

## Guidelines for the Ukrainian-Danish Youth House Grants

*The Ukrainian-Danish Youth House Grants guidelines are available in both Ukrainian and English, but in case of doubt, the formulations in English shall prevail.*

### How to apply

The application forms can be downloaded on <https://theyouthhouse.org/support-grants> or <https://ua.theyouthhouse.org/support-grants> and must be submitted to [grants@theyouthhouse.org](mailto:grants@theyouthhouse.org) in English or Ukrainian with the subject line "Application\_[name of organisation]".

The application must consist of three files:

1. A complete and signed Application Form in the PDF (\*.pdf) format. The signature can be applied electronically or the document can be signed physically and scanned into PDF format.
2. A complete Application Form in the Word Document (\*.docx) format.
3. A complete Activity-based budget form.

The submitted documents must have the same title as the subject line of the email sent. Incomplete applications will not be taken into consideration.

The applicant can receive advice in the writing process by writing to [grants@theyouthhouse.org](mailto:grants@theyouthhouse.org). The dates for the application rounds will be published on [www.theyouthhouse.org](http://www.theyouthhouse.org).

If the project is supported, the administration of the Grants will, where relevant, make an assessment of the applicant organisation.

### Purpose

The purpose of the Grant is to provide young civil society actors with financial resources and capacity to contribute to the objectives of the Ukrainian-Danish Youth House: to support the democratic development of Ukraine and to strengthen the ties between young Ukrainians and Danes.

Support under the Ukrainian-Danish Youth House Grants is provided to activists, artists, and other representatives of young civil society, all working with youth of the age of 15-35.

The total budget for the Grants is DKK 1.050.000 (approx. EUR 140,000) yearly, available from 2023 until the end of 2026.

### Eligible applicants

Applicants need to be registered as an organization in Ukraine or Denmark.

The Ukrainian-Danish Youth House Grant supports organisations who are:

- Youth-led,
- Working for youth, or
- Doing projects aimed at youth.

The term "youth" refers to young people in the age of 15-35.

This includes, but is not limited to, youth organisations, youth centres, and cultural-creative spaces and networks, civil society and cultural organisations working with the age group of 15-35, artists, human rights defenders, social movements, activists and community-based groups.

Youth groups that are democratically organised or wish to be democratically organized will be prioritized. Selected applicants will receive professional guidance to strengthen their own organization and administration.

Projects implemented in cooperation with a Danish partner will be prioritized. The Ukrainian-Danish Youth House, Danish Youth Council or Danish Cultural Institute cannot act as a partner organisation.

### Eligible actions

The Ukrainian-Danish Youth House supports not-for-profit projects and organisations that engage youth in society and culture, promote rights and include youth in decision-making processes.

The activities will be aimed at Ukrainian youth and projects implemented in Ukraine with the goal of creating a stronger, more sustainable and democratic Ukraine and Europe, creating lasting capacities for youth, long-term collaborations, exchange as well as developing the ties between Ukraine and Denmark, enabling youth spaces and cultural-creative spaces to continue their work for democratic development and creative empowerment of young people in Ukraine.

The grant is divided in two types of projects:

#### 1. **Strategic youth projects**

*Projects including and promoting youth participation in society, culture and decision-making, in which the applicants strive towards creating long-lasting impact.*

The budget amount is within the range EUR 4.000 – 20.000.

Co-financing is allowed if needed.

Timeframe for implementation: Until 31.12.2024.

For this kind of grant, the organization will be allowed to use 15% of the budget on organizational capacity building. The yearly financial audit will also be covered by the grant.

#### 2. **Volunteer-led youth projects**

*Projects in which youth-led initiatives implement projects/activities solely on voluntary basis (i.e. no salaries), with the aim to provide opportunities for youth with a focus on inclusion, creativity, rights, recovery, sustainable solutions etc.*

The budget amount is within the range of EUR 1.000-5.000.

Timeframe for implementation: Until 31.12.2023.

For this kind of projects, the grant cannot be used for any form of salary.

## ORGANISATIONAL DEVELOPMENT

In strategic youth projects, 15% of the grant can be spent on organizational development.

Indirect cost functions enable the organisation to deliver effectively and operate professionally. Enabling functions include:

- Maintaining the organisation legally in the jurisdiction in which it is constituted;
- Governing and managing the organisation and ensuring that it is appropriately directed and well controlled;
- Ensuring the organisation's overall compliance with applicable, laws, regulations and other requirements in its home country or countries;
- Developing, maintaining and applying the organisational frameworks and policies required to enable the organisation to operate globally, including but not limited to: risk management policy and framework, the procurement policy, the financial control policies and frameworks, the employment policies, the due diligence framework, other necessary compliance policies, the quality control policies and frameworks;
- Developing and maintaining the global systems required to ensure the effective and efficient delivery of the organisation's functions e.g. the underlying global communications network, security and communications platforms;
- Preparing, reviewing and acting upon financial and operational performance reports for the organisation as a whole.

The type of expenses can be:

- Administration and accounting of the organisation itself (i.e. not related to program activities).
- Recruitment of non-activity-specific personnel
- Contact/dialogue with the DCI.
- General compliance and administrative and legislative reporting tasks in relation to the organisation (e.g. VAT, audit).
- General budget and accounts tasks (i.e. not related to program activities).
- Involvement of the organisation's leadership in the general governance and cooperation (by leadership is to be understood the general secretary/director and members of the board/executive committee not involved in activity specific tasks).

### Restrictions

State-owned institutions and organisations, companies, individual entrepreneurs and for-profit organizations are not eligible for this grant.

The Grants cannot be used for humanitarian initiatives, military equipment and direct military support.

Projects that are expected to receive financial benefits/receive contributions from participants/generate revenue in any way will not be supported. All supported activities should be free for the participants.

The Ukrainian-Danish Youth House reserves the right to reduce the amount granted to the individual applications, taking the limited funds available as well as other relevant factors into account.

Co-financing is allowed if needed. Information on available or expected co-financing should be indicated in the application. In case of receiving additional co-financing after the submission of the application for the Grant, the applicant is obliged to immediately and no longer than within three working days inform the Ukrainian-Danish Youth House about this by sending an email to [grants@theyouthhouse.org](mailto:grants@theyouthhouse.org).

## Evaluation Process

The Ukrainian-Danish Youth House ensures that the application meets the eligibility criteria and assesses the application based on the assessment criteria, on knowledge from partnerships and the Youth House's work in Ukraine and Denmark.

- 1) All applications who initially meet the purpose and criteria in these guidelines will be considered for the Grant;
- 2) One organisation can submit no more than 3 applications per year;
- 3) The Ukrainian-Danish Youth House may allocate lower amounts than applied for, taking into consideration the activity's needs, available funds and appropriate distribution of grants;
- 4) Should any need for major adjustments to a granted activity occur after the Grant Committee has approved an application, the adjustments must be approved by the Ukrainian-Danish Youth House before the activity is carried out.

The assessment criteria are as follows:

- The quality of the project, including its innovative and inclusive approach;
- Action recognized by the defined target groups as relevant;
- The applicant team's capacity within the suggested activity;
- Budget transparency – including clear transparency on rates, salaries, etc.;
- Integration of human rights based approach, gender aspects, inclusion, etc.;
- Coherence of intervention logic;
- Climate and environmental consideration and focus;
- Risk assessment including safety;
- The applicant's desire to strengthen their internal democratic structure and capacity;
- Prospects of sustainability if possible.

The Selection Committee consists of minimum 3 members appointed by the Consortium partners in the Ukrainian-Danish Youth House, of which 1 member will be the Director of the Ukrainian-Danish Youth House.

## Conflict of Interest

Persons and/or Consortium partners taking part in the assessment team, the Selection Committee or otherwise involved in the process are responsible for informing the Administration of any existing or potential conflicts of interest related to their involvement in the selection process.

A conflict of interest may exist

- Where a person or someone involved in the assessment team, Selection Committee or otherwise has a direct, indirect, personal, financial, or business interest in the decision made.
- Where a person or a Consortium partner involved in the assessment team, Selection Committee or otherwise involved has a direct personal, financial, or business interest in the decision made.
- Where other relevant reasons for any of the above persons make it clear that a vested interest may exist.

The Administration assesses each case to determine whether a conflict of interest exists. This assessment by the Administration must be based on transparent criteria.

The conclusion of this assessment by the Administration must be made in written form and filed (ex. via minutes from a meeting).

If the Administration determines that a conflict of interest exists, then the person and/or the Consortium partner will not be able to participate in any decisions regarding the specified applicants, whose application has given rise to the conflict of interest.

### Complaints Procedure

Applicants can submit a complaint in situations where they consider that an error has been made in the administration or a factual error in the assessment of the application, or if the assessment of the application otherwise has been inconsistent with the guidelines.

Applicants must submit their complaints to the Steering Committee of the Ukrainian-Danish Youth House. The complaint must include the full application and the answer from the Secretariat. Further, the applicant must disclose a written statement to the Steering Committee with a concrete explanation of why the complaint has been filed.

The Steering Committee will assess the complaint as fast as possible. If the Steering Committee decides that the complaint is valid, the application will undergo a revised assessment. The Selection Committee will then decide if the applicant should receive a grant.

### Communication

Leading up to and during the implementation of the action, grantees can receive advice from the Secretariat of the Ukrainian-Danish Youth House if needed.

In the communications related to the granted project, the Ukrainian-Danish Youth House should be visibly credited (in text, visual, digital and printed materials).

Whenever possible, and where it does not pose a threat for the people involved, The Ukrainian-Danish Youth House can use information, pictures or visual and audio material from the ongoing projects and project reports to inform about the Grants, but also for the Youth House's general informational purposes.

### Reporting

The following reporting should be provided to the Ukrainian-Danish Youth House no later than 3 months after the project is finalized:

- Interim financial and narrative report depending on the amount and length of the intervention
- Yearly and final audited financial report (only for strategic youth projects)
- Final financial report including receipts for all expenses (only for volunteer-led youth projects)
- Narrative report
- A one-page text with learning outcomes
- When possible, photos or videos from the activities' implementation are shared with The Ukrainian-Danish Youth House

The Ukrainian-Danish Youth House might conduct random monitoring visits to grantees to see how the implementation is going.

*Note: If some of the action includes persons or organisations that could be endangered by being connected to the Ukrainian-Danish Youth House or the Danish Cultural Institute, this will be discussed before the narrative report is submitted.*

## Lawfulness

Organisations and individuals may be excluded from the Ukrainian-Danish Youth House's Grants process and required to pay back grants if the youth group/organisation, their members or individuals, participate in, or does not abstain from, illegal activities or activities which may be considered to be unlawful or against these Grants Guidelines.

## The organization of the Ukrainian-Danish Youth House Grants

The Ukrainian-Danish Youth House Grant represents the Ukrainian-Danish Youth House's ambition to provide financial and capacity development support to youth civil society organisations, activists, youth and cultural-creative spaces in Ukraine.

The Ukrainian-Danish Youth House Grant is administered by the Secretariat of the Ukrainian-Danish Youth House on behalf of the Danish Cultural Institute in Copenhagen, Denmark. The Secretariat of the Ukrainian-Danish Youth House develops external and internal guidelines for the grants. This includes composing and approval of the Selection Committee.

The Ukrainian-Danish Youth House seeks to support activities in Ukraine as well as between Denmark and Ukraine based on volunteering, which promote, support, or facilitate democracy and freedom in Ukraine, through youth participation, expression, exchange or organisation.

The Ukrainian-Danish Youth House is formally steered by a consortium consisting of the Danish Cultural Institute (lead partner) and the Danish Youth Council.