

Call for Contact Points for the Erasmus+: Youth in Action Programme in South East Europe - 2014

The SALTO South East Europe Resource Centre is looking for organisations in the countries of the Western Balkans who will promote the possibilities of the European Union Programme Erasmus+ in the youth field among potential applicants and support organisations in the development and implementation of projects supported by the Programme.

Application deadline: Thursday, 28th August 2014

1. Framework

Cooperation in the field of youth between organisations based in Programme countries and partner organisations from the Western Balkans has been supported by the European Commission since the year 2000. In the frame of the current Erasmus+: Youth in Action programme it is supported in particular within Key Action 1 (youth exchanges, European Voluntary Service and support activities), but also within Key Actions 2 and 3.

Neighbouring partner countries in the Western Balkans include: Albania, Bosnia and Herzegovina, Montenegro, Serbia and Kosovo (*).

(*) This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.

The SALTO South East Europe Resource Centre is promoting and supporting the cooperation in the youth field with the Programme's partner countries in the Western Balkans within the Erasmus+ programme. The Centre has been working with the support of non-governmental organisations taking on the role as Contact Points for the Programme since 2005. Their main role is to assist the SALTO SEE Resource Centre in promoting and further supporting the participation of partners from their country in the Erasmus+: Youth in Action programme.

During the former Youth in Action programme (2007 – 2013), the SALTO SEE Resource Centre Public published several calls for Contact Points to renew the framework for cooperation in this field, extending and deepening cooperation with well-established partners, but also opening up the field to allow other interested organisations to take up this challenging role.

This public call aims to establish a framework for cooperation with Contact Points in South East Europe for the years 2014 – 2020. The SALTO-YOUTH SEE Resource Centre aims to nominate one organisation as Contact Point for the Erasmus+ programme in the youth field in each of the above-listed Partner countries.

2. Who can apply to become a Contact Point for the Erasmus+: Youth in Action programme?

Legal and organisational requirements and resources

All organisations fulfilling the following criteria can apply:

- Situated in one of the partner countries of the Erasmus+ programme in the Western Balkans (countries are listed above)

- Having the status of a legally established non-profit organisation with at least two years of existence
- Operational and financial capacity for fulfilling the expected tasks, in particular:
 - o Office space and staff available for personal meetings on a regular basis
 - o Regular access to telephone, E-mail and the Internet
 - o Organisational website and the possibility to publish some information related to the organisation's task and activities as a Contact Point for Erasmus+: Youth in Action there
 - o Organisational bank account with the possibility to receive bank transfers from abroad
- Reach out to organisations as potential project promoters beyond the local/regional context in the applicant's country, existing network(s) and communication channels to reach out to target group
- Preferably already established contact to the national governmental authorities in charge of youth in the applicant's country as well as to other relevant structures in charge of information, youth and/or EU issues (Erasmus+ office, Delegation of the EU in the country etc.)
- Preferably, the possibility to offer some co-funding for support activities carried out as Contact Point

Specific experience and competences

- Sound experience of working with the Erasmus+ / former Youth in Action programme: as project organisers/beneficiaries of Youth in Action projects and/or as multipliers for this Programme or similar programmes
- Competence to act as a multiplier (providing information, training and other forms of support) for the Erasmus+: Youth in Action programme, in particular related to the following aspects:
 - o Detailed knowledge of the possibilities offered by the Erasmus+ programme in the youth field, in particular within Key Action 1
 - o Understanding of project quality criteria (what are key elements of a good Erasmus+: Youth in Action project)
 - o Understanding of technical and financial aspects related to project application, implementation and reporting

Please note that the financial support that can be made available annually for each Contact Points is limited (see more information under point 4. below). The SALTO SEE Resource Centre will therefore nominate only one organisation per country as Contact Point.

It is possible, however, that this Contact Point cooperates with other organisations/institutions taking on the role of coordinator of activities that are partially carried out by other organisations.

3. Role and tasks to be fulfilled by each Contact Point

The main role of the Contact Points is to assist the SALTO SEE Resource Centre in promoting and further developing the participation of partners from their country in the Erasmus+: Youth in Action programme. The emphasis here lies both on increasing the quantity and the quality of the supported and implemented projects.

As the situation regarding participation in the Programme differs from country to country, and also geographical areas within the countries, priorities set by different Contact Points can (and should) differ taking into account the specific local and national situation.

Organisations applying as Contact Points are absolutely required to know well what the Erasmus+ programme offers in the youth field. Having some practical experience with the former Youth in Action programme will be extremely helpful. They can further rely on the SALTO SEE Resource Centre to help them to deepen their understanding of the Programme.

Concrete project proposals

Contact Points will be selected on the basis of concrete proposals for support activities. These activities can be implemented alone, or in cooperation with other actors (governmental authorities, other Contact Points, other organisations...). The support activities should address (potential) Programme beneficiaries and aim to motivate them to use the Programme, offer them more information and/or build competences to implement projects under the Erasmus+ Programme in the youth field.

In view of the limited financial support that can be made available by the SALTO SEE Resource Centre, these information or training activities can be small-scale and should address identified needs of the defined target group. The nature of these activities will naturally depend on the defined objectives and the competences and capacities of the applicant organisation.

In 2014, support activities should be carried out between September and December. Concrete activities for the following years will be defined on an annual basis for the full coming year. For 2015, concrete activities will be defined at a later stage in communication between SALTO SEE and the nominated Contact Point, but activities carried out this year should preferably be already conceived as a part of a longer-term process (including at least 2015).

2014 being the first year of the Erasmus+ programme, all suggested support activities should contain elements of informing about the specific features of this Programme.

Nominated Contact Points are also expected to publish some information about the Erasmus+ Programme and about their role and activities in the local language on their website together with links to other relevant websites.

General tasks

Beyond these specific activities, Contact Points should be ready to:

- provide information about the Erasmus+ programme in the youth field (to individuals upon request, during other activities organised by the organisation or in which the organisation is invited to participate, during specific »open hours«, etc.)
- assist project applicants during the application process (by answering questions upon request, providing relevant information and/or links on their website or other means) (*) and
- offer advice and (limited) support during the further process of project preparation and implementation.

(*) Currently, organisations based in partner countries can only be partners in projects. It is not possible for organisations that are not based in Programme countries to submit project applications. However, it is expected that the possibility to submit project applications for some types of Erasmus+ projects will be open to the countries in the Western Balkans in the future, possibly as of 2015.

Contact Points network

All Contact Points for Erasmus+: Youth in Action together form a network that also has a special role in supporting SALTO SEE in its general work with the Western Balkans region.

All the organisations that will be selected as Contact Points will be invited, and are expected to participate annually in a joint two-day working meeting.

This meeting serves to:

- Evaluate and share information about the Contact Points' activities of the current year and collect ideas for their further development
- Inform about relevant new developments or features in the Erasmus+: Youth in Action programme, European youth policy, the work of SALTO SEE, the Contact Points etc.
- Reflect upon current and longer term needs and priorities, which could be taken up by SALTO SEE and the Contact Points in the coming years
- Establish and further develop the communication and cooperation among the Contact Points and with SALTO SEE

The dates for the next meeting of Contact Points will be agreed with the selected organisations (if possible, still in 2014).

4. Payment and contracting period

Within this call, SALTO SEE can make around 25.000 € available to support national support activities carried out by Contact Points in the countries of SEE in 2014. In order to support several organisations, the support per organisation will be in the range 3.500 - 6.500 €. The financial support per organisation will take into consideration the size of the country/(youth) population as well as the specific project proposal.

It is recommended that in their application, applicants propose project proposals with the following contribution from SALTO SEE (either covering the whole project, or – preferably, if co-funding is expected/available – a contribution to the project):

	Contribution from SALTO SEE in € (for 2014)
Albania	Up to 5.000
Bosnia and Herzegovina	Up to 5.500
Kosovo	Up to 4.500
Montenegro	Up to 3.500
Serbia	Up to 6.500

In agreement with the selected Contact Point, payments can be made in two intervals, the first 50 % before the implementation of activities on the basis of an invoice, the second 50 % on the basis of the financial and narrative final report and invoice after completion of the activities.

The selected organisations will be contracted as Contact Points for the Erasmus+: Youth in Action programme for the period 2014 - 2015. Contracts will be made with the possibility of prolongation by annex until the end of the Programme in 2020.

5. How to apply?

Candidates must apply by filling in the application form for Erasmus+: Youth in Action Contact Points in South East Europe by 28th August 2014.

The SALTO SEE Resource Centre reserves the right to ask for complementary information or documentation to the information given by the applicant in the application form (e.g. copy of valid registration document indicating the legal status and year of establishment of the organisation).

Interested organisations are encouraged to contact us during the application process for any further information or feedback about ideas and plans.

Information about selection results will be given by 5th September 2014.

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More information about the Erasmus+ programme and SALTO SEE Resource Centre:

<https://www.salto-youth.net/rc/see/>

http://ec.europa.eu/programmes/erasmus-plus/index_en.htm