



'Youth in Action' Programme

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

Training and Networking
Version valid as of 1 January 2009

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.	The Association of Service Civil International IVZW (SCI)

Title of the project
Please give a short title to the project.
Volunteers carry the torch of Europe – training course on management of international youth exchanges

Type of project
<input checked="" type="checkbox"/> leading to the development of further projects under the Youth in Action Programme <input checked="" type="checkbox"/> 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"/> 2. Feasibility visit <input type="checkbox"/> 3. Evaluation meeting <input type="checkbox"/> 4. Study visit <input type="checkbox"/> 5. Partnership-Building activity <input type="checkbox"/> 6. Seminar <input checked="" type="checkbox"/> 7. Training course <input type="checkbox"/> 8. Networking
The applicant is: (tick <u>one</u> box only)	<input checked="" type="checkbox"/> a promoter based in a Programme Country <input type="checkbox"/> a promoter based in South East Europe, hosting the Activity ¹

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>04/12/2009</u>	End date of the project: (date when the last costs incur)	<u>30/10/2010</u>
The Activity starts:	<u>04/03/2010</u>	The Activity ends:	<u>10/03/2010</u>
Total duration of the Activity (in days), excluding travel days:	<u>6</u>		
Venue:	Greece, Athens		

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

- If so, please specify:
Intercultural Dialog

National priorities

- If so, please specify:

Main themes for the Activity

Please tick not more than 2 boxes.

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

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.

In Greece, near Athens, about 30 volunteers from all over Europe will meet to learn about the management of international youth exchanges for 6 days in March 2010.

The Service Civil International is an international movement working for peace, tolerance and justice. Each year more than 3500 short-term voluntary work projects, so-called- workcamps, are organized to give young people the opportunity to make intercultural experiences in order to break down barriers and increase international understanding.

The training course is designed for young people from 21 branches of SCI in Europe which are interested in volunteer management as well as the development and organization of international youth volunteer projects in the framework of the Youth in Action programme.

Methods used during the training will contribute to the process of informal and non-formal learning and the social and personal development of the participants. During the training course participants will discuss and plan follow-up activities, namely short- and long-term international volunteer projects on different topics, which will be realized at national and international level during 2010 and beyond.

Part I. Project identification and summary (cont.)

Geographical scope of the project		
<i>Please indicate which Neighbouring Partner Countries are involved in the project. Please tick relevant box(es).</i>		
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 checked="" type="checkbox"/> Azerbaijan	<input type="checkbox"/> Egypt
<input checked="" type="checkbox"/> Croatia	<input type="checkbox"/> Belarus	<input type="checkbox"/> Israel
<input type="checkbox"/> Former Yugoslav Republic of Macedonia	<input type="checkbox"/> Georgia	<input type="checkbox"/> Jordan
<input type="checkbox"/> Kosovo, under the auspices of the United Nations (UNSCR1244)	<input checked="" type="checkbox"/> Moldova	<input type="checkbox"/> Lebanon
<input type="checkbox"/> Montenegro	<input checked="" type="checkbox"/> Russian Federation	<input type="checkbox"/> Morocco
<input checked="" type="checkbox"/> Serbia	<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

Composition of the partnership⁵		
Name of promoter	Country	Role in the project ⁶
The Association of Service Civil International IVZW	Belgium	Coordination, sending participants
Association of Young Azerbaijani Friends of Europe	Azerbaijan	Sending participants
CVS Bulgaria	Bulgaria	Sending participants
Internationella Arbetslag	Sweden	Sending participants
KVT Finland	Finland	Sending participants
OWA Poland	Poland	Sending participants
Siberian Creative Group	Russia	Sending participants
SCI France	France	Sending participants
SCI Italia	Italy	Sending participants
Zavod Voluntariat	Slovenia	Sending participants
Sfera	Russia	Sending participants
Sodrujestvo	Russia	Sending participants
SVIT Ukraine	Ukraine	Sending participants
Volunteer Center of Vojvodina	Serbia	Sending participants
Volunteer Center Zagreb	Croatia	Sending participants
Voluntary Service International VSI	Ireland	Sending participants
SCI Germany	Germany	Sending participants
AVI Moldova	Moldova	Sending participants
VIA Belgium	Belgium	Sending participants
VIA Netherlands	Netherlands	Sending participants
SCI Hellas	Greece	Hosting the activity, sending participants
SCI Switzerland (financed through the Swiss Coordination Office of YOUTH IN ACTION, not budgeted in this application)	Switzerland	Sending participants
<i>TOTAL number of promoters</i>		21+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	The Association of Service Civil International IVZW (SCI)		
Street address	St-Jacobsmarkt 82		
Postcode	2000	City	Antwerp
Region	Flanders	Country	Belgium
Email	info@sciint.org	Website	www.sciint.org
Telephone	+32 3 2265727	Telefax	+32.3.2320344

Person authorised to sign the contract on behalf of the applicant (legal representative)			
Family name (Ms/Mr)	Mr Westra	First name	Johan
Position/function	International Coordinator		

Person in charge of the project (contact person)			
Family name (Ms/Mr)	Mr Westra	First name	Johan
Position/function	International Coordinator		
Email	johan@sciint.org		
Telephone	+32 3 2265727	Telefax	+32.3.2320344

B. Profile of the applicant			
Type and status	<input checked="" type="checkbox"/> Non profit/non governmental organisation	<input type="checkbox"/> Public body	
	<input checked="" type="checkbox"/> Body active at European level in the youth field (ENGO)	<input type="checkbox"/> Other – please specify:	
Activity level	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National <input checked="" type="checkbox"/> European/International
<p><i>Please give a short description of your organisation (regular activities, member of, etc.) and describe your competencies and motivation to complete the proposed project.</i></p> <p>SCI is an international movement working for peace, tolerance and justice with branches and contact groups in Europe, North America, Latin America, Middle East, Asia and Africa. The main activity of SCI is organizing short-term voluntary work projects, so-called workcamps, to give people from different countries the opportunity to live and work together in a youth exchange project. The aim is to break down barriers between people and increase the international understanding of the participants. SCI offers concrete support to local non-profit organizations who work on solidarity with developing countries, ecology, environment, women's issues, minorities, refugees and other social issues. Now more than 3500 workcamp volunteers per year participate in SCI projects. As part of its international voluntary work, SCI also carries out international seminars, training courses and study visits as well as long term voluntary projects. SCI is a member of CCIVS, YFJ and UNITED and it has consultative status with the Council of Europe and operational relations with UNESCO.</p> <p>For SCI it is very important to train the volunteers to keep the large network alive and up to date with current practices. Training volunteers from branches and partners in Europe who are interested in volunteer management as well as the development and organization of international youth volunteer projects in the framework of the Youth in Action programme ensures the sustainability of our organization.</p>			
<p><i>Has your organisation already received a EU grant?</i></p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes - specify funding received or applied for in the last financial year:</p>			
2008-0621/001-001	Europe for Citizens	Citizenship Administrative Grant 2008	88000 (is 80% of total grant, not closed yet)
2008 – 1611/ 001 – 001	Youth in Action Action 3.1	Project Cycle Management Training Course	16796
2008 –4683 / 031 – 001	Youth in Action Action 2	Project volunteering in a changing world	8260
2008-4684 / 015 - 001	Youth in Action Action 3.1	Strategic dimensions of volunteering	18216
2008 - 4684 - 14	Youth in Action Action 3.1	International Volunteer Expres - Training Course	18216

Part III. Partner promoter(s)

A. Details of the partner

Name	_____		
Street address	_____		
Postcode	_____	City	_____
Region	_____	Country	_____
Email	_____	Website	_____
Telephone	_____	Telefax	_____

Person in charge of the project (contact person)

Family name (<i>Ms/Mr</i>)	_____	First name	_____
Position/function	_____		
Email	_____		
Telephone	_____	Telefax	_____

B. Profile of the partner

Type and status	<input type="checkbox"/> Non profit/non governmental organisation <input type="checkbox"/> Public body <input type="checkbox"/> Informal group of young people <input type="checkbox"/> Body active at European level in the youth field (ENGO) <input type="checkbox"/> Other – please specify: _____			
Activity level	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> European/International <input type="checkbox"/> Member organisation of the applicant			

Please give a short description of your organisation/group (regular activities, member of, etc.) :

C. Preliminary agreement of the partner

I, the undersigned, on behalf of (repeat the name of the partner)

confirm our participation in each stage of the project (repeat the title of the project as stated in Part I):

I declare having reached an agreement with all the promoters involved in the project with regard to the share of EU grant my organisation/group is entitled to receive in order to implement the project.

Furthermore, I confirm my undertaking to ensure visibility of the European Union support for the project and to ensure dissemination and exploitation of its results.

Name in capital letters:

Place:

Signature:

Date:

Part IV. Participants in the project

If more space is needed, please add rows.

A. Information on the PARTICIPANTS directly involved in the project

Please list below the number of participants from each country, excluding experts, support staff, etc.

Country of residence	Promoter	Number of participants	Profile of participants	Distribution by gender	
				M	F

Belgium	The Association of Service Civil International IVZW	5	Volunteer	3	2
Azerbaijan	Association of Young Azerbaijani Friends of Europe	1	Volunteer	1	
Bulgaria	CVS Bulgaria	1	Volunteer		1
Sweden	Internationella Arbetslag	1	Volunteer	1	
Finland	KVT Finland	1	Volunteer	1	
Poland	OWA Poland	1	Volunteer		1
Russia	Siberian Creative Group	1	Volunteer		1
France	SCI France	1	Volunteer		1
Italy	SCI Italia	1	Volunteer	1	
Slovenia	Zavod Voluntariat	1	Volunteer		1
Russia	Sfera	1	Volunteer	1	
Russia	Sodrujestvo	1	Volunteer		1
Ukraine	SVIT Ukraine	1	Volunteer	1	
Serbia	Volunteer Center of Vojvodina	1	Volunteer	1	
Croatia	Volunteer Center Zagreb	1	Volunteer		1
Ireland	Voluntary Service International VSI	1	Volunteer	1	
Germany	SCI Germany	1	Volunteer		1
Moldova	AVI Moldova	1	Volunteer		1
Belgium	VIA Belgium	1	Volunteer		1
Netherlands	VIA Netherlands	1	Volunteer		1
Greece	SCI Hellas	1	Volunteer	1	
Switzerland	SCI Switzerland (financed through the Swiss Coordination Office of YOUTH IN ACTION, not budgeted in this application)	1	Volunteer	1	
<i>Subtotal</i>		25+1		12+1	13

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
Italy	SCI Italia	Trainer	1
Germany	SCI Germany	Facilitator	1
Ukraine	SVIT Ukraine	Facilitator	1
France	SCI France	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
Greece	SCI Hellas	1
Switzerland	SCI Switzerland (financed through the Swiss Coordination Office of YOUTH IN ACTION, not budgeted in this application)	1
<i>Subtotal</i>		1+1

*TOTAL*⁸ (participants, experts, support staff, etc.)

5+1

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.

If more space is needed, please extend boxes.

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.

The idea of this training was developed during a training course in March 2008 in Ukraine. The need of special trainings for long term volunteers who help to run short term projects, international youth exchanges and workcamps was discussed there. In a big network like SCI, there are many common quality standards and procedures for preparing and running exchanges between its branches and partners. These standards have to be shown and explained to the young volunteers.

A training on international and inter-branch level is optimal to train the young persons starting to be active in organizing youth exchanges. They will not only learn about the common procedures, but will build personal connections. The existence of such personal networks between these volunteers working together (while living all over Europe) is very important for the SCI. By providing a training to spread and agree on standards and to develop the personal networks we support the organization of international projects on a high quality level.

Such a training was organized in March 2009 for 21 persons in Rome, Italy. With the participants and the preparation team we discussed the need of a continuation of such training courses. It is important to keep the volunteers up to date with the procedures and to form the new volunteers. This allows us to develop and expand our network and ensures that we can keep our high quality level for the organization of international projects. Therefore, we decided to organize a follow-up training in March 2010.

We got a lot of input from the participants of the training in Rome about what information was useful and what was missing. Therefore, we adapted the concept for the training course in March 2010. The main ideas are still the same as in 2009, but many points have been altered to more specifically support the volunteers in their concrete projects after the training.

The objectives of the training course are:

- to promote local and international volunteering as tool for the development of local communities and democracy at grass-root level
- to increase the active involvement and participation of young people in organizing international youth exchanges and promote active citizenship
- to strengthen and improve the participants' management skills in the fields of volunteer and project management as well as in the administration of such projects
- to discuss the experiences of participants from different organizations in Western and Eastern Europe incl. South Eastern Europe and Caucasus Region and improve the international communication and networking within SCI International
- to improve the quality of youth exchanges and trainings through agreeing on common standards and establishing a network of volunteers around Europe

These objectives link closely to the Youth in Action objectives, priorities and theme as mentioned under part I. A lot of projects organized by SCI are funded by the Youth in Action programme or other European funding. A continuous training of our volunteers is needed to meet the required quality standards and to develop new project ideas.

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.

Please attach an estimated daily timetable of the planned Activity.

SCI is an international network with a strong partnership policy among its branches and partner organizations. Regular international committee meetings and technical meetings as well as evaluation meetings and international seminars are organized in order to ensure common procedures, to discuss new projects or develop and agree on new policies.

There are also international working groups in SCI, which work on an inter-branch level on a certain topic. The training course we apply for will be mainly organized by such a working group. It is called the "Long Term Exchange Group". The members of this group are volunteers from different countries and most of them are former EVS volunteers. They all wanted to stay active in SCI after their voluntary service. This group is staying in touch with the branches and groups of SCI and makes regularly surveys among the branches about their needs for training of their volunteers. This training course is meant to support the branches in the organization of youth exchanges.

After agreeing on the topic and having found a hosting branch, a preparation team was founded among the former EVS volunteers from different branches in order to involve them in developing the concept of this training. Several Skype conferences and E-mail communications took place within this group and with the International Secretariat (IS) and the hosting branch to prepare this application.

Also on a later stage when searching for the trainers and during the selection of the participants this prep team will stay in close contact with the branches, the IS and SCI Hellas (hosting branch). For the volunteers in the prep team, the coordination of this international project is a big chance to get a lot of new knowledge. They will be supported and mentored by more experienced volunteers in the group and from staff of the IS and the hosting branch. Some of the members already know each other and were involved in the prior training, so that a transfer of experience and knowledge will be possible.

For the evaluation after the project the prep team will meet again on the annual meeting of LTEG, which is planned for autumn 2010. Follow-up actions to the training can be discussed there.

For a detailed program please refer to the attached document (below we give just a brief summary):

Day 1: Arrival, Getting to know each other, Expectations, Team-building

Day 2: Introduction, presentation of SCI, discussions on the topic Europe

Day 3: Intercultural learning and communication

Day 4: Introduction to YiA, project planning, free afternoon

Day 5: Management of international volunteer projects. Introduction and parallel workshops.

Day 6: Parallel workshops and Open Space (for own topics or workshops to choose), follow-up

Day 7: Evaluation and departure

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.*

The main theme of the project is international volunteering. More precisely, this means a training on how to organize international youth exchanges, how to cooperate and communicate on international level, how to involve young people actively in these projects. The training is also about the promotion of volunteering as tool for the stimulation of active citizenship and about intercultural learning. Another topic will be to encourage the participants to develop their own project ideas within the Youth in Action programme and to build up a network among them.

The focus target group for this training course are young people have already some previous experience in organizing local volunteer activities either by being active in a local voluntary service organization, or by currently doing (or just having finished) an EVS. These young persons are interested in using their knowledge in their own branch or in another country for a longer period. They are interested in the coordination and administration of projects within the SCI network on international level and they want to learn about the structures and methodologies of international volunteer management.

In our training course we want to create a good working atmosphere where everyone is able to express him/herself freely. A daily evaluation of the program will be organized, so that the methods can be adapted according to the needs of the participants. The training will also be based on the initiative of the participants. We expect them to take part actively in the training. For this reason some program parts are foreseen as free space for the participants' ideas. We expect them to share experiences not only during the activity but also in informal talks during the free time.

The working methods during the training course will include brainstorming to get into new topics, small working groups to elaborate certain topics in detail, theoretical presentations to introduce some aspects (like structures of SCI, Youth in Action programme etc.), facilitated discussions in the plenary, silent individual work for reflection, different sorts of visual aid (film, flip-chart, music), energizers to get new energy between the sessions, integration games to get to know each other, sessions to exchange experience, as well as simulation and role games. Mostly non-formal and informal learning methods will be used during the training, and the outcomes of the sessions will depend on the input and active involvement of the participants. As the group is quite big, many discussions and activities will be organized in smaller groups. So participants will have more possibilities to express themselves and to contribute. It will also enable us to go deeper into discussion and elaboration of the topics.

The last two days of the training will start with introduction to management of international youth exchange, and then participants will be offered several parallel workshops. This will allow to strengthen the participative approach of the program. Each participant can pick the session he/she thinks most useful. By doing so, the participants can tailor the end of the training very specifically to their individual needs and experiences. Participants could chose topics in which they feel a need for more information of where they would like to practice their skills. Open space will provide opportunities to raise topics coming from the participants that were not included in the training program.

The role of the trainers and prep-team will be to facilitate and mainly structure the learning process for the participants and to create a confident atmosphere for learning and for self-expression. The provision of theoretic input will only be done in case of need when introducing new topics.

A regular evaluation is part of our working method. In order to meet the expectations of the participants in the best way, evaluation will be organized during the training, every evening before closing the meeting. The daily evaluations will be organized in small reflection groups, which will allow each participant to have enough time for raising all important issues and sharing ideas. This gives also the possibility to have groups in German, Russian or other second languages besides English, depending on the language skills of the participants. We want to make everybody feel comfortable to tell his/her needs, wishes and expectations. A final evaluation will take place on the last day of the activity.

The proposed way of learning will allow participants with different learning style and different amount of experience to get knowledge and to learn from each other. All participants will have the possibility to express themselves and to learn from each other.

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 during the training we plan to organize an international evening, where all participants can present some traditions and typical food from their countries. Nevertheless, we think that this is only a small part of the intercultural learning process. We want to structure intercultural dialog also during the working sessions. The volunteers should learn how to work in an international context, which will be given in this international group with participants from this wide range of European Countries. As two fixed program parts we also have chosen the topics "Work in international teams" and "Intercultural learning" where we will use special methods to show on simple examples the basis of these processes and later compare them with the working process in our own training group. This reflection on a real process after learning a bit of theory on case studies will also help them to understand important processes of international cooperation.

A very practical intercultural experience for all of the participants will be that the working language, as in most international SCI seminars, will be English. Participants will have different levels of English. The chosen methods will support and take into consideration the different language levels. We will also use creative methods or methods where a good command of English is not necessary. We will also work a lot in small groups during the training seminar; there will be the possibility to choose workshops with people from e.g. Russian or French speaking countries. This will help to translate or explain the content again, if some participants have language barriers. From our experience from the past years such an approach allows to deal with the language barrier and other communication issues in a most efficient way.

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, as well as the international composition of the group from all over Europe. Especially the fact of having old and new EU members and participants from other European countries which are not part of the EU (yet) will create the possibility for discussions about this topic. The focus will be put on this issue in a special session about Europe. We will not only speak about European values, as human rights, equality and active citizenship, but we will also try to arouse each participant's own understanding of him being a part Europe.

The topics of the training will also include such issues as integration of young people from disadvantaged backgrounds, volunteer projects and activities as tools for active participation, promoting equality and combating racism and xenophobia. 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. By providing a training for volunteers coordinating such projects, we pay an indirect tribute to these topics.

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. 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.)?

For the single **participant** the training course will make an important impact to his/ her personal and professional development. Working in an international group for one week will give them a possibility to experience cultural differences and to get a deeper understanding of the frame of intercultural learning. The participants can also improve their language skills, make new friends from different countries and build up personal relationship with future project partners. Especially the multicultural and multilingual aspect of the group will give the possibility to learn a lot of new things about different countries and deepen the understanding of the construct "Europe". The skills in the field of project and volunteer management will enable the participants to work more professionally and increase their level of activity for their organization or in another SCI branch after the training. We also know that a lot of our volunteers use the knowledge they gained in our organization for their future professional development. Skills such as intercultural communication, experiences in project management and social competences are expected from many employers nowadays. We therefore think that the participation in our training and later engagement in international SCI projects and youth exchanges provide a relevant and important part in the non-formal education process of young people within Europe. It will enrich them and improve their professional development.

The **sending organizations** will benefit from the gained skills of the volunteers. The whole process of organizing international youth exchanges will be easier (clear and standardized procedures, easy communication between volunteers knowing each other personally,...) for the branches if their volunteers took part in our training. A volunteer organization is mainly run by volunteers and needs trained and experienced people to make projects more professional and sustainable. Through this training the organizations also will also get volunteers which can later on play a role of multipliers in their country and involve more local people in the projects, share the learnt skills and spread the idea of volunteering among other young people.

The **international network of volunteer organizations SCI** will benefit from the project, as it will improve the contact and exchange between the branches and establish a personal network of volunteers around Europe. Personal contacts are essential to keep the existing SCI network alive. They are also very important for future cooperation among the branches and partners of SCI. SCI also expects new follow-up projects as outcome of this training course. There is a need for further meetings to ensure that these projects don't just stay nice ideas on a flip-chart, but are really put into practice. Skype meetings can help, but "real meetings" of people willing to organize projects are very important for the continuation of the work. We can provide platforms to develop the follow-up projects from this training course in other formal meetings in 2010, for example at the annual meeting of LTEG. More informal meetings can help to reinforce the personal contact between the volunteers, to increase their sense of responsibility and to enhance their creativity in the work over long distances. It is important that many SCI branches and partners take part in the training as this will ensure common standards and agreements on procedures, which are essential to ensure the high quality of our youth exchanges.

An international group often brings new impulses to the **local community** where it takes place. We plan to meet with local volunteers who could get new impulses for their engagement through this young people from all over Europe. For inhabitants and local youth we plan to organize one shared evening with our participants, where they could talk to each other. The participants of the training could learn more about the region of the training. The local persons would get a chance to get in touch with young people from all over Europe.

To **multiply the results** of the training course, it is planned to publish a training report and also other materials to help the branches on national level, so that they can use the training methods or the discussed content to train more volunteers on local level. For the volunteers it is planned to give them the opportunity to subscribe to different international mailing lists of SCI concerning different topics of international volunteer management. These mailing lists will give them the possibility for networking after the seminar, share good practice and information on new Youth in Action and other projects being developed by participants.

During the training we will explain the possibilities provided by the Youth in Action programme. We will also spend some time on project planning. Such information can also be shared in the informal part of the training, for example during the free afternoon. This free time will be mainly used for networking and building up small project groups. There will also be an Open Space session, where projects could be discussed and planned. These projects can later be developed further through Skype conferences or per E-mail. The created personal relationships will help to build up the cooperation on concrete personal contacts. This will hopefully ensure that the projects will really be carried out rather than buried in a drawer.

Visibility:

Apart from the compulsory use of the Programme Logo (cfr. 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 prepare and activate young people from all over Europe for international youth volunteer projects. They will also learn about the diverse opportunities of the Youth in Action programme. Therefore, our participants will act as multipliers (i) while organizing international volunteer projects during the year 2010 and (ii) while organizing other follow-up activities. They will be actively promoting the programme among participants and local partners. PR will also be a part of the training course where the participants can learn about how and where to distribute the information for funding and support.

The training course will contribute to improving the quantity and quality of youth exchanges and other activities through better international communication and cooperation. This is an indirect impact on the visibility of Youth in Action, since this programme finances many SCI projects. The training course will strengthen the intercultural communication and European dimension of projects organized by SCI branches and their local partners, which are a big network in the scene of European Youth Work. The participants will elaborate best practice approaches for international youth activities, based on experiences of different branches, and widely promote them in their projects and local communities. This is again an indirect way of promoting the Youth in Action programme.

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.

As described above, we plan to publish the results of the training course and working methods among SCI branches, so that they can use it for local trainings and in their daily work. This will ensure to reach a wider group of volunteers and to spread the agreed procedures and discussed content among more young volunteers.

Also as already mentioned before we will plan follow-up activities. We will discuss them with the whole group and also establish a structure (plan of action with time schedule and responsible people). It is important that the volunteers know concretely how to continue after getting back to their home countries. Some experienced volunteers will help to follow-up the actions and to support as mentors the carrying out of the projects.

Have you planned additional measures assuring dissemination and exploitation of project's results?

Yes No

If so, please describe them.

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. Please note that lump sums and scales of unit costs can be adapted by National Agencies. A promoter applying at national level must use the lump sums and scales of unit costs defined by the National Agency of its country. However, in the case of projects taking place in Neighbouring Partner Countries the lump sums/scales of unit costs indicated in the Programme Guide should be applied. 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)	7.434,00	
Accommodation/food costs (scale of unit costs)	8.640,00	
Activity costs (lump sum + scale of unit costs)	2.700,00	
Training tools costs (scale of unit costs) – only for training courses	2.100,00	
Exceptional costs (100% of actual costs) – if applicable	480,00	
Total grant requested from the YOUTH IN ACTION programme	21.354,00	

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	3.186,00
Other contributions to this project (please specify each source): Swiss Coordination Office of YOUTH IN ACTION (1 extra Swiss participant and 1 Swiss prep team member)	1.200,00
Total of co-financing	4.386,00

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

If so, please specify the contract number:

EACEA Citizenship Unit Operating Grant for 2009, Europe for Citizenship Programme.

Agreement nr 2009 – 0600 / 001 - 001-

C. Calculation of grant request**All items in euros****Participants' travel costs (including experts and support staff)***Please note: only cheapest means of transport/fares are subject to reimbursement.*

Promoter	Number of persons	From	To	Means of transport	Total costs (100%) in €	Grant requested (70%) in €
The Association of Service Civil International	5	Antwerp	Athens	Plane	1.500,00	1.050,00
Association of Young Azerbaijani Friends of Europe	1	Baku	Athens	Plane	700,00	490,00
CVS Bulgaria	1	Sofia	Athens	Train, Bus	200,00	140,00
Internationella Arbetslag	1	Stockholm	Athens	Plane	400,00	280,00
KVT Finland	1	Helsinki	Athens	Plane	400,00	280,00
OWA Poland	1	Poznan	Athens	Plane	300,00	210,00
Siberian Creative Group	1	Ulan-Ude	Athens	Plane	900,00	630,00
SCI France	2	Paris	Athens	Plane	600,00	420,00
SCI Italia	2	Rome	Athens	Plane	600,00	420,00
Zavod Voluntariat	1	Ljubljana	Athens	Train, Bus	400,00	280,00
Sfera	1	Nizni Novgorod	Athens	Plane	500,00	350,00
Sodrujestvo	1	Cheboksary	Athens	Plane	500,00	350,00
SVIT Ukraine	2	Kharkiv	Athens	Plane	1.000,00	700,00
Volunteer Center of Vojvodina	1	Novy Sad	Athens	Train	150,00	105,00
Volunteer Center Zagreb	1	Zagreb	Athens	Plane	300,00	210,00
Voluntary Service International VSI	1	Dublin	Athens	Plane	300,00	210,00
SCI Germany	2	Bonn	Athens	Plane	800,00	560,00
AVI Moldova	1	Chisinau	Athens	Plane	450,00	315,00
VIA Belgium	1	Brussels	Athens	Plane	300,00	210,00
VIA Netherlands	1	Amsterdam	Athens	Plane	300,00	210,00
SCI Hellas	2	Athens	Athens	Bus	20,00	14,00
TOTAL					10.620,00	7.434,00

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 in €	Amount in€
The Association of Service Civil International	5	6	48,00	1440,00
Association of Young Azerbaijani Friends of Europe	1	6	48,00	288,00
CVS Bulgaria	1	6	48,00	288,00
Internationella Arbetslag	1	6	48,00	288,00
KVT Finland	1	6	48,00	288,00
OWA Poland	1	6	48,00	288,00
Siberian Creative Group	1	6	48,00	288,00
SCI France	2	6	48,00	576,00
SCI Italia	2	6	48,00	576,00
Zavod Voluntariat	1	6	48,00	288,00
Sfera	1	6	48,00	288,00
Sodrujestvo	1	6	48,00	288,00
SVIT Ukraine	2	6	48,00	576,00
Volunteer Center of Vojvodina	1	6	48,00	288,00
Volunteer Center Zagreb	1	6	48,00	288,00
Voluntary Service International VSI	1	6	48,00	288,00
SCI Germany	2	6	48,00	576,00
AVI Moldova	1	6	48,00	288,00
VIA Belgium	1	6	48,00	288,00
VIA Netherlands	1	6	48,00	288,00
SCI Hellas	2	6	48,00	576,00
			TOTAL	8.640,00

Activity costs – lump sum calculation	
	Subtotal
	1.200,00 €

Activity costs – scale of unit cost calculation (including experts and support staff)			
Promoter	Number of persons	Unit cost per person	Amount
The Association of Service Civil International	5	50,00	250,00
Association of Young Azerbaijani Friends of Europe	1	50,00	50,00
CVS Bulgaria	1	50,00	50,00
Internationella Arbetslag	1	50,00	50,00
KVT Finland	1	50,00	50,00
OWA Poland	1	50,00	50,00
Siberian Creative Group	1	50,00	50,00
SCI France	2	50,00	100,00
SCI Italia	2	50,00	100,00
Zavod Voluntariat	1	50,00	50,00
Sfera	1	50,00	50,00
Sodrujestvo	1	50,00	50,00
SVIT Ukraine	2	50,00	100,00
Volunteer Center of Vojvodina	1	50,00	50,00
Volunteer Center Zagreb	1	50,00	50,00
Voluntary Service International VSI	1	50,00	50,00
SCI Germany	2	50,00	100,00
AVI Moldova	1	50,00	50,00
VIA Belgium	1	50,00	50,00
VIA Netherlands	1	50,00	50,00
SCI Hellas	2	50,00	100,00
<i>Subtotal</i>			1.500,00
TOTAL ACTIVITY COSTS			

Training tools – scale of unit cost calculation (if applicable)		
Number of days	Unit cost per day	Amount
6	350,00	2.100,00
TOTAL		2.100,00

Exceptional costs (if applicable)		
<i>Please consult the overview of funding rules for exceptional costs as defined in the Programme Guide.</i>		
Specification	Costs	
Visa costs 8 people from Azerbaijan, Ukraine, Russia, Serbia, Moldova x 60,00 Euro per person	480,00	
TOTAL		480,00

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	<u>Service Civil International</u>		
Address	<u>82 Sint-Jacobsmarkt</u>		
Postcode	<u>2000</u>	City	<u>Antwerpen</u>
Region		Country	<u>Belgium</u>

Contact			
Family name (Ms/Mr)	<u>Westra</u>	First name	<u>Johan</u>
Email	<u>johan@sciint.org</u>		
Telephone	<u>32.3.2265727</u>	Telefax	<u>32.3.2320344</u>

B. Bank details			
Bank name	<u>Triodos Bank sa</u>		
Branch address	<u>Rue Haute 139/3</u>		
Postcode	<u>1000</u>	City	<u>Bruxelles</u>
Region		Country	<u>Belgium</u>
Account number	<u>523-0458540-96</u>		
IBAN ¹²	<u>BE 65523045854096</u>		

Remarks

¹² If the IBAN Code (International Bank Account Number) is applied in the country where your bank is situated.

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 Education, Audiovisual and Culture Executive Agency or the relevant National Agency. Data subjects may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

Applicant

Name: THE ASSOCIATION OF SERVICE CIVIL INTERNATIONAL IVZW

Legal representative

Name in capital letters: JOHAN WESTRA

Place: Antwerpen, Belgium Signature:

Date: 29~~5~~/05~~8~~/2009~~8~~

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, 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 Communities¹³, 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.

Place: Antwerpen Date (day/month/year): 29/05/2009

Signature: _____ Stamp of the applicant (if available): _____

Name in capital letters: JOHAN WESTRA

Position/function: International Coordinator

¹³ 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 form must be accompanied by:

- an **official letter** from the applicant and all the other documents referred to in the application form.

❖ 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.

❖ 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**¹⁴:

- 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;

¹⁴ 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)

“Volunteers carry the torch of Europe” Training Course, Athens, Greece 04.-10.03.2010

Time	Thursday, 04.03.	Friday, 05.03.	Saturday, 06.03.	Sunday, 07.03.	Monday, 08.03.	Tuesday, 09.03.	Wednesday, 10.03.
9:00-10:30		Introduction: The value of international volunteer projects and youth exchanges	Working and communicating in an international team	Introduction to the Youth in Action programme	Management of international volunteer projects Introduction	7 Non-violent communication 8 Integration of participants with fewer opportunities	Evaluation
10:30-11.00	<i>COFFEEBREAK</i>						
11:00-12:30		Introduction to SCI international structures, history and ideology	Intercultural Learning Exercise	Discussion of project ideas Mid term evaluation	Parallel workshops to choose: 1 Where to find materials for youth exchanges? 2 Public Relation and Communication tools for the promotion of projects	Open space to share experiences, market of ideas	Departure of the participants
12:30-14:00	<i>LUNCH</i>						
14:00-15:30	Arrival of participants	Workshop “Me as European”	Training for the use of SCI’s international database I – Introduction	Free afternoon, Continuation of discussion of project ideas, networking	3 Group dynamics in international volunteer projects (exercise) 4 Theory and Practice of Game Education/ Methods	Open space continuation	
15:30-16:00	<i>COFFEEBREAK</i>						
16:00-17:30	Getting to know each other Expectations and fears	Map of Europe – where do we come from?	Training for the use of SCI’s international database II - practical exercise	Free afternoon	5 Leadership styles - coordinating international youth groups 6 Conflicts and emergency situations in youth exchanges	Follow up: Plan of Action for the group and for the participants individually, finalising the results of the previous days	
17:30-18:00	Introduction to the place	Reflection groups	Reflection groups	Reflection groups	Reflection groups	Reflection groups	
19:00	<i>DINNER</i>						
20:00	Teambuilding	Film evening	Intercultural evening	Evening in town	Free evening	Farewell party	