



EU FUNDING FOR YOUTH – A GUIDE TO NEWCOMERS!

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The info pack is a document used to provide detailed information about an Erasmus+ project. It is designed to assist participants and partners in preparing for their involvement in the project and is sent out before the project begins. It should include:	
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1. About This Booklet

Created under the project **R.U.R.A.L.** Rural Unity for Rural Active Leaders, this booklet provides guidelines for small and grassroots youth organisations that wish to develop transnational cooperation and take part in EU programmes, benefiting from EU financial support while promoting EU political strategies and values.

The project R.U.R.A.L., aims at enabling and enhancing participation to democratic, social and political life of young people living in rural areas, by engaging and empowering youth organisations.

The project is coordinated by CrowdAid APS - Ente del Terzo Settore (Roma, Italy) in partnership with Scout Society Asociația (Targu Jiu, Romania), ECOS - Cooperativa de Educação Cooperação e Desenvolvimento, CRL. (Faro, Portugal) and ASEID Asoc Empleo Inclusión Y Desarrollo (Alcoi, Spain).

The project general objectives are:

- To promote and develop more transnational structured cooperation, online and offline, among different youth organisations, building and strengthening supportive and inclusive partnerships;
- To encourage and equip young people with the necessary resources to become active citizens, agents of solidarity and positive change in their communities inspired by EU values and European identity.

The project includes four main activities:

- **Workshop** on EU policy in the field of political strategies, values and governance, led by Scout Society in Romania (June 2023).
- **Training** for strengthening the capacity of youth organisations to participate in EU programmes, in Spain (November 2023), led by ASEID.
- **Weekly tutoring**, during 4 months, online, evolving all project partners.
- **Simulation R.U.R.A.L. Parliament** for young people of rural areas, in Italy (June 2024), led by CrowdAid.

This booklet gathers the main contents and results from the Workshop on EU policy in the field of political strategies, the Training for strengthening the capacity of youth organisations to participate in EU programmes and the Tutoring program and it was coordinated by ECOS, CRL in partnership with all project partners and with contributes from the participants in the Workshop and the Training.

The booklet was created not only to support participants in the R.U.R.A.L. project, but also to be used by other small and grassroots youth organisations in the coming years. It was written in English but is also available in Italian, Portuguese, Romanian and Spanish in order to allow its wide use in the countries of the project partners and all over the EU.

2. EU Strategies, Policies, Values and Governance

2.1. Brief introduction to the EU

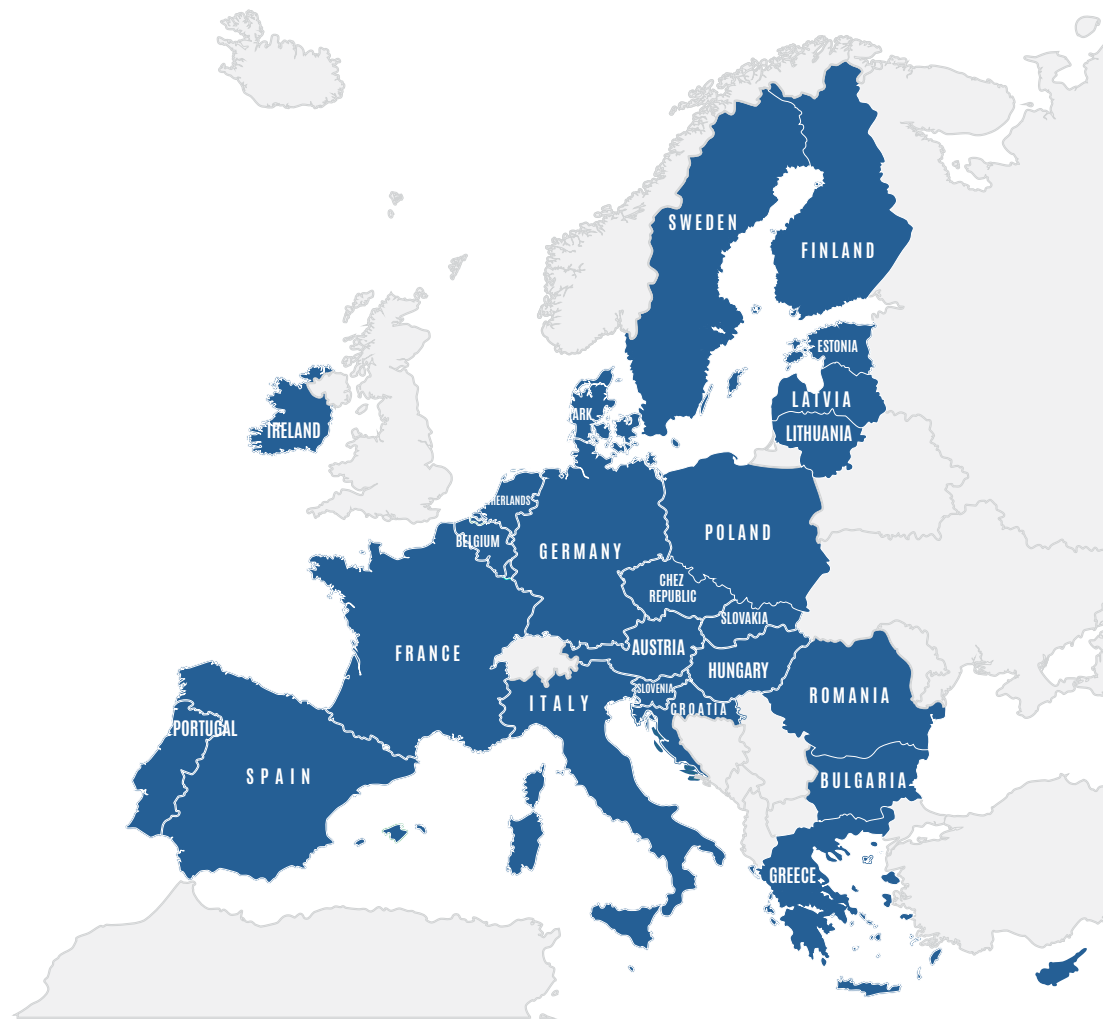
2.1.1. History, aims and values of the EU

The European Union (EU) is a unique economic and political union between 27 European countries.

(Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden).

The EU is the result of a history of growing cooperation and integration between European countries that started after the Second World War and lasts until today. Its story is a path made of consecutive deepening and enlargement steps from a 6 countries' economic community on coal and steel to a 27 countries economic and political union.

While the initial purpose of the EU contraction was to end the centuries of frequent and bloody conflicts in the European continent, that culminated in the Second World War, the current EU follows comprehensive aims and values, laid out in article 2 of the Lisbon Treaty and the EU Charter of Fundamental Rights.





EU Aims

Within its borders:

- Promote peace, its values and the well-being of its citizens;
- Offer freedom, security and justice without internal borders, while also taking appropriate measures at its external borders to regulate asylum and immigration and prevent and combat crime;
- Establish an internal market;
- Achieve sustainable development based on balanced economic growth and price stability and a highly competitive market economy with full employment and social progress;
- Protect and improve the quality of the environment;
- Promote scientific and technological progress;
- Combat social exclusion and discrimination;
- Promote social justice and protection, equality between women and men, and protection of the rights of the child;
- Enhance economic, social and territorial cohesion and solidarity among EU countries;
- Respect its rich cultural and linguistic diversity;
- Establish an economic and monetary union whose currency is the euro.

Within the wider world are:

- Uphold and promote its values and interests;
- Contribute to peace and security and the sustainable development of the Earth;
- Contribute to solidarity and mutual respect among peoples, free and fair trade, eradication of poverty and the protection of human rights;
- Strict observance of international law.



EU Values

Human dignity - Human dignity is inviolable. It must be respected, protected and constitutes the real basis of fundamental rights.

Freedom - Freedom of movement gives citizens the right to move and reside freely within the Union. Individual freedoms such as respect for private life, freedom of thought, religion, assembly, expression and information are protected by the EU Charter of Fundamental Rights.

Democracy - The functioning of the EU is founded on representative democracy. A European citizen automatically enjoys political rights. Every adult EU citizen has the right to stand as a candidate and to vote in elections to the European Parliament. EU citizens have the right to stand as a candidate and to vote in their country of residence, or in their country of origin.

Equality - Equality is about equal rights for all citizens before the law. The principle of equality between women and men underpins all European policies and is the basis for European integration. It applies in all areas. The principle of equal pay for equal work became part of the Treaty of Rome in 1957.

Rule of law - The EU is based on the rule of law. Everything the EU does is founded on treaties, voluntarily and democratically agreed by its EU countries. Law and justice are upheld by an independent judiciary. The EU countries gave final jurisdiction to the European Court of Justice - its judgments have to be respected by all.

Human rights - Human rights are protected by the EU Charter of Fundamental Rights. These cover the right to be free from discrimination on the basis of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation, the right to the protection of your personal data, and the right to get access to justice.

EU HISTORY TIMELINE¹

1945-59

Peace in Europe and the beginnings of cooperation

With the aim of ending the frequent and bloody conflicts that culminated in the Second World War, European politicians began the process of building what we know today as the European Union. On 9 of may 1950, French Foreign Minister Robert Schuman presents a plan for deeper cooperation. Later, 9 May is celebrated by the European Union as 'Europe Day'.

The European Coal and Steel Community, founded in 1951, is the first step in securing a lasting peace. Under this common management agreement, Germany, France, Italy, the Netherlands, Belgium and Luxembourg, agreed to run their coal and steel industries, ensuring that no single country can produce weapons of war to use against the others, as in the past.

In 1957, the Treaty of Rome established the European Economic Community (EEC) expanding the founding countries cooperation to other economic sectors. This period, however, also sees the emergence of a Cold War that divides the continent for more than 40 years.

1960-69

The 'Swinging Sixties': A period of economic growth

The 1960s was a good period for the economy, helped by the fact that EEC countries stopped charging customs duties when they trade with each other and agree to joint control over food production.

The European Free Trade Association (EFTA) is created to promote free trade and economic integration between countries not in the EEC: Austria, Denmark, Norway, Portugal, Sweden, Switzerland and the United Kingdom. By 2020, the EFTA members are Iceland, Liechtenstein, Norway and Switzerland.

1970-79

A growing Community

Denmark, Ireland and the United Kingdom joined the European Communities on 1 January 1973, raising the number of member countries to 9.

Regional policy starts to transfer huge sums of money to create jobs and infrastructure in poorer areas. The first direct elections by citizens of members of the European Parliament takes place in 1979.

1980-89

The changing face of Europe

In 1981, Greece becomes the 10th member of the European Communities, and Spain and Portugal followed 5 years later. The Single European Act launches a vast 6-year programme to create a single market. The act, also gives the European Parliament more say and strengthens the powers of the European Communities in environmental protection.

In 1987, the Erasmus programme is launched to fund university students wishing to study in another European country. Since then, the programme has given over 10 million people the chance to study, train, volunteer or gain work experience abroad.

¹ History of the EU available at https://european-union.europa.eu/principles-countries-history/history-eu_en

1990-99**A Europe without frontiers**

In 1993, the single market is launched with the '4 freedoms' of free movement for people, goods, services and money.

The 1990s is also the decade of 2 treaties – the Treaty on European Union (Maastricht Treaty) in 1993 and the Treaty of Amsterdam in 1999.

Austria, Finland and Sweden join the EU in 1995, and a small village in Luxembourg gives its name to the Schengen agreement that will gradually allow people to travel to large parts of the EU without passport checks.

2000-09**Further expansion**

The euro is now the new currency for millions of Europeans.

10 new countries join the EU in 2004 - Cyprus, Czechia, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia - followed by Bulgaria and Romania in 2007.

The Treaty of Lisbon provides modern institutions and more efficient working methods.

2010-19**A challenging decade**

The global economic crisis strikes hard in Europe. In 2012, the EU is awarded the Nobel Peace Prize, for advancing the causes of peace, reconciliation, democracy and human rights in Europe.

Unrest and wars in various countries lead many people to flee their homes and seek refuge in Europe. The EU is faced with the challenge of how to take care of them, while safeguarding their welfare and respecting their human rights.

Climate change is at the top of the agenda and leaders agree to reduce harmful emissions. Croatia becomes the 28th member of the EU in 2013. But in a referendum in 2016, the United Kingdom votes to leave the EU.

2020 - today**A united and resilient EU**

The COVID-19 pandemic triggers a major public health emergency and economic slowdown. The EU and its member countries work together to support healthcare systems, contain the spread of the virus, and secure vaccines for people in the EU and beyond.

On 31 of January 2020, the UK leaves the EU after 47 years of membership, opening a new chapter in its relationship with the EU.

EU leaders agree the largest stimulus package ever financed from the EU budget with the focus on a green and digital recovery as the EU works towards climate neutrality by 2050.

2.1.2. EU institutional set-up and decision-making process

The European Union's institutional set-up is unique and its decision-making system is constantly evolving. The 7 European institutions, 7 EU bodies and over 30 decentralised agencies are spread across the EU. They work together to address the common interests of the EU and European people.

In terms of administration, there are a further 20 EU agencies and organisations which carry out specific legal functions and 4 interinstitutional services which support the institutions.

All of these establishments have specific roles – from developing EU laws and policy-making to implementing policies and working on specialist areas, such as health, medicine, transport and the environment.

There are **4 main decision-making institutions which lead the EU's administration**. These institutions collectively provide the EU with policy direction and play different roles in the law-making process.

With their distinct functions, these 4 institutions work together closely to set the EU's agenda and initiate and coordinate EU law-making².

In general, the European Council does not make laws. However, it can agree on changes in the Treaty on the Functioning of the EU. Its main role is to determine the EU's political direction. In most cases, the European Parliament, the Council of the European Union and the European Commission produce the policies and laws that apply throughout the EU. The process they follow is called the Ordinary Legislative Procedure.

In principle, the Commission proposes new laws, and the Parliament and Council of the European Union adopt them. The member countries then implement them, and the Commission ensures that the laws are properly applied.

EU decision-making institutions



The European Parliament represents the citizens of EU countries and is directly elected by them. It takes decisions on European laws jointly with the Council of the European Union. It also approves the EU budget. It runs a network of liaison offices in EU capitals, London, Edinburgh and Washington D.C.



The heads of state or government of the EU countries meet, as the European Council, to define the general political direction and priorities of the European Union. The European Council is chaired by a president who is elected for a 2.5-year term, renewable once. It does not adopt laws except for possible EU Treaty amendments.



Represents the governments of EU countries. The Council of the EU is where national ministers from each government meet to adopt laws and coordinate policies. Ministers meet in different configurations depending on the topic to be discussed. The Council of the EU takes decisions on European laws jointly with the European Parliament.



The European Commission represents the common interests of the EU and is the EU's main executive body. It uses its 'right of initiative' to put forward proposals for new laws, which are scrutinised and adopted by the European Parliament and the Council of the European Union. It also manages EU policies (except for the Common Foreign and Security Policy, which is conducted by the High Representative for CFSP, Vice-President of the European Commission), and the EU's budget and ensures that countries apply EU law correctly. Representation offices act as the Commission's voice across the EU. They monitor and analyse public opinion in their host country, provide information about EU policies and the way the EU works, and facilitate the Commission's cooperation with the host member country.

² The powers, responsibilities and procedures of the EU's institutions are laid down in the founding treaties of the EU: the Treaty on the Functioning of the European Union (1957) and the Treaty on European Union (1992). More recently, the Lisbon Treaty (2007) introduced certain amendments and additions to their competencies.

The work of these 4 main EU institutions, which covers the legislative and executive tasks of the EU, is complemented by the work of another 3 EU institutions responsible for managing the judicial, financial and external audit aspects of the European Union.

In addition to the institutions, there are 7 bodies, 4 interinstitutional services, over 30 decentralised/decentralized agencies and 6 executive agencies. The EU institutions and bodies cooperate extensively with the network of EU agencies and organisations across the European Union. The primary function of these bodies and agencies is to translate policies into realities on the ground.

The 7 EU bodies play specialised roles in helping the EU to fulfil its tasks. Some bodies have the task of advising the institutions (the European Economic and Social Committee, the European Committee of the Regions); others ensure that the institutions comply with EU rules and procedures (the European Ombudsman, the European Data Protection Supervisor). The European External Action Service is an external policy body that supports the EU on foreign affairs matters.

The 4 interinstitutional services were created to serve and support the work of the EU institutions, as well as its agencies and bodies. They each have specific remits, which cover the essential requirements of the EU institutions, such as recruitment, staff learning and development, IT and publishing.

Over 30 decentralised agencies, with their own legal personalities, are set up for an indefinite period and are distinct from the EU institutions. They contribute to the implementation of EU policies and support cooperation between the EU and national governments by pooling technical and specialist expertise and knowledge from both the EU institutions and national authorities. They are spread across Europe and work on issues affecting the everyday lives of nearly 450 million people living in the EU. The European Commission has set up 6 executive agencies for a limited period of time to manage specific tasks associated with EU programmes. These executive agencies, which are legal entities, work on Commission initiatives ranging from health and education to innovation and research.

Institutions responsible for managing the judicial, financial and external audit



The Court ensures that EU law is followed, and that the Treaties are correctly interpreted and applied: it reviews the legality of the acts of the EU institutions, ensures that EU countries comply with their obligations under the Treaties, and interprets EU law at the request of national courts.



The ECB and the European System of Central Banks are responsible for keeping prices stable in the euro area. They are also responsible for the monetary and exchange rate policy in the Eurozone and support EU economic policies.



The ECA contributes to improving EU financial management, and promoting accountability and transparency, and acts as the independent guardian of the financial interests of EU citizens. It checks that EU funds are correctly accounted for, that they are raised and spent in accordance with the relevant rules and regulations, and that they deliver value for money.



The European Education and Culture Executive Agency (EACEA) is a EU managed/manages funding for education, culture, audiovisual, sport, citizenship and volunteering. It manages funding programmes such as ERASMUS+, CERV, Horizon 2020 and CREATIVE EUROPE.



THIS CHAPTER INTO PRACTICE!!!

EU Simulation Game

This EU simulation game is an interesting and interactive activity that you can use to explore the EU history and creation, institutions and roles, governance and purpose within a training session, workshop or info session. The simulation will consist of multiple rounds, each one representing a different EU decision-making process.

Step-by-step

1. Divide participants in groups (approximately 4-5 people each). Each group will represent a member state of the European Union.

2. Round 1 - History and Creation

In this round, each group will present a brief overview of their country's historical context and the reasons for joining the EU. Each group should also describe the impact of EU membership on their country's development.

3. Round 2 - EU Institutions and Roles

In this round, each group will present one of the main EU institutions. Each group should research and prepare a short presentation on the composition, role and responsibilities of their assigned institution.

4. Round 3 - EU Governance and Decision-Making Processes

Groups receive an hypothetical scenario or issue that requires a collective decision from the EU. You can use the ones below or create your own. Each group should advocate for their country's interests while considering the broader European context.

Hypothetical scenarios (to be distributed to the groups)

1. Climate Change Mitigation and Adaptation: The EU faces the challenge of setting ambitious targets and implementing measures to combat climate change, reduce greenhouse gas emissions, and adapt to its impacts. The collective decision would involve agreeing on binding emissions reduction targets, promoting renewable energy transition, and implementing sustainable and climate-resilient policies across member states.

2. Migration and Asylum Policy: The EU grapples with managing migration flows, addressing refugee crises, and ensuring a fair and humane asylum system. The collective decision would involve establishing a comprehensive and coordinated approach to migration and asylum, including burden-sharing mechanisms, common standards for refugee protection, and effective border management.

3. Economic Recovery and Financial Stability: The EU confronts economic challenges, such as recovering from recessions, addressing disparities between member states, and ensuring financial stability. The collective decision would involve adopting common strategies for economic recovery, coordinating fiscal policies, and implementing measures to strengthen the Eurozone's resilience and prevent financial crises.

4. Digital Transformation and Data Privacy: The EU faces the task of regulating digital technologies, promoting innovation, and safeguarding data privacy and cybersecurity. The collective decision would involve establishing common standards for data protection, regulating emerging technologies, and fostering a digital single market while ensuring the protection of individual rights and privacy.

5. Foreign Policy and External Relations: The EU has to address geopolitical challenges, manage relationships with global partners, and promote its values and interests on the international stage. The collective decision would involve defining a common EU foreign policy stance, coordinating actions on global issues such as human rights, peacekeeping, trade agreements, and responding to international crises or conflicts.

2.2.1. EU Priorities⁴

Before the start of each new legislative term – the 5-year period in office of the European Commissioners and European Parliament – the heads of state/government of all EU countries meet, in the form of the European Council, to set the official political priorities for the EU.

In their 2024-2029 strategic agenda, EU leaders set out 3 priority areas to guide the work of the EU institutions over these 5 years.

The need for a clear strategic plan has become ever more pressing. In the past few years, the EU has faced many crises, from the fight against climate change to the COVID-19 pandemic and supporting Ukraine following Russia's war of aggression. By focusing on new priority areas, the EU will help make Europe more sovereign and better equipped to deal with future challenges.

The 3 priorities are:

A free and democratic Europe:

- Upholding European values within the EU;
- Living up to EU values at global level.

A strong and secure Europe:

- Ensuring coherent and influential external action;
- Strengthening EU security and defence, and protecting EU citizens;
- Preparing for a bigger and stronger Union;
- Pursuing a comprehensive approach to migration and border management.

A prosperous and competitive Europe:

- Bolstering the EU's competitiveness;
- Making a success of the green and digital transitions;
- Promoting an innovation - and business-friendly environment;
- Advancing together.

⁴ https://european-union.europa.eu/priorities-and-actions/eu-priorities/european-union-priorities-2024-2029_en

2.2.2. EU Strategy and Policy - What makes them different?

The European Union (EU) has a distinction between strategy and policy that reflects the complexity and scope of its activities. In general terms:

EU Strategy

- Refers to a long-term approach to achieving specific objectives.
- It involves defining general goals and identifying the means to achieve them.
- It can cover various areas and sectors, such as the economy, security, the environment, among others.

Examples include the "EU Youth Strategy 2019-2027", the "Europe 2020 Strategy" for sustainable economic growth or the "Internal Security Strategy of the European Union" for dealing with security challenges.

EU Policy

- Refers to specific measures and actions implemented to realize the objectives set out in the strategies.
- It can cover legislation, funding programs, international agreements, among other instruments.
- Generally, policies are more focused and have a shorter time horizon than strategies.

Examples include the "Common Agricultural Policy" (CAP) or the "Common Security and Defense Policy" (CSDP).

In short, EU strategies outline long-term objectives, providing an overall vision to guide the development and implementation of more specific actions, while policies represent the specific measures and concrete actions implemented to achieve these objectives.

2.2.3. Key policy areas of the EU

Policy Areas	Key areas included	Aims	EU strategies and initiatives in different policy areas
1. Economic policy	<ul style="list-style-type: none"> • Single Market • Monetary Union • Fiscal Policy Coordination • Trade Policy • Competition Policy • Digital Economy Regional Development • Environmental Sustainability 	<p>Achieve balanced economic growth, stability, and competitiveness across its diverse member states.</p>	<p>Europe 2020 Strategy: A 10-year growth strategy aimed at smart, sustainable, and inclusive economic development.</p> <p>European Semester: A framework for coordinating economic and fiscal policies among member states, promoting stability and growth.</p>
2. Environmental Policy:	<ul style="list-style-type: none"> • Climate change mitigation and adaptation; • Renewable energy and energy efficiency; • Biodiversity conservation and protection; • Waste management and circular economy; • Air and water quality. 	<p>Ensure a high level of environmental protection and sustainability within its member states. It covers areas such as climate change mitigation, biodiversity conservation, air and water quality, waste management, and sustainable development.</p>	<p>Green Deal: A comprehensive strategy to make Europe the world's first climate-neutral continent by 2050, including initiatives like the European Climate Law and the Circular Economy Action Plan.</p> <p>Biodiversity Strategy for 2030: A strategy to protect and restore biodiversity, aiming to bring nature back into cities and ensure sustainable agriculture and fisheries.</p>
3. Social Policy:	<ul style="list-style-type: none"> • Employment and labour market policies; • Social inclusion and poverty reduction; • Education and vocational training; • Health and safety at work • Social protection and welfare systems. 	<p>Promoting equal opportunities, social cohesion, and protection for workers' rights across member states. It addresses issues like labor rights, gender equality, social inclusion, healthcare access, and education.</p>	<p>European Pillar of Social Rights: A framework to ensure fair and inclusive social policies, covering areas like employment, education, social protection, and work-life balance.</p> <p>Youth Guarantee: A scheme to ensure that young people have access to quality education, training, or employment opportunities within four months of becoming Unemployed.</p> <p>EU Youth Strategy: The EU Youth Strategy is the framework for EU youth policy cooperation for 2019-2027.</p>

Policy Areas	Key areas included	Aims	EU strategies and initiatives in different policy areas
4. Agriculture and Rural Development Policy:	<ul style="list-style-type: none"> • Common Agricultural Policy (CAP); • Farming subsidies and support; • Sustainable agriculture and rural development; • Food safety and quality standards; • Rural infrastructure and diversification. 	<p>Ensuring a stable food supply, sustainable farming practices, rural development, and supporting farmers' incomes. It includes subsidies, environmental regulations, and rural infrastructure development.</p>	<p>Farm to Fork Strategy: A strategy to ensure a fair, healthy, and environmentally sustainable food system, promoting sustainable agriculture, reducing pesticide use, and improving animal welfare.</p> <p>Rural Development Programs: Funding programs aimed at improving the competitiveness of rural areas, supporting diversification, and preserving cultural heritage and landscapes.</p>
5. Digitalization	<ul style="list-style-type: none"> • Digital connectivity and infrastructure; • Data protection and cybersecurity; • Intellectual property rights; • Innovation and digital skills development; • Digital taxation; • Consumer rights in online transactions. 	<p>Aim to create a fair digital market, protect consumers, and promote innovation.</p>	
6. Other areas	<ul style="list-style-type: none"> • Common Foreign and Security Policy; • Justice and Home Affairs; • Transport and Infrastructure; • Research and Innovation • ... 		

2.3. EU Youth Strategy

The EU Youth Strategy is the framework for EU youth policy cooperation for 2019-2022.

It fosters youth participation in democratic life; it also supports social and civic engagement and aims to ensure that all young people have the necessary resources to take part in society.

The EU Youth Strategy focuses on three core areas of action, around the three words:

ENGAGE

CONNECT

EMPOWER

During a 2017-2018 dialogue process which involved young people from all over Europe, 11 European Youth Goals were developed. These goals identify cross-sectoral areas that affect young people's lives and point out challenges. The EU Youth Strategy should contribute to realising this vision of young people.

The European Union Youth Strategy 2019-2027 sets out a Framework for European cooperation in the youth field, based on the Commission's Communication of 22 May 2018 on 'Engaging, Connecting and Empowering young people'. The Strategy fosters youth participation in democratic life, supports social and civic engagement and aims to ensure that all young people have the necessary resources to take part in society. The EU Youth Strategy also includes a Youth dialogue process and in that context, 11 European Youth Goals have been developed in 2018.

These goals identify cross-sectoral areas that affect young people's lives and point out challenges.

The EU Youth Strategy should contribute to realising this vision of young people. Under the core area 'Connect', the EU Youth Strategy is promoting and facilitating connections, relations and exchange of experience between young people as a pivotal asset for the future development of the EU.

These connections are best fostered through different forms of mobility, one of which is Youth Exchanges.

https://youth.europa.eu/strategy_en

<https://youth-goals.eu/youthgoals>

EU Youth Goals

The Youth Goals are the outcome of the Structured Dialogue with Youth 2017-18. They represent views of young people from all over Europe⁵

CONNECTING EU WITH YOUTH

Foster the sense of youth belonging to the European project and build a bridge between the EU and young people to regain trust and increase participation.

INFORMATION AND CONSTRUCTIVE DIALOGUE

Ensure young people have better access to reliable information, support their ability to evaluate information critically and engage in participatory and constructive dialogue.

EQUALITY OF ALL GENDERS

Ensure equality of all genders and gender sensitive approaches in all areas of life of a young person.

MENTAL HEALTH AND WELLBEING

Achieve better mental wellbeing and end stigmatisation of mental health issues, thus promoting social inclusion of all young people.

INCLUSIVE SOCIETIES

Enable and ensure the inclusion of all young people in society.

MOVING RURAL YOUTH FORWARD

Create conditions which enable young people to fulfill their potential in rural areas.

QUALITY EMPLOYMENT FOR ALL

Guarantee an accessible labour market with opportunities that lead to quality jobs for all young people.

SUSTAINABLE GREEN EUROPE

Achieve a society in which all young people are environmentally active, educated and able to make a difference in their everyday lives.

QUALITY LEARNING

Integrate and improve different forms of learning, equipping young people for the challenges of an ever-changing life in the 21st century.

YOUTH ORGANISATIONS AND EUROPEAN PROGRAMMES

Ensure equal access for all young people to youth organisations and European youth programmes, building a society based on European values and identity.

SPACE AND PARTICIPATION FOR ALL

Strengthen young people's democratic participation and autonomy as well as provide dedicated youth spaces in all areas of society.

2.3. EU policy-making and advocacy opportunities for grassroots organisations



Consultations and Public Consultations:

The European Commission regularly conducts consultations on various policy initiatives, allowing individuals and organisations to provide feedback and input.



Civil Dialogue and Stakeholder Engagement:

The EU institutions, such as the European Parliament and the European Commission, organize dialogues and consultations with civil society organisations. Grassroots organisations can participate in these events, contribute their perspectives, and establish relationships with policymakers and stakeholders.



Funding and Grant Opportunities:

The EU offers funding programs and grants to support projects and initiatives aligned with its policy objectives. Grassroots organisations can apply for funding to carry out activities that address specific policy areas or contribute to the EU's priorities.



Awareness Campaigns and Media Engagement:

Organisations can develop media and communication channels to raise awareness about their issues, generate public support, and put pressure on EU decision-makers. Engaging with the media helps in amplifying their message and gaining visibility.



THIS CHAPTER INTO PRACTICE!!!

AWARENESS RAISING CAMPAIGN

In this group activity you will have the opportunity to simulate the preparation of an awareness raising campaign gaining knowledge, acquiring competences and practising the skills needed to build a real campaign within their organisations.

Step-by-step

1. Divide participants in groups (approximately 6 people). Each group each group will analyze a scenario pre-prepared by the team, research relevant policy frameworks, and brainstorm potential advocacy strategies.
2. Each groups defines a cause or proposal to support and clearly state the desired outcome or change you seek to achieve through your advocacy efforts.
3. Each group identifies their target audience: specific individuals, organisations, or decision-makers who have the power to influence or make decisions related to the group goal.
4. Each group identifies their key messages: Craft concise and compelling messages that clearly communicate the importance of your goal and resonate with your target audience.
5. Each group identifies their advocacy tactics: Determine the specific activities and tactics you will employ to advance your goal. Some examples include:
 - **Lobbying:** Engage in direct meetings, presentations, or written communication with policymakers.
 - **Coalition Building:** Form alliances with other organisations or stakeholders who share similar objectives.
 - **Media Engagement:** Utilise traditional and social media channels to raise awareness, share stories, and influence public opinion.
 - **Public Awareness Campaigns:** Organize events, workshops, or public forums to educate and mobilize the public around the group issue.
 - **Grassroots Mobilization:** Activate supporters and community members to take action, such as signing petitions, participating in demonstrations, or contacting their representatives
6. Each group identifies resources and partnerships: develop the resources, expertise, and partnerships needed to implement its advocacy strategy effectively. This may include funding, volunteers, subject matter experts, or collaboration with other organisations.
7. Each group develops a timeline that outlines the key milestones and activities of your advocacy strategy and assigns responsibilities and set deadlines to ensure accountability and progress.
8. Each group sets a follow-up and sustainability plan for ongoing engagement beyond initial advocacy activities, maintain communication with decision-makers, track policy developments, and continue to advocate for sustained change.

3. EU Funding Programmes

3.1. Overview of eu funding programs for organisations

EU funding programs offer valuable opportunities for grassroots organisations to access financial support for their projects and initiatives. Here is an overview of some key EU funding programs for grassroots organisations:



The ESF aims to improve employment opportunities, social inclusion, and skills development across the EU. It provides funding for projects that address social challenges, promote equal opportunities, and enhance workforce integration.



This program supports projects that encourage active citizenship, civic participation, and European identity. It funds initiatives promoting democratic engagement, cross-border cooperation, and public debates on EU-related topics.



Erasmus+ is a program focused on education, training, youth, and sports. It provides funding for projects promoting mobility, cooperation, and the exchange of good practices in these areas. It supports grassroots initiatives in fields such as education, youth work, and community development.



Creative Europe supports the cultural and creative sectors, including organisations involved in arts, culture, media, and heritage. It provides funding for projects that promote cultural cooperation, cultural diversity, audience development, and the circulation of creative works.



The LIFE program is dedicated to environmental and climate action. It funds projects that contribute to the protection of the environment, nature conservation, resource efficiency, and climate change mitigation and adaptation.



**Horizon Europe
2021-2027**

It funds projects that promote scientific excellence, technological advancements, and solutions to societal challenges. Organisations involved in research, innovation, and technology-driven initiatives can access funding through various funding streams under this program.

3.2. General application and project management tips for eu-funded projects

3.2.1. Step-by-step

Thoroughly understand the funding program

Read and familiarize yourself with the guidelines, objectives, and eligibility criteria of the specific EU funding program you are applying to. Ensure that your project aligns with the program's priorities.

Build Partnerships

Consider collaborating with other organisations or forming consortia to strengthen your project proposal.

Provide a clear work plan and timeline

Outline a comprehensive work plan that describes the project's activities, deliverables, and timeline.

Emphasize evaluation and monitoring

Design a robust monitoring and evaluation framework to track project progress, measure outcomes, and assess the project's effectiveness. Clearly define indicators and data collection methods to demonstrate the project's impact.

Seek technical assistance and guidance

If needed, consider seeking technical assistance from experts from EU or NA. They can provide guidance on the application process, project management, and compliance requirements.

Communicate and disseminate project results

Develop a communication and dissemination plan to share your project's progress, outcomes, and lessons learned.



Develop a strong project concept

Clearly define your project's objectives, outcomes, and activities. Ensure that they are well-aligned with the funding program and address the identified needs or challenges.

Budget Realistically

Develop a detailed and realistic budget that covers all project costs, including personnel, travel, equipment, and overheads.

Demonstrate sustainability and impact

Highlight how your project will create long-term impact beyond the funding period. Show how you plan to sustain project outcomes and engage relevant stakeholders to ensure the project's continued success.

Ensure compliance with reporting requirements

Familiarize yourself with the reporting obligations and deadlines outlined by the funding program. Establish internal systems and processes to gather and document the necessary information for reporting purposes.

Engage in networking and knowledge exchange

Participate in relevant events, workshops, and networking opportunities to connect with other project beneficiaries, share experiences, and learn from best practices.

3.3. General reporting and evaluation requirements for EU-funded projects

Reporting Periods

EU-funded projects usually have defined reporting periods, such as quarterly, semi-annually, or annually. Be aware of these periods and ensure that you submit reports within the specified timelines.

Reporting Templates

EU funding programs often provide specific reporting templates or forms that need to be completed. Familiarize yourself with these templates and ensure that you provide accurate and complete information as requested.

Progress Reports

Progress reports detail the activities and achievements made during a specific reporting period. They typically include information on project implementation, milestones reached, challenges faced, and any changes to the original work plan.

Financial Reports

Financial reports are crucial for EU-funded projects. They outline the project's expenditures, budget allocations, and financial statements for the reporting period.

Monitoring and Evaluation

EU-funded projects often require monitoring and evaluation activities to assess the project's progress, outcomes, and impact.

Impact Assessment

EU-funded projects are expected to demonstrate their impact on the target beneficiaries, the community, and the broader goals of the funding program.

Dissemination and Communication Activities

Many EU-funded projects require dissemination and communication activities to share project results and engage stakeholders.

Communication with the Funding Program

Maintain open communication with the funding program's representatives throughout the reporting process. Seek clarification if you have any questions or need further guidance on reporting requirements.

Final Reports

In addition to regular progress reports, EU-funded projects usually require a final report that summarizes the project's achievements, outcomes, and impact. The final report is often more comprehensive and may include a summary of the entire project lifecycle, lessons learned, best practices, and recommendations for future actions.

Compliance and Auditing

EU-funded projects are subject to compliance checks and auditing procedures. Ensure that you maintain accurate and complete records, follow relevant financial regulations, and be prepared for potential audits or evaluations conducted by the funding program or external auditors.

3.4. Apply and manage a EU funded project: the step-by-step in a call for proposals ERASMUS+ 'Key Action 1 - Mobility in the youth sector'

Key Action 1 actions in the field of Youth provide non-formal and informal learning opportunities for young people and youth workers.

Non-formal and informal learning enable young people to acquire essential competences that contribute to their personal and socio-educational development and foster their active participation in society, thereby improving their employment prospects.

Through their participation in learning mobility activities, youth workers develop skills relevant for their professional development, foster new organisational practices and raise quality of youth work in general.

Learning activities within the youth field are meant to have a significantly positive impact on young people as well as on the organisations involved, the communities in which these activities take place, the youth field itself and the European economic and societal sectors at large.

The following Actions are supported:



In this booklet we will provide a step-by-step on how to organize a Youth Exchange under ERASMUS+ Key Action 1 - Mobility in the Youth Sector.

Youth Exchanges

Youth Exchanges are meetings of groups of young people from at least two different countries who gather for a short period to implement jointly a non-formal learning programme (a mix of workshops, exercises, debates, role-plays, simulations, outdoor activities, etc.) on a topic of their interest, seeking inspiration from the [fn]European Youth Goals[ft/]The European Youth Goals were developed in the frame of the EU Youth Strategy.

These goals identify cross-sectoral areas that affect young people's lives and point out challenges.[/fn]. The learning period comprises a planning period before the application, preparation phase before as well as evaluation and follow-up after the exchange.

The following activities are not eligible for grants under Youth Exchanges: academic study trips; exchange activities that aim to make financial profit; exchange activities that can be considered as tourism; festivals; holiday travel; performance tours, statutory meetings, training courses by adults for young people.

A. Preliminary preparations

A.1. Identify the main features of your project

Start by identifying or detect a need or opportunity that could be addressed through a youth exchange within the framework of Erasmus+ KA152. This need or opportunity should align with the priorities set by the Erasmus+ Program for the current year.

One of the easiest and complete ways of defining the main features of your project is by using the problem/solution tree model.

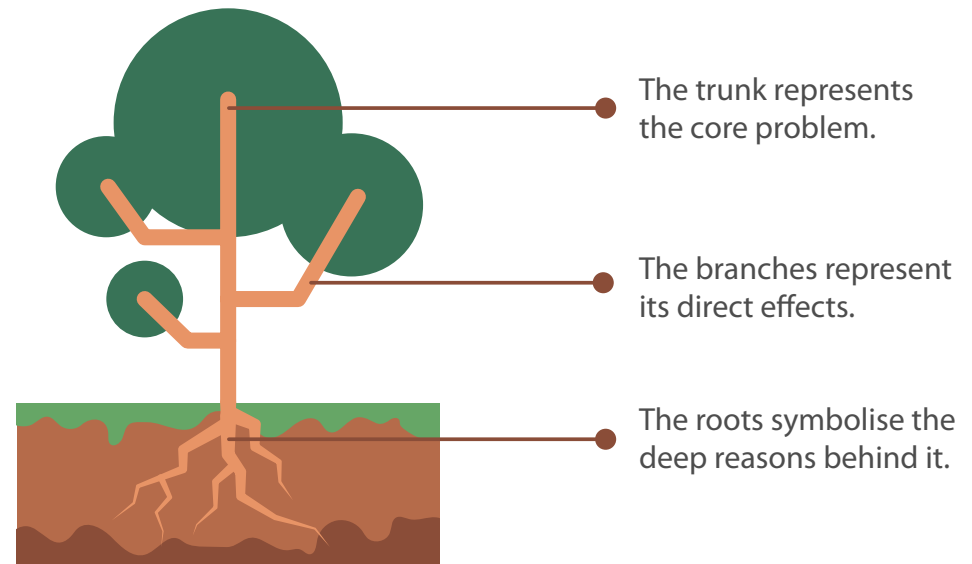
Problem/solution Tree Model

The problem tree model is a visual tool designed to examine a main problem (the trunk), its consequential effects (branches) and its root causes (roots).

A problem tree model is a structured visual tool designed to break down a core problem into its main effects and underlying causes. Imagine a tree:

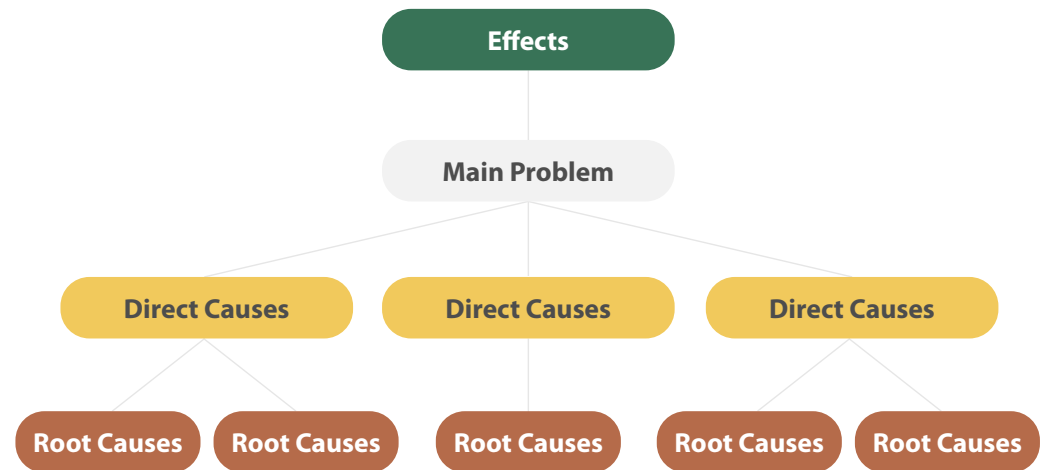
In the year 2023 the priorities of ERASMUS+ are:

- Active participation of young people in democratic life;
- Aid for refugees fleeing from Ukraine;
- Promotion of common European values;
- Combatting disinformation and fake news,
- Increasing awareness and capacity to provide volunteer opportunities through volunteering in Europe;
- Promoting entrepreneurship, creative learning, and social entrepreneurship;
- Fostering the inclusion and employability of young people with fewer opportunities;
- Contributing to the quality and innovation in youth work and its recognition.



By mapping the problem in such detail, people and teams can gain a comprehensive view of their challenges.

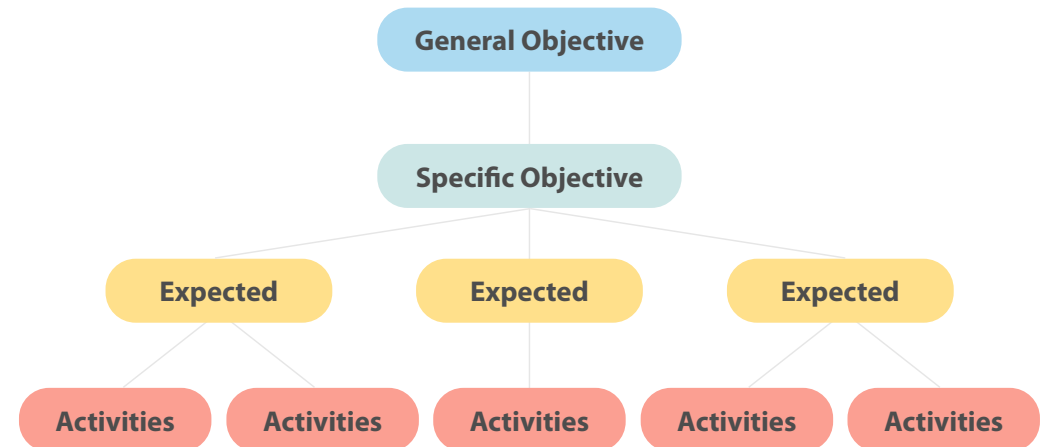
A significant benefit of using this model is that it promotes a holistic understanding of the problem, enabling more strategic and effective solutions. This method helps identify where interventions can be most effective and encourages a more collaborative and inclusive approach to problem-solving.



Then you will need to create a Solution Tree as follows:

Keep in mind that your Problem and Solution Tree should be built in a way that:

- **The general objective** defined in the Solution Tree should reverse the effects set in the Problem Tree;
- **The specific objective** of the Solution Tree should be formulated as the opposite of the Main Problem in the Problem Tree;
- **The expected results** in the Solution Tree should neutralise each of the 'direct causes identified in the Problem Tree;
- **The activities set out** in the Solutions Tree need to be adequate to invert the root causes found in the Problem Tree.



Keep in mind that:

The general objective is bigger than your project, is something that you aim to contribute to but that cannot be achieved only with your project. So it should be formulated as contribute to... followed by one or more of the priorities of ERASMUS+ programme that your project aims to address!

The specific objective or goal of your project shall be SMART, meaning:

- S** Specific
- M** Measurable
- A** Attainable/achievable
- R** Relevant
- T** Time Based

Ex. Increase by 50% the participation of young people of Luna Parish in the next elections.

Once the main features of your project are defined and aligned with the ERASMUS+ program priorities, you need to find a catchy name for your project!

The Problem/Solution Tree should have make clear for you what you need to do next:

- Define your target group (using the previous example, your target group will be young people near or already in voting age);
- Set the profile of participating partners (using the previous example, you would want to look for partners interested in promoting active participation of young people and from locations where youth election turnout is high).

Finally you should create a short document summarising the main features of your project.



A.2. Set up the project consortium

To find the ideal partners you can use the following methods:



Online platforms:

Partner Search on the Participant Portal:

The European Commission provides a section called "Partner Search" on the Participant Portal, where interested parties can publish information about their projects and search for partners.

Eurodesk:

It is a European information network for young people, providing information about funding opportunities and potential partners.

LinkedIn:

LinkedIn is a professional social network that allows you to search and connect with individuals and organisations worldwide.

Social media platforms such as Facebook, Instagram, and Twitter can be useful tools for finding potential partners. You can join relevant discussion groups for your project, share information, and access specific forums for European projects.



Networking at events and fairs, attending events and fairs related to the Erasmus+ program is an excellent way to meet potential partners in person. Some relevant events and fairs include:

European Youth Event (EYE):

An event organized by the European Parliament that brings together young people from across Europe to discuss important issues and develop projects.

Youth for Peace:

A project that promotes peace and reconciliation among young people from different countries through activities and events.

Youth in Action Partnership Building Activity:

An activity organized by the Spanish National Agency that allows you to meet other young people and organisations interested in youth mobility projects.

Once you find a potential partner, contact the organisation sending the project summary. Don't forget to mention why you consider that organisation for the consortium and what role you expect them to have in the project. Attach a partner id form that the potential partner can fill in in case they want to be part of your project consortium. This ID Form is a word document with all the data you will need to know about your partner organisation in order to fill in the ERASMUS+ Application form.

B. Application

B.1. Register in the ERASMUS+ applicant platform

All projects within the Erasmus+ Program are submitted through the online platform Erasmus+ and European Solidarity Corps.

The first step is to create a personal account on the platform:

You will then have to register your organization: it is necessary to register the organization on the platform to obtain the PIC (Personal Identification Code) and the OID (Organization ID).

To check if your organization is already registered, access the organization search option and search by its name. If a registration appears and is signalled in yellow you will need to complete the data or documents missing in the platform.

Organization Name	Country	City	Website	Status
Daniela Tulone	Italy	Bologna	http://www.ecosurpe.org	Waiting For Aa Certification
ECOS (Federación de Empresarios de Comercio y Servicios de Zaragoza y Provincia)	Spain	Zaragoza	https://ecos.es	Waiting For Aa Certification
ECOS - COOPERATIVA DE EDUCACAO, COOPERACAO E DESENVOLVIMENTO CRL	Portugal	FARO	http://www.ecos.pt	AA Certified
ECOSE Konfeksiyon İthalat ve İhracat Sanayi ve Ticaret Anonim Şirketi	Türkiye	Kırıkkale		Waiting For Aa Certification
ECOSISTEMAS VIRTUALES Y MODULARES SL	Spain	SANTA CRUZ DE TENERIFE	http://www.ems.net	AA Certified

If your organization does not appear in the “organization search”, open a new one following the option “register my organization”.

Register My Organisation

✖ Your form is not complete, please check the red marks on the content menu.

Submit

Content Menu

- ✖ Organisation data
- ✖ Legal address
- ✖ Organisation Contact Person
- ✖ Users

Organisation data

The data contained in the highlighted fields below () are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and European Solidarity Corps platform](#). You can find more information here [Privacy Statement](#).

PIC

Legal name

Business name

Legal status International organisation

a natural person a legal person

sme

Official language

Establishment/registration country

Region

Legal form

VAT number

VAT number not applicable

Registration number

Registration date

Registration authority

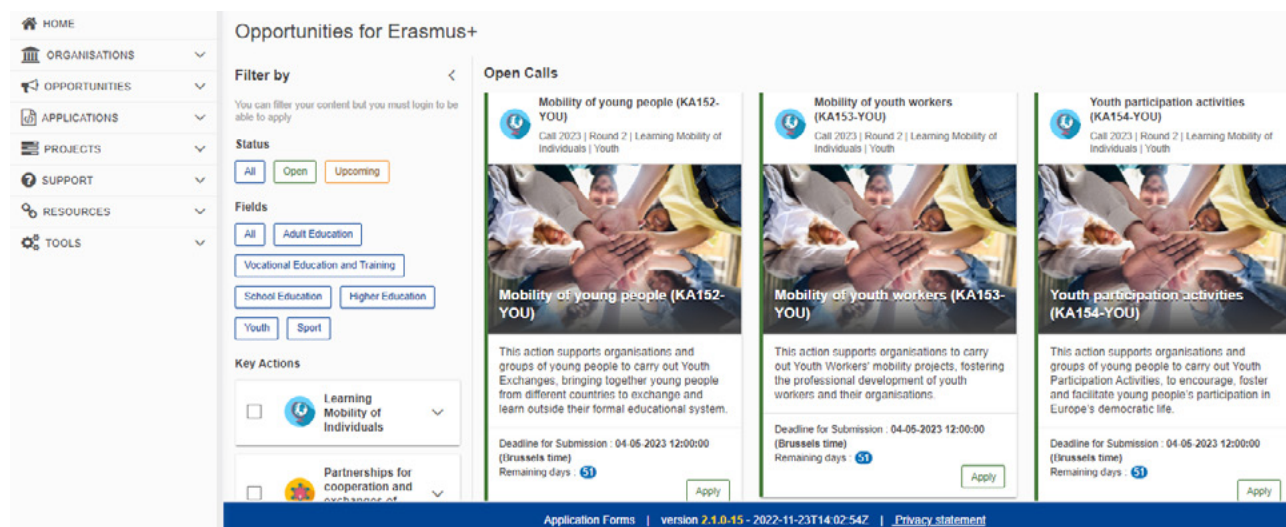
To complete the validation of the Organization on the Erasmus+ and European Solidarity Corps Platform, the following documents must be filled out:

- Financial Identification Form;
- Legal Entity Form;
- Copy of the organization's VAT identification number (CIF).

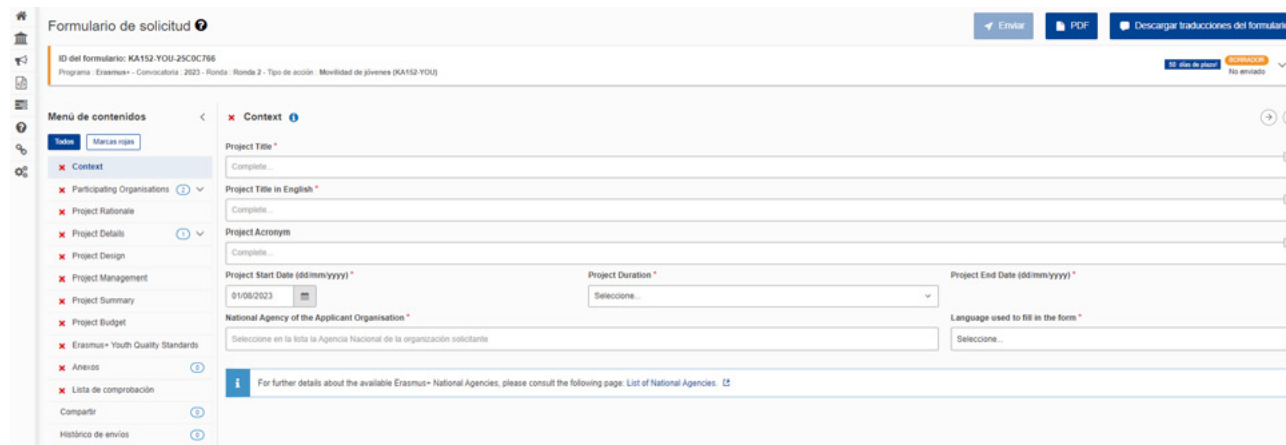
B.2. Generate the online application form

ERASMUS+ offers a huge number of financial support options. Under Key Action 1, it offers as well different types of mobility, so you should select the one that best suits the theme of the project and sector (school education, adult education, VET or youth).

To get financial support for a youth exchange, non accredited organisations shall choose a Mobility of Young People (KA1.)



Complete the application form: You must fill in all the questions in the form.





Application form contents:

1. Project Rationale

- Needs and Objectives
- Why do you want to carry out this project? Please describe the issues and needs you want to address and your project's objectives.
- How does your project link to the objectives of the Erasmus programme and those of Youth Exchanges?

2. Impact

- How will your project benefit the young participants involved in the project, during and after the project lifetime?
- How will your project benefit the organisations or the groups of young people implementing the project, during and after the project lifetime?
- What would be the impact of your project beyond the participants and participating organisations, at local, regional, national, if any European level?

3. Project Details

- Please describe the background of the participants in each participating group and how each group was formed. Please also provide information on the group leaders, the age of the participants and how country balance is ensured. If necessary, explain how the gender balance is respected.
- Please describe the role and involvement of the participants from each participating group in all phases (planning before submitting application, preparation, implementation of activities and follow-up).
- What will the participants learn about the chosen topic of the activity? Which learning outcomes or competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in the activity?
- What are the basic elements of the activity? Please describe at the very least the venue(s), non formal learning methods used, aims of the session etc.
- How will the groups of participants cooperate and communicate between them to prepare and follow-up on the Youth Exchange?
- Do you foresee to include any virtual component, before, during or after the activity?

4. Flows summary - for every partner organization - this will create automatically a budget summary

5. Project Design

6. Preparation, support and follow-up

- How will you prepare the participants before the start of the activity (e.g. intercultural, linguistic, risk-prevention etc.) and how will you support them during and after the activity?
- What measures will you put in place to ensure the safety and protection of participants?
- What activities are foreseen after the end of the Youth Exchange? How will the participants follow-up on the activity?

7. Recognition of learning outcomes

- How will you support participants to be aware of what they have learned and which competences they have developed or improved? Please remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable of each activity.

8. Project Management

- How will you manage the project (agreements with partners etc.) and make sure that it is done in line with the Erasmus+ Youth Quality Standards? You will find the quality standards further down in the application form.
- How will you organise the practical and logistical part of the project (e.g. travel, accommodation, insurance, visa, social security, mentoring and support, preparatory meetings with partners etc.)?



Application form contents:

9. Partnerships

- How and why did you choose your project partners? What experiences and competences will they bring to the project?
- How will you communicate with them?
- How will you monitor and coordinate their contribution?
- Which other actors (organisations or individuals) will be involved and how?

10. Evaluation

- How will you evaluate your project's success? Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

11. Sustainability of the results

- What will you do to make sure that your project continues to have effects also after it ends?
- Are you planning measures to make sure that the results produced are used and beneficial to others beyond the project's lifetime? If yes, which ones?

12. Dissemination of project results

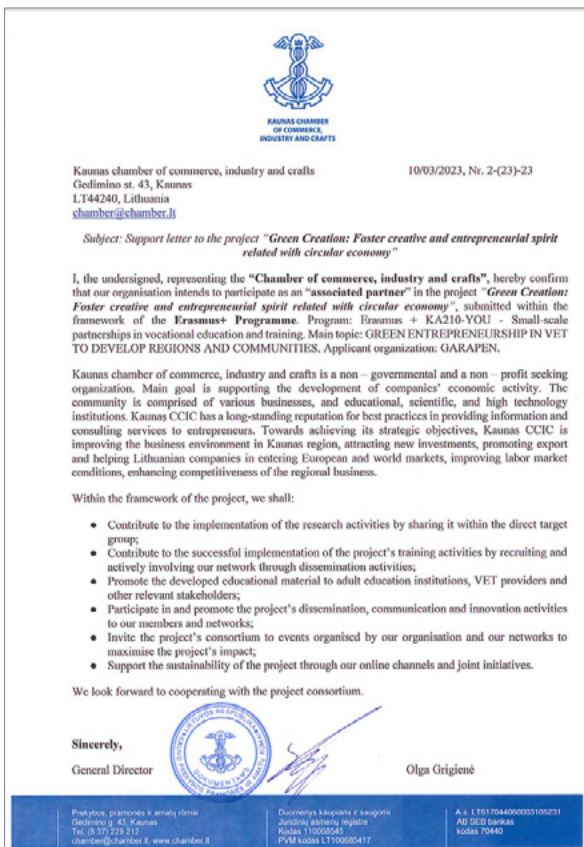
- How will you make your project visible outside your organisation and partner organisations? How will you share its results and success? With whom will you share the results? How will you involve participants in such activities?

13. Project Summary

- What do you want to achieve by implementing the project? What are the objectives of your project? Please specify from the perspective of youth work practice.
- What activities do you plan to implement? What is the number and profile of the participants involved?
- What results and impact do you expect your project to have?

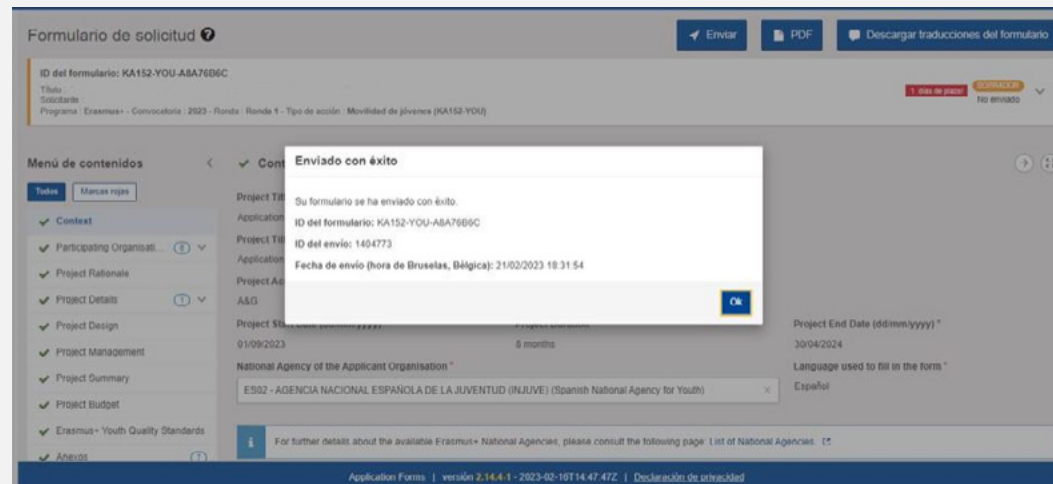
Letters of support:

It is advisable to attach letters of support from national and international institutions with the application, as they enhance the project’s prestige.



Submission of the final document:

When submitting the application, a PDF document proving that the project was submitted. Save it and inform your partners that you did it. Congratulations!



C. Project Execution

C1. Confirmation of approval

Once the Committee of Evaluators and Experts communicates the final approval of the project, it will be necessary to complete the following documentation:

- Grant Agreement;
- Responsible declaration of compliance with obligations for Subsidy Refund;
- 80% Pre-financing invoice.

C.2. Pre-exchange arrangements

- Meet your partners online to set out the youth exchange details;
- Define the final dates with your partners;
- Confirm participants profile and launch a call for participants;
- Plan programme and logistical details;
- Confirm the documents needed for reporting;
- Hire or identify local facilitators for the exchange;
- Book the main venue for the youth exchange and other locations;
- Prebook accommodation, meals, transports, etc...

This documents will be sent to you by the National Agency responsible by ERASMUS+ Youth in your country.

MODELO DE DECLARACIÓN RESPONSABLE		 Erasmus+	 ANE
<small>Referencia: 2022-3-ES02-KA153-YOU-000096882</small>		<small>Ref 2022-3-ES02-KA153-YOU-000096882</small>	
D./D ^a con D.N.I. nº con domicilio en Calle Localidad.....Provincia....., en representación de la entidad..... con N.I.F....., en su calidad de.....		CONVENIO DE SUBVENCIÓN relativo a un: Proyecto con varios beneficiarios en el marco del programa ERASMUS+	
		NÚMERO DE CONVENIO – 2022-3-ES02-KA153-YOU-000096882	
		El presente Convenio (en lo sucesivo, «el Convenio») se celebra entre las partes que siguen: de una parte, la Agencia Nacional (denominada en lo sucesivo «la AN»)	
		INSTITUTO DE LA JUVENTUD CIF: Q2829002B Calle José Ortega y Gasset, 71 28006 Madrid	
		debidamente representada a efectos de la firma del presente Convenio por David Lafuente Durán, Subdirector General de Cooperación Interior y Exterior (Director de la Agencia Nacional del Capítulo de Juventud del Programa Erasmus+),	
		y de otra parte, el « coordinador »	
		Red Europea de Celebraciones de Semana Santa y Pascua	
		Dirección: Calle Don Gonzalo, 2 14500 Lucena N°NIF/CIF: G56125016 OID: E10304822	
		debidamente representado a efectos de la firma del presente Convenio por María Luisa Ceballos,	
(Fecha y firma)			

C.3. Preparation of the infopack

The info pack is a document used to provide detailed information about an Erasmus+ project. It is designed to assist participants and partners in preparing for their involvement in the project and is sent out before the project begins. It should include:

- Project summary. Objectives;
- General information: dates, countries, participants, venue;
- Budget;
- Pickup schedules and location. Accommodation information;
- Health and travel insurance.

Project details:

Project name: Violence at the Bench: Preventing sexist violence through sports
Project dates: 20/03/2023 - 31/03/2023
Travel day: 20/03
Activity day: 21/03/2023 - 30/03/2023
Travel day: 31/03/2023

Place:
 Participants: 36 participants from 6 different countries: Spain, Bulgaria, Romania, Latvia, Portugal, Netherland and Italy.

Participants:
 Eligible participants for this course will be young people between 18 and 30 years old.

Journey:

Bulgaria	360€
Romania	360€
Italy	275€
Latvia	360€
Portugal	275€
Netherland	275€

Volunteers will arrive in Spain from their respective countries by plane.
 The closest airport with the most air connections is Alicante airport, which is around 60 kilometers away.
 There will be a bus transfer from the airport to the accommodation.

Travel expenses are reimbursable for participants who attend all sessions, are fully committed to the project activities. Travel expenses will be covered after participants use the cheapest means of transport and submit original invoices for air tickets, boarding passes, trains and bus tickets. Private cars, taxis and first class tickets will not be reimbursed.

An important detail is that tickets must be purchased after our confirmation. Otherwise your tickets may be considered non-refundable. We undertake to refund only those tickets that have been confirmed by our team.

To ensure that all participants book the cheapest available option for their journey, we offer our full support in helping them with their bookings and bus/train connections.

Please also keep ALL other travel documents safe!

Accommodation:

Participants will be accommodated at a location in the mountainous area of Alicante. Candidates will enjoy a comfortable stay surrounded by a beautiful landscape. The rooms will be shared, always respecting the gender of the participants.

Health and travel insurances

All the participants coming from the EU should bring their European Health Card. They can use the free European Health Insurance Card (EHIC) to allow cover private health care, non-emergency health costs, or being flown back to your home country.

Please be aware that the EHIC is NOT a travel insurance policy. We highly recommend you to make a health & travel insurance for the full duration of your time in Spain.

If you have any allergies or you need to take regular medications, please arrange those things by yourself as we are unable to provide them for you.

Likewise, if you have any health conditions, disabilities or mobility issues that you feel we need to be aware of or that may affect your participation in the youth exchanges activities, then please let us know what they are and how best to assist you.

Funded by the European Union

C.4. Creation of the detailed programme

Based on the activity calendar prepared for the application, the Final Agenda must be completed. It is advisable to:

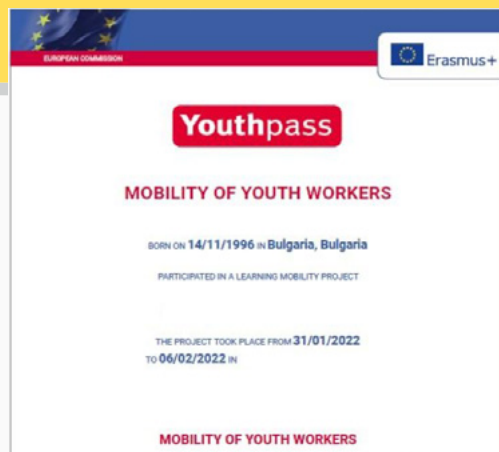
- Contact local experts in the project’s theme. Prepare outdoor activities, local visits among others;
- Utilize non-formal education methods;
- Plan excursions to nearby cities or places of interest



	19/9/2022	20/9/2022	21/9/2022	22/9/2022	23/9/2022	24/9/2022	25/9/2022	26/9/2022	27/9/2022
8:30-9:15	traveling	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
9:30-9:50		Ice breaker		DESCUBRE - Development of the Escape Room Route "The strange case of the theft of wheat".	Development of the Escape Room Route "Baño de Bosque & mindfulness"	Workshop El modelo. Promote local economy through ecotourism, active tourism and sports tourism.	Participatory tour of the town with interaction and exchange of experiences with local initiatives and citizens.	Working group	Course evaluation and analysis of activities
10:00-10:45		Participants presentation	LUNCH						
11:00-11:45		Convictive standards and rules		Energyzer	Energyzer	Energyzer	Energyzer	Energyzer	Energyzer
12:00-13:00			Workshop "Sport, mountains and equality"						
13:15-15:45		LUNCH		Reflection Groups	Reflection Groups	Reflection Groups	Reflection Groups	Reflection Groups	Packing and final details of reimbursement
16:15-16:45			BREAK						
17:00 - 19:00				Welcome DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
19:00-20:00			Welcome night						
20:00-20:30				Welcome night	INTERCULTURAL NIGHT	INTERCULTURAL NIGHT	INTERCULTURAL NIGHT	INTERCULTURAL NIGHT	INTERCULTURAL NIGHT
20:30-21:30		Welcome night	INTERCULTURAL NIGHT						
22:00-00:00				Welcome night	INTERCULTURAL NIGHT	INTERCULTURAL NIGHT	INTERCULTURAL NIGHT	INTERCULTURAL NIGHT	INTERCULTURAL NIGHT

Youthpass preparation

The Youthpass is a European certificate issued to young people participating in youth mobility projects funded by the Erasmus+ Program. It recognizes and validates the non-formal and informal learning acquired by young people during their participation in the project. It serves to document and communicate their experience and achievements to future employers, educational institutions, and other stakeholders. Available in digital or paper format.



C.5. Logistical aspects

1. Purchase travels;
2. Airport transfers to the youth exchange location;
3. Form regarding dietary issues (allergies, intolerances, etc.);
4. Creation of WhatsApp and Facebook groups;
5. Online meeting with participants and partners;
6. Purchase of necessary materials for activities.

C.6. Conducting the mobility

During the mobility your team is responsible to facilitate activities, support participants and lead the execution of the programme.



D. Project closure and follow-up

- Collect documents and invoices from participants (they should be kept for a minimum of 3 years for potential audits), including participants' boarding passes (a digital copy of all documents is recommended).
- Enable the beneficiary platform: Reimbursement to participants.
- Drafting of the Final Report. It must be attached to the beneficiary platform:
 - Description of the activity (location, dates, activities, etc.).
 - Mobilities (participants): Personal data, representing organization, receiving organization.
 - Attach justifying documents: InfoPack, Agenda, news, documents, etc.
- Enable the Erasmus+ program results platform. Reattach: Documents prepared during the exchange. Project dissemination material. Communication used.
- Signing of the final declaration of honor.
- Review by the European Commission and payment of the remaining 20% of the budget, if applicable.

Interesting pages and links

<https://erasmus-plus.ec.europa.eu/es>

https://europa.eu/youth/discovereu_en?fbclid=IwAR0pSxsLo5ADg8aMa9ilKIPzQ3M A7cn2YZXo2URsL5zl k9xGy8L9UUZKcw

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