

Application for:
Action 3 - Youth in the world
3.1 - Cooperation with Neighbouring Partner Countries

Training and Networking

Version valid as of 1 January 2011

Please fill in all relevant sections of this application. It is compulsory to annex ALL documents requested in the check list. Please consult the Programme Guide to find all the information you need to lead your project and to fill in this application form

Part I. Project identification and summary

Project number

To be filled in by the Executive Agency or the National Agency

Postmark/Date of receipt

Name of the applicant

Please indicate the name and acronym of the applicant organisation.

SCI Service Civil International, Swiss branch

Title of the project

“emPowering Longterm vOlunteering acTivities: a winning PLOT!”

Type of project

- leading to the development of further projects under the Youth in Action Programme
- promoting exchanges, cooperation and training in the field of youth work

Type of Activity

Please tick the box corresponding to the Activity for which you are submitting this application. For more information, please consult Part B, Action 3.1 of the Programme Guide.

- | | | |
|---|--|---|
| Type of Activity:
(tick <u>one</u> box only) | <input type="checkbox"/> 1. Job shadowing | <input type="checkbox"/> 5. Partnership-Building activity |
| | <input type="checkbox"/> 2. Feasibility visit | <input type="checkbox"/> 6. Seminar |
| | <input type="checkbox"/> 3. Evaluation meeting | <input checked="" type="checkbox"/> 7. Training course |
| | <input type="checkbox"/> 4. Study visit | <input type="checkbox"/> 8. Networking |

- The applicant is:
(tick one box only)
- a promoter based in a Programme Country
- a promoter based in South East Europe, hosting the Activity¹

¹ Promoters based in South East Europe and hosting the Activity can only apply to the Executive Agency.

Duration of the project²

Please indicate the total duration of the project from preparation to evaluation and also the start and end dates of the Activity.

Start date of the project ³ : (date when the first costs incur)	<u>01/07/2011</u>	End date of the project: (date when the last costs incur)	<u>30/06/2012</u>
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The Activity starts:	<u>26/09/2011</u>	The Activity ends:	<u>01/10/2011</u>
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Total duration of the Activity (in days), excluding travel days:	<u>4 (four)</u>
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Venue⁴: Mandat International, Valavran (Bellevue, GE), Switzerland

² Duration between 3 and 18 months.

³ Please consult the part C of the Programme Guide ("Respect the deadline").

⁴ The Activity must take place either in Programme Countries or in Neighbouring Partner Countries involved in the project, except in Mediterranean Partner Countries.

Part I. Project identification and summary (cont.)

Relevance to the general objectives of the Youth in Action Programme

Please tick relevant box(es).

The project:

- promotes young people's active citizenship in general and their European citizenship in particular;
- develops solidarity and promote tolerance among young people, in particular in order to foster social cohesion in the European Union;
- fosters mutual understanding between young people in different countries;
- contributes to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth field;
- promotes European cooperation in the youth field.

Relevance to the priorities of the Youth in Action Programme

Please tick relevant box(es).

Permanent thematic priorities

- European Citizenship
- Participation of young people
- Cultural diversity
- Inclusion of young people with fewer opportunities

Annual priorities

- European Year of Volunteering
- Youth unemployment
- Inclusive growth
- Global environmental challenges and climate change
- Creativity and entrepreneurship

National priorities

- If so, please specify: Prospect of follow-up activities

Main themes for the Activity

Please tick not more than 2 boxes.

- | | |
|--|---|
| <input type="checkbox"/> European awareness | <input type="checkbox"/> Minorities |
| <input type="checkbox"/> Inter-religious dialogue | <input type="checkbox"/> Urban/Rural development |
| <input type="checkbox"/> Anti-discrimination | <input type="checkbox"/> Youth policies |
| <input type="checkbox"/> Art and culture | <input type="checkbox"/> Media and communications/Youth information |
| <input type="checkbox"/> Gender equality | <input type="checkbox"/> Education through sport and outdoor activities |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Health |
| <input type="checkbox"/> Non-discrimination based on sexual orientation | <input type="checkbox"/> Environment |
| | <input type="checkbox"/> Roma communities |
| <input checked="" type="checkbox"/> Other - If so, please specify: International volunteering, peaceful cohesion | |

Part I. Project identification and summary (cont.)

Summary of the project

Please give a short description of your project (approximately 10-15 lines). Please note that if your project is approved, this paragraph may be used for publication. Therefore be accurate and include the venue, the type of project, the theme, the objectives, the duration in days, the countries involved, the number of participants, the implemented activities and the methods applied. This summary should be completed in English, French or German, regardless of which language you use to fill in the rest of this application. Please be concise and clear.

"emPowering Longterm vOlunteering acTivities: a winning PLOT!" international training course will take place in September 2011 in Bellevue (Geneva), Switzerland. The project aims to bring together 28 participants from over 20 different promoters from Europe and beyond. The main aim is to empower them to coordinate international youth and volunteer projects with a focus around conflict management, quality of international cooperation in the framework of the Youth in Action programme, promotion of volunteering, active citizenship and grass-root approach for young people. The project is targeted to people with different experience in NGO and volunteer field. As the title reflects, it is aimed to build up long-term volunteering activities, as well as participants personally, and provides them with skills and knowledge to improve their skills or to become coordinators of international youth and volunteer projects. The methods used during the training will contribute to the process of informal and non-formal learning, social and personal development of the participants and will enrich their intercultural competencies. The outcomes of the project will include increased skills and competencies of participants, improved international communication and cooperation, ideas and plans for new international projects and activities in the framework of Youth in Action programme.

Geographical scope of the project

Please indicate which Neighbouring Partner Countries are involved in the project. Please tick relevant box(es).

South East Europe	Eastern Europe and Caucasus	Mediterranean Partner Countries
<input type="checkbox"/> Albania	<input type="checkbox"/> Armenia	<input type="checkbox"/> Algeria
<input type="checkbox"/> Bosnia and Herzegovina	<input type="checkbox"/> Azerbaijan	<input type="checkbox"/> Egypt
<input checked="" type="checkbox"/> Former Yugoslav Republic of Macedonia	<input checked="" type="checkbox"/> Belarus	<input type="checkbox"/> Israel
<input checked="" type="checkbox"/> Kosovo, under the auspices of the United Nations (UNSCR1244)	<input type="checkbox"/> Georgia	<input type="checkbox"/> Jordan
<input type="checkbox"/> Montenegro	<input checked="" type="checkbox"/> Moldova	<input type="checkbox"/> Lebanon
<input checked="" type="checkbox"/> Serbia	<input checked="" type="checkbox"/> Russian Federation	<input type="checkbox"/> Morocco
	<input checked="" type="checkbox"/> Ukraine	<input type="checkbox"/> Palestinian Authority of the West Bank and Gaza Strip
		<input type="checkbox"/> Syria
		<input type="checkbox"/> Tunisia

Part I. Project identification and summary (cont.)

Composition of the partnership⁵		
Name of promoter	Country	Role in the project ⁶
SCI Switzerland	Switzerland	Hosting activity, Sending participants
SCI Austria	Austria	Sending participants
New Group SCI Belarus	Belarus	Sending participants
CVS-Bulgaria	Bulgaria	Sending participants
Kansainvälinen vapaaehtoistyö ry (the Finnish branch of SCI)	Finland	Sending participants
Service Civil International-France	France	Sending participants
Service Civil International - Deutscher Zweig e.V.	Germany	Sending participants
Utilapu Nemzetközi Építőtábor Hálózat	Hungary	Sending participants
Voluntary Service International	Ireland	Sending participants
Servizio Civile Internazionale	Italy	Sending participants
Balkan Sunflowers Kosova	Kosovo	Sending participants
GAIA	Kosovo	Sending participants
Center for Intercultural Dialogue	Macedonia (Former Yugoslav Republic of)	Sending participants
AVI-Moldova	Moldova	Sending participants
Stowarzyszenie "Jeden Świat"	Poland	Sending participants
Centre Zapovedniks (ECZ)	Russian Federation	Sending participants
Interregional youth social movement of support of voluntary initiatives "SFERA"	Russian Federation	Sending participants
Siberian Creative Group	Russian Federation	Sending participants
Volunteers' Centre of Vojvodina	Serbia	Sending participants
Zavod Voluntariat	Slovenia	Sending participants
Servei civil Internacional de Catalunya	Spain	Sending participants
Internationella Arbetslag - Swedish branch of Service Civil International	Sweden	Sending participants
Interregional Volunteer Organization (IVO) "SVIT-Ukraine"	Ukraine	Sending participants
<i>TOTAL number of promoters</i>		22 + 1

⁵ *Job Shadowing: one promoter from an EU country and one promoter from a Neighbouring Partner Country. Feasibility Visit: at least two promoters from different countries, of which at least one is from an EU country and one is from a Neighbouring Partner Country. Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course: at least four promoters from different Programme Countries, of which at least one is from an EU country and two are from Neighbouring Partner Countries. Networking: at least six promoters from different Programme Countries, of which at least one is from an EU country and three are from Neighbouring Partner Countries.*

⁶ *Specify whether sending participants or hosting the Activity.*

Part II. Applicant

A. Details of the applicant

Name	SCI Service Civil International, Swiss branch		
Street address	Monbijoustrasse 32, case postale 7855		
Postcode	3001	City	Berne
Region	Berne	Country	Switzerland
Email	ltv@scich.org	Website	http://www.scich.org
Telephone	0041 31 381 46 20	Telefax	

Person authorised to sign the contract on behalf of the applicant (legal representative)

Family name (Ms/Mr)	Joset	First name	Christophe
Position/function	Project coordinator		

Person in charge of the project (contact person)

Family name (Ms/Mr)	Sarah	First name	Gerster
Position/function	Volunteer		
Email	sarah.lteg@echinops.ch		
Telephone	0041 79 885 70 06	Telefax	--

B. Profile of the applicant

Type and status	<input checked="" type="checkbox"/> Non profit/non governmental organisation <input type="checkbox"/> Public body <input type="checkbox"/> Body active at European level in the youth field (ENGO) <input type="checkbox"/> Other – please specify:			
Activity level	<input checked="" type="checkbox"/> Local <input checked="" type="checkbox"/> Regional <input checked="" type="checkbox"/> National <input checked="" type="checkbox"/> European/International			
<p>Please give a short description of your organisation (regular activities, member of, etc.) and describe your competencies and motivation to complete the proposed project.</p> <p>SCI Switzerland is a non profit organisation dedicated to promoting a culture of peace by organizing international voluntary projects. It has a network with 40 other national SCI branches and more than 50 partner organisations all over the world. The main aims and objectives of SCI projects are the intercultural understanding, the right of minorities and sustainable development. These aims are achieved through social, ecological and cultural projects. The SCI office consists of a team of 4 employees who work part-time.</p> <p>The proposed training is more than necessary considering the increasing amount of partner organizations and long term voluntary projects. This will ensure a good SCI long term programme quality and a contribution to the year of volunteering!</p> <p>SCI Switzerland has a long experience in hosting and sending long term volunteers (topic of the training) and the Swiss long term projects working group is very active. This gives us the competencies, the motivation and energy to implement the training.</p>				
<p>Has your organisation already received a EU grant?</p> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - specify funding received or applied for in the last financial year:				

Part III. Partner promoter(s)

Originals of most partner forms are attached. For a few promoters the originals did not yet arrive. Copies of their part III are attached and the originals provided as soon as possible. will be

Part IV. Participants in the project

A. Information on the PARTICIPANTS directly involved in the project					
Please list below the number of participants from each country, <u>excluding</u> experts, support staff, etc.					
Country of residence	Promoter	Number of participants	Profile of participants	Distribution by gender	
				M	F
Switzerland	SCI Switzerland	1	youth worker	1	
Austria	SCI Austria	1	volunteer		1
Belarus	New Group SCI Belarus	1	youth worker	1	
Bulgaria	CVS-Bulgaria	1	youth worker		1
Finland	Kansainvälinen vapaaehtoistyö ry (the Finnish branch of SCI)	1	youth worker		1
France	Service Civil International-France	1	youth worker		1
Germany	Service Civil International - Deutscher Zweig e.V.	1	volunteer		1
Hungary	Ütilapu Nemzetközi Építőtábor Hálózat	1	volunteer		1
Ireland	Voluntary Service International Ireland	1	volunteer	1	
Italy	Servizio Civile Internazionale Italy	1	volunteer		1
Kosovo	Balkan Sunflowers Kosova	1	youth worker	1	
Macedonia (Former Yugoslav Republic of)	Center for Intercultural Dialogue	1	Volunteer		1
Moldova	AVI-Moldova	1	youth worker		1
Russian Federation	Centre Zapovedniks (ECZ)	1	youth worker		1
Russian Federation	Interregional youth social movement of support of voluntary initiatives "SFERA"	1	youth worker		1
Russian Federation	Siberian Creative Group	1	volunteer		1
Serbia	Volunteers' Centre of Vojvodina	1	youth worker	1	
Slovenia	Zavod Voluntariat	1	volunteer		1
Spain	Servei civil Internacional de Catalunya	1	volunteer	1	
Ukraine	Interregional Volunteer Organization (IVO) "SVIT-Ukraine"	2	youth worker		2
<i>Subtotal</i>		21			

Note: Although some participants are paid staff and other are volunteers, all are involved in the coordination of long term volunteering activities.

B. Information on the EXPERTS (speakers, trainers, facilitators, etc.) directly involved in the project

Country of residence	Promoter	Role of expert(s) ⁷	Number of experts
Switzerland	SCI Switzerland	speaker	1
Kosovo	GAIA Kosovo	facilitator	1
Poland	Stowarzyszenie "Jeden Świat"	trainer	1
Sweden	Internationella Arbetslag - Swedish branch of Service Civil International	trainer	1
<i>Subtotal</i>			4

⁷ Please specify the role of the experts in the Activity (whether speakers, trainers, facilitators, etc.).

C. Information on the SUPPORT STAFF directly involved in the project

Please list below the number of support staff from each country.

Country of residence	Promoter	Number of support staff
Switzerland	SCI Switzerland	1
<i>Subtotal</i>		1

TOTAL⁸ (participants, experts, support staff, etc.)

26

⁸ Eligible total number of participants 1) Job shadowing: up to 2 participants, 2) Feasibility Visits: up to 2 participants per promoter, 3) All other activities except Networking: up to 50 participants, 4) Networking: no limitation on the number of participants.

Part V. Project description

The points below are intended to serve as a guide for your description of the proposed activities. The information that is requested will be very important in the selection process, and later for the running of the project. For further information, please consult the Programme Guide, part B – Action 3.1.

Objectives and priorities:

Please explain the context, the origin and the objectives of your project and in which way it meets the objectives and the priorities of the Youth in Action Programme.

Service Civil International (SCI) is a network of international voluntary organizations and strongly relies on volunteers' work, as well as volunteers exchanges. SCI is using different methods to ensure quality of these exchanges. One of the tools is ongoing education of both, staff and the volunteers. During various projects, activists (paid staff and volunteers) expressed their need and interest to develop and build up skills and qualifications, which would allow them to play a stronger role in developing, planning and conducting international youth projects and volunteer exchanges. Further development of skills and qualifications of young leaders in the sphere of project management allows improvements in the quality and quantity of international youth and volunteer exchanges, makes the work more sustainable, and promotes volunteering as a tool for active citizenship and community development on local level.

Discussing about needs of training and cooperation on international level with the promoters provided the background for a concrete proposal for the present training course, focusing on project management skills with a stress on conflict management.

Overall aim of the training course:

Provide training, tools and methods to enable participants to promote local and international volunteering as tool for the development of local communities and democracy at grass-root level

Specific objectives of the training course:

- to increase active involvement and participation of young people in organizing international youth and volunteer projects as a tool to promote active citizenship and community development
- to empower volunteers and staff with practical skills and knowledge needed for being successful managers of international youth projects and to manage possible conflict situations
- to contribute to sustainability of international youth and volunteer projects, promoting grass-root approach and strengthening the support system for young people to design and implement their own projects and initiatives
- to discuss experiences and share best practices of participants from different organizations, coming from different EU and neighboring countries, and improve international and intercultural communication as well as networking within SCI International
- to improve quality, quantity and sustainability of the Youth in Action programme activities (youth exchanges, trainings and seminars, EVS and other) through new methods of networking and cooperation, more active involvement of young people in developing projects and greater impact on local level

These objectives link closely to the Youth in Action objectives, priorities and theme as mentioned under part I.

Project's design:

Please indicate:

- how you found the other promoter(s), how you established an efficient partnership, and how the partner(s) will cooperate and be involved in the project,
- the activities foreseen throughout the project for its implementation, including preparatory and evaluation activities.
- the practical arrangements for the implementation of the Activity (food, lodging, transports, etc.)

Please attach an estimated daily timetable of the planned Activity.

The idea of organizing a training course targeted at coordinators of long term youth projects and volunteer exchanges has been around for a while. The Long Term Exchange Group (LTEG), an international working group of SCI, decided that now was a good time to put the idea into practice. As described above, the concept of the project was discussed with the interested promoters to put together the concrete content of the training. A working group consisting of volunteers from Kosovo, Poland and Switzerland was formed to further develop the proposal and to set up the grant application. Volunteers communicated with help of skype, email and 'google talk' while working on the proposal. Furthermore, they shortly met during an SCI international meeting in Paris in early March 2011 to discuss the project details and decide on a division of work for the application writing process. Google docs was used to allow all volunteers to contribute to the writing process.

The other promoters contributed to identify the key themes and issues for the project, as well as to develop the programme methods. The collaboration among the (many) promoters is simplified thanks to SCI's network and to the fact that the involved actors already knew each other, at least through previous email communication.

The partner organisations will closely cooperate during the project planning, preparation of the detailed programme, selection of participants and implementation of follow-up activities. The activity will be organized by an international prep-team representing several promoters. The prep-team members (who already know each other) will meet one day prior to the training to finalise the preparation of the methodology and will actively communicate via email and Skype before the meeting. The programme will be made using Google docs which will allow all interested promoters and participants to contribute. Participants will be asked to prepare some tasks for the project and to bring information and ideas for future projects. This will secure their active preparation and contribution to the programme.

In general we are aiming to achieve a good working atmosphere where everyone can express themselves freely. A daily evaluation of the programme will be organized through reflection groups, so that the methods and content can be adapted according to the needs of the participants. The training and its content is largely based on the initiative of the participants. We expect them to take part actively in the training. We expect them to share experiences not only during the activity but also in informal talks during their freetime. The proposed detailed daily programme is attached separately.

Project's content and methodology:

Please describe:

- the theme(s) of the project,
- how the main theme reflects the interests and needs of participants,
- the working methods,
- how the planned activities and working methods will contribute to the process of non-formal learning and to the promotion of social and personal development of participants involved in the project,
- how the participants will be actively involved in each stage of the project.

Content:

The main theme of the project is empowering volunteers and staff to coordinate long term international youth and volunteer projects. We decided to organize a training dedicated especially to coordinators of long term youth projects and volunteer exchanges. We believe that everyone involved in realizing voluntary projects is obliged and entitled to constant development of skills and knowledge. Working with participants to achieve the stated aims, the programme and content are grouped into two main sections:

- **Special features of international projects:** communication and coordination of international youth projects, possibilities of the Youth in Action programme. Networking and cooperation, using different online tools. Challenges and advantages of networking and cooperation. We want to bring together participants from different countries with different background, experience and approaches regarding the coordination of long term youth and voluntary projects to discuss good practice and how to ensure high quality of voluntary projects. To reach this goal, participants will have a chance to take part in lectures and workshops about project coordination.
- **Conflict management:** It is important to understand and emphasize that project coordinators must be especially well prepared to cope with difficult situations and to find solutions that work for the best of all parties involved: the volunteer, the sending and the hosting organization. Also, the training part about conflict management will base on a resource pack developed by several SCI branches and GATE (Group for Action Together in Europe, a former working group inside SCI, which worked in South-East Europe in mid-nineties and begging of 2000's). The participants will learn about the concept of conflict and conflict resolution methods. This broad topic will be a great start for general discussion but also for addressing very concrete issues and problems. To make sure that the participants are actively involved in the preparation phase, we will ask them to think about a specific conflict or crisis situations they have encountered during their work as project coordinators – trainers will prepare a session to share these experiences and discuss how one could deal with such situations.

Methodology:

To ensure an interesting and instructive training, we plan to use innovative and engaging training methods. They are based on methods of informal and non-formal education, and combine presentations, work in smaller groups and discussions with role play. There will be practical exercises and different multimedia and visual aids will be available. The sessions build up on the initiative of participants and individual work. The role of the trainers and prep-team is mainly to facilitate and provide theoretic input when needed and to structure the learning of the participants. The trainers have previous experience in working with Youth in Action programme projects under various actions. This makes them well aware of the importance of the learning process throughout the project.

Next to the final evaluation on the last day of the activity, we plan a regular evaluation during the training course. In order to meet the expectations of the participants in the best way, evaluations will be organized every evening during the training. These evaluations in small reflection groups will make the participants feel comfortable to be able to state their needs, wishes and expectations.

The learning dimension (i.e. acquisition/improvement of competences) is an essential component of any project supported by the Youth in Action programme. The programme puts in place a process of recognition of competences gained through participation to Youth in Action projects which is called Youthpass (please visit www.youthpass.eu), With this regard, please describe:

- competences (i.e. knowledge, skills and attitudes) which might be acquired by the participants in your project
- planned measures aimed at providing a place for reflection and assessment of the learning experience in your project

All participants will be entitled to obtain their Youthpass. Furthermore, all participants will take part in a session dedicated to Youthpass and its importance during voluntary projects. Participants will acquire new competences: they will learn how to deal with crisis and conflict situations on their projects, how to ensure high quality of their projects, how to use existing tools in their work as long term project coordinators and how to ensure good and solid partnerships with all partners involved in their projects.

Intercultural dimension:

Please indicate if and how your project reflects the following characteristics:

- *the project increases participants' positive awareness of other cultures,*
- *the project supports dialogue and intercultural encounters with other participants from different backgrounds and cultures,*
- *the project helps to prevent and combat prejudice, racism and all attitudes leading to exclusion,*
- *the project develops sense of tolerance and understanding of diversity.*

SCI is an international volunteer and peace organization which is fighting against racism and for a better and peaceful world. SCI uses international volunteer work to create a space for intercultural learning. All programs of SCI are, according to the organization's mission, aimed at improving personal skills and mutual understanding of the participant, teaching the participants to be more tolerant and to avoid conflicts or to solve them in a peaceful and tolerant way.

The participants of the training will come from a range of old and new EU as well as from non-EU countries. Therefore, the intercultural dimension will be present at all times and will form a central part of the learning and development process of the participants. In order to raise the awareness of the participants to this topic we plan to organize an international evening, where all participants get a chance to present their country during the training.

“emPowering Longterm vOlunteering acTivities: a winning PLOT!” is foreseen as a platform for exchange of skills and knowledge related to management of voluntary activities. It will bring together activists interested in organizing, facilitating and providing quality to international long term youth projects and voluntary exchanges. They will share their working techniques, cultural context for organizing voluntary activities, as well as learn more about managing conflict situations in voluntary projects. All these aspects are related to cultural differences and inter-cultural exchange and will provide background for reflection on inter-cultural dialogue, building up inter-cultural competences and creating opportunities for positive encounters with representatives of other cultures. Awareness on these topics will make it possible to design and implement fruitful and empowering voluntary activities.

European dimension:

Please indicate if and how your project reflects the following characteristics; tick box(es) and then describe:

- the project fosters participants' sense of European citizenship and helps them to understand their role as part of the present and future of Europe;
- the project reflects a common concern for European society, such as racism, xenophobia and anti-semitism, drug abuse...;
- the project's theme is linked to EU topics, such as EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people;
- the project debates the founding principles of the EU, i.e. principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Speaking of international volunteer activities on European level during the training makes the European dimension an integral part of the program. The international composition of the group from all over Europe helps to underline this aspect.

Especially the fact of having old and new EU members and participants from other European countries which are not part of the EU will create the possibility for discussions about this issue. Also hosting some participants from outside of Europe will provide interesting perspective on the voluntary activities organized in Europe. It will be the chance to compare visions of voluntarism in different continents as well as to become aware of specific and shared challenges, which voluntary organizations face in different corners of the world.

We will not only speak about European values, as human rights, equality and active citizenship, but we will also try to arise each participant's own understanding of him/her being a part Europe. International volunteer projects, which often take place in small communities and rural areas, proved to be a perfect tool to promote tolerance, mutual understanding and active citizenship through volunteer work. Many themes and projects of SCI activities are covering the issues important for both EU and neighboring countries – such as active citizenship, social inclusion, human rights and equality, combating racism etc. The programme and outcomes of the project will contribute to improving quality and quantity of international youth work and volunteer exchanges on these topics. As the participants will be involved in the coordination, preparation and realization of international youth and volunteer projects as one of the follow-up steps of the training, it will provide the opportunity to use skills and knowledge gained during the training in the preparation of these projects. This also includes study components, which often are linked to European values (for example human rights, equality and active citizenship).

Impact, multiplying effect and follow-up:

Please explain the expected impact on participants and the local communities involved in the project and which measures are foreseen to attain this impact. Furthermore, please describe the planned measures aimed at recognizing and validating the learning outcomes of participants (e.g. Youthpass Certificate for Training Courses) and promoters involved in the project.

In a long term perspective, please describe how you plan to achieve a multiplying effect and sustainable impact. Please also explain how you plan to follow up this Training and Networking (e.g. new projects within the framework of the Youth in Action Programme, continuous contact with the promoter(s), etc.)?

Several beneficiaries will get an impact of this project, directly through sending their volunteers to the training, as well as indirectly through receiving and disseminating the materials of the training, and using them in their work when organizing international youth volunteer projects, as well as implementing follow up ideas of the training course. The main beneficiaries are:

- SCI network of volunteer organisations as a whole, because the training course will help to improve the quality of volunteer projects in SCI through a better cooperation with local partners and well prepared and connected project coordinators. Especially, it will enhance promoting grass-root approach in project development, awareness in the field of conflict management (especially in terms of intercultural conflicts), well-planned and coordinated follow up actions in this sector
- Organisations in their daily work, because they will gain new knowledge to help them in implementing and coordinating their projects on a local level. The training is a good opportunity for the organisations to offer active volunteers the chance to specialize in the coordination of international and intercultural youth and volunteer projects. These volunteers can then act as multipliers and help other local volunteers and project partners in developing and implementing international volunteer activities
- Organisations – local partners and staff members willing to start organizing international volunteer projects, as they will be able to learn from best practice and practical experiences of the participants
- Local communities and participants of international volunteer projects developed by the participants, they will benefit from new projects and initiatives, as well as from the new international and intercultural dimension of the activities
- The volunteers and participants themselves as mentioned above, because they will acquire and develop their personal skills and qualifications, learn more about the context and conditions for developing and coordinating international youth projects, working realities in different European countries and constructive dealing with intercultural conflict management
- Multiplying effect, as materials of the seminar will be available for other voluntary service organizations, their members and partners of SCI, local partners who plan to cooperate on new youth and volunteer projects of national and international dimension, open new possibilities for cooperation in the framework of Youth in Action programme.

To achieve this, it is planned to publish a training report and discuss a plan of action for updating existing materials/manuals and/or writing new ones. The volunteers will get the opportunity to subscribe to existing international mailing lists and wikis of SCI concerning different topics of international volunteer management in order to give them the possibility for networking after the seminar, share good practice and information on the Youth in Action programme and other projects being developed by participants.

Visibility:

Apart from the compulsory use of the Programme Logo (please see Part C, Publicity, of the Programme Guide), please describe:

- *how you will ensure the visibility of the project;*
- *how your project will provide clear promotional added value for the Youth in Action Programme.*

The project will have clear promotional value for the Youth in Action programme, as it will empower the participants to develop and implement international youth volunteer projects, with knowledge of the diverse opportunities of the Youth in Action programme. The multipliers, while organizing international volunteer projects and other follow-up activities, will be actively promoting the programme among participants, local volunteers and local partners.

The training course will contribute to improving the quantity and quality of long term volunteer exchanges and other activities through better international communication and cooperation. This is an indirect impact on the visibility of Youth in Action programme, since it is supporting many projects implemented by the SCI network. The training course will strengthen the intercultural cooperation and European dimension of projects organized by SCI organisations and their local partners, which are a big network in the scene of European Youth Work.

The project will be advertised on the webpage of the Long Term Exchange Group of SCI (www.lteg.info). Furthermore, all promoters will be encouraged to put an advertisement about the training course (and their involvement in it) on their webpage along with the official Youth in Action programme logo.

Dissemination and exploitation of results:

Please give a detailed description of standard measures planned in view to disseminate and exploit the results of the project.

The final part of the training program - open space, market of ideas and follow up - will aim to set up a plan of action for the group as a whole, but also to set up personal plans of action, for activities planned to be implemented back home in the own organization. For both parts regular updates will be made, in order to encourage people to work on the follow up and to promote networking.

Materials elaborated during the project will be compiled in a report, which will be distributed among the participants and their organizations, as well as in the SCI network as a whole. It will be useful for the participants for their follow/up work on local level. The materials will be distributed among other SCI branches through the international mailing lists, and will be available on the web-site of SCI International, which will create wide possibilities for replication. Brief reports on the seminar will also be posted on facebook, where the SCI group counts more than 1000 members, and disseminated via newsletters.

We assume that one of the outputs of the training will be a plan of action for the year 2012 and beyond with a longer term perspective. To realize the plan of action a group of people will be appointed which will be responsible for coordinating the implementation of the plan of action and to make sure that it is fulfilled and further communicated with the participants. Here international working groups of SCI, as LTEG (Long Term Exchange Group), as well as informal networks on environment and peace issues could provide additional opportunities both to get information and support in realization of follow up projects of the participants.

As the participants themselves will propose and elaborate ideas for projects, it will be the first stone to secure the sustainability of the results. Participants will be supported by the prep-team and other active and experienced people from the partner organizations as coaches in the realization of these ideas and development of new projects. Based on previous communication, some possible follow-up ideas include:

- seminar on quality of non-formal and informal education in volunteer projects
- using photography and graphic design, video and multimedia for promotion of volunteering (exhibitions, making films, film festivals, action days, blogs etc.)
- seminar on importance of mentoring and methods on how to best support long term volunteers
- networking seminars on national and international level, to provide possibility to young people to meet like-minded volunteers and discuss specific issues such as social inclusion, intercultural communication, education on human rights issues
- new partnerships within SCI and partners on realizing international youth and volunteer projects, developed by the volunteers

Have you planned additional measures assuring dissemination and exploitation of project's results? Yes No
If so, please describe them, give additional information on the target group and include a timetable of your planned activities.

Part VI. 1. Grant request: only for Activities 1 to 7**ALL ITEMS IN EUROS**

For further information please consult the Programme Guide for the overview of funding rules and the lump sums/scales of unit costs. The Executive Agency and the National Agencies may modify the amounts indicated in the grant request according to the funding rules of the Programme Guide.

	Amount requested from the Youth in Action programme	Amount granted (to be filled in by the Executive Agency or the National Agency)
A. Grant requested		
Travel costs (70% of actual costs)	6'237	
Accommodation/food costs (scale of unit costs)	6'804	
Activity costs (lump sum + scale of unit costs)	3'036	
Training tools costs (scale of unit costs)	1'720	
Exceptional costs (100% of actual costs)	780	
Total grant requested from the Youth in Action programme	18'577	

B. Co-financing	
<i>Please consider that the percentage of travel costs not covered by the EU grant should be indicated in this section.</i>	Amount
Own resources --> 30% actual travel costs (2'673 euro) --> funding for the participation of 2 extra-grant participants (930 euro)	3'603
Other contributions to this project (please specify each source):	0
Total of co-financing	3'603

Did your organisation apply for/receive an EU operating grant for the current year? Yes No

If so, please specify the contract number:

C. Calculation of grant request
ALL ITEMS IN EUROS

Participants' travel costs (including experts and support staff)						
<i>Please note: only cheapest means of transport/fares are subject to reimbursement.</i>						
Promoter	Number of persons	From	To	Means of transport	Total costs (100%)	Grant requested (70%)
SCI Switzerland	1	Bern	Bellevue	train, bus	45.00	31.50
SCI Switzerland	2	Zurich	Bellevue	train, bus	145.00	101.50
SCI Austria	1	Vienna	Bellevue	train, bus	200.00	140.00
New Group SCI Belarus	1	Minsk	Bellevue	plane, bus	400.00	280.00
CVS-Bulgaria	1	Sofia	Bellevue	plane, bus	430.00	301.00
Kansainvälinen vapaaehtoistyö ry (the Finnish branch of SCI)	1	Helsinki	Bellevue	plane, bus	350.00	245.00
Service Civil International-France	1	Paris	Bellevue	train, bus	170.00	119.00
Service Civil International - Deutscher Zweig e.V.	1	Bonn	Bellevue	train, bus	200.00	140.00
Utilapu Nemzetközi Építőtábor Hálózat	1	Budapest	Bellevue	plane, bus	300.00	210.00
Voluntary Service International Ireland	1	Dublin	Bellevue	plane, bus	350.00	245.00
Servizio Civile Internazionale Italy	1	Rome	Bellevue	train, bus	210.00	147.00
Balkan Sunflowers Kosovo	1	Pristina	Bellevue	plane, train, bus	400.00	280.00
GAIA Kosovo	1	Pristina	Bellevue	train, bus	400.00	280.00
CID Macedonia	1	Kumanovo	Bellevue	Plane, bus	450.00	315.00
AVI-Moldova	1	Chisinau	Bellevue	plane, train, bus	400.00	280.00
Stowarzyszenie "Jeden Świat"	1	Poznan	Bellevue	plane, train, bus	450.00	315.00
Centre Zapovedniks (ECZ)	1	Moscow	Bellevue	plane, bus	500.00	350.00
Interregional youth social movement of support of voluntary initiatives "SFERA"	1	Nizhny Novgorod	Bellevue	plane, train, bus	550.00	385.00
Siberian Creative Group	1	Ulan-Ude	Bellevue	plane, train, bus	900.00	630.00
Volunteers' Centre of Vojvodina	1	Novi Sad	Bellevue	train, bus	320.00	224.00
Zavod Voluntariat	1	Ljubljana	Bellevue	plane, train, bus	350.00	245.00
Servei civil Internacional de Catalunya	1	Barcelona	Bellevue	plane, train, bus	170.00	119.00
Internationella Arbetslag - Swedish branch of Service Civil International	1	Göteborg	Bellevue	plane, train, bus	350.00	245.00
Interregional Volunteer Organization (IVO) "SVIT-Ukraine"	1	Artemovsk	Bellevue	plane, train, bus	450.00	315.00
Interregional Volunteer Organization (IVO) "SVIT-Ukraine"	1	Kharkov	Bellevue	plane, train, bus	420.00	294.00
TOTAL					8910.00	6237.00

Accommodation/food costs – scale of unit cost calculation (including experts and support staff)

Promoter	Number of persons	Number of nights	Unit cost per night/per person	Amount
SCI Switzerland	1	1	54	54
SCI Switzerland	2	5	54	540
SCI Austria	1	5	54	270
New Group SCI Belarus	1	5	54	270
CVS Bulgaria	1	5	54	270
Kansainvälinen vapaaehtoistyöry (the Finnish branch of SCI)	1	5	54	270
SCI France	1	5	54	270
Service Civil International Deutscher Zweig e.V.	1	5	54	270
Ütilapu Nemzetközi Építőtábor Hálózat	1	5	54	270
Voluntary Service International Ireland	1	5	54	270
Servizio Civile Internazionale Italy	1	5	54	270
Balkan Sunflowers Kosova	1	5	54	270
GAIA Kosovo	1	5	54	270
CID Macedonia	1	5	54	270
AVI-Moldova	1	5	54	270
Stowarzyszenie "Jeden Świat"	1	5	54	270
Centre Zapovedniks (ECZ)	1	5	54	270
Interregional youth social movement of support of voluntary initiatives "SFERA"	1	5	54	270
Siberian Creative Group	1	5	54	270
Volunteers' Centre of Vojvodina	1	5	54	270
Zavod Voluntariat	1	5	54	270
Servei civil Internacional de Catalunya	1	5	54	270
Internationella Arbetslag - Swedish branch of Service Civil International	1	5	54	270
Interregional Volunteer Organization (IVO) "SVIT-Ukraine"	2	5	54	540
			TOTAL	6804

Activity costs – lump sum calculation

<i>Subtotal</i>	1450
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Activity costs – scale of unit cost calculation (including experts and support staff)

Promoter	Number of persons	Unit cost per person	Amount
SCI Switzerland	3	61	183
SCI Austria	1	61	61

New Group SCI Belarus	1	61	61
CVS Bulgaria	1	61	61
Kansainvälinen vapaaehtoistyö ry (the Finnish branch of SCI)	1	61	61
SCI France	1	61	61
Service Civil International Deutscher Zweig e.V.	1	61	61
Útilapu Nemzetközi Építőtábor Hálózat	1	61	61
Voluntary Service International Ireland	1	61	61
Servizio Civile Internazionale Italy	1	61	61
Balkan Sunflowers Kosova	1	61	61
GAIA Kosovo	1	61	61
CID Macedonia	1	61	61
AVI-Moldova	1	61	61
Stowarzyszenie "Jeden Świat"	1	61	61
Centre Zapovedniks (ECZ)	1	61	61
Interregional youth social movement of support of voluntary initiatives "SFERA"	1	61	61
Siberian Creative Group	1	61	61
Volunteers' Centre of Vojvodina	1	61	61
Zavod Voluntariat	1	61	61
Servei civil Internacional de Catalunya	1	61	61
Internationella Arbetslag - Swedish branch of Service Civil International	1	61	61
Interregional Volunteer Organization (IVO) "SVIT-Ukraine"	2	61	122
<i>Subtotal</i>			1586
TOTAL ACTIVITY COSTS			3036

Training tools – scale of unit cost calculation		
Number of days	Unit cost per day	Amount
4	430	1720
TOTAL		1720

Exceptional costs		
<i>Please consult the overview of funding rules for exceptional costs as defined in the Programme Guide.</i>		
Specification	Costs	
Visa for 3 Russian participants (2 x 190 + 60 euro)	440	
Visa for 2 Ukrainian participants (2 x 110 euro)	220	
Visa for Belarusian participant (60 euro)	60	
Visa for Moldovan participant (60 euro)	60	
TOTAL		780

Part VII. Bank details

Please fill in the details needed for the payment to reach the account of the applicant.

A. Account details			
Account holder	SCI Service Civil International, Swiss branch		
Address	Monbijoustrasse 32, case postale 7855		
Postcode	3001	City	Berne
Region	Berne	Country	Switzerland

Contact			
Family name (Mr)	Joset	First name	Christophe
Email	ltv@scich.org		
Telephone	031 381 46 20	Telefax	--

B. Bank details			
Bank name	Postfinance		
Branch address			
Postcode	3000	City	Berne
Region	Berne	Country	Switzerland
Account number	80-33387-4		
IBAN (if applicable)	CH26 0900 0000 8003 3387		
BIC (if applicable)	POFICHBEXXX		
Sort Code (if applicable)			

Remarks

Part VIII. Signature of the legal representative

The applicant undertakes to inform the Executive Agency or the National Agency of all changes affecting the activities as described in this form.

The applicant allows the European Commission, the Education, Audiovisual and Culture Executive Agency and the National Agencies to make available and use all data provided in this application form for the purposes of managing and evaluating the Youth in Action Programme. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies.

Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data to the Agency (National or Executive) in charge of the management of their application. For projects selected at national level, data subjects may lodge a complaint against the processing of their personal data with the authority in charge of data protection in their country at any time. For projects selected at European level, complaints may be lodged with the European Data Protection Supervisor at any time.

The applicant undertakes to inform the participants in its project on the provisions and practices regarding data protection applied under the Youth in Action programme.

Applicant

Name: **Sarah Gerster**

Legal representative

Name in capital letters:
CHRISTOPHE JOSET

Place: **BERNE**

Signature:

Date:

30th of March 2011

Part IX. Declaration on honour

To be completed by the person authorised to enter into legally binding commitments on behalf of the applicant.

I, the undersigned, hereby request a grant from the Youth in Action Programme of **EUR 18'577** to implement the action covered by this grant application

I, the undersigned, certify that all information contained in this application, including project description, is correct to the best of my knowledge and am aware of the content of the annexes to the application form.

I confirm that my organisation has the financial and operational capacity to complete the proposed project.

I confirm that my organisation has taken the appropriate measures to ensure the protection and safety of participants involved in the project.

I take note that under the provisions of the Financial Regulation applicable to the general budget of the European Union¹¹, grants may not be awarded to applicants who are in any of the following situations:

(a) if they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) if they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

(c) if they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) if they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) if they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) if following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;

(g) if, on the date of the grant award procedure, they are subject to a conflict of interest;

(h) if, on the date of the grant award procedure, they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure or fail to supply this information.

I confirm that neither I nor the organisation for which I am acting as legal representative are in any of the situations described above, and am aware that the penalties set out in the Financial Regulation may be applied in the case of a false declaration.

In the event that my grant application is successful, I authorise the Commission/the Agency to publish on its internet site or in any other appropriate medium:

- The name and address of the beneficiary of the grant;
- The subject of the grant;
- The amount awarded and the rate of funding of the costs of the approved work programme.

By signing this application form, I accept all the conditions set out in the Youth in Action Programme Guide, published on the websites of the European Commission, the National Agencies and the EACEA.

Place: **Berne**

Date (day/month/year):

30th of March 2011

Signature:

Stamp of the applicant (if available):

Name in capital letters:

CHRISTOPHE JOSET

Position/function:

Project coordinator

¹¹ Council Regulation N° 1605/2002 (OJ L248 of 16/09/2002), Commission Regulations N° 2342/2002 (OJ L357 of 31/12/2002) and N° 1248/2006 (OJ L227 of 17/08/2006). These can be consulted in the Official Journal online at <http://eur-lex.europa.eu/JOIndex.do>.

Check list

Before returning this application form to the Executive Agency or to the National Agency, please check the following:

- ❖ The application must include the following documents:
 - the present **application form**, duly completed and signed in original by the person authorised to enter into legally binding commitments on behalf of the applicant (signatures required in Parts VIII and IX of this form), together with the **Preliminary agreements** of all partner promoters, duly completed and signed in original. Please note that Preliminary agreements can be provided in the form of fax (when submitting the application) on the condition that they are complemented by originals that must be received by the NA before the Evaluation Committee takes place.
 - daily timetable of the planned activity

- ❖ Additional mandatory documents for grant requests **exceeding €25 000**:

In accordance with the provisions of the Financial Regulation applicable to the general budget of the European Communities, all applicant promoters – with the exception of public bodies – to EU funding exceeding €25 000 must submit, together with their application form, the following financial documents:

 - the **profit and loss accounts** of the applicant,
 - and
 - the **balance sheet** for the last financial year for which the accounts have been closed.

The objective is to permit an assessment of the financial capacity of the applicant promoters. Please note there is no specific form to submit the information outlined above .

- ❖ Additional mandatory documents for projects submitted at **National level only**¹²:
 - only for non-governmental organisations**: an extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
 - only for public bodies**: a legal resolution or decision or other official document established in respect of the public body;

¹² These documents do not have to be provided if the applicant has already submitted them in occasion of a previous application under the Youth in Action Programme; on the condition that no changes have been occurred in the meantime.

- ❖ Additional mandatory documents for projects submitted at **European level only**:
 - the **legal entities** sheet duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant (individual/private companies/public entities). Please note that complementary justification documents are required according to the applicant's status, as specified in each type of form. (This sheet can be downloaded from the European Commission's website: http://ec.europa.eu/budget/execution/legal_entities_en.htm#en_es_fr)
 - the **financial identification sheet** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant and certified by the bank (original signatures required). Please fill in the form relating to the country in which the bank is located, even if the applicant organisation is officially registered in another country. (This sheet can be downloaded from the European Commission's website: http://ec.europa.eu/youth/program/financial_identification_en.html)

“emPowering Longterm vOlunteering acTivities: a winning PLOT!” training course – daily timetable

	26.09. (Monday)	27.09. (Tuesday)	28.09. (Wednesday)	29.09. (Thursday)	30.09. (Friday)	01.10. (Saturday)	
8.00 – 9.00	ARRIVAL	BREAKFAST					Evaluation
9.30 – 11.00		Practical Procedures of Long-term Exchanges in Service Civil International network	Conflict Management in Intercultural Environment – Introduction	Role of active listening and expressing own needs in Conflict Management; “Professional burn-out”: how can the coordinators take care of themselves and maintain high motivation	Supporting tools for long term project coordinators – introduction		
11.30 – 13.00				Supporting tools for long term project coordinators – practical exercises			
13.00 – 14.00		LUNCH					
14.30 – 16.00		Defining main issues in the work of long-term project coordinators and how to deal with them	Conflict Transformation – From confusion to creative solutions.	Defining role and tasks of longterm projects coordinators in Conflict Management between all involved partners	Open Space and World Café to discuss additional topics and to set up a plan of action for follow-up activities		
16.30 – 18.00			Study cases: how to deal with crisis and conflict situations on long-term projects.	Youth in Action programme and Youthpass presentation			
18.00 – 18.30		Reflection groups	Reflection groups	Reflection groups	Reflection groups		
18.30 – 19.30		DINNER					
20.00 – ...		Welcoming evening	Projects fair	Intercultural evening	Free evening	Farewell party	



