



# YOUTH 4 OUTERMOST REGIONS

## Calls for Actions

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## 1. What is the difference between the two calls for actions?

The main difference between the two calls launched under YOUTH4ORs is who can apply:

**YOUNG INDIVIDUALS OR TEAMS OF YOUNG PEOPLE** – targeting young individual applicants or informal groups of young people (a group of friends, for example). Applicants must be:

- aged between 15 to 24 years old at the call closing date;
- legal residents in one of the outermost regions.

**NON-PROFIT ASSOCIATIONS OR EDUCATIONAL INSTITUTIONS** – targeting institutions that can support young people in the implementation of their actions. Applicants must:

- develop activities with or targeting young people aged 15-24 years old;
- be legally based in one of the outermost regions;
- be supported by a team of young people (aged 15-24 years old and legal residents in one of the outermost regions).

The actions criteria in terms of duration, activities and budget allowed are the same for both calls.

## 2. Who can apply?

For the **YOUNG INDIVIDUALS OR TEAMS OF YOUNG PEOPLE** call:

The application must be submitted by a main applicant aged between 15 to 24 years old at the call closing date and legal resident in one of the nine outermost regions. Also, when actions are submitted by a team, all the identified team members must stick to the same two conditions.

**OR**

For the **NON-PROFIT ASSOCIATIONS OR EDUCATIONAL INSTITUTIONS** call:

The application must be submitted by a non-profit association or educational institution (public or private) that develops activities with or targeting young people aged between 15 to 24 years and is legally based in one of the outermost regions.

Non-profit association or educational institutions must be supported by a team of young people aged between 15 to 24 years old at the call closing date and legal residents in one of the outermost regions.

### **3. If I am under 18 years, can I apply?**

Yes. If the main applicant is under 18 years of age at the call closing date, a responsible adult or a legal guardian must be identified.

### **4. I am resident of one of the EU outermost regions, but I am not a French, Portuguese or Spanish national, can I apply?**

Yes. The criterium is that applicants are legal residents in one of the 9 EU outermost regions, it is not mandatory to hold French, Portuguese or Spanish nationality.

### **5. Can two non-profit associations / educational institutions submit one application in partnership?**

No. Each application must have one main applicant only, who will be the legal responsible for the action and its funding. If you would like to develop activities in partnership with other non-profit association / educational institution, we advise that both non-profit associations / educational institutions submit individual applications under their specific call (see questions 1 & 2), making clear on the application form that you intend to implement your action in cooperation with the other non-profit association / educational institution.

### **6. Is there a minimum and maximum number of team members?**

The team must consist of at least one individual, with no restrictions on the maximum number of members per team. However, it's required that identified team members are aged between 15 to 24 years old at the call closing date and legal residents of one of the outermost regions. Please note that you will only be able to add 10 team members to the online application form. If your team is larger than 10 team members you will be allowed to add team members to your team during the Participation Agreement signature phase, if your action is selected.

Individuals are allowed to be part of only one team/application.

### **7. Can my team have more team members than the ones I am able to introduce on the online application form?**

Yes. Selected actions will be able to add team members to the team identified in the application form during the Participation Agreement signature phase.

## **8. I want to apply to the non-profit associations or educational institutions call for actions - can I find a team after submitting my application?**

No. For the non-profit associations or educational institutions call, it is mandatory to identify the team members who will implement the action in the application form, otherwise your application will not be considered eligible.

## **9. In which language can I submit my application and relevant documents?**

Applications must be submitted in one of the following languages: French, Portuguese, Spanish, or English, using the application form provided on the YOUTH4ORs website.

The mandatory documents can also be submitted in one of the above-mentioned languages.

## **10. How can I submit my application?**

Applications must be submitted electronically via the YOUTH4ORs website. In case you experience difficulties with the application portal, you can download the application form, fill it in and submit it to [info@youth4outermostregions.eu](mailto:info@youth4outermostregions.eu).

## **11. Can I start completing the online application form, save the information inserted and return to it later?**

No. The application form should be completed in one time only. We advise you to complete the application form offline, using the Word template provided on the YOUTH4ORs website and then copying the information to the application form.

## **12. I have an idea, but I am not sure how to transform it into an application, can you help me?**

Yes. YOUTH4ORs Regional Supporting Network is composed of organizations connected to the 9 outermost regions and can support you drafting your application in your preferred language. If you would like to request such support, please contact [info@youth4outermostregions.eu](mailto:info@youth4outermostregions.eu).

### **13. Can I send additional information regarding my application by email?**

No. You should stick to the information required on the application form, only that information will be used by the Selection Committee to assess your application. The only exception is the described below concerning partially funded actions (see question 24).

### **14. I submitted an application and now realized it needs changes, what can I do?**

If you realize your application has mistakes and you wish to correct it, please send an email to [info@youth4outermostregions.eu](mailto:info@youth4outermostregions.eu) informing that you would like to withdraw the application submitted and submit a new application via the YOUTH4ORs website. We will consider the last application submitted only. Please consider the deadline of 27 May 2024 23:59 CEST, as any request for corrections must take place within the deadline.

### **15. Can I submit more than one application?**

Each main applicant is allowed to submit one application only. If multiple applications are received by the same applicant, only the last submitted application will be considered.

In the same way, individuals can be part of one team or application only.

### **16. What is the deadline for submitting my application?**

The deadline for submitting applications is 27 May 2024, 23:59 CEST:

- GUADELOUPE, MARTINIQUE & SAINT-MARTIN: 27 May 2024, 17:59 (local time)
- FRENCH GUIANA: 27 May 2024, 18:59 (local time)
- MAYOTTE: 28 May 2024, 00:59 (local time)
- REUNION ISLAND: 28 May 2024, 01:59 (local time)
- THE CANARY ISLANDS & MADEIRA: 27 May 2024, 22:59 (local time)
- AZORES: 27 May 2024, 21:59 (local time)

## 17. What can my action be about?

YOUTH4ORs aims to empower young people to define and implement actions in their local communities. There are **no pre-defined topics** for these actions. **You are encouraged to propose actions that address significant challenges in your respective local and regional communities.**

You may also wish to link your action with **EU priorities**, for example: the transition towards a **greener**, more sustainable and **more digital** society and/or the **European Pillar of Social Rights**, to make Europe a fairer place, more inclusive and full of opportunities for everyone.

## 18. What type of activities can I include in my action?

Your action can include different **activities**, such as: workshops, trainings, events, meetings, campaigns, exchange of good practices; creative solutions; research/studies, and any other activities you may consider relevant. Your action can also include (preferably online) exchanges or joint activities with young people in other communities within your region, or with other EU outermost regions, neighboring countries and with the continental European Union. All combinations are possible.

## 19. How long must my action last?

Actions must have a duration of either 6 months or 10 months. The implementation of the selected actions will start on 1 September 2024.

## 20. What is the budget for my action?

The minimum amount that can be requested for each action is EUR 5 000.

The maximum amount that can be requested for each action is EUR 10 000.

Each application must include a budget based on an estimation of costs in accordance with the following categories:

- Personnel costs (voluntary work of young people aged 15-24);
- Travel, accommodation and subsistence (for instance, train/bus tickets, accommodation related with travel, meals associated with travel);
- Equipment (purchase and renting of equipment, infrastructure, or other assets);

- Other goods, works or services (for instance, consumables and supplies, promotion, dissemination, translations, events, publications, catering, etc.).

Any cost has to be clearly justified as related to the action.

The grant will cover 100% of the total budget requested as far as the costs are up to the strict maximum amount of EUR 10 000.

## 21. How can I calculate the personnel costs category budget?

Personnel costs are related to personnel assigned to the action aged between 15 to 24 years old at the call closing date. It is a way of compensating for the hours team members will devote to the implementation of their action.

You can calculate this budget following [European Union guidelines](#) for compensating the work carried out by volunteers. The maximum daily rates, based on 8 hours workday, are (you can apply lower rates):

Country	Maximum daily rate	Maximum hourly rate
<b>France</b> French Guiana / Guadeloupe / Martinique / Mayotte / Reunion Island / Saint-Martin	EUR 131	EUR 16.38
<b>Spain, Portugal</b> Canary Islands / Azores / Madeira	EUR 78	EUR 9.75

### Consider the following example:

- Number of team members: 2
- Weekly hours devoted to the project: 2 hours per team member
- Duration of the action: 6 months (26 weeks)
- Location: France

### Budget calculation:

2 members x 2 hours a week x 26 weeks x hourly rate → 2 x 2 x 26 x 16.38 = EUR 1 703.52



All budget categories are voluntary, so you are not obliged to include personal costs, if you consider the money will be needed for other budget categories.

Non-profit associations or educational institutions can include staff in their proposed action team members as long the staff fits the age (15 to 24 years old) and legal residency (one of the 9 outermost regions) criteria. Therefore, the support these staff will provide to the selected action can be compensated through the personnel costs category, following the rules described above.

## **22. What kind of costs can I consider for the travel, accommodation, and subsistence costs category?**

Travel, accommodation, and subsistence costs must be directly related to expenses such as train/bus tickets, accommodation and meals related to that travel, necessary for the implementation of the action activities within the region. In exceptional cases, national and international flights may be included in this category. Budget for flights must be fundamental for the implementation of the action and be well justified and documented. Activities requiring flights purchase must be complementary of other activities and not be the main focus of the proposed action or have impact in the development of other activities.

## **23. Can my action organize an open call to support third parties by attributing grants, prizes or vouchers?**

No. Providing any form of financial support to third parties is not allowed. This can come in the form of grants, prizes, vouchers or any other similar forms of financial support. Simply putting, any type of monetary transfers to third parties (i.e. open call winners) will not be deemed eligible.

## **24. I am implementing a project that is only partially funded. Can I apply to YOUTH4ORs with that project?**

YOUTH4ORs applications must clearly identify the challenge(s) addressed by the proposed action, the relevance of addressing such challenge(s), the proposed action objective(s) and how your action can address the challenge(s) identified. Take into account that impact is part of the assessment criteria and therefore this could have an influence in the final scores, if your action represents a minor part of a wider action. To that end, the activities implemented under YOUTH4ORs must have a clear, specific and measurable impact resulting from the budget received under YOUTH4ORs and within the project's time frame, justifying its relevance for the YOUTH4ORs project.

Your already partially funded project must respect these requirements, and you, as an applicant, must comply with the calls for actions eligibility criteria (see section 4 of the calls for actions).

The already partially funded project must be implemented by a team of young people aged 15 to 24 years old. Furthermore, your application to YOUTH4ORs can be considered if your larger project is funded by other sources different from the European Union (such as private or exclusively national funds).

Additionally, and very importantly, in terms of the activities proposed and its associated budget, you need to guarantee that those activities and associated cost are being implemented and funded under YOUTH4ORs only. No double funding of the same activities / costs can be proposed. The activities must, naturally, comply with the requirements set out in the calls for actions in terms of its scope, duration, and budget (see sections 3 & 4 of the calls for actions).

The activities funded by YOUTH4ORs must clearly comply with the project and EU visibility rules (display of YOUTH4ORs an EU logos).

After the submission of the application, additional documentation should be provided:

- Approved project proposal and budget;
- Proof of the project's approval by the granting authority and indication of the funding rate;
- Evidence of the funds' origin (regional, national or EU level).

This documentation should be sent by email to [info@youth4outermostregions.eu](mailto:info@youth4outermostregions.eu), together with the proposal submitted under YOUTH4ORs.

## 25. What will be the payment schedule?

Payments will be made in Euro to the bank account indicated by the selected main applicant, or the responsible adult/legal guardian, when applicable:

- **FIRST PAYMENT (30%):** following the signature of the Participation Agreement.
- **SECOND PAYMENT (30%):** following the submission and approval of a status report (2-3 pages maximum).
- **THIRD PAYMENT (30%):** following the submission and approval of a status report (2-3 pages maximum).
- **FINAL PAYMENT (10%):** following the submission and approval of a final report on the action and its results (5 pages maximum).

The exact months of payment will be defined in the Participation Agreement.

## **26. Do I have to present documents proving my expenses?**

No. YOUTH4ORs team will not request any documentation proving expenses incurred during the implementation of the action. Nonetheless, please keep a record of the expenses made under YOUTH4ORs and the receipts and invoices associated with those expenses. In case SERN and/or the Commission inquires on certain amounts spent during the action, you need to have evidence and a proof of how this was related to the action.

## **27. Do I have to declare the funds received from YOUTH4ORs?**

Tax law varies from country to country and region to region. You should therefore request information from the competent authority in your region.

## **28. How will the selection process work?**

The selection process is ensured by a Selection Committee composed of a group of impartial evaluators. The final list of selected actions will be approved by the European Commission and published on YOUTH4ORs website and shared by email with all proposed actions.

## **29. How will the Selection Committee members be recruited, and the Selection Committee organized?**

The Selection Committee members will be recruited through an open *Call for Members of the Selection Committee* published on YOUTH4ORs website.

The Selection Committee will be organised in 3 Evaluation Committees, one per country with an outermost region (France, Portugal and Spain).

## **30. What are the selection criteria?**

Eligible applications will be assessed on a 100-point score basis: applications with a total score lower than 50 points will be considered of insufficient quality and rejected, and those with a total score of 50 points or higher will be ranked from the highest score to the lowest score.

<b>1. RELEVANCE</b>	<b>50 POINTS</b>
1.1 Clear identification of the challenge(s) addressed by the action and the relevance of addressing such challenge(s)	25
1.2 Clear explanation of the action objective(s) and how your action can address the challenge(s)	25
<b>2. ACTIVITIES</b>	<b>40 POINTS</b>
2.1 Clear description of the planned activities and their relevance to achieve the action objective(s)	20
2.2 Relevance of the identified target groups	10
2.3 Realistic timeline	10
<b>3. BUDGET</b>	<b>10 POINTS</b>
3.1 Adequation of the requested budget to the development of the activities	10
<b>TOTAL</b>	<b>100 POINTS</b>

### **31. If my application is rejected, can I ask for clarifications?**

Rejected applicants will have 10 days from notification of the result of the selection process to request further clarifications on their application.

### **32. If my action is selected, what happens next?**

You will be formally notified by the YOUTH4ORs that your action was selected and will be requested to reconfirm your interest in implementing your proposed action. You will then be asked to provide the necessary information for the drafting of the Participation Agreement. After the Participation Agreement's signature, you will be qualified to receive the first payment (30% instalment) and start the implementation of your action.

### **33. Who signs the Participation Agreement?**

The main applicant is the legal responsible for the action implementation and is to sign the Participation Agreement.

For the young individuals or teams of young people call, the Participation Agreement is to be signed by the person identified as main applicant, either implementing the action individually or representing a team. If the main applicant is under 18 years of age, the Participation Agreement is to be signed by the responsible adult or a legal guardian identified in the application form.

For the non-profit associations or educational institutions call, the Participation Agreement is to be signed by the person identified as Legal Representative in the application form.

### **34. Who will manage the funds received from YOUTH4ORs?**

The funds received form YOUTH4ORs will be managed by the person/entity signing the Participation Agreement, who is the legal responsible for the funds. In the cases where the Participation Agreement is signed by a responsible adult or a legal guardian or by a non-profit association or educational institution, it must be ensured that budget management and necessary payments occur in accordance with the needs identified by the team of young people implementing the action.

### **35. My action was selected — can I change the main applicant?**

For teams of young people, in the case the main applicant is no longer available to implement the action, one of the team members identified in the application form can become the main applicant and sign the Participation Agreement.

For selected actions proposed by one young individual, non-profit associations, or educational institutions the main applicant cannot be changed. If the main applicant is no longer available to sign the Participation Agreement and implement the selected action, the selected action will be withdrawn from the list of selected actions.

### **36. My action was selected — can I change a team member?**

Yes. You will be able to add or remove members to / from your team during the Participation Agreement signature phase.

### **37. My action was selected — can I change the budget?**

The global amount requested cannot be changed or increased. You can, nevertheless, rearrange the budget distribution among the different categories, if that will better serve the action objectives and activities.

### **38. I have a specific question, how can I get in contact?**

In case you have any additional questions or encounter technical difficulties during the submission of your application you can contact the YOUTH4ORs team at: [info@youth4outermostregions.eu](mailto:info@youth4outermostregions.eu).

You can also find updated information on our Instagram account: [instagram.com/youth.4ors](https://www.instagram.com/youth.4ors).