



GENERATION EUROPE – YOUNG DEMOCRACY IN ACTION

GUIDELINES

1. Validity of the guidelines

The International Association for Education and Exchange (IBB e.V.) needs to guarantee the economical and proper use of the funding provided. This is true also of the Generation Europe programme. Thus, these guidelines apply to the partnerships which are funded by Generation Europe within the framework of the funding agreement.

2. Project

2.1. Content and Funding

Generation Europe funds pre-existing or new trilateral partnerships between youth work organisations¹ for the period from July 2018 to December 2020.

Each partnership realises one youth encounter each year, so over the duration of the project, three youth encounters take place in each partnership. These are accompanied by local preparatory meetings together with the youths. The second important element is local activities of youths, which take place in all countries in between the youth encounters, and which are also overseen by the project partners.

The youth encounters have to last at least ten days each (travel days excluded). The youth encounters will deal with the following topics: During the first encounter in 2018, the approaches of Active European Citizenship as well as the topics of human rights and democracy are dealt with. At the second encounter in 2019, the problems identified by the youths during local meetings (see below) are analysed, discussed, and compared. In this, first schemes for an action plan can crystallise and the influence of the European level on local

¹ These include youth centres, youth groups, local youth meeting spaces, youth associations or youth leagues, sections and units of youth organisations, and youth welfare organisations. The youth work organisations should operate in a non-profit fashion and may be public, independent, church-based, municipal, social, etc. institutions.



problems becomes visible. At the third encounter in 2020, after the local action plans have been implemented, the youths in trilateral partnerships reflect on their action plans and project experiences. Additionally, (media) products on their local actions are created, which also make visible the European connection of their local involvement. Each organisation of a partnership will host one of the three youth encounters.

In the local activities, the youths are supported in developing and implementing their local action plans. At local meetings following the first youth encounter, the youths identify their local problem; in between the second and third youth encounter, they are supported at several meetings in realising the action plans they developed. The implementation of their activities takes place in between the International youth congress in Strasbourg in October 2019 and the third youth encounter. During their activities, the youths convey their experiences and insights, made in exchange with their European partners, to the municipal level and assert youth political concerns. After the third youth encounter, planning their presentation as part of the European week of action follows. The local meetings take place in all participating European countries.

The local activities should contain the following steps:

Step 1: Problem identification

Step 2: Developing different approaches to solving the problem

Step 3: Selecting a problem-solving approach

Step 4: Developing an action plan

Step 5: Implementing the action plan

Step 6: Reflecting on the process

The process of active work on local level is accompanied by more theoretical activities on topics like exclusion, democracy, and human rights.

Generation Europe wants to open the doors to European activities for all young people aged between 16 and 27 years. Partnerships are therefore encouraged to involve young



people from different backgrounds in the project, but especially those who have little or no experience with international programmes. For each project partner, at least six youths take part in the activities, so a total of at least 18 youths is directly involved in the project for each partnership.

For each youth encounter, the partners can apply for funding of up to 15 000 € per partnership². For the youth encounters, the IBB e.V. will also apply for additional funds within the framework of the European programme Erasmus+, if the respective partnerships submit the necessary documents to the IBB e.V. in due time. The amount of funding requested under Erasmus+ depends on the flat rates described in the related programme guidelines. The deadline for submission of the documents required by IBB e.V. to apply for Erasmus+ funds is the 1st of September 2018 for the youth meetings in 2019 and the 1st of March 2019 for the youth meetings in 2020.

For the local activities, the partners can apply for funding up to 5.000 € per year for each organisation and per year in 2019 and 2020. In addition, 1,000€ per organisation and per year can be applied for as a youth budget in the years 2019 and 2020. These funds are to be administered by the young people themselves and serve to prepare and implement the local activities.

To apply for the funds above, the partnerships submit an application to the IBB e.V. by the 14th of September, 2018. In addition, the partnerships must submit a pedagogical description and a budget plan for the activities of the respective year to the IBB e.V. for approval in 2019 and 2020.

2.2. Generation Europe partnerships

Each Generation Europe partnership consists of a youth institution from Germany (North Rhine-Westphalia, Schleswig-Holstein, Thuringia, Brandenburg, City of Munich) and two youth institutions from EU member states, Eastern Europe (Russia, Ukraine, Belarus) or South

² For the partnerships from Schleswig-Holstein and Munich, special regulations must be observed in this respect. These can be found in the appendix attached to the project contract between IBB e.V. and these two partnerships.



Eastern Europe (Bosnia and Herzegovina, Serbia, Montenegro). The German youth work institution is contractually responsible towards IBB e.V. regarding the activities of the partnership within the framework of Generation Europe. It is responsible for the implementation of the activities mentioned above, the correct and timely transmission of the case and financial reports, as well as budget plans and project descriptions of the second and third year.

Applicants and project partners should be public, independent, church-based, municipal or social youth work institutions, such as youth centres, youth meeting spaces, youth associations or youth leagues and similar organisations.

2.3. Duration

The Generation Europe project commences on the day of signing of the funding agreement between IBB e.V. and the applying organisation from Germany and concludes with the end of the year 2018. Activities in 2019 and 2020 are approved separately each year, dependent on the approval of grants by the funding organisations.

2.4. Important dates for project partners

In September 2018 a Generation Europe training course will take place in Weimar, Germany. The aim of the training is to methodically prepare the partnerships for the 2018 youth encounter. Each organisation sends one person to the training course, which will be part of the pedagogical team of the youth encounter in 2018.

In addition, a method workshop will be held in Weimar, Germany, in spring 2019 and 2020. The aim of the methods workshops will be to jointly develop methods that can be applied to the youth encounters in 2019 and 2020. Each organisation sends one person, who will be part of the pedagogical team of the youth encounter to the methods workshops in 2019 and 2020.

In addition, IBB e.V. will organise a Youth Congress in Strasbourg in autumn 2019, to which the organisations will send educational personnel if necessary.



2.5. Continuing support by IBB e.V.

IBB e.V. provides contact persons to consult the partnerships in all questions regarding the project realisation, as well as questions regarding the subject matter or regarding finances. In case of questions regarding the partnership or the activities, the youth work institutions contact IBB e.V. as soon as possible. The same is true for all circumstances which may result in changes to the programme or the partnership.

3. Budget planning and accounting

3.1. Call for funds

For each youth encounter two separate payments are made: At first 70% of the amount applied for (funds from Generation Europe as well as from Erasmus+ if granted) will be transferred no earlier than 4 months before the beginning of the encounter, the remainder is paid out, once accounting has been completed.

The final approval for the second and third encounter as well as for the local activities in 2019 und 2020 is given after the corresponding application for the respective year has been submitted to the IBB. The funding of local activities and the youth budget can be accessed immediately after the approval for the respective year.

It is the sole responsibility of the applicant to request the approved funds, using the designated form „call for funds“. The final budget plan has to be handed in by then.

Changes in the cost plan are possible. Should these reallocations exceed 20% of the amount of the cost categories, the IBB e.V. must be notified immediately and the reasons given in writing.

IBB e.V. will only transfer the amounts requested using the „call for funds“ form and only to a single bank account of the fund recipient.

All funds granted are fixed to fiscal years and expire at the end of a calendar year.



Immediately after the bank account of the contract partner has received the funds, a receipt of payment has to be handed in to IBB e.V., without any further requests.

3.2. Use of funds

The contract partner may use the funds provided by IBB e.V. solely within the framework of the activities mentioned in the funding agreement and the project descriptions.

All funds have to be used as economically and frugally as possible.

Any expenditures occurring before the signing of the funding agreement will not be reimbursed to the contract partner, not even partially.

Unused funds have to be repaid no later than the final report on the expenditure of funds, using the project number provided by IBB e.V. and the following bank account.

Name of bank:	KD-Bank eG
IBAN	DE03350601902100203017
BIC	GENODED1DKD

Regarding the right of repayment on the part of IBB e.V., the contract partner waives its plea of the statute of limitations, effective immediately.

3.3. Principles regarding specific expenditure types

3.3.1 Personnel expenses

Personnel expenses can be accounted for as a part of the project provided the position is not already funded by the Federal State of NRW, Schleswig-Holstein, Brandenburg or Thuringia.

Accounting is done using activity reports and appropriate salary statements. When accounting for personnel costs, the prohibition on unfair advantages has to be



respected. According to this rule, employees of project partners may not receive salaries or financial remuneration that puts them at an advantage compared to equivalent employees of the Federal State or the municipalities.

3.3.2 Administrative costs

Administrative costs that include running costs (room rent, office costs, etc.) cannot be claimed.

3.3.3 Remuneration

All remuneration has to be adapted to local circumstances. Remuneration for translators and interpreters is based on typical national rates. The responsibility for the applicable classification (also regarding union agreements) lies with the organisations funded. However, the classifications mentioned in the approval letter or other writings that form the basis for the approval set upper limits.

3.3.4 Travel expenses

As far as possible, the cheaper mode of transport has to be chosen. Travel expenses can only be reimbursed if an original ticket can be produced. In case private cars are used, lump sum payments (of currently 0,30 Euro per kilometre) can be made in accordance with the currently valid regulations of the Federal Ministry for Finances.

3.3.5 Accommodation

Accommodation costs have to be documented using the original bills or receipts, which, as far as possible, distinguish between accommodation and meals.

3.3.6 Food

The meals for participants in seminars, meetings, etc. should be, as far as possible, organised centrally, in order for accounting to be based on the total bill. If meals





cannot be organised centrally, or food is provided by the group itself, it is possible to submit self-prepared documents (own receipts) for food, in case

- a) bills cannot be provided by the shops,
- b) bills are getting lost during the youth encounter,
- c) the youth will buy food for themselves during a day with money handed out by the partnership.

Only one self-prepared document can be issued per day.

3.3.7 Cost of materials

While acquiring approved materials is the responsibility of the funded organisations, it has to

- a) use all possibilities of price reductions, especially cash discounts, and
- b) in the case of larger objects, with costs of 500 € and more, competitive offers have to be requested and the reasons for the decision have to be documented.

The contract partner has to report on the adherence to its commitments regarding a) and b) in the report on the expenditure of funds.

The contract partner has to insure the proper use, storage and service of the materials acquired. IBB e.V. does not cover running costs (e.g. energy costs, insurances, service, repair and replacement parts).

3.3.8 Rules regarding ownership

Provided IBB e.V. did not enact any different rules, objects (machines, books, etc.) bought with the approved funds become the property of the contract partner.

Those objects should be marked with a highly visible sign, indicating that they have been acquired with funds provided by Generation Europe. Books acquired with Generation Europe funds should be marked with an equivalent bookplate.





4. Report on the expenditure of funds

A report on the expenditure of the funds applied for has to be handed in to IBB e.V. no later than the 15th of January of the following year, together with a pedagogical report.

The original Generation Europe participant lists are part of the financial report.

Receipts have to be clearly ordered, filed and numbered and attached to the report on the expenditure of funds. The overview has to be based on the budget plan approved with the signing of the contract and individual expenditures have to be related to the items of this budget plan.

Receipts have to be handed in in the original.

Receipts have to include the information and attachments customary in business, especially recipient, reason and date of the payment. Receipts in other languages have to be translated into German or English. Accounting will be done in Euro. In case of expenditures in other currencies, the receipt amounts have to be converted to Euro and the respective receipts of currency exchange have to be attached.

Reports on the expenditure of funds have to be handed in both in paper form and electronically as an xls-File / xlsx-File to generationeurope@ibb-d.de.

The Erasmus+ funding for the youth encounters, which was applied for by IBB e.V., must be accounted for using the tool "OnGea!". The partners have to submit all information on their participants via the online tool. Participant lists and documents proving the extraordinary costs must be sent to the IBB in original.





5. Reports

The contract partner is obligated to report on the project to IBB e.V., regularly and without further requests. Reports have to be created at the end of the year and handed in no later than the 15th of January of the following year. The reports have to be written in German or English, irrespective of which partner creates them. In case the report is a translation, the partners have to guarantee the readability of the text.

Beyond that, the contract partner is, without further request, obligated to inform IBB e.V. on events which could influence the project significantly. This is specifically true for such circumstances or events, which may seem to endanger the realisation of the project or the attainment of its goals.

6. Publication

The results of the project funded by Generation Europe have to be published to the general public in appropriate ways.

In any case, the activities in the frame of the project Generation Europe should be presented to the general public on the Generation Europe homepage using appropriate texts and image. Additionally, all partnerships receive their own profile in the context of the digital platform of the project. The partnerships create materials appropriate for publishing on the homepage and the platform.

In all publications and events, the funding organisations, and the project organisation by IBB e.V. have to be mentioned. Appropriate image files of the logos are made available. The contract partner is not authorised to change the logo in any way or use it in any form different from those permitted by the approval guidelines.

Two specimen copies of each publication resulting from the funded project have to be made available to IBB e.V., quickly and free of charge.





7. Press and public relations work

IBB e.V. is keen to make sure that Generation Europe partners approach the press and the public with regards to their projects. All public activities (e.g. press releases, invitations, programmes, events and merchandise) have to mention the funding organisations, and the project organisation by IBB e.V. The reference to the funding organisations must be accompanied by the corresponding logos.

A specimen copy of each mention of Generation Europe in the press has to be sent to IBB e.V. without further request.

IBB e.V. further reserves the right to inform the press and the public about the projects funded, the organisations and initiators and the amount of the funding in appropriate ways. For this purpose, the contract partner has to provide meaningful texts and images at short notice, if asked to.

In realising the project, the equality of women and men has to be continuously regarded as a guiding principle. All written works have to be formulated in gender-equitable language.

8. Guarantee and liability

The contract partner is obligated to realise the project, funded by generation Europe as detailed in the specifications of this agreement, with the utmost care and guaranteeing the proper use of funds with regards to the goals of these guidelines.

9. Miscellaneous (Retraction, revocation, discontinuation)

In general, funding approvals, which have not been utilised at least partially, expire one year after the date of the written agreement, without any notice on the side of IBB e.V. necessary, except in cases where the contract partner and IBB e.V. agree in writing to extend this deadline prior to its passing.

IBB e.V. reserves the right to revoke the approval and reclaim the funds paid, if funding guidelines or separately communicated special conditions are not observed, especially if funds



are not used expediently, the expenditure of funds is not being reported, or not on time, or the contract partner has violated other essential contractual obligations. In this respect, the contract partner waives its plea of the statute of limitations, effective immediately.

IBB e.V. reserves the right to discontinue the funding of a project in the future on important grounds. The same relates to cases where essential requirements for the realisation of the project cease to exist, or the goals of the project seem no longer attainable. The discontinuation of the project takes effect through a written statement to the contract partner.

In those cases, the enforcement of any claims on the side of the contract partner, including but not limited to completion and compensation, is explicitly excluded.

