

Directorate-General for Communication

CALL FOR PROPOSALS
COMM/SUBV/2019/E

**FOR THE ESTABLISHMENT OF A GRANT AGREEMENT FOR THE DESIGN
AND IMPLEMENTATION OF THE OUTDOOR PROGRAMME OF THE
EUROPEAN YOUTH EVENT 2020 IN STRASBOURG**

Contents

1	BACKGROUND AND PURPOSE OF THE CALL FOR PROPOSALS.....	3
1.1	General objectives of this call for proposals	3
1.2	Principles of the EYE	3
1.3	Location of the EYE outdoor programme.....	5
1.5	Contribution of the Parliament to the outdoor programme	6
1.6	Partners.....	7
1.7	Communication plan of the EP for the EYE	7
2	SPECIFIC OBJECTIVES OF THE OUTDOOR PROGRAMME	7
2.1	Participatory approach.....	7
2.2	Activities	8
2.3	Sustainable development.....	8
2.4	Selection of participants for the EYE.....	9
2.5	Collaboration with EP, EP contractors and EP partners	9
2.6	Communication	9
2.7	Performance indicators.....	10
3	BUDGET AVAILABLE, MAXIMUM COFINANCING RATE AND CATEGORY OF ELEGIBLE COSTS.....	11
3.1	Budget available	11
3.2	Maximum cofinancing rate	11
3.3	Category of eligible costs.....	11
4	USE OF PROJECTS' RESULTS AND PUBLICITY	12
4.1	Use of projects' results	12
4.2	Publicity by the EP.....	12
5	EVALUATION AND SELECTION OF PROJECTS	12
5.1	Admissibility requirements	13
5.2	Eligibility criteria	14
5.3	Exclusion criteria.....	14
a)	Exclusion from participation	14
b)	Rejection from award	14
c)	Supporting documents	15
5.4	Selection criteria.....	15
a)	Financial capacity	15
b)	Operational capacity	15
5.5	Award criteria.....	17
5.6	Information during the procedure and notification of results	19
5.7	Timetable of the call for proposals.....	19
6	CONTACT AND REQUEST FOR COMPLEMENTARY INFORMATION	20
7	DATA PROTECTION.....	20
8	LIST OF ANNEXES.....	21

1 BACKGROUND AND PURPOSE OF THE CALL FOR PROPOSALS

1.1 General objectives of this call for proposals

The purpose of this call for proposals is to select a project proposal for the award of a grant for the concept and implementation of the outdoor programme of the European Youth Event 2020 (EYE 2020) in Strasbourg **that is co-created with youth and civil society organisations.**

The objectives of the call for proposals are:

1. to offer an outdoor programme of the EYE which will complement the inside programme, engaging during two days between 6.000 and 10.000 young people aged between 16 and 30, and in line with the EYE principles (see 1.2);
2. to engage civil society organisations in the process of the co-creation and co-organisation of the EYE;
3. to create conditions for young people to generate and develop ideas for the future of Europe, that will be collected at the EYE and presented to the Members of the European Parliament as reference for their work;
4. to encourage diversity (i.e. wide representation of views and beliefs, cultural diversity of Europe, social and ethnic background, etc.), gender balance and inclusiveness (e.g. for participants with disabilities)¹;
5. to organise an event that is environmentally friendly.

This call for proposals is open to all organisations complying with the criteria described in the following sections.

1.2 Principles of the EYE

The European Youth Event (EYE) is a 2 days event for young people by young people focussing on current issues, inspiring exchange of views, debate and generation of ideas for the future of Europe, and stimulating active citizenship among young Europeans.

The EYE was initiated and is hosted by the European Parliament (EP) every 2 years since 2014, and to date 3 editions took place at the European Parliament seat in Strasbourg. The fourth edition of the EYE is tentatively scheduled for 29 and 30 May 2020 (to be confirmed). The EYE attracts between 6.000 and 10.000 young people, aged 16 to 30, and the ideas harvested at the event are then published in the EYE Report, which is transmitted to the Members of the European Parliament (MEPs).

¹ The applicant will ensure that the site is accessible to participants with visual, hearing or physical disabilities, including sanitary facilities.

The EYE's programme is composed of inside and outdoor activities, which complement each other: the inside programme is organised by the EP and its partners, while the outdoor programme is mainly co-created together with youth organisations, which ensures a wide representation of the civil society organisations, plurality of views and non-commercial aspect of the event².

The concept of the EYE has three underlying principles:

1. **Active participation:** Young people and youth organisations are invited to get actively involved in all activities before, during and after the event: in drafting and implementing the programme of the EYE, in developing and formulating new ideas for Europe during the event, and shaping parts of the programme of the event with their own contributions. The participation should be as broad as possible in order to represent the diversity in opinions and beliefs among young people.
2. **Responsive listening:** The event provides young participants with the opportunity to discuss their ideas for a better Europe not only among themselves but also with MEPs, relevant political decision-makers (including top representatives of the European institutions), key figures and innovative thinkers related to research, culture, business and civil society. According to the political pluralism of the EYE concept, Members from all political groups are invited to listen to, engage with and debate with young people during the event.
3. **Intercultural exchange:** Participation in the EYE is always an opportunity to meet young people from all over Europe. Young participants are able to explore their own European identity in their encounters and discussions with fellow young Europeans. In addition, they are invited to stage artistic performances and to showcase the rich cultural diversity of the EU.

The ideas developed in the activities are collected and distributed after the event to all MEPs (EYE Report) and presented for debate in parliamentary committees in Brussels. As such, the ideas shall serve as a reference for MEPs throughout the legislature.

² The sponsorship from private companies is not allowed.

1.3 Location of the EYE outdoor programme

The outdoor programme takes place on a site provided by the City of the Strasbourg in front of the European Parliament premises called “l’Ile des Sports” (Sports Island). The site for EYE 2020 comprises the following elements (see also annex 5):

- the **entire Boulevard Pflimlin** in between the two entry points of the Pierre de Coubertin streets;
- the **Pierre de Coubertin street** along the **AGR gymnasium**;
- the **AGR gymnasium** (around 1 000 m² with terraces of 300 seats) and its car park;
- the **Menora gymnasium**³ (around 600 m² with terraces of 100 seats), its car park and a little green area next to it;
- **two basketball fields surfaced with tarmac** located next to the AGR gymnasium ;
- on the other side of « boulevard Pflimlin », **all 4 football turf pitches and the running track**⁴ (around 6 000 and 7 000 m²); as well **as all areas around**;
- the **car park of the Strasbourg Tennis Club** for the welcome & accreditation area of participants, as well as the little path leading to the football pitches,
- **the public parking behind the parking Coubertin and the green areas along the banks of the Rhine-Marne Canal.**

The characteristics of the site described above will allow the applicant to propose an outdoor programme creating a consistent whole and organised as a village/street festival, that would be safe and secure while hosting not only the EYE participants, but also the local youth community of Strasbourg and the surroundings. The site will be able to accommodate all the logistical infrastructures needed to facilitate the organisation and participation to the activities of the outdoor programme (signposting, stages, tents, but also food trucks, sanitary facilities, etc.). The City of Strasbourg may provide some equipment⁵.

The City of Strasbourg may organise, on request, a visit of the site on Tuesday 7 May at 14:30. Applicants wishing to request this visit must communicate the names and positions of those attending by Friday 3 May - by e-mail to the following address: eye@europarl.europa.eu.

³ Non-sport activities can be organised in both gymnasiums, provided that the “dossier de sécurité” is submitted 2 months before and protective carpeting is used by the beneficiary (cost is estimated at EUR 3,000.00 for AGR and EUR 1,800.00 for Menora)

⁴ Pitches and track are only for sport activities and wanderings because of the fragile artificial turf.

⁵ In 2018, the City of Strasbourg provided for example 800 foldable chairs, tables and picnic tables and benches.

1.4 Indicative timeline of the event

01/10/2019	(Participants) Opening of registration for sponsored groups (see points 1.5 and 2.3)
13/09/2019	(Programme) Submission of first concrete proposals of activities by the beneficiary
16/12/2019	(Programme) Submission of final titles and descriptions/texts of activities by the beneficiary
	(Programme) Submission of proposals of all other activities by the beneficiary (see point 2.2)
30/11/2019	(Participants) Closing of registration for sponsored groups (see points 1.5 and 2.3)
01/01/2020	(Participants) Opening of registration for participants
15/01/2020	(Programme) Submission of final titles and descriptions/texts of all other activities by the beneficiary
28/02/2020	(Programme) Deadline to add all speakers names, titles, organisations to the programme
21/03/2020	(Programme) Deadline for speakers to fill out form with biography and accreditation details

1.5 Contribution of the Parliament to the outdoor programme

The European Parliament will actively support the beneficiary in the concept and implementation of the outdoor programme. The support covers the following elements:

-) technical expertise for the elaboration and submission of the security dossier to the City of Strasbourg;
-) provision of all security agents needed in the outdoor area to ensure the safety and security from the assembling to the dismantling of the site⁶. These agents will follow the instructions of the beneficiary, in line with its security and emergency plans;
-) guidance and expertise for the elaboration of an exhaustive risk management plan;
-) funding from the EP's Opinion Multiplier programme to bring to the event up to 40 groups ("sponsored groups") of 20 participants, with a priority for participants from vulnerable backgrounds or remote areas (see point 2.3);
-) coverage of travel, accommodation and subsistence costs for speakers of the outdoor programme also taking part in the indoor programme⁷;
-) facilitation of contacts with MEPs⁸.

⁶ The beneficiary will also be able to count on the City of the Strasbourg for the provision of some of the security equipment.

⁷ As it could be relevant that speakers take part in both the indoor and outdoor programme, the EYE project team and the beneficiary should share one another the list of invited speakers.

⁸ The beneficiary shall coordinate with the EYE project team contacts with MEPs for their invitation to activities to avoid duplication.

1.6 Partners

The European Parliament and the beneficiary will build a network of partners to cooperate on activities in the programme. Such partners can be other European institutions - such as the European Commission, or the Council of Europe, NGOs or associations specialising in EYE relevant topics or in youth-related issues or local partners⁹.

In the past, the outdoor programme included activities organised by the European Commission or the Council of Europe. The beneficiary should therefore also consider hosting activities from these partners in the outdoor programme.

1.7 Communication plan of the EP for the EYE

The communication plan of the European Parliament is developed in line with the principles and objectives described respectively in points 1.1 and 1.2 (see annex 6). It aims to:

-) inform young people about the EYE;
-) offer them opportunities to engage online before, during and after the event;
-) promote the registration phase and all the related milestones (deadlines, etc.) that are included in the EP's communication plan for the EYE;
-) promote the indoor and outdoor programme as an integral part of the EYE;
-) promote the image of the EP as an open and young institution, a place of debate, for and by the people;
-) reach maximum outreach and participation in the preparation phase, during and after the event.

In its communication, the European Parliament applies the Guidelines for Consistent Communication (see annex 7).

2 SPECIFIC OBJECTIVES OF THE OUTDOOR PROGRAMME

2.1 Participatory approach

In line with the principles and objectives described under points 1.1 and 1.2, the outdoor programme should be entirely developed and implemented by a civil society organisation in Europe, together with young people and youth organisations. Therefore, the objective of the applicant should be to ensure a wide and active participation of young people, youth organisations and youth work institutions at all stages of the design and implementation of the outdoor programme. This includes contributing to programme content, designing the organisation of the village, helping at the event or speaking¹⁰ to inspire participants.

⁹ Local partners, such as local organisations, high schools, colleges and/or universities, can be a real asset in enhancing the logistical capacities in the run-up to the event as well as on the days of the event itself

¹⁰ Speakers should be ideally under 30 years old or anyway under 35 at the date of the event. MEPs and high-level personalities should be the only exception.

The involvement of many different youth organisations might require the applicant to accommodate many requests for changes during the implementation of the action.

2.2 Activities

The activities organised will ideally combine various formats¹¹ and allow participants to get inspired, get connected, get skilled, get creative, get to know the Parliament, get their say and get active. Activities should comprise, among others:

- a broad set of *non-formal education activities* by young people for young people, including political debates, interactive workshops¹², intercultural trainings, networking, and the like;
- *concerts, theatre, dance and acrobatic performances* as well as art and photography exhibitions *by young artists*;
- *leisure activities* to balance the overall programme with fun, creativity and entertainment, including possible special events (concert, party) for the Friday or Saturday evenings.

The number of activities should be appropriate to the size and infrastructure available on the site. Activities should target big and small audiences¹³ and be politically neutral/balanced. The applicant should propose *at least*:

-) 10 activities for a bigger audience, and;
-) 50 to 70 activities for a smaller audience.

2.3 Sustainable development

In the line with the general objectives defined in section 1.1, the applicant should aim to develop a proposal that ensures that the outdoor programme is sustainable and ‘green’ at all stages of its design and implementation.

It should be noted in this connection that the European Parliament applies the EMAS environmental management system in accordance with Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 (see Annex 8 for more information about EMAS).

¹¹ For concrete examples, please refer to the [programme of the EYE 2018](#).

¹² Creative and artistic workshops, activating workshops for youth engagement, skills workshops, etc.

¹³ Political discussions would typically be for bigger audiences (cca 100 people), while hands-on/creative workshops/role play games work better with smaller audiences (cca 50 people).

2.4 Selection of participants for the EYE

While the European Parliament will take care of the overall selection, registration and accreditation of participants, the beneficiary should also contribute to identifying and attracting participants¹⁴ to the European Youth Event:

-) youth groups and other civil society organisations from vulnerable backgrounds and/or more remote regions (which could be “sponsored groups”). The applicant should identify and encourage them to register at the event and, possibly, also contribute to the outdoor programme with their own activities;
-) the local youth community of Strasbourg and the surroundings, thereby ensuring a blend of local and international participants at the EYE¹⁵;
-) 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, focussing on the groups identified above.

2.5 Collaboration with EP, EP contractors and EP partners

The outdoor programme of the EYE should not appear as a stand-alone event, but form an integral part of the EYE. This should be reflected in the programme, the general look and feel of the outdoor offer, the signposting as well as in the communication plan designed by the applicant.

In order to achieve this coherence between inside and outside activities, the beneficiary will work in close partnership with the EP’s EYE project team. Regular meetings should take place, both in Brussels and Strasbourg with the EYE project team and/or its contractor responsible for the logistics.

The proposal should describe how the applicant intends to share information, report on the progress, discuss problems and solutions with the EP, EP contractors and EP partners.

2.6 Communication

The proposal should include a communication plan that ideally will aim to reach the EYE’s objectives (described in point 1.7) both online and offline, including owned, paid and earned media. The communication plan must complement and cannot not overlap or duplicate the actions of the European Parliament.

¹⁴ The beneficiary will take into account the Inclusive communication Guidelines developed by the European Parliament and presented in annex 9 of this call.

¹⁵ 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.

2.7 Performance indicators

The beneficiary will be requested to report on the actual achievements against the predefined targets. The proposal should indicate the methodology for collecting this data/source of information. The proposal should also set up quantified targets using the following performance indicators:

- 1) Number of activities organised
- 2) Number of established collaborations with partners and stakeholders (incl. schools/universities involved)
- 3) Number of MEPs involved (number of appearances)
- 4) Number of people reached by the online communication about the event
- 5) Number of people reached by the offline communication about the event
- 6) Number of journalists and bloggers participating in the event
- 7) Average age of speakers invited (excluding MEPs and high-level speakers)

3 BUDGET AVAILABLE, MAXIMUM COFINANCING RATE AND CATEGORY OF ELEGIBLE COSTS

3.1 Budget available

An indicative amount of € 860.000 euros will be available for a grant under this call for proposals.

3.2 Maximum cofinancing rate

The maximum rate of co-financing of projects is 100% of the total eligible costs of the action.

3.3 Category of eligible costs

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

The following categories of costs are eligible for funding under this call:

1. Staff costs.
2. Travel costs, accommodation and subsistence allowances.
3. Depreciation cost of the equipment purchased specifically for the action, in relation to the duration of the use required for implementing the action and in relation to usual national depreciation rules applicable to the beneficiary.
4. Costs of consumables and supplies.
5. Sub-contracting costs.
6. Indirect costs (overheads) which cannot be attributed and accounted for separately as being directly and strictly related to the project proposed, but are rather the general running costs and administrative costs of the beneficiary organisation limited to a maximum of 7% of the total of all the other categories of expenditures.

VAT is eligible where it is not recoverable under the applicable national VAT legislation and is paid by the beneficiary other than a non-taxable person within the meaning of the first subparagraph of Article 1351) of the Council Directive 2006/112/EC.

Contributions in kind by third parties are not eligible for funding.

4 USE OF PROJECTS' RESULTS AND PUBLICITY

4.1 Use of projects' results

Without prejudice to the fact that ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested in the beneficiary, the beneficiary grants the Union the right to use the results of the action for the purposes specified in the signed grant agreement.

4.2 Publicity by the EP

All information relating to grants awarded in the course of a financial year shall be published on the EP website no later than 30 June of the year following the financial year in which the grants were awarded.

The EP will publish the following information:

- name of the beneficiary,
- address of the beneficiary,
- subject of the grant, and
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

5 EVALUATION AND SELECTION OF PROJECTS

All project proposals will be examined and evaluated by an evaluation committee on the basis of the criteria set out by this call for proposals.

The evaluation committee will assess the grant applications following the criteria below:

- a) admissibility of the application (see admissibility requirements in 5.1);
- b) eligibility of the applicants (see eligibility criteria in 5.2);
- c) financial and operational capacity of the applicant (see selection criteria in 5.4);
- d) award criteria (see point 5.5).

The EP reserves the right to contact applicants during the evaluation procedure in order to obtain additional information, documentation or clarifications on the content of the application. However, this does not include any kind of negotiation. Any requests or replies do not constitute any ground to claim any expectation concerning the selection of the application.

5.1 Admissibility requirements

Failure to comply with

any of the following requirements will lead to a rejection of the application:

-) applications must be sent no later than **6 June 2019 at midnight CET**;
-) applications must be submitted following the electronic submission procedure described below. No other method of submission will be accepted.

The date and time of submission will be the date and time of sent applications as registered by the EP's server.

In order to register a grant application, the applicant must download the application form available on the European Parliament's website at <http://www.europarl.europa.eu/eng-pub/contracts-and-grants/en/20150201PVL00100/Grants> following the guidelines and instructions provided in the form. The form must be saved on a local drive (computer) before being completed.

The form may be filled offline, edited and saved several times (if necessary).

In order to be registered, the application form must be submitted by email:

- either by pressing on "Submit by Email" at the bottom of the form: by clicking on "Submit by email", the form will be automatically attached to an email addressed to the EP, or
- by attaching the application form to an email addressed to dgcomm-egrants@ep.europa.eu.

Requested supporting documentation (see checklist for applicants annexed to the application form) must be manually attached to the same email before sending it to the EP. The e-mail body may be filled in with comments relevant to the application if necessary.

Paper applications or electronic applications on data carriers (CD Rom, USB Stick) will not be accepted. However, in the course of the evaluation and the award process, the EP may request an original application in paper.

The supporting documents may be submitted in any EU official languages. Applicants are not required to provide translated documents, except for supporting documents aimed at demonstrating the operational capacity of the applicant, which must be submitted together with a summary in English or French.

Supporting documents must be clearly entitled and numbered as per the checklist for applicants.

The EP may ask applicants to complete any application, which is incomplete or illegible, or which is not formatted as requested.

5.2 Eligibility criteria

The grant agreement may only be signed with a single beneficiary.

However, beneficiaries may delegate the implementation of part of the action to other entities (implementing partners). They may define the modalities of their cooperation scheme and describe it under the application form's section entitled "Methodology to be followed and project implementation" but in case the project proposal would be selected, only the beneficiary of the grant would sign a grant agreement and carry the legal and financial responsibility for the implementation of the action.

To be eligible for a grant, applicants must be able to demonstrate that they are:

-) Non-profit making. Be a non-governmental organisation or body. Public authorities (ex.: executive power of state, region, municipality) and profit-making entities are non-eligible entities under this call for proposals;
-) A legal person constituted and registered as legal entity for at least two years at the time of application;
-) Based in one of the Member States of the European Union.

The assessment of the eligibility will be based on the following **supporting documents to be submitted with the application:**

-) extract from the official journal, copy of articles of association, extract of association register or any other relevant supporting document.

5.3 Exclusion criteria

a) Exclusion from participation

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the situations set out in article 136 (1) of the financial rules applicable to the general budget of the Union¹⁶ (the Financial rules).

b) Rejection from award

In accordance with Article 141 (1) of the Financial rules, applicants will be rejected from an award procedure if, they:

- a. are in an exclusion situation established in accordance with Article 136 of the financial rules applicable to the general budget of the Union;
- b. have misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;

¹⁶ Regulation (EU, Euratom) 2018/1046 of the European Parliament and the Council of 18 July 2018. <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1046&from=EN>

- c. were previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equality of treatment, including distortion of competition, which cannot be remedied otherwise.

c) Supporting documents

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in Article 136 (1) and 141 (1) of the Financial rules filling in the relevant form attached to the application form (annex 1.1). Omitting to sign and/or date this form will result in the exclusion of the application.

5.4 Selection criteria

a) 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 applicants' financial capacity will be assessed on the basis of a declaration on their honour (Annex 1.1) and the following supporting documents to be submitted with the application:

1. financial statement (including balance sheet, the income and expenditure statement of the **last two** financial years for which the account have been closed);
2. an audit report produced by an approved external auditor, if available and in any case where the statutory audit is required by Union or national law, certifying the accounts for up to the last **two** available financial years. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last two available financial years;
3. financial capacity form filled in with the relevant statutory accounting figures provided in the application form.

b) Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. The applicants must have in particular:

1. at least 12 months' proven communication experience as a multiplier, able to mobilize wider networks, with an explicit aim at connecting with and empowering young people in the EU;
2. human resources whose competencies and qualifications are relevant to the organisation of an event as described above. This will also include

- 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)¹⁷,
- project management experience (proven capacity to manage projects of that scope based on projects and activities performed **in the last three years**); and
- 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 three years**).

In this respect, applicants have to submit a declaration on their honour (annex 1.1), and the following **supporting documents**:

1. curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the action, together with language certificates;
2. the organisation's annual activity report for the **two** last complete financial years;
3. an exhaustive list of previous projects and activities performed **in the last three years** and connected to the actions to be carried out, among which:
 - at least one was carried out in partnership with an EU Institution,
 - at least one was organised with and/or for young people (16-30 years old)
 - at least one was an outdoor event

at least one was organised with minimum 1.000 participants

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

¹⁷ 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-common-reference-levels-global-scale>

5.5 Award criteria

The grants will be awarded following a **comparative assessment of the proposals** on the basis of the criteria detailed below.

	Criteria	Score
1	Relevance of the proposal in relation to the objectives of the call	Maximum 20
	<ul style="list-style-type: none">) Quality of the proposal (number and diversity of partner youth organisations, type of activities proposed, and formats that correspond to the principles of the EYE, etc.) (see points 1.1, 1.2, 2.1 and 2.2).) Environmental friendliness of the concept (see point 2.3).) Creativity of the concept and of the activities foreseen with regards to the target group (see point 2.4). 	
2	Project management methodology	Maximum 40
	<ul style="list-style-type: none">) Proposed methodology for implementation of the action and planning in line with the EYE milestones (see indicative timeline at point 1.4).) Description of proposed project management including contact points, contact methods, foreseen review meetings, reports, etc. (see points 2.1, 2.4 and 2.5).) Identification of the potential problems in the implementation of the action and proposed solutions.) Monitoring and evaluation mechanisms, described in detail and specifying tools used.) Organisation of the work and resources (how the roles and responsibilities of the project team are distributed for each task, global allocation of time and resources to the project and to each task, and whether this allocation is adequate).) Relevant use of key performance indicators in order to measure the success of the action (see point 2.7). 	
3	Inclusiveness of the proposal	Maximum 20
	<ul style="list-style-type: none">) Degree of inclusion of young people, youth organisations and youth work institutions at all stages of the design and implementation of the outdoor programme (see point 2.1).) Number and variety of countries of origin and fields of action of the youth organisations involved in the programme (see points 2.1 and 2.4).) Accessibility for participants with visual, hearing or physical disabilities. 	

4	Communication	Maximum 20
	<ul style="list-style-type: none">) A communication plan in line with the EP's communication plan and objectives (see point 1.7).) A media strategy for owned, earned and paid media.) Effectiveness of proposed outreach measures targeting the youth community of Strasbourg and the surroundings about the possibility to participate in the outdoor programme (see point 2.4). 	
TOTAL		Maximum 100

5.6 Information during the procedure and notification of results

The EP will notify receipt of applications and results, by e-mail only, to the contact person named in the grant application form. It is the applicant responsibility to provide a valid e-mail address for its contact person and to check this e-mail address regularly.

Upon submission of their application, applicants will receive information on the evaluation and award process in 3 steps:

- 1- Acknowledgement of receipt stating the date and time of application. In case the applicant would not receive an acknowledgement of receipt within 15 calendar days following the submission of the application, he/she should contact the EP at dgcomm-egrants@ep.europa.eu within 15 calendar days after the deadline for application in order to confirm receipt of the application. **The EP shall not be held liable in case of any technical issue preventing the registration of an application. If the applicant cannot provide a proof of submission, the application will not be considered by the EP.**
- 2- Email confirming the status of the application:
 -) Confirmation that the application is under assessment and communication of the grant ID (to be reminded in all correspondence with the EP), or
 -) Information to the applicant that the application cannot be considered for evaluation (notably in case of mistaken, incomplete or duplicate application).
- 3- Notification of the results of the evaluation (selected or rejected grant proposals). Successful applicants will be required to confirm their application following the notification of results. Failure to do so may lead the EP to withdraw its offer.

5.7 Timetable of the call for proposals

Publication of the call for proposals:	25 April 2019
Application deadline:	6 June 2019
Evaluation period:	June 2019
Result of the evaluation, notification to all applicants	June
Signature of grant agreement:	June/July 2019
Earliest start date of projects:	01/07/2019
Latest end date of projects:	31/08/2020
Planned maximum duration of projects:	13 months
Submission of the ideas collected at the EYE:	3 weeks after the event
Evaluation of completed projects:	Final reports must be submitted by the beneficiary within 2 months following the end of the action

Applicants are informed that, under the financial regulation applicable to the general budget of the European Union, no grant may be awarded retrospectively for actions already completed.

The start date of the action (i.e. start of the implementation period and of the eligibility of corresponding costs) referred to in the grant agreement may never be prior to the date of award of the grant.

The implementation of the actions may start as from the date of the notification sent to the successful applicant. It will have to end on 31 August 2020.

6 CONTACT AND REQUEST FOR COMPLEMENTARY INFORMATION

Questions of clarification may be sent by e-mail to: dgcomm-subvention@ep.europa.eu.

Questions drafted in English or French will receive a reply within 5 working days. It should be noted that this time-limit could be extended in case a translation from any EU official language to English or French would be required. Replies will be provided in English or in French.

7 DATA PROTECTION

Regulation (EU) 2018/1725 (herein after "the Regulation") applies to the processing of personal data carried out by the EP.

Further to Article 15 and Article 12 of this Regulation, the EP provides the data subjects with the following information:

-) The controller is the EP Directorate General for Communication Finance Unit.
-) E-mail: dgcomm-subvention@ep.europa.eu
-) The purpose of the processing is to manage contacts with applicants and assess applications for grants.
-) Your replies to the questions in this form are necessary in order to assess your application.
-) The categories of data collected and used for the processing operations are administrative data, contact details and career related data (CV) of relevant staff representing and working for the applicant.
-) The recipients of the data are the members of the evaluation committees, the Court of Auditor, the Court of Justice and the European Anti-Fraud Office (OLAF) when applicable.
-) Data subjects have the right of access and the right to rectify the data concerning them by contacting the Finance Unit.
-) The legal basis of the processing operation at stake is Article 180(4) of regulation (EU, Euratom) 2018/1046 of the EP and of the Council on the financial rules applicable to the general budget of the Union.
-) The time limits for storing the data are maximum 10 years.

- J Data subjects have the right to have recourse at any time to the Data Protection Officer at data-protection@ep.europa.eu and to the EDPS at edps@edps.europa.eu.

8 LIST OF ANNEXES

Annex 1: Grant application form *(to fill in and submit)*

Annex 1.1: Declaration on honour *(to fill in and return with the application form)*

Annex 1.2: Checklist for applicant *(for information only)*

Annex 2: Model Grant agreement *(for information only)*

Annex 3: List of key indicators for project proposals and reporting *(to fill in and return with the application form)*

Annex 4: Financial Identification Form *(to fill in and return with the application form)*

Annex 5: Map of the outdoor site *(for information only)*

Annex 6: Communication plan of the European Parliament for the EYE *(for information only)*

Annex 7: Consistent Communication Guidelines of the European Parliament *(for information only)*

Annex 8: European Parliament's environmental policy *(for information only)*

Annex 9: Inclusive communication Guidelines of the European Parliament *(for information only)*