



## **Call for proposals**

EYE2025 - Design, implementation and coordination of the outdoor programme in the  
EYE Village

EP-COMM-SUBV-2025-EYE-VILLAGE-COORDINATION

**Version 1.0**

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# CALL FOR PROPOSALS

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## Introduction

This is a call for proposals in order to award an action grant in the field of communication. The procedure will be managed by the Directorate General for Communication of the European Parliament (EP) in line with Regulation 2018/1046 ([EU Financial Regulation](#)), including Article 204 relating to financial support to third parties.

The objective of the call is the design, implementation and coordination of the outdoor programme of the European Youth Event 2025 (EYE2025), which will take place in the **EYE Village**. To this end, the beneficiary will launch its own call for proposals among a wide range of youth and civil society organisations in order to provide them with a financial support for activities to be organised in the EYE Village, and will coordinate the set up and implementation of the outdoor programme.

This call for proposals is open to all applicants complying with the criteria described in the sections below. This call for proposal targets pan-European youth and civil society organisations.

**One grant agreement** will be signed with one organisation that has submitted an action proposal and has been selected for funding based on the criteria described in the sections below. The grant agreement will define the precise subject and the conditions for implementation of the action covered and the maximum amount to be granted by the European Parliament.

You are invited to read carefully the **call documentation** on the Funding & Tenders Portal Topic page carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [Guide for applicants](#).

These documents provide clarifications and answers to questions potential applicants may have when preparing their applications:

The Call Document (present document) outlines the:

- background, objectives and expected outcome, role of the beneficiary and activities that can be funded and the main principles of the EYE Village (sections [1](#));
- action proposal (section [2](#))
- available budget and timetable (sections [3](#) and [4](#));
- admissibility and eligibility conditions, criteria for financial and operational capacity and exclusion (sections [5](#), [6](#) and [7](#));

- evaluation and award procedure (section [8](#));
- award criteria (section [9](#));
- legal and financial set-up of the Grant Agreements (section [10](#));

The [Online Manual](#) outlines the:

- procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal');
- recommendations for the preparation of the application;

The [Guide for applicants](#) provides:

- detailed annotations on all the provisions in the Grant Agreement a selected beneficiary will have to sign in order to obtain the grant (including cost eligibility, payment schedule, accessory obligations, etc.).

Please also consult the Annexes to this call for proposals (section [13](#)) for detailed information.

## **1 Background, Objectives and Principles of the Action**

### **1.1 Background: The EYE (European Youth Event) and EYE Village**

The EYE (European Youth Event)<sup>1</sup> is a biennial event that takes place at the European Parliament in Strasbourg and online, and brings together thousands of young people from all over the European Union and beyond, to share and shape their ideas on the future of Europe. It is a unique opportunity for 16 to 30 year olds to interact, inspire each other and exchange their views with experts, activists, content creators and decision-makers, right in the heart of European democracy.

The EYE programme is composed of activities inside the EP and outdoor activities in the EYE Village. A large part of the programme is co-created with youth and civil society organisations, ensuring their wide representation and a plurality of views.

Following the event, the ideas, concerns, and hopes of the young participants are presented in a report distributed to all Members of the European Parliament (MEPs). Some participants will also be able to further develop the most inspiring ideas and present them directly to the MEPs during the European Youth Hearing.

The EYE has been organised by the European Parliament since 2014. The sixth edition is planned for June 2025. It should attract between 6.000 and 9.000 young people during 2 days.

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<sup>1</sup> All information on the European Youth Event is available at [www.eyeye2023.eu](http://www.eyeye2023.eu)

## **1.2 Objectives and expected outcomes of the call for proposals**

Various activities organised inside the European Parliament and outside in the EYE Village form together a cohesive experience for EYE participants. The main **objective** of this call is the design, implementation and coordination of the programme in the EYE Village during EYE2025 aimed at:

- offering young people opportunities to learn about European democracy as the foundation of the EU and about the key role of citizens and civil society organisations in the democratic process;
- inspiring and engaging young people as European citizens through meetings with European decision-makers and Members of the European Parliament (MEPs);
- encouraging young people to become active citizens and engage in European democracy.

The EYE Village should be organised under the EYE principles (see [1.4](#)), in line with the EYE communication guidelines and branding (see Annexes I and II) and designed to be accessible and inclusive (see Annexes III and IV). The expected **outcomes** of this call for proposals are the following:

- empower youth and civil society organisations in the process of the co-creation and co-organisation of the EYE Village (through the organisation of selection procedure for running 80% of outdoor activities in the EYE Village);
- leave a lasting impression among the EYE2025 participants of the relevance of EU decisions on their lives and feeling European;
- encourage the EYE participants to generate and develop ideas for the future of Europe and to increase their involvement in the future of Europe;
- encourage the EYE participants, especially those with fewer opportunities, or belonging to vulnerable groups, to become more active citizens and to stay in touch with the European Parliament.

## **1.3 Role of the Beneficiary in the European Youth Event 2025 (EYE2025)**

For this edition, the European Parliament is looking for one single grant beneficiary who will be in charge of the design, implementation and coordination of the **outdoor programme in the EYE Village**.

In this context, the grant beneficiary will be responsible of the following activities:

- Design a two-day programme for the **outdoor programme in the EYE Village** ([see section 2.2](#)).
- Select youth and civil society organisations through the organisation of call for proposals ([see section 6.5](#)). Selected sub-grantees will be in charge of organising at least 80% of the activities of the outdoor programme;
- Create and organise up to 20% of activities of the outdoor programme ([see section 2.2](#)).
- Coordinate and implement the outdoor programme in the EYE Village in close collaboration with the European Parliament and its contractor (see sections [2.3](#) and [2.8](#)).
- Develop communication actions before, during and after the event ([see section 2.5](#)).

## **1.4 Main principles**

The EYE Village should be organised according to the following principles:

### **1. Co-design of the event with the target audience (young people)**

The event must be designed taking into account the young target audience (topics they want to discuss, which speakers they would like to see invited, what other ideas they have for the event, e.g. formats). Letting young people co-design the event empowers them and shows that grant beneficiary is taking them seriously.

### **2. Co-creation of the event with the target audience (young people)**

The EYE Village programme should be co-created with young participants and youth and civil society organisations in order to offer a diverse and rich programme that reflects young people's concerns, opinions and beliefs and creates engagement. This should be done by providing sub-grants, where a grant beneficiary invites youth organisations to run their own activities during the event. While the event is co-created, grant beneficiaries should ensure it is aligned with the objectives and expected outcomes described under [section 1.2](#).

### **3. Event for and by youth: audience and speakers between 16 and 30 years old**

The event should be targeted at participants between 16–30 years old, and, where possible, with speakers not older than 35 years old (with exception of high-level speakers/VIPs and decision-makers). Having at least 50% of speakers in the age of the audience is at the same time inspiring and empowering.

### **4. Interactive formats to boost engagement**

Activities should be interactive in order to help young people to engage in the conversation. In panels with several speakers, enough time should be foreseen for interaction with the audience.

### **5. European dimension**

Topics discussed at the event must have a European dimension, which should be highlighted both in the description of the activities as well as in the communication of its programme. Including a European dimension in the activities can take many forms, e.g. by inviting European decision makers such as MEPs, by discussing the European dimension of a local project, or by ensuring geographical balance in the selection of activities. Materials provided by the European Parliamentary Research Service ([EPRS](#)) could help both the organisers and the participants get an understanding of what is currently being done at the European level regarding concrete issues. The European dimension that a grant beneficiary should highlight and foster in the design of the EYE Village also refers to the underlying values of the European Union, as laid down in article 2 on the Treaty on the European Union<sup>2</sup> and the EU Charter of Fundamental Rights<sup>3</sup>.

### **6. Collection of ideas of young people**

The EYE is designed to share and shape ideas of young people – speakers and participants – for the future of Europe to inspire and stimulate policy – and decision

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<sup>2</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A12012M%2FTXT>

<sup>3</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A12012P%2FTXT>

makers. The ideas collected by the grant beneficiary could contribute to the Youth Ideas Report<sup>4</sup> developed after the event, and discussed at the European Youth Hearing.

#### **7. Political pluralism**

The EYE Village should respect political balance in its planning and implementation. Politicians and decision makers should come from various levels (local, regional, national and European), preferably from the youth branches of political parties, and represent the full political spectrum.

#### **8. Presence of Members of the European Parliament (MEPs)**

No EYE Village programme without MEPs! Presence of the Members of the European Parliament in the EYE Village is encouraged. The MEPs can be featured in the programme as speakers in activities on topics related to their expertise, and in more informal formats.

#### **9. Sustainability and inclusiveness:**

The EYE contributes to the achievement of the Sustainable Development Goals as defined by the United Nations by looking for solutions to the global challenges that young people face, including poverty, inequality, climate change, education, peace and justice. In order to make the organisation of the event sustainable, it has a sustainability policy with targets related to economic, environmental and social sustainability. The EYE strives to promote equality, inclusiveness and sustainability with a strong commitment to accessibility for everyone. The EYE has obtained the ISO20121 certification for sustainable event management for the past two editions, and the next ones, though no longer aiming for certification, will aspire to the same level of sustainability (see [Annex V](#)).

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<sup>4</sup> See for example reports from the past EYE editions: <https://european-youth-event.europarl.europa.eu/en/beyond-eye/previous-editions/>

## 2 Action proposal

### 2.1 Definition of Applicant's Action proposal

The grant beneficiary will be in charge of designing, implementing and coordinating the outdoor activities in the EYE Village, in line with the EYE principles, engaging during two days between 5.000 and 6.000 young people<sup>5</sup> aged between 16 and 30 (see [section 1.1](#)).

The grant beneficiary will co-create the outdoor programme with youth and civil society organisations (80% of the proposed activities, see [section 2.2](#)) by organising selection procedures and awarding financial support for these activities (see [section 6.5](#), Financial Support to Third Parties).

Proposals submitted by applicants must be clear and well-defined, having taken all time-schedule and budget considerations into account. They must be supported by:

- I. a proposed **concept for the EYE Village programme**, describing:
  - how it responds to the main objectives and expected outcomes of the call ([section 1.2](#))
  - how it reflects the underlying principles of the EYE ([section 1.4](#))
  - how it complements the indoor programme
  - what makes the EYE Village programme attractive to EYE participants coming both from across Europe and Strasbourg region
  
- II. a proposed **draft programme of the EYE Village** with
  - indicative list of activities foreseen, including a number of participants and their capacity
  - types of activities foreseen, including non-formal activities and musical programme
  - description of the activities organised by the beneficiary itself (max. 20% of the EYE Village programme)
  - list and selection criteria of potential speakers and moderators
  - indicative list of potential sub-grantees (youth and civil society organisations)
  
- III. a **detailed description of the proposed methodology** for the implementation of the action, including:
  - project plan with retro-planning/time schedule<sup>6</sup>
  - team organisation and set-up
  - a detailed budget planning
    - including external resources
    - including communication actions
    - including travel to Strasbourg (monthly as of February 2025)

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<sup>5</sup> As the maximum capacity of the European Parliament in Strasbourg is 4500 people, the EYE Village should accommodate all the participants that are not inside the EP building at any given time during EYE2025. The EYE Village should therefore be able to welcome up to 6.000 participants at the same time in peak hours.

<sup>6</sup> The beneficiary should schedule a site-visit of the European Parliament in Strasbourg as well as the location of the EYE Village with its sub-grantees, once they are selected.

- monitoring and evaluation mechanisms put in place during and after the implementation of the action. This should include quality control and a feedback system to measure the satisfaction of participants
  - a proposed risk management strategy
  - a proposed methodology on cooperating with the central team of the European Parliament and its external contractor, incl. regular meetings (on-site in Brussels and Strasbourg and online)
  - if applicable, a description of the tasks delegated to subcontractors or assumed by affiliated entities
- IV. a proposed **methodology for the selection and management of sub-grants** with
- detailed description how the beneficiary is going to select sub-grantees to implement at least 80% of the EYE Village programme, and to manage the sub-grantees and their contribution throughout the entire duration of the grant
  - detailed description of the most suitable financial arrangement for supporting the activities of sub-grantees. Should the applicant wish to use "lump sums" for sub-grantees, a clear explanation of what it includes should be provided
  - detailed description of the on-line contest through which the artists will be selected (competition rules, selection channels, timeline, etc.)
- V. An outline of the **sustainability of the proposal**, highlighting how the programme will be designed to ensure a high standard of sustainability measures, including environmental, social and economic aspects. Environmental measures can include for example, carbon offsetting, no or few give-aways, no or few printouts. Social measures concern accessibility, inclusion of people from disadvantaged backgrounds, ensuring gender balance in panels, security and safety<sup>7</sup>, etc. (for more information see [section 2.6](#)).
- VI. a detailed **communication plan**, including
- a narrative (storytelling) about the EYE Village that is consistent with the general EYE narrative ([section 1.1](#)), its principles ([section 1.4](#)) and the objective of the call ([section 1.2](#))
  - list of the communication materials
  - an outline of planned communication actions in full media mix (own, earned, paid), stipulating the timeline of actions (before, during **and** after the event), precise target audience, channel of communication, and including a paid media promotion plan (if applicable). Traditional media and press should also be taken into account as multipliers and for coverage of the event.

The grant beneficiary will submit an updated communication plan including all the elements listed in [section 2.5](#) by the end of November 2024 and a last - final - version by the end of March 2025.

#### VII. **Evaluation methods** (including related KPIs)

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<sup>7</sup> The grant beneficiary and his sub-grantees are expected to apply the EYE Code of Conduct. See the one from the EYE2023 for reference: <https://european-youth-event.europarl.europa.eu/en/code-of-conduct>

The proposals must set up their own quantified targets using the performance indicators in Annex 2 to the application form (mandatory – see also Annex VI of the call). Grant beneficiary will be requested to report on the actual achievements of the action against the predefined targets. The proposals should also indicate methodology for collecting this data/source of information and to evaluate the results of the action. Grant beneficiary should report on the relevant performance indicators based on the most recent data available.

Non-achievement of results measured through performance indicators may lead to proportional reduction of the financial contribution of the European Parliament.

Performance indicators include:

- Number of activities organised for a big audience (ca 100 people);
- Number of activities organised for a smaller audience (ca 50 people);
- Number of participants attending the activities organised by the beneficiary and its sub-grantees in the EYE Village;
- Number of sub-grant agreements with youth and civil society organisations;
- Number of MEPs involved (number of appearances);
- Number of other decision makers involved (number of appearances);
- Number of people reached by the online communication about the event;
- Number of people reached by the offline communication about the event;
- Number of journalists, bloggers and social media influencers participating in the event;
- Average age of speakers invited (excluding MEPs and high-level speakers);

## **2.2 Design of the EYE Village Outdoor Activities**

The grant beneficiary will be in charge of designing, implementing and coordinating the outdoor activities in the EYE Village, in line with the EYE principles, engaging during two days between 5.000 and 6.000 young people<sup>8</sup> aged between 16 and 30 ([see section 1.1](#)).

The outdoor activities of the EYE Village should be co-created with young participants and youth and civil society organisations (see [section 1.4.2](#)) in order to offer a diverse and rich programme that reflects young people's concerns, opinions and beliefs and creates engagement. To that end, the beneficiary should organise selection procedures aimed at youth and civil society organisations and award them financial support for running their own activities in the EYE Village (also called Financial Support to Third Parties (FSTP), see [section 6.5](#)).

At least 80% of the EYE Village activities should be organised by young participants and youth and civil society organisations and take the form of financial support to third parties. The remaining 20% can consist of activities organised by the beneficiary itself.

The number of activities for the EYE Village should be appropriate to the number of participants and include activities for a bigger audience and a smaller audience.

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<sup>8</sup> As the maximum capacity of the European Parliament in Strasbourg is 4500 people, the EYE Village should accommodate all the participants that are not inside the EP building at any given time during EYE2025. The EYE Village should therefore be able to welcome up to 6.000 participants at the same time in peak hours.

Activities should have a European dimension (see [section 1.4.5.](#)). All activities should be politically neutral or balanced. EYE activities are non-commercial: sponsorship from private companies is not allowed.

The activities organised as part of the EYE2025 outdoor programme will combine various formats<sup>9</sup>. Activities are diverse, combining exchanges of ideas on various topics with artistic performances highlighting the cultural diversity of Europe. To foster creative thinking and engagement, the topics are discussed in various formats, such as panel discussions, workshops, artistic performances and other interactive formats. Activities should comprise, among others:

- **Category 1 – Non-formal education programme:** a broad set of non-formal education activities by young people for young people, aiming to co-create an inclusive, diverse and engaging youth-led programme, focusing on current issues, inspiring debates and creating ideas and actions for the future of Europe, and/or offering capacity building resources. Non-formal programme could also include cultural activities, to animate the EYE Village and engage participants in thinking about issues in today's society through art.
- **Category 2 – Music programme** to complement the non-formal activities organised in the EYE Village. The proposal must include a music programme on both days of at least 2h each, and at least one evening concert of at least one hour, featuring emerging young artists (16-30 years old) who reside in the European Union. The programme should be diverse in terms of both music style and geographical origin of the artists.

The selection of the artists should be done by running an online contest in order to build its programme and lead to the award of prizes (see [section 6.5](#)).

The contest should allow:

- Artists residing in the European Union to submit their (original) music in the form of music videos and/or audio tracks on a dedicated and secured platform,
- Young people to vote for their favourite artists and determine, thereby, the winners of the contest.

The winners of the contest should perform at EYE2025. The beneficiary will ensure the coaching/facilitation of the winners as well as on site coordination and chaperoning when necessary.

Activities in both categories should be widely accessible and attractive to young people:

- coming both from across Europe and Strasbourg region;
- irrespective of their age, intellectual capacity or health/level of fitness.

The European Parliament reserves the right to organise its own activities in the EYE Village and to invite partners to do so as well (such as other European Institutions, the United Nations or the Municipality of Strasbourg). This includes stands or institutional tents for the entire

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<sup>9</sup> For concrete examples, please refer to the [programme of EYE2021 and the programme of EYE2023](#).

duration of the event. In the previous edition, the EP and its partners organised the following actions to complement the outdoor programme:

- The opening of the EYE Village
- Stands or institutional tents in the village for the entire duration
- The activity "In the shoes of an MEP"
- After-work drink
- Living library

### **2.3 Coordination and implementation of the outdoor programme in the EYE Village**

The grant beneficiary will be in charge of the coordination of the outdoor programme in the EYE Village in close collaboration with the European Parliament and the contractor (see [section 2.8](#)).

This will combine various steps, including:

- taking part in a site visit and a workshop about the site of the EYE Village in Strasbourg together with the European Parliament and its contractor (monthly as of February 2025)
- coordinating and organising a site visit for the sub-grantees of the EYE Village in Strasbourg
- providing titles and descriptions for all activities of both the grant beneficiary and the sub-grantees
- providing the remaining logistical needs of both the grant beneficiary and the sub-grantees (see [section 2.8.1](#))
- providing the names of speakers of both the grant beneficiary and the sub-grantees
- coordinating the smooth implementation of the programme during the event

See [section 2.7](#) for more information regarding the timeline.

### **2.4 Location of the EYE Village**

The site of the EYE Village, in vicinity of the European Parliament, will be defined in collaboration with the municipality of Strasbourg, and will be confirmed in autumn 2024. Currently, the location examined is again the area of the "île des sports" which was used during EYE2023 (see Annex VII for a Map of the EYE2023 Village), with a possible extension to the swimming pool car park and even to the nearest football field, but also the square in front of the new accreditation and security building of the Parliament.

Activities should be spread throughout the whole site in order to avoid a concentration of participants in one area at the expense of other parts of the site. Workshop-style activities would take place in separate spaces than stage activities in order to reduce the impact of noise from the stage and performance spaces. If closed to traffic, the boulevard Pflimlin could become the central artery of the Village and be lively and attractive.

### **2.5 Communication about the EYE**

Communication plan

The grant beneficiary will prepare and implement a communication plan that will support the EP in communicating about the event to the target audience, and promote the EYE Village programme as part of EYE2025. The grant beneficiary must ensure that its own communication plan is in line with the EYE principles (see [section 1.4](#)) and objectives (see [section 1.2](#)).

The actions of the communication plan should aim at:

- informing young people about EYE2025 and the opportunities to take part in a consistent, inclusive and accessible way
- supporting and complementing the main EYE2025 communication plan of the European Parliament by using agreed narrative in line with the overall narrative, to create a cohesive and coherent promotion for the entire event
- promoting the main EYE website and social media channels and proposing a few collaborative posts for these channels
- reaching a maximum outreach and participation in the preparation phase, during and after the event
- offering young people opportunities to engage online before, during and after the event (co-creation actions, competitions, idea sharing)
- raising participants awareness regarding all relevant information about the programme, topics, speakers and logistical details
- promoting the event as organised for and by the young people

The communication plan should provide an overview of foreseen communication actions, planned by the grantee as well as the sub-grantees<sup>10</sup>, as well as the channels and media strategy foreseen (own, earned and paid), and the proposed materials to be designed and produced.

The actions should be split in three sections: before the event, during the event **and** after the event, and should be accompanied by an estimated budget and a retro-planning including design, production and timeline.

The updated version of the communication plan of the grant beneficiary including all above listed elements must be submitted to the EP by the end of November 2024, while the final version by the end of March 2025.

a) Before the event

The beneficiary should organise communication actions to contribute to the promotion of the EYE2025 call for participants, with a special focus on attracting the following types of participants<sup>11</sup> to the EYE:

- youth groups and other civil society organisations from vulnerable backgrounds and/or more remote regions. The grant beneficiary should identify and encourage

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<sup>10</sup> The financial support provided to youth and civil society organisations should therefore not only cover the mere organisation of activities in the EYE Village, but also the communication about them.

<sup>11</sup> The beneficiary will take into account the Inclusive communication Guidelines developed by the European Parliament and presented in annex III of this call.

them to register for the event and, possibly, also contribute to the outdoor programme with their own activities;

- the local youth community of Strasbourg and the surroundings, in cooperation with the City of Strasbourg, thereby ensuring a blend of local and international participants at the EYE<sup>12</sup>;
- participants for whom this will be the first contact with other Europeans and the European institutions.

The proposal should include how the applicant aims to achieve this objective, focusing on the groups identified above.

#### b) During the event

The beneficiary should organise actions to contribute to the promotion of EYE2025 and of the EYE Village programme, using diverse strategies and different channels. The beneficiary should implement communication activities to advertise the event, generate and increase the public engagement, increase attendance to the EYE2025 activities.

Actions could include for example: production and distribution of promotional videos, live coverage of the event, organic and paid promotion on social media of the grantee and sub-grantees<sup>13</sup>, and cooperation with local press and media. The grantee and sub-grantees are expected to promote EYE2025 on their websites, social media channels and newsletters.

#### c) After the event

The beneficiary should organise communication actions to promote the results of the EYE, namely the Youth Ideas Report and the European Youth Hearing (between September and November 2025).

#### EYE branding and communication guidelines

The grant beneficiary is expected to align with the EYE branding (Annex II), and should not create their own event brand book or visual guidelines. All visual elements and communication material should be in line with the EYE communication and visual guidelines (such as colour palette, typography or narrative). EYE2025 signature will be provided in September. The design and layouts of communication material will have to be checked and approved by the European Parliament before it is sent to production.

In the event the grant beneficiary wishes to propose a name for the programme in the EYE Village, it must follow the format 'name@EYE2025'. All communication materials should use this name, alongside the EYE2025 signature and organiser logo. The same rule would apply to activities organised by the sub-grantees.

Information on the grant beneficiary's programme and partnership with the EP will be uploaded to the EYE website and promoted on the EYE social media channels. Therefore, the grant beneficiary is not required to create its own event website or social media channels.

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<sup>12</sup> While the activities inside the Parliament will only be accessible to pre-registered participants, the outside programme can be accessible to ad-hoc participants from the local youth community from Strasbourg area.

<sup>13</sup> The financial support provided to youth and civil society organisations should therefore not only cover the mere organisation of activities in the EYE Village, but also the communication about them.

All communication material must be inclusive, acknowledge diversity and appeal to the target group. Grant beneficiaries are encouraged to apply the European Parliament’s inclusive Communication Guidelines (Annex III) and Glossary of Sensitive Language for Internal and External Communications (Annex IV).

The communication material produced by the grantee should be available in at least 3 languages (English, French, German) and if possible also in Italian, Polish and Spanish.

## **2.6 Sustainability**

Sustainability is one of the most important issues for young people nowadays. Therefore, the EP would like the EYE to set a standard for sustainable event management at the European level.

For the next editions of the EYE, the EP will build on the certification obtained for EYE2021 and EYE2023 to remain in the spirit of ISO 20121 even though the European Parliament will not seek certification anymore. Sustainability is not just about being “green”: besides environmental measures, it also covers economic and social ones, such as accessibility and inclusivity. More information is provided in Annex V.

Numerical targets will be set in relation to certain elements of environmental, economic, and social sustainability of the EYE. In order to measure performance and impacts of the event, data will be collected on the key event metrics, including but not limited to: use of resources (such as electricity, fuel, food, waste, water), carbon emissions (including in particular those linked to transport of persons: participants, speakers, staff of the grant beneficiary and the sub-grantees) and number of local partners (see data collection template in Annex VIII).

It should be noted that the EP is registered under the [EMAS and ISO 14001 environmental management standards](#), and that it strives to measure and reduce the environmental impacts of all its activities, including events. The environmental impacts of the EYE will therefore be included in the performance metrics and reporting (including in public documents) of Parliament’s environmental management system.

## **2.7 Action’s milestones**

01/10/2024	<b>(Programme)</b> Submission of first detailed proposals of activities organised by the beneficiary itself
01/11/2024	<b>(Programme)</b> Submission of final titles and descriptions/texts of activities organised by the beneficiary itself
	<b>(Programme)</b> Submission of proposals of activities organised by youth and civil society organisations (see <a href="#">section 2.2</a> )
26-27/11/2024	<b>(Coordination)</b> Site-visit in Strasbourg, including a workshop between the grant beneficiary, the European Parliament and the contractor on sustainability, logistics, programme and communications
30/11/2024	<b>(Communication plan)</b> Deadline to submit the updated communication plan (see <a href="#">section 2.5</a> )

31/01/2025	<b>(Programme)</b> Submission of final titles and descriptions/texts of all activities organised by youth and civil society organisations in English
01/03/2025	<b>(Programme)</b> Deadline to add all speakers names, titles, organisations to the programme in English
31/03/2025	<b>(Communication plan)</b> Deadline to submit the final communication plan
June 2025	<b>(Coordination &amp; Implementation)</b> European Youth Event
30/09/2025	<b>(Sustainability)</b> Report on data collected (see section 2.2.5)

## **2.8 Collaboration with the EP**

### **2.8.1 Support provided by the EP to the beneficiary**

The EP is in charge of the overall set-up, design and lay-out of the EYE Village. This includes:

- basic logistics (stages, tents, modular furniture, audio-visual equipment, WI-FI, etc.), provided in coordination with the grant beneficiary and in accordance with the needs of the outdoor programme. The beneficiary will have to provide any other (small) equipment strictly related to the activities organised in the EYE Village (such as stationery, flags, tablets, etc.);
- visual elements (signposting, maps and plans, screensavers, badges for participants, staff and volunteers, etc.);
- liaising with the national and local authorities regarding obtaining the necessary permits for the EYE village;
- security and safety, notably through the provision of security agents.

Other forms of EP support include:

- a team of volunteers that will be deployed to ensure a fluid flow of participants;
- an online platform that will allow participants to register to the event and book their activities;
- liaison with MEPs who could be interested in the programme;
- sign-language interpretation for selected activities;
- official EYE website in 6 languages (EN, FR, DE, ES, IT and PL) and a social media community on Facebook and Instagram, where the EYE programme and all useful information about the event are provided and participants can interact with each other for practical questions related to their participation;
- Code of Conduct applicable to the whole event, including the programme in the EYE Village.

### **2.8.2 Collaboration expected from the grant beneficiary**

The outdoor EYE programme will also include some activities organised by EP services and other public institutions at European or national level (see [section 2.2](#)). These activities will be under the responsibility of the EP's EYE project team.

It is therefore essential that the outdoor programme proposed by the beneficiary is fully integrated in the overall programme of the EYE. In order to achieve this coherence between activities, the beneficiary will work closely with the EP's EYE project team. Regular meetings (at least twice a month) should take place as of the starting date of the action, both in Brussels and Strasbourg, with the EYE project team and its contractor responsible for the logistics, in order to ensure the good co-creation and co-design of the programme as well as the coordination of the activities in the EYE Village. For this, the beneficiary should foresee in its planning regular missions to Strasbourg ahead of the event (usually during the plenary sessions of the European Parliament).

The beneficiary will have to make sure that, together with the organisers of the outdoor activities it will select, it complies with all relevant security and safety rules applicable both in France and in the EP.

### **2.8.3 Impact of unforeseen exceptional circumstances on the implementation of the event**

The grant beneficiary can assume that the next EYE edition will maintain its key characteristics and will host close to 9.000 participants.

However, should it become necessary due to health measures, security threats or other unforeseen circumstances, **the EP might decide to reduce the scope of the on-site event in Strasbourg**. The reduction of the size of the event could affect the number of participants and/or the activities envisaged. Logically, the services originally envisaged by the grant beneficiary will have to be reviewed and scaled down, and this may have an impact on the costs included in the Grant Agreement.

Moreover, the President of the Parliament may be forced to adopt exceptional measures on the grounds of the preservation of public health or security threats. These measures could include the postponement or the cancellation of the events. This situation will be considered as *force majeure* and the relevant provisions of the Grant Agreement will apply.

## **3 Available budget**

The maximum budget available for this call is **EUR 400 000** for one project.

The European Parliament reserves the right not to award all available funds depending on the proposals received and the results of the evaluation.

## **4 Timetable and deadlines of the call for proposal**

Timetable and deadlines

Call opening:	16/04/2024
Deadline for submission:	30/05/2024 (17.00 CET)
Evaluation:	June 2024
Information on evaluation results:	July 2024
Grant agreement signature:	July 2024
Implementation of the action:	August 2024 - December 2025

## 5 Admissibility of project proposals

Proposals must be submitted before the **call deadline** (see *timetable* [section 4](#)).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section. Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all parts, annexes and supporting documents **at the time of submitting the proposals**. Failure to submit annexes indicated as mandatory will lead to the inadmissibility of the proposal (without further consideration).

The Application Form consists of:

- Part A (to be filled in directly online) — contains administrative information about the participant and the summarised budget for the project. (Mandatory);
- Part B (to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system) — contains the description of the action. (Mandatory);
- Annex 1 — Activity form (to be uploaded); (Mandatory);
- Annex 2 - Key Performance Indicators (KPI) (to be uploaded); (Mandatory);
- Annex 3 - Detailed budget table (to be uploaded); (Mandatory);
- Other annexes and supporting documents (to be uploaded in the format requested in the application form and indicated on the Portal Submission System)

At proposal submission, the legal representative will have to confirm that (s)he has the **mandate to act** for the applicant (and its affiliates if any). Moreover, applicants will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility,

financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary will have to confirm this again by signing a declaration of honour.

The application must be **readable, accessible and printable**.

Proposals are limited to **50 pages**. Evaluators will not consider any additional pages.

The European Parliament may ask from the applicant at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, affiliated entities, etc.*).

### Mandatory annexes and supporting documents

Mandatory **annexes and supporting documents** (directly available in the Submission System) are mentioned in the application form (Annex XI to this call for proposals).



For more information about the submission process (including IT aspects), consult the [Online Manual](#)

## **6. Eligibility**

### **6.1 Eligible participants**

The actions supported under this call are **mono-beneficiary actions**. This means that there is one legal entity applying for a grant. Applications presented by consortia of partners are not eligible.

To be eligible for a grant, applicants (and their affiliated entity, if any) must be able to demonstrate that they are:

- A non-profit making organisation<sup>14</sup>;
- A private legal person constituted and registered as legal entity for at least three years at the time of application;
- A legal person registered in one of the Member States of the European Union;
- A legal person with no political affiliation<sup>15</sup>;
- A pan-European youth or civil society organisation.

Under this call for proposals, in order to be considered pan-European, the youth or civil society organisation must formally represent the interests and common values of members from at least 9 Member States (network).

Beneficiaries and affiliated entities, if any, must register in the [Participant Register](#) and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

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<sup>14</sup> 'Non-profit organisation' means a legal entity that is by its legal form non-profit making or has a legal or statutory obligation not to distribute profits to its shareholders or members. Profits have to be reinvested in the same activity of the entity (or in research activities).

<sup>15</sup> Political affiliation means membership of or close association with a political party.

Other entities may participate in the action, such as affiliated entities (see [section 6.3](#)), subcontractors and recipients of financial support (see [section 6.5](#)).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

The European Parliament may ask an applicant to provide additional information or to clarify the supporting documents submitted.

## **6.2 Non-eligible participants**

The following entities are not eligible: natural persons, international organisations, EU bodies, universities and schools, public authorities and profit making entities.

In line with the non-political affiliation criteria (see [section 6.1](#)), entities would be declared ineligible if Members of the European Parliament (MEPs):

- hold executive functions on their administrative Board or any other executive body of their organisation, or
- act as their legal representative of their organisation.

The same applies for entities that qualify as a political party active at European, national, regional or local level, as well as for their youth organisations or foundations.

## **6.3. Specific cases**

**Affiliated entities** are allowed under the following conditions:

- legal entities
- having a legal or capital link with applicants,
- which is neither limited to the action nor established for the sole purpose of its implementation (e.g. members of networks, federations, trade unions),

Affiliated entities may take part in the action and declare eligible costs.

Affiliated entities are allowed on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant.

Supporting documents proving the legal link between the applicant and the affiliated entity – if not provided with the application – will be requested during the evaluation phase of the application.

**EU restrictive measures** – special rules apply for certain entities (e.g. entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, subcontractors or recipients of financial support to third parties (if any).

The European Parliament may request supplementary explanations and (or) documentary evidence on the compliance with the restrictive measures from an applicant at any moment of the procedure.

#### **6.4 Eligible Member States**

Entities from all EU member states are eligible.

#### **6.5 Eligible activities**

Eligible activities are the ones set out in sections [1.3](#) and [2](#) of this document. Applications will only be considered eligible if their content corresponds, wholly or in part, to the activities described in these sections.

Projects should comply with the principles of the EYE as described in [section 1.4](#) of this document.

#### **Financial support to third parties (FSTP)**

Financial support to third parties is allowed under the conditions stated in this call for proposals and in Article II.12 of the grant agreement and must be explicitly mentioned in the application.

At least 80% of the EYE Village activities (see [section 2.2](#)) should be run by youth and civil society organisations following selection procedures organised by the beneficiary in order to award different types of financing support.

Following a structured selection process, to be defined in the application, the beneficiary will select and provide funding (financial support) to recipients for financial support (sub-grantees) for the implementation of outdoor activities in the EYE Village.

Applicants should include in their proposals (see [section 2.1](#)) the description of the financial support to third parties including the following elements:

a) *Objectives and results to be obtained*

The financial support to third party should be dedicated to support outdoor activities in the EYE Village (see [section 2.2.](#)) organised by youth and civil society organisation in line with the **objectives and expected outcomes** of the call for proposals (see [section 1.2](#)).

The applicant should describe in its application form how the objectives and results to be achieved by the third parties with the financial support are aligned with the objectives and expected outcomes of the call (see [section 1.4.2](#))

b) *Type of financial support*

The financial support to third party may take the form of sub-grants (including a lump sum) following a call for proposals or other selection procedure, prizes following a contest, and other financial contributions.

As indicated in [section 2.2.](#), the selection of the artists for the music programme should be organised by running an online contest with award of prizes.

c) *Types of activities*

The applicant should define in its application form a **fixed and exhaustive list of the different activities** for which third parties may receive financial support, taking into account the requirements set out in [section 2.2. – EYE Village Outdoor activities](#).

Adequate funding in the form of travel and a subsistence allowance (accommodation and per diem) should also be provided to recipients of financial support to bring their activity organisers and a 'group of participants' to the EYE2025 in Strasbourg. The 'group of participants' per recipients of financial support may not exceed 15 people (see Annex XV).

d) Amount of financial support and criteria

The applicant must indicate in its application the **maximum amount of financial support** to be granted for each third party and the **criteria for determining the exact amount** of the financial support.

Applicant should define in their proposal the most suitable financial arrangements for the activities to be organised by the recipients of financial support.

The maximum amount of financial support to each third party may not exceed EUR 60.000 (unless the applicant can justify in its application that it is necessary to achieve the objectives set out in [section 1.2](#) of the call for proposals).

If the applicant uses lump sums as a form of financial support, it must provide a clear explanation as to what it includes and how it is calculated.

The prizes awarded to artists selected following the music contest (see [section 2.2.](#)) must respect the following ceilings:

- Maximum EUR 700 per artist;
- Maximum EUR 3.500 per band.

Other costs related to the participation in the musical contest and the musical programme during EYE2025 are excluded from the prize and shall be paid separately as financial support to each artists (eg. travel and accommodation costs, costs associated with the performance in the EYE Village).

The conditions for awarding financial support for travel costs and subsistence costs to attend the EYE2025 should not exceed the ceilings set in Annex XV of the call.

e) Target recipients

The applicant must define in its application the persons or categories of persons which may receive financial support.

In order to benefit from financial support, the recipients of financial support must fulfil the following conditions:

- be established in one EU Member States
- be non-for profit entity or equivalent according to the national legislation
- without partisan political affiliation (see [section 6.1.](#)).

As an exception, the recipients of financial support in form of a prize following a contest (activities Category 2 - Music programme, [see section 2.2](#)) can be natural persons residing in one the EU Member State.

Financial support may be provided to affiliated entities of the applicant provided it is justified in order to reach the objectives and expected outcomes of the call for proposals (see [section 1.2](#)). In this case, the affiliated entities will be considered as recipient of financial support and not as a sub-grantee.

f) Selection procedures

Applicant must clearly detail in their application the **methodology** of procedures to be organised for selecting the recipients of financial support, including **the criteria for giving financial support**. These criteria should correspond to the objectives set out in the call for proposals.

Applicants may use their own procedures provided that they comply with the principles of proportionality, sound financial management, equal treatment and non-discrimination.

Additionally, the following conditions have to be fulfilled:

- Applicants must use diverse communication tools and channels to ensure outreach to potential recipient. The open call, contest and selection process must be published widely (including on the beneficiary's website).
- Applicants for financial support must be informed of call updates, including any call deadline change, and of the outcome of the selection procedures (list of selected projects, amounts and names of selected recipients).
- The selection procedures must ensure minimum geographic balance.
- The selection procedures should encourage diversity (i.e., wide representation of views and beliefs, cultural diversity of Europe, social and ethnic background, etc.), gender balance and inclusiveness.
- The selection procedure must guarantee full autonomy of the youth and civil society organisation in the design of the activities proposed for the EYE.
- Applicants must ensure transparency and equal treatment and prevent conflicts of interests during the entire award procedure.
- Applicants should take appropriate measures to mitigate the risk of double funding.

g) Implementation

The beneficiary must accompany the selected recipients of financial support to ensure all EYE outdoor activities are successfully implemented.

Applicants must describe in their application a **methodology for the management** of the recipients of the financial support and their contribution throughout the entire duration of the support, including a procedure to check the implementation by the recipients/third parties of the activities and communication actions (see [section 2.5](#)), suitable financial arrangements and payment modalities of the financial support, as well as of sound financial management and risk mitigating measures.

The beneficiary is responsible for the proper use of the funding by the recipients and must ensure that they comply with certain obligations set out in Article II.12 of the grant agreement (e.g., absence of conflict of interests, visibility obligation, record keeping, etc.).

In particular, the beneficiary of the EU grant must ensure that the recipients of the financial support allow the European Parliament, the European Anti-Fraud Office (OLAF) and the

Court of Auditors to exercise their powers of control on documents, information, even stored on electronic media, or on the final recipient's premises.

The beneficiary must ensure that the above-mentioned obligations are accepted by the recipient of financial support and included in the call conditions, rules of contest or contractual arrangements. In order to fulfil this obligation, it is recommended that the beneficiary imposes contractual arrangement on the recipients.

The beneficiary has to keep appropriate records of the financial support to third parties and supporting documents to prove the eligibility of costs (i.e., proof that the recipients falls within the category defined, proof of receipt of the funds by the third party, proof of performance of the activities supported by financial support).

### **6.6 Duration**

Events should take place between the starting date of the action planned in August 2024 and the organisation of the EYE2025 planned in June 2025 (date still to be confirmed), with follow-up communication activities until 15 December 2025.

### **6.7 Ethics**

Projects must comply with ethical principles and applicable EU, international and national law and may not have a military focus nor be against the democratic values of the European Union.

## **7 Financial and operational capacity and exclusion**

### **7.1 Financial capacity**

Applicants must have **stable and sufficient sources** of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding. The analysis of the financial capacity will be based on neutral financial indicators allowing in particular, the assessment of financial dependency on EU funding and the liquidity of the applicant.

As a minimum requirement, applicants should have an average turnover/income in the last financial year of 100 % of the total cost of the action.

The applicant's financial capacity will be assessed on the basis of the following supporting documents:

- A financial statement (including the balance sheet, the profit and loss accounts and the annexes) for the last financial year for which accounts have been closed;
- The Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts dully filled in (template available in the Submission System).

## **7.2 Operational capacity**

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects.

This capacity will be assessed on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

Applicants will have to show their capacity via the following information in the Application Form and supporting documents.

- ✓ At least three years' proven communication experience as a multiplier, able to mobilise wider networks with an explicit aim at connecting with and empowering young people;
- ✓ Human resources whose competencies and qualifications are relevant to the organisation of an event as described above. This will notably include:
  - very good communication skills in English and French (minimum requirement is B2 based on the Common European Framework of Reference for Languages of the Council of Europe)<sup>16</sup>,
  - sound knowledge in European affairs (at least one project or activity must have been carried out in partnership with an EU Institution or body in the last four years).;
  - project management experience (proven capacity to manage projects of that scope based on projects and activities performed in the last four years).

In this respect, applicants must submit the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the action;
- the organisation's annual activity report for the three last years;
- a list of previous projects and activities performed in the last three years and connected to the actions to be carried out.

The European Parliament may ask an applicant to provide additional information or to clarify the supporting documents submitted.

Applications that fail to meet the financial or operational criteria will not be examined further.

## **7.3 Exclusion**

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<sup>16</sup> More information on this Framework can be found on the website of the Council of Europe: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-commonreference-levels-global-scale>

Applicants which are subject to **EU administrative sanctions** (i.e. exclusion or financial penalty decision)<sup>17</sup> or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>18</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that<sup>19</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

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<sup>17</sup> See Article 136 of EU Financial Regulation [2018/1046](#).

<sup>18</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>19</sup> See Article 141 EU Financial Regulation [2018/1046](#).

## 8 Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure**.

Proposals will be checked for formal requirements (admissibility and eligibility) and then evaluated by an **evaluation committee** for operational capacity and award criteria (see sections [7](#) and [9](#)) and then ranked according to their quality score.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals with the highest scores will be invited for grant preparation; other will be put on the reserve list or rejected.

Invitation for grant preparation **does NOT constitute a formal commitment** for funding. The European Parliament still needs to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

If applicants have questions on the evaluation procedure, they can submit **a request for information** on the evaluation results (following the deadlines and procedures set out in the evaluation result letter).

**Grant preparation** will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from the applicant. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

## 9 Award criteria

Project proposals obtaining **60 points or less** will not be considered for the award of a grant.

Award criteria	Maximum score
<p><b>1. Quality and relevance of the proposed concept for the EYE Village (see section 2.1.I.)</b></p> <p>In particular, the quality and relevance of the concept with regards to:</p> <ul style="list-style-type: none"> <li>• how it responds to the main objectives and expected outcomes of the call (<a href="#">section 1.2</a>),</li> <li>• how it reflects the underlying principles of the EYE (<a href="#">section 1.4</a>)</li> <li>• how it complements the indoor programme</li> <li>• what makes the EYE Village programme attractive to EYE participants coming both from across Europe and Strasbourg region</li> </ul>	10
<p><b>2. Quality and relevance of the draft programme of the EYE Village (see section 2.1.II.)</b></p> <p>In particular, the quality and relevance of the:</p> <ul style="list-style-type: none"> <li>• indicative list of activities foreseen, including a number of activities and their capacity</li> <li>• types of activities foreseen, including non-formal activities and music programme</li> <li>• description of the activities organised by the beneficiary themselves (max. 20% of the EYE Village programme)</li> <li>• potential speakers and moderators;</li> <li>• potential co-organisers and sub-grantees (youth and civil society organisations, for the 80% of the EYE Village programme)</li> </ul>	25
<p><b>3. Quality of the proposed methodology (see sections 2.1.IV)</b></p> <p>In particular the quality of:</p> <ul style="list-style-type: none"> <li>• the project plan with retro-planning/time schedule;</li> <li>• the team organisation and set-up;</li> <li>• the detailed budget allocation</li> <li>• the monitoring and evaluation mechanisms put in place during and after the implementation of the action, including quality control and a feedback system to measure the satisfaction of participants as well KPIs;</li> <li>• the proposed risk management strategy</li> <li>• the proposed collaboration with the European Parliament (<a href="#">see section 2.8</a>)</li> <li>• evaluation methods (including related KPIs)</li> </ul>	20

<p><b>4. Quality of the proposed methodology for the selection and management of sub-grants (see section 2.1.III)</b></p> <p>In particular, the quality of:</p> <ul style="list-style-type: none"> <li>• the selection procedure of sub-grantees</li> <li>• the detailed plan for managing and reporting on sub-grants</li> <li>• the elaboration on the support included in the sub-grants</li> <li>• the financial arrangement with the sub-grantees, including for bringing a group of participants (management of lump sum, etc.)</li> <li>• the coordination and implementation of the outdoor programme in the EYE Village (see <a href="#">section 2.3</a>)</li> <li>• the organisation of the musical contest</li> </ul>	20
<p><b>5. Quality of the communication plan (see section 2.1.VI and 2.1.VII)</b></p> <p>In particular, the quality of the:</p> <ul style="list-style-type: none"> <li>• proposed narrative about the outdoor programme in the EYE Village and its consistency with the general EYE narrative, its principles (<a href="#">section 1.4</a>) and the objective of the call (<a href="#">section 1.2</a>)</li> <li>• proposed communication assets in line with the EYE branding and communication guidelines (see <a href="#">section 2.5</a>)</li> <li>• timeline of communication actions in full media mix (own, earned, paid) as well as traditional media and press, together with precise description of target audience and channels of communication</li> </ul>	15
<p><b>6. Sustainability of the proposal (see section 2.1.V)</b></p> <p>In particular with regards to the proposed:</p> <ul style="list-style-type: none"> <li>• measures to ensure the event is inclusive and accessible</li> <li>• measures to reduce the environmental impact of the event see <a href="#">section 2.6</a></li> </ul>	10
<p><b>Overall (pass) scores</b></p>	<b>100</b>

Maximum points: 100 points – Overall threshold: 60,5 points.

Proposals that pass the overall threshold will be considered for funding – within the limits of the available call budget. Other proposals will be rejected.

## **10 Legal and financial set-up of the Grant Agreements**

If a proposal passes evaluation, the applicant will be invited for grant preparation, where it will be asked to prepare the Grant Agreement together with the EP Project Officer.

This Grant Agreement will set the framework for the grant and its terms and conditions, in particular concerning the action implementation, the provision of financial support to third parties, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on the EU Funding & Tender Portal.

### **10.1 Starting date and project duration**

The project starting date and duration will be fixed in the Grant Agreement (*Article I.2*).

The action must be implemented between the starting date of the grant and 15 December 2025.

### **10.2 Form of grant, funding rate and maximum grant amount**

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc.*) will be fixed in the Grant Agreement (*Article I.3*).

The grant will be an actual cost grant. This means that it will reimburse ONLY certain types of costs (eligible costs) and ONLY costs *actually* incurred by the beneficiary for your project (NOT the *budgeted* costs). In addition, for the purpose of this call for proposals, the work performed by volunteers is considered as eligible under certain conditions specified below.

Co-financing shall take the form of reimbursement of up to **80% of eligible costs actually incurred** by the beneficiary and its affiliated entities.

The non-profit rule will not apply for this call for the cases under the conditions of Article 192(3) EU Financial Regulation 2018/1046).

Moreover, please be aware that the final grant amount may be reduced in case of noncompliance with the Grant Agreement (e.g. improper implementation, breach of obligations, etc.) and non-achievement of results measured through performance indicators.

### **10.3 Budget categories and cost eligibility rules**

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Article II.19 and II.21*).

Budget categories for this call are the following:

A. Personnel costs:

A.1: employees, natural persons under direct contract, seconded persons;

A.2: volunteers (on the basis of unit costs)<sup>20</sup>. Costs for volunteers cannot represent more than 50% of the total (ineligible and eligible) project costs and contributions estimated in the proposal. The grant shall not exceed the estimated eligible costs other than the costs for volunteers work;

B. Subcontracting costs - subcontracting of action tasks is subject to special rules and must be approved by the European Parliament (either as part of the proposal, during the implementation of the action through an amendment or in the final report).

Subcontracting is allowed except for project's core tasks (generally subcontracting of 30% of the total eligible cost or more will be subject to specific justification, unless specified otherwise in the call document). For more information on subcontracting please see [Guide for applicants](#)).

C. Purchase costs:

- C.1 Travel and subsistence,
- C.2 Equipment - depreciation,
- C.3 Other goods, works and services.

D. Other cost categories:

- D.1 Financial support to third parties.**

Costs for providing financial support to third parties (in the form of grants, prizes or similar forms of support; if any) are eligible, if they fulfil the general eligibility conditions, are calculated on the basis of the costs actually incurred and the support is implemented in accordance with the conditions set out in this call for proposals (section 6.5) and in the Description of the Action (Annex I of the Model Grant Agreement which corresponds to the Application form (Part B) and Annex III of the Model Grant Agreement - Detailed Estimated Budget table).

E. Indirect costs - on the basis of 7% of flat rate.

*Specific cost eligibility conditions for this call:*

- VAT:** non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible).

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<sup>20</sup> Under this call, a "Volunteer" means a person working on a non-compulsory basis for an organisation without payment.

- **Volunteers costs** — For the purpose of this call for proposals, the work performed by volunteers<sup>21</sup> is considered as eligible personnel costs in accordance with Articles 181, 186 and 190 of Regulation (EU, Euratom) 2018/1046, and shall take the form of unit costs. The amounts of the unit costs to be used by the beneficiary as the basis for declaring such eligible personnel costs are set out in the [Guide for applicants](#).

The conditions for eligibility of costs are defined in Article 186(3) of Regulation (EU, EURATOM) 2018/1046.

- Applicants are requested to include in their proposal a **civil and liability insurance** or other equivalent insurance covering their planned activities. The costs will be eligible under other good, works and services (category C.3).
- **CFS audit costs:** for grant above EUR 60.000, the beneficiary must submit with its request for final payment a certificate on financial statement (CFS) established by an independent auditor. Costs incurred in relation to the CFS are eligible under costs category C.3. – Other goods, works or services, provided that they fulfil the general eligibility conditions.

 For more information, see the [Guide for applicants](#).

#### **10.4 Reporting and payment arrangements**

The reporting and payment arrangements are fixed in the Grant Agreement (*Article I.4*).

After grant signature, the beneficiary will receive a **first pre-financing payment** to start working on the project (float of up to 30% of the maximum grant amount). The pre-financing will be paid 30 days from entry into force of the Grant Agreement.

The beneficiary can submit a request for **second pre-financing payment** after 31 January 2025.

The request must be accompanied by the following documents:

- (a) a progress report on the implementation of the *action* ('technical report on progress');
- (b) a statement on the amount of the previous pre-financing instalment used to cover costs of the *action* ('statement on the use of the previous pre-financing instalment');
- (c) final titles and descriptions/texts of all activities organised by youth and civil society organisations in English (see action's milestones at [section 2.7](#))

The second pre-financing will correspond to 40% of the total amount that can be requested by the grant beneficiary. The second pre-financing will be paid 60 calendar days from the date of receipt of the request by the European Parliament.

There will be no interim payments.

At the end of the project, the European Parliament will calculate the final grant amount. If the total of earlier payments is higher than the final grant amount, the European Parliament will ask the beneficiary to pay back the difference (recovery).

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<sup>21</sup> Idem 17.

All payments will be made to the beneficiary signing the Grant Agreement.

Please note that beneficiaries are responsible for keeping records on all the work done and the costs declared (*Articles II.27.2*).

 For more information see the [Guide for applicants](#).

## 11 Help

As far as possible, applicants are invited to read and consult the following documents before addressing their questions to the European Parliament;

- [Online Manual](#)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since the European Parliament uses it to publish call updates.

### *Contact*

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: [dgcommsubvention@europarl.europa.eu](mailto:dgcommsubvention@europarl.europa.eu) and [eye@europarl.europa.eu](mailto:eye@europarl.europa.eu).

Please indicate clearly the reference of the call and topic to which your question relates (see *cover page*).

## 12 Important



### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (e.g. *congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries and affiliated entities must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form. If your entity is not registered yet, please be reactive and provide the necessary documents as soon as possible.
- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (e.g. *own contributions, income generated by the action, financial contributions from third parties, etc.*).
- **No double funding** — There is a strict prohibition of double funding from the EU budget. Any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected.
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice.
- **Multiple proposals** — Applicants may only submit one proposal.
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language. For reasons of efficiency, we strongly advise you to use English or French for the entire application. **You should include a translation of your project's abstract in English or French.** If you need the call documentation

in another official EU language, please submit a request within 10 days after call publication (for contact information, see [section 11](#) of this document).

- **Data Protection** —The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the Funding & Tenders Portal Privacy Statement.
  - The controller is the EP Youth Outreach Unit in the Directorate General for Communication, Directorate for Campaigns. - e-mail: [eye@europarl.europa.eu](mailto:eye@europarl.europa.eu)
- **Transparency** — In accordance with Article 38 of the EU Financial Regulation, information about EU grants awarded is published each year on the Europa website.

This includes:

- o beneficiary names
- o beneficiary addresses
- o the purpose for which the grant was awarded
- o the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

### **13 List of annexes to this call for proposals**

Annex I	European Parliament Brand Book
Annex II	EYE branding – visual identity and signature
Annex III	Inclusive Communication Guidelines of the European Parliament
Annex IV	Glossary of Sensitive Language for Internal and External Communications'
Annex V	Sustainability policy of the EYE
Annex VI	Key Performance Indicators
Annex VII	Map of the EYE2023 Village
Annex VIII	Sustainability monitoring: Data collection template
Annex IX	Activity form
Annex X	Detailed Estimated Budget
Annex XI	Application Form
Annex XII	Simplified Accounting Balance Sheets and Profit and Loss Accounts
Annex XIII	Declaration on Honour
Annex XIV	Model Grant Agreement
Annex XV	Reimbursement rules of the European Parliament for speakers and moderators for EYE2025