



Africa-Europe Foundation Awards Scheme

Call for Expression of Interest 2024

Guidelines for Applicants

Frequently Asked Questions

(last update on 15 May 2024)

Please note that the deadline for submitting questions on the application process has closed. Make sure to [watch](#) the recording of the Q&A session that was held on 7 May 2024.

CALL OBJECTIVES

1. What is the purpose of the Africa-Europe Foundation (AEF) Awards Scheme?

The purpose of the AEF Awards Scheme is to catalyse debate and action on themes from the "[State-of-Africa-Europe Report 2024](#)" by supporting youth organisations, cities/local authorities, and civil society partners across Africa and Europe.

APPLICATION SUBMISSION

2. How to apply?

Read carefully the [applicant guidelines](#) published on our website and **fill-in the application form (Annex A)** you can [download](#) from our website. **Handwritten applications or applications submitted in another format will not be accepted.**

The applications need to be submitted by email to partnerships@africaeuropefoundation.org by 23rd May 2024 (17.00 Brussels, 18.00 Addis Ababa)

3. Do we need to attach photos and other multimedia evidence, including proof of legal registration in a European or African country?

No additional document other than the application form should be sent at the time of submission. Clarification will only be requested when information provided is not sufficient/unclear and thus prevents the contracting authority from conducting an objective assessment. Shortlisted applicants will be requested to provide proof of registration at a later stage.

Incorporation of photos and documentation of **dialogue**/action through professional video and photograph pertains to the project deliverables (i.e. the project proposal also includes the production of communication materials). Attaching photos/URL links for showcasing current organization activities has no relevance in terms of application success.

4. We made some mistakes when filling in the application form. Can we rectify?

It is possible to submit a rectified version of the application before the deadline for submission (23rd May). Please make sure to mention the registration code you received via email.

ELIGIBILITY CRITERIA

5. Who can apply for the Awards Scheme?

Youth-led organizations, cities/local authorities, think-tanks, civil society platforms, and NGOs inspiring, empowering, and connecting local youth actors through dialogue are invited to apply for the 2024 Awards Scheme.

For this Call AU and EU definitions of youth apply; youth are people aged between 18-35 years old.

All the above-mentioned entities must be legally registered in one of the Member States of the AU or the EU (including EEA/EFTA).

Applicants located in conflict zones are also eligible, provided that they can ensure project implementation under conflict circumstances.

Natural persons are not eligible.

6. Does our organization have to be legally registered?

Applications from non-registered organizations will be considered only if these can provide the details of a fiscal partner that will be responsible for financial management and disbursement of the award amount.

Please note that the AEF will not be able to facilitate introductions to, and engagement with potential fiscal partners.

7. What are the key themes applicants should focus on in their proposed projects?

Applicants are strongly encouraged to deep dive into three priority chapters of the "State of Africa-Europe Report 2024": Climate and Development, Science, Education, and Culture, and Sustainable Finance (focus on these themes can secure higher score during the evaluation).

It is possible to submit project proposals in other thematic areas covered by the AEF Report 2024 provided that these focus on identifying and/or implementing solutions to the problems and underlying issues grappling Africa-Europe relations and implementation of regional and global development strategies (e.g. Agenda 2030, Agenda 2063).

In general, proposed projects that align with AU and EU international milestones would be viewed favorably during evaluation. Such activities may provide content/outcomes that can contribute to conversations, declarations and strategies promoting Africa-Europe relations.

As for the typology of the proposed projects, applicants are invited to submit creative proposals that could also differ from debate or podcast formats.

8. What are the two 'Lots' under which the Awards Scheme is organized?

The Awards Scheme is organized into Local Impact Awards (Lot 1) and Cross-Network Awards (Lot 2), each supporting different types of initiatives focusing on local (Lot 1) or cross-continental projects between Africa and Europe (Lot 2).

For Lot 1, eligible organizations include grassroots youth organizations, local youth networks, regional and international youth organizations and associations that work at local community level, civil society platforms, NGOs, local authorities, city councils and departments, and local community associations.

For Lot 2, eligible organizations are national, regional and international youth organizations and associations, as well as civil society platforms, NGOs, and local authority platforms that work across Africa and EU and focus on youth engagement and dialogue.

9. Is it possible to select more than one lot?

Each application should clearly state under which Lot the application is made. Only one application is permitted per Lot. Should more than one application be received, only the first one will be evaluated.

Note that each organization can submit a maximum of two applications, one for Lot 1 and one for Lot 2. Please clearly mark/highlight the selected lot in each application form (deletion is not applicable).

The evaluation procedure for the two applications will be conducted separately. The project proposals may feature similar activities and modalities presented in applications for both Lots, noting that the scope and objectives of the two Lots are different, and as such proposed activities and modalities, as well as their intended impact, may render more relevant for a particular Lot.

10. We chose Lot 1, what is the maximum grant amount we can request?

Applicants who select Lot 1 can request up to 5,000 euros.

11. We chose Lot 2, what is the maximum grant amount we can request?

Applicants who select Lot 2 can request up to 10,000 euros.

Please note that activities submitted under Lot 2 must be conducted both in an African and an EU country (physically and/or remotely). Applicants do not need a partner organization if they can prove their project is cross-continental. Project proposals that do not include such cross-continental dimensions are not eligible for Lot 2.

12. Is co-sponsorship mandatory for applying?

It is optional for organizations to co-sponsor the initiative. However, if the budget form submitted by applicants exceeds the maximum grant amount that can be allocated by the AEF and there is no indication that the exceeding amount will be covered by co-financing resources the application will be rejected.

Please note that if you choose to include other funding resources, these will also be subject to reporting and a clear breakdown of the overall project expenses will be requested from all awarded applicants. In order to avoid conflict of interest, proposed projects should also differ from currently funded projects or projects that started prior to the launch of this Call.

13. We are a small local charity/humanitarian organization supporting vulnerable people. Are we eligible?

The Call is open to organizations with a strong youth profile and that have an impact on the local and cross-continental level, including non-profits and NGOs. The focus of proposed projects should adhere to the thematic areas covered by the “State of Africa-Europe Report 2024”, especially the priority chapters on Sustainable Finance, Climate and Development, and Education, Science and Culture.

Financing for local development assistance/humanitarian aid is not the objective of this Call.

14. How will the applications be evaluated? How does the AEF ensure transparency and fairness in the selection process of the awarded projects?

The selection process will be undertaken by an Evaluation Committee focusing on compliance with the Call objectives, alignment to AEF priority themes, proposed impact, cost-effectiveness, and other criteria outlined in the evaluation grid.

The Evaluation Committee will be comprised of the AEF internal management team and external reviewers with subject matter expertise as well as compliance expertise.

PROJECT IMPLEMENTATION

15. What is the timeline for the awarded projects' implementation?

Awarded activities, micro- and mini projects, should run and be completed between **7th July 2024** and **25th October 2025**. Applicants should clearly state the expected project duration and timeline for implementation which can span from a few days to longer periods according to the nature of the project proposal. Applicants are encouraged to plan their projects to align activities and maximize impact around key global political and policy milestones (such as COP29, AU-EU Summit, etc...).

16. What role does the Africa-Europe Foundation play in supporting the implementation of the awarded projects beyond financial assistance?

In addition to (co-)financing in the form of the micro- and small-awards, as part of its commitment to build capacity of youth and youth-based organization and only when explicitly requested by the applicants, the AEF support may include providing input on content and methodology as well as quality assurance. Such support is subject to AEF's capacity and based on its sole consideration.

17. What are the expectations regarding the final reports from the awarded projects and the subsequent grants disbursement process?

The final report from the award project is expected to be delivered no later than 30 days after the project's completion. The purpose of the report is to capture the impact of the project. The AEF will soon share a final report template that should be used by all awardees.

18. How would the awarded organization receive the money requested for the project?

The AEF will disburse the award in two tranches, an initial 50% of the awarded amount will be disbursed to the bank account of the awarded organization upon award signature (before the start of the project implementation to ensure awardees will be able to cover the initial costs).

The remaining 50% of the grant will be disbursed at the end of the project upon submission and approval of the final report.



19. Do we need to provide any promotional materials of the project (photos, videos, recordings...) in the final report?

It's strongly advised to include pictures, videos and recordings within the project deliverables to promote the work of the awarded organization and amplify their visibility.

Please note that the inclusion of communication material is part of the evaluation criteria and can win your application 5 more points.