

CALL FOR FINANCIAL SUPPORT OF YOUTH INITIATIVES

Guide for grant applicants

Budget line: 6.1 Sub-granting per small projects

Ref.No: IPA/2021/430-647



Note

This is an open call for submission of applications for project proposals / initiatives where all documents must be submitted together. In the first phase, the eligibility of the applicants and compliance with the application rules of the initiative will be considered. After the eligibility check, the initiatives will be evaluated by an independent evaluation committee.

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1. Call for financial support for youth initiatives / actions

1.1. Basic information

This call for financial support of youth initiatives / actions is part of the project “Youth—agents of change”, which is financed by the European Union and is implemented by the Center for Intercultural Dialogue - Kumanovo, the Scouts Association of Macedonia and the Center for Research and analysis “NOVUS” - Strumica.

About the project:

“Youth – Agents of Change” is an action designed to support civic youth initiatives through activism and volunteering to improve and strengthen the comprehensive and direct involvement of young people at a local level. The action aims to increase youth activism through volunteering to ensure social inclusion of local communities. The action will support youth participation in the creation and implementation of municipal youth policies through volunteering and various action events.

If we consider that municipalities represent the closest level of government to citizens, then we can say the same for young people. Their involvement will help in developing measures adapted to local specificities to improve opportunities for vulnerable people, access to resources, voice, and respect of their rights.

The general goal is to contribute to increasing inclusivity and increasing the influence of young people to improve their conditions through civic youth initiatives, activism and volunteering in municipalities in cooperation with local stakeholders.

1.2. About the call:

The purpose of the financial support is to support young people in contributing to the improvement of the social status through volunteering and active involvement in the community.

The results expected of the financial support are:

- Increased cooperation between local organizations of youth activists and volunteers and municipalities and/or institutions in at least 10 different municipalities in 8 regions.
- Involved local youth activists and organizations in the work of municipalities and the institutions.
- Young people are equipped to influence the work of local authorities directly and through local youth councils.

- Raised awareness of the importance of youth initiatives, activism and volunteering in municipalities.

1.3. Priority goals, areas, and priority issues

Priority goal 1: Youth volunteerism and activism as a driving force for community change

Young people are the main bearers of change in a society, their participation in processes, activities and initiatives to create change is more than important. As such, the priority goal of the call includes youth volunteering and activism. It must be dominant in all five areas and is a **mandatory** component in all initiatives and actions.

Area 1: Life Skills and 21st Century Skills

Through the project, innovative activities and workshops involving exclusively young people will be supported. The aim of the activities should be to acquire adequate skills that will make them competent for the labor market in the 21st century.

Suggested activities that the project could support:

- Organizing workshops for acquiring life skills in the field of:
 - critical thinking and problem-solving
 - creativity
 - communication skills
 - digital and financial literacy
- Organizing trainings for upgrading and deepening the knowledge of young people from 15 to 19 years old about digital tools and their functionalities.
- Local youth actions to raise awareness among young people about the importance of life skills as an indicator of self-fulfillment of young people in RS. Macedonia.
- Innovative approaches for improving mental health in youth, managing stress and anger in young people.

Area 2: Environmental protection

Project activities that contain the educational component for environmental protection. It can include support and lectures from experts on the subject, and the logistics and preparation of the activity itself to leave a minimal carbon footprint and minimal waste. In addition to the above, adventure activities in nature are also encouraged, which aim to strengthen the connection of individuals to nature.

Suggested activities that the project could support:

- Creative public events and actions to raise awareness among young people about the importance of the environment and its proper protection.
- Creative public performances for youth mobilization and detection of social problems.
- Innovative initiatives for solving social local issues involving young people.

Area 3: Self-employment and social enterprises

The project will support creative and educational activities that will provide knowledge and skills that will help young people become more competitive in the labor market in the 21st century. Focus is placed on competencies that are needed for youth to be capable of self-employment and opportunities in creating new youth social enterprises.

Suggested activities that the project could support:

- Workshops to deepen the knowledge and skills of youth that would make them more competitive in the labor market.

- Activities for the promotion and familiarization of young people with active measures of the country to support them for self-employment and/or social enterprises.
- Panel discussions and events to promote and share positive examples with local youth.

Area 4: Intercultural dialogue

Initiative for inclusivity and development of intercultural dialogue between young people from different ethnic communities. Project activities will include friendly sports competitions in mixed interethnic teams. Hiking in mixed interethnic teams with stops for short workshops and discussion, and at the final point everyone would have a meal together and the opportunity to try traditional dishes from different cultures. As well as festivals where there will be stands where traditional foods from several cultures will be prepared, and the participants will be able to participate and learn how to cook them. To continue in this path, they would invite bands from different ethnicities and variety to play on a stage.

Suggested activities that the project could support:

- A creative approach for representing and affirming the cultures in the community.
- Activities for monitoring and mobilization of the community for the implementation of measures, laws, and policies for youth.
- Activities to increase intercultural dialogue that contributes to breaking stereotypes and promoting tolerance and appreciation of diversity.

Area 5: Youth participation

It is widely known that the participation of young people in changes is of crucial importance. Therefore, the project will also support initiatives in the field of youth participation, the contribution of agents of change and monitoring for the implementation of youth policies.

Suggested activities that the project could support:

- Events for exchange of knowledge about cultures and acquaintance and cohesion of youth from different cultures.
- Implementation and creation of local youth strategies and programs according to the priorities of young people.

Area 6: Local youth pathways

Local Youth Pathways is a document (Attachment A) developed by the project consortium that aims to create a mechanism for enabling volunteer opportunities for youth within the municipality, municipal services and public enterprises under the jurisdiction of the municipalities. It serves as a guide for young people and municipalities, in order to define activities of interest to young people in which they themselves can be involved in and coordinate the process of civic activism and volunteering.

Suggested activities that the project could support:

- Open days/caravans with educational workshops of interest to the target group
- Volunteer activities in the field of environment
- Exhibitions, campaigns, awareness-raising activities in cooperation with the municipal services on topics of interest to the target groups

NOTE: The list of all types of activities is not exhaustive, only illustrative.

Appropriate activities not mentioned above will also be considered for support.

All actions, initiatives, and activities must target young people as direct beneficiaries of this call.

1.4. Distribution of financial resources

The total indicative amount made available within this project for submitting applications for support for initiatives is 64 000 euros. The contracting authority reserves the right not to award all available funds.

Size of grants

Each action within this call for submission of applications for support for proposals – initiatives must range between the following minimum and maximum amounts:

- **Minimum amount: MKD 18 450**
- **Maximum amount: MKD 120 000**

The proposed budget for the initiatives should be presented in Macedonian denars. The support that the organizations, foundations or informal groups will receive will be in-kind support, which means that the costs will be paid directly from the project account of the Scouts

Association of Macedonia with a previously approved request for the use of funds. The grantees should provide a maximum participation of up to 50% of the funds needed for the implementation of the initiative from the municipality in which the action will be implemented. The support that will be provided by the municipality can be financial and/or support during implementation in goods, services, and the like.

During the evaluation of the proposal-applications for support, it will be taken into account if the applicant/s have already secured support from the municipality or have a statement of partnership/cooperation with the municipality.

2. Rules for this call for applications to support local youth initiatives

These guidelines determine the rules for submission, selection, and implementation of the actions financed under this call, in accordance with the practical guide applicable to this call.

2.1. Eligibility Criteria

There are two groups of eligible applicants for this call:

- An informal youth group
- Associations of citizens and foundations

Informal youth group

Informal youth movements and social enterprises can be supported to apply for an initiative, and they should be composed of at least 3 members and at most 5 members. They should be in the age category of youth according to the Law on Youth Participation and Youth Policies, that is, persons aged 15 to 29 years. One of the members of the informal group will be the mentor of the group. The mentor must be 18+, but not necessarily under 29 years of age. Mentors are encouraged to be persons from the educational sector in secondary schools, persons from pedagogical and administrative services in secondary schools and/or persons with experience in the implementation of initiatives, projects, and actions with and for young people.

Additional criteria that initiators should be met:

- To be directly responsible for the preparation and implementation of the initiative and not to participate as an intermediary
- To be in regular communication with the project team and to respond to administrative requests regarding financial operations and narrative report

Association of citizens and foundations

Associations of citizens and foundations that are interested in applying should be registered in the Central Registry in accordance with the law on Associations and Foundations. In addition, citizens' associations and foundations that are part of the Register of Youth and Umbrella Organizations at the Agency for Youth and Sports are encouraged in accordance with the Law on Youth Participation and Creation of Youth Policies.

Additional criteria that the association/foundation should meet:

- To be a non-profit organisation
- To be established in the municipality where the initiative will be implemented, or to actively work with and for youth in the municipality for which it is applying
- To be directly responsible for the preparation and implementation of the initiative and not to participate as an intermediary
- To be an organization that works with and for youth
- To not have a budget higher than 10 000 euros for the previous year

2.2. Associates and contractors

Associates

Other organizations or individuals may be involved in the initiative. Such collaborators have a real role in the initiative, but cannot receive funds from the grant except for travel expenses. Cooperation with municipalities, institutions, the private business sector and local youth organizations is strongly encouraged.

Contractors

The grantee groups/organizations are allowed to cooperate with municipal and government institutions and individuals who would voluntarily and willingly get involved in the implementation of the initiative. Initiatives are strongly encouraged to envisage youth mobilization for involvement in the implementation of the initiative.

2.3. Eligibility of costs: costs that can be included

Only “eligible costs” can be covered by a grant. Listed below are the categories of “eligible” and “non-eligible” expenses.

Eligible costs

The following costs are eligible:

- Space rental;
- Travel costs;
- Expenses for the payment of royalties in the amount of a maximum of 20% of the budget for the implementation of the initiative;
- Food and non-alcoholic refreshments;
- Action/initiative/activity implementation materials;
- Promotional materials for visibility and promotion of the initiative;

Ineligible costs

The following costs are ineligible:

- Debts and debt service fees (interest);
- Provisions for losses or potential future liabilities.
- Expenses reported by the user(s) that are financed by another action or work program for which a grant was received from the European Union;
- Purchase of land or buildings;
- Buying a vehicle;
- Losses due to exchange differences;
- Credit to third parties;
- Salary costs of public/national administration staff;
- Cigarettes, alcohol and/or energy drinks;

NOTE: The list of all types of expenses is not exhaustive, but only illustrative.
Appropriate costs not mentioned above will also be considered for support.

3. How to apply and what procedures to follow

3.1. Application forms

Grant applications must be submitted in accordance with the instructions and guidelines for the project concept and a complete application according to the forms attached to this document.

Applicants must submit applications in Macedonian, English or Albanian language.

Any error or major deviation related to the points specified in the project concept guidelines or any major inconsistency in the application (e.g., if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the commission from conducting an objective assessment.

Manually completed applications will not be accepted.

Please note that only the application and published attachments that must be completed (proposal form – budget, application form) will be evaluated. It is therefore of the utmost importance that these documents contain ALL relevant information regarding the action.

3.2. Where and how to send the applications

Completed application forms are submitted in electronic form (via email to youthagentsofchange23@gmail.com in a separate and unique file, ie the complete application must not be divided into several different files). Entries sent by any other means or delivered to other addresses will be rejected. All required documents should be sent together in one email, otherwise the application may not be accepted due to lack of documents.

3.3. Deadline for submitting applications

The call for grants will be open for one year, until the fund is exhausted. The awarding grants committee will make a total of 4 sections for evaluation and awarding grants. **All sections will be on the first day of the month, that is, the deadline for submitting applications is the previous day before 16:00 local time as evidenced by the date of receipt (May, August,**

November 2023, January 2024). Any application submitted after the deadline will automatically be transferred to the next section for evaluation, as of December 31, 2023, when the evaluation process closes.

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Evaluation round 1	X									
Evaluation round 2				X						
Evaluation round 3							X			
Evaluation round 4									X	

3.4. Additional information about applications

An information session will be held for this call for grant applications. The information session will be recorded and uploaded to SIM's YouTube channel and will be available at least until funds are exhausted. All those interested who want to participate in the information session should express their interest via email to: youthagentsofchange23@gmail.com. The first information session for this call for proposals will be held on April 13, 2023. All registrants will be informed with a link for inclusion. Questions related to the call can be sent by email throughout the duration of the project to the address below.

Email address: youthagentsofchange23@gmail.com

Answers will be given no later than 7 days after the submitted question. To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of the main applicants, co-applicants, related entity(ies), action or specific activities. The questions which may be relevant along with the answers will be published on a public bulletin board and the same will be communicated accordingly through social media.

3.5. Evaluation and selection of applications

During the administrative inspection, it will be assessed whether the deadline has been met according to the evaluation sections. If any of the project proposals is submitted after the

deadline, it is automatically transferred for evaluation in the next section, as of December 31, 2023.

This includes assessing the eligibility of the action. If any of the requested information is missing or incorrect, the application may be rejected and sent back for revision in order to fully apply for the next evaluation period.

Project concepts that pass this screening will be evaluated based on relevance and description of the proposed action.

Concepts can receive a total score out of 100, using the breakdown in the scoring table provided below. The assessment will also check adherence to the guidelines on how to complete the project concept, which can be found in Part A of the grant application. The evaluation criteria are divided into headings and sub-headings.

Each subheading will receive between 1 and 5 points, namely: 1 = very weak; 2 = weak; 3 = sufficient; 4 = good; 5 = very good.

Part	Maximum points
1. Financial and operational capacities	20
1.1 Do the applicants and their related entities (if any) have sufficient experience in managing small projects? (relevant reference document, portfolio or CV of persons involved in the project)	5
1.2 Do the applicants and their related entities (if any) have sufficient technical expertise within their frameworks? (specifically addressing issues they will work on) - (relevant reference document, portfolio or CV of persons involved in the project)	5
1.3 Does the applicant have stable and sufficient sources of financing? Is the project supported by a local government (municipality) in which the target group is targeted?	10
2. Relevance	20
2.1 Scoring transferred from the project application score	
3. Description of the project	15
3.1 How coherently is the action described and thought out? Does the application state the expected results to be achieved by the action and do they correspond to the expected results of the Young Agents of Change project? Are the attached activities appropriate, practical and consistent with the desired outcomes and achievements?	5
3.2 Does the application include a credible baseline with sources of verification referenced (research, findings, statistics, strategic plans)? If not, is a baseline study planned and is it adequately budgeted for?	5
3.3 Is an analysis of problems as well as capacities of relevant stakeholders included?	5
4. Implementation	15
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the application include an effective and efficient monitoring system?	5
4.3 Is the target group and its benefits well defined? Does the target group respond according to the guidelines in the project?	5
5. Sustainability of the action	15
5.1 Is the action likely to have a visible impact on its target groups?	5

5.2 Is the action likely to have multiplier effects, including scope for duplication, expansion, capitalizing on expertise or knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable? <ul style="list-style-type: none"> - Financial (eg funding of follow-up activities, sources of income to cover all future operational and maintenance costs) - Institutional (will the structures allow the results to be sustained after the end of the action? Will there be local ownership of the results of the action) - At the policy level of work (where applicable (what will be the structural impact of the action, eg improved legislation, codes of conduct, methods) - Environmental (will the action have a negative/positive impact on the environment) 	5
6. Budget and profitability of the action	15
6.1 Are the activities properly shown in the budget	5
6.2 Is the ratio between estimated costs and results satisfactory?	10

3.6. Notification of the decision of the contracting authority

All applicants will be informed about the results by email. Further communication with the grantees will be further announced, and they will be notified in a timely manner.

3.7. Conditions for implementation after a grant award decision.

After the decision to award the grant, the beneficiary(ies) will receive a contract based on the standard grant contract. By signing the grant application, applicants agree, if they receive the grant, to accept the contractual terms of the standard grant agreement.

4.0. List of attachments

Documents to be submitted (application forms);

1. Attachment 1: Application Form;
2. Attachment 2: Budget form;
3. Attachment 3: Current status of the organization (if the applicant is an organization);
4. Attachment 4: Final account for 2022 (if the applicant is an organization);
5. Attachment 5: CV of the mentor (if the applicant is informal youth group);
6. Attachment 6: Statement of partnership with a municipality (if provided);
7. Attachment 7: Statement of intention to apply (if the applicant is an informal youth group);

Informative annexes

- Attachment A: Local Youth Pathways

Please note: The handbook is not part of the grant award agreement and has no legal weight. It provides general guidelines and may differ in certain details from the signed grant award agreement. To ensure compliance with contractual obligations, users should not rely entirely on the manual, but should always consider their specific contractual documents.