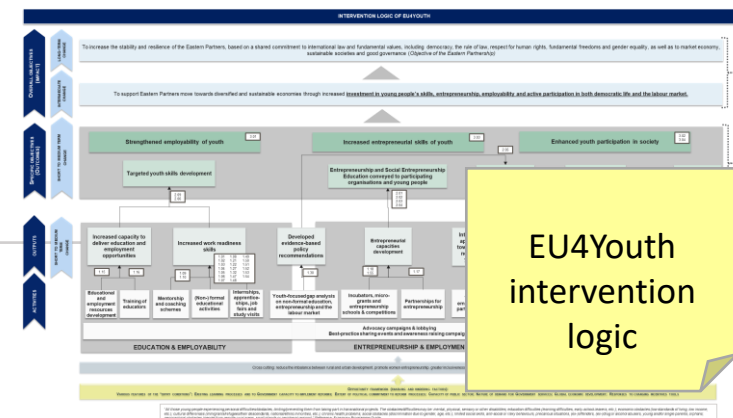


# 3. Developing your logframe

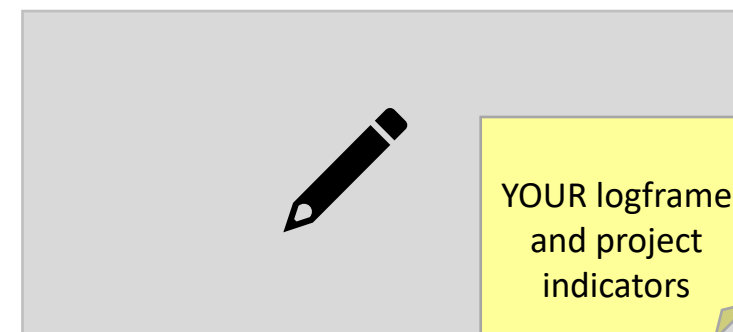
## Important!

- ✓ **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**
- ✓ Make sure you can **measure and monitor** the indicators you define. Define them **SMART**

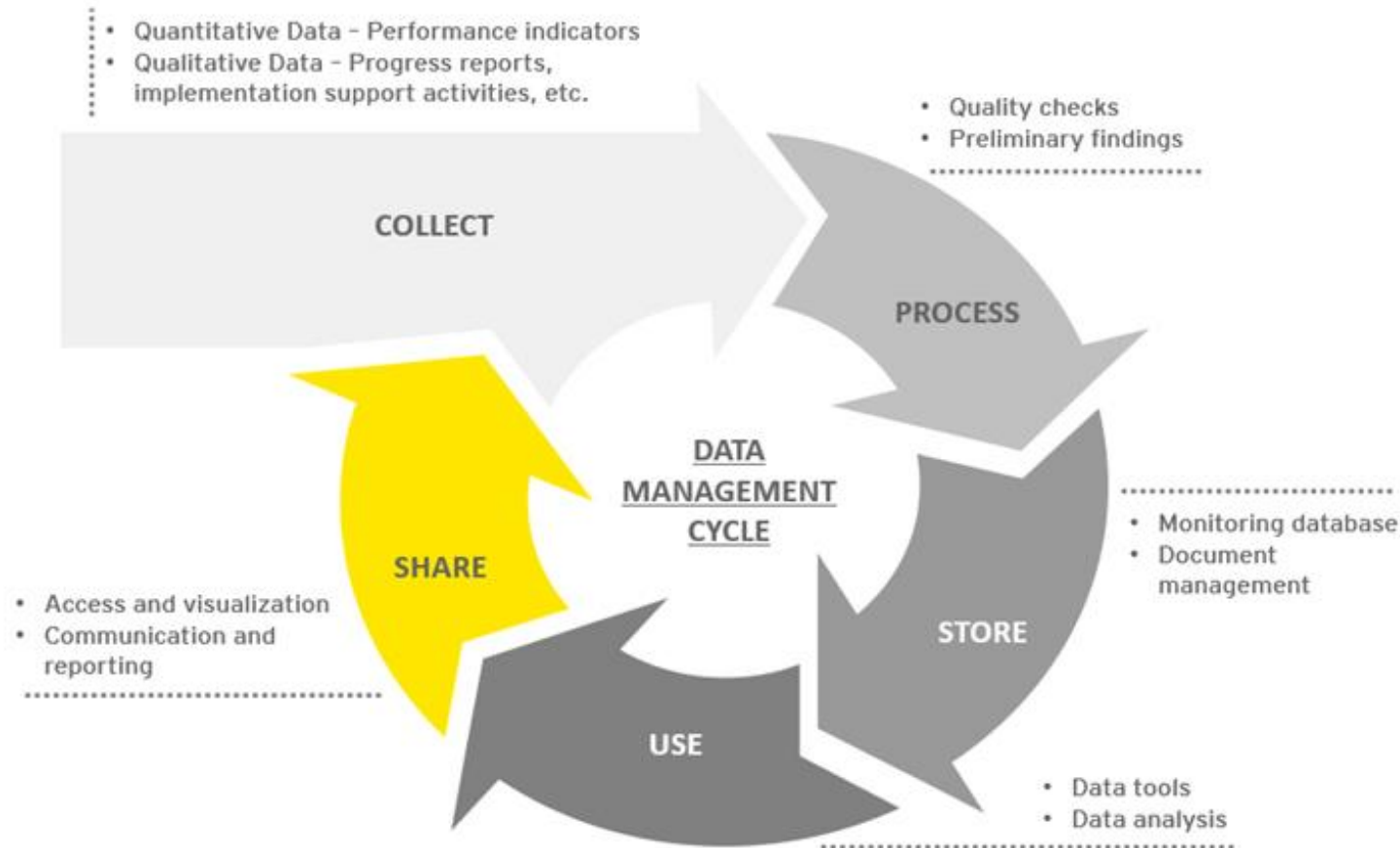
At the start of your project, the monitoring team will check your logframe, before you submit it into Opsys. At this stage we will also agree on which programme indicators you will need to report every 6 months.



Intervention Logic	Intervention Logic - ILO	No.	INDICATORS - EU4YOUTH INDICATOR	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 (i.e. 101) and web-based competence development activities (i.e. 102).
Education & Employability	Increased work readiness skills	101,2	# of web-based (i.e. online) competence development activities	Refers to the number of web-based (i.e. online) competence development activities (i.e. 102).
Education & Employability	Increased work readiness skills	102	Total number of competence development activities focusing on entrepreneurship	Refers to the number of competence development activities focusing on entrepreneurship (i.e. 102).
Education & Employability	Increased work readiness skills	102,1	# of face-to-face competence development activities focusing on entrepreneurship	Refers to the number of face-to-face competence development activities focusing on entrepreneurship (i.e. 102,1).
Education & Employability	Increased work readiness skills	102,2	# of web-based (i.e. online) competence development activities focusing on entrepreneurship	Refers to the number of web-based (i.e. online) competence development activities focusing on entrepreneurship (i.e. 102,2).
Education & Employability	Increased work readiness skills	147	Total number of competence development activities focusing on digital skills	Refers to the number of competence development activities focusing on digital skills (i.e. 147).
Education & Employability	Increased work readiness skills	147,1	# of face-to-face competence development activities focusing on digital skills	Refers to the number of face-to-face competence development activities focusing on digital skills (i.e. 147,1).
Education & Employability	Increased work readiness skills	147,2	# of web-based (i.e. online) competence development activities focusing on digital skills	Refers to the number of web-based (i.e. online) competence development activities focusing on digital skills (i.e. 147,2).
Education & Employability	Increased work readiness skills	148	Total number of competence development activities focusing on green transition	Refers to the number of competence development activities focusing on green transition (i.e. 148).
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 focusing on green transition (i.e. 148,1).



## 4. Monitoring in practice – bi-annual data collection



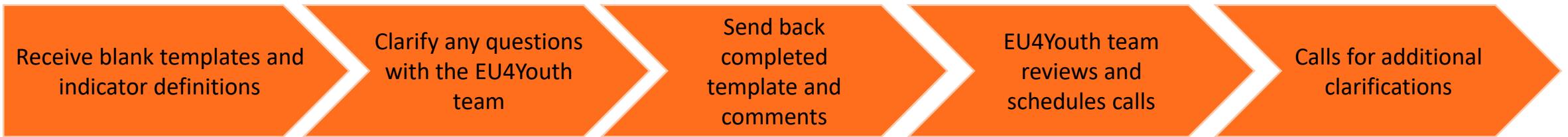
2 data management cycles per year:

→ January – June

→ July – December

- Excel template to be completed by **31 July and 31 December**
- Clarification calls will be organised early August and January

## 5. Monitoring in practice – data collection tips



- Only report **new data** for the reporting period
- If an indicator is not relevant to you, please write N/A. However, if you have no data for this period, but the indicator is still relevant, then this can be a zero.
- Be aware of the **main indicators and sub-indicators**:
  - Disaggregation by online/ face to face, with focus on entrepreneurship, by women, disadvantaged youth.
  - ‘Total’ indicators which include the sum of others
- Be aware of how to count **hybrid** or **regional** meetings.
- For communication indicators, ensure that the output and outcomes are connected

- **Let us know what the numbers correspond to!**
  - we want to ensure that your progress is properly reflected in the programme monitoring:
    - New activities?
    - No data on a regular indicator?
    - Change of scope?
  - let us know in the comments column

## 6. Monitoring in practice – Beneficiaries Survey

---

### What?

- EU4Youth survey to beneficiaries captures feedback **directly from the youth** on their participation
- First run in July 2020, then in December 2020 and December 2021, now established as an **annual survey**.

### What we need from you:

- In all your contacts with end-beneficiaries **ask permission to share** their personal contact details with EY as third party.
- Be prepared to **share the list of end-beneficiaries** (name, age, language, country, e-mail) with the programme monitoring team.
- **Support in distributing the survey** : Although it is an online survey, beneficiaries without an email can be encouraged through messaging applications to open the webpage link

#### Keep in mind...

- In your participant/beneficiary lists (from events, trainings etc.), be sure to also track age groups.
- Youth in the project is defined as 15 to 35 years old, therefore these are the target beneficiaries.

# Annex

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- Definition of '**disadvantaged youth**' from the Erasmus+ Programme Guide:

'All those young people experiencing personal difficulties/obstacles, limiting/preventing them from taking part in transnational projects. The obstacles/difficulties may be: mental, physical, sensory or other disabilities; education difficulties (learning difficulties, early-school-leavers, etc.); economic obstacles (low standards of living, low income, etc.); cultural differences (immigrants/refugees/their descendants, national/ethnic minorities, etc.); chronic health problems; social obstacles (discrimination due to gender, age, etc.); limited social skills, anti-social or risky behaviours, precarious situations, (ex-)offenders, (ex-)drug or alcohol abusers, young and/or single parents, orphans; geographical obstacles (people from remote rural areas, small islands or peripheral regions).'



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#EU4Youth

# Communication & Visibility in EU4Youth

**Alena Shuba**

EU4Youth Coordination and Support Team

Project  
implemented by



# 1. Communication and visibility in EU4Youth: what's new

The '**Communicating and raising EU visibility: Guidance for external actions**' replaced the 2018 'Communication and Visibility in EU-financed external actions: Requirements for implementing partners'.

These Guidelines reflect a shift from communication and visibility budgets and activities in individual projects/programmes to a **more strategic approach** in cases where the EU has agreed that partners implement communication activities.

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



[Communicating and raising EU visibility: Guidance for external actions \(europa.eu\)](https://european-council.europa.eu/media/400000/attachment/data/000000/1620220715/EN/Communicating_and_raising_EU_visibility_Guidance_for_external_actions.pdf)

## 2. EU visibility

- ✓ The EU emblem is the **single most important visual brand** used to acknowledge the origin and ensure the visibility of EU funding. Apart from the emblem, **no other visual identity or logo may be created or used to highlight EU support.**
- ✓ The EU emblem should be accompanied by a **funding statement** mentioning the EU's support.
- ✓ Both the EU emblem and the funding statement are essential to acknowledge EU support. They must **not be separated.**

→ **DON'T create project logos or project branding. Specific designs for project materials are accepted.**



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the European Union

The EU emblem and other visual elements can be found in the [Download Centre for Visual Elements](#).

Consult '[The use of the EU emblem in the context of EU programmes 2021-2027: Operational Guidelines for Recipients of EU funding](#)' for detailed guidelines on the use of the EU emblem.



### 3. Visibility in practice

- Regional communication



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- Targeted communication per country



Use logo packages prepared by EU Delegations (will be made available via EUDIGITOOL)



## 4. Communication: key rules

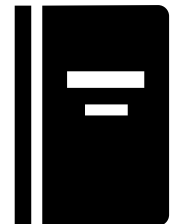
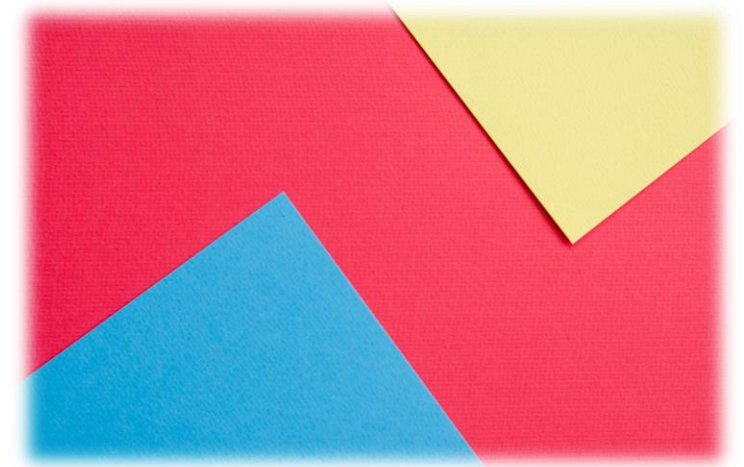
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- Project-specific communication channels – websites, social media accounts, newsletters, etc. – are in principle **not permitted**. The project should be present on the channels of the implementing partner, EU website (<http://euforyouth.eu/>) or a relevant beneficiary.
- In practice this means that the project is producing communication content, which is being disseminated by the regional communication programme EU Neighbours East and EU Delegations on the ground.
- Each project has to ensure its presence **on EUDIGITool**: a tool to validate and approve project communication materials – project presence will be created in M1 and maintained throughout the project. Further guidance and trainings will be provided.
- Individual projects should not include a dedicated visibility budget. Instead, any costs necessary to ensure compliance with contractual visibility requirements should be factored into the budget foreseen for the relevant objectives and activities of the action.

# Contract Award

---

- Following the decision to award a grant, the beneficiary (-ies) will be offered a contract based on the **standard grant contract**.
- By submitting the application form, the applicants agree, if awarded a grant, to accept the **contractual conditions of the standard grant**.





**Lead applicant may not** 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](#)).

# Information


## DEADLINE



The instructions of the submission (full applications) can be found [HERE](#). *(it is called additional form)*

For any other uncertainties, the information can be found [HERE](#).

More information can be found [HERE](#)

 **IMPORTANT**

Deadline for the submission of applications:  
[2022-11-23](#)

Days left:  
**41 d.**

**Important documents:**

- [Guidelines for Applicants](#)
- [Registration for the Information Event \(Full Application\)](#)
- [Request for clarification](#)
- [Questions & Answers](#)
- [Checklist for Full Application Form](#)
- [CPMA Information event recording](#)
- [Information event material](#)

# THANK YOU

Erikas Jankauskas  
Austėja Vilkelytė  
Eglė Grigonytė - Čypienė  
Eimantė Vaitekūnaitė  
Neringa Pukanasienė  
Edita Burneikienė



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