



SECOND ROUND

APPLICATION FORM



<https://www.youthforum.org/topics/youthcapital>

Instructions

Deadline for submitting the Second Round Application Form:

17th of June 2025 (23:59 CET)

Applications and documents submitted after the deadline will not be considered eligible.

Applications need to be submitted to the following email address:

eyc@youthforum.org

Applications and documents submitted by other means will not be considered eligible.

Eligibility guidelines

Applications ignoring the below mentioned requirements will not be considered eligible:

- *The Second Round Application Form must be written in the Arial 11-pitch font.*
- *All information, including Annexes, must be written in English.*
- *The answers to the questions from 4 to 15 altogether cannot exceed 25 pages limit¹.*
- *The Second Round Application Form must be submitted both in Word and PDF files².*
- *The Annexes in question 16 are mandatory. However, the applicants can submit additional Annexes as they see fit. Each annex cannot exceed a limit of 15 pages.*
- *Please note that all photographs³ have to be added in the Annexes.*

¹ The limit of 25 pages relates to the PDF version, not to the number of characters. In other words, if you also include pictures, tables, or charts, these do count to the 25-page limit, and questions 4 to 15 cannot exceed 25 pages in the PDF export.

² Both files must be identical.

³ As photograph, we understand a picture produced using a camera, thus any kind of graphs, charts etc. that would help to make the application clearer and together with the written text do not exceed the page limit are welcome. Source: Cambridge Dictionary,

<https://dictionary.cambridge.org/dictionary/english/photograph>

- *The applicants can design their application, including the cover page the way they want. However, the order of the questions must remain the same as in the Second Round Application Form template.*
- *Support letters or any other documents sent by the applicants to the European Youth Forum after the application deadline and not as a part of the application package are not considered and forwarded to the European Youth Capital Jury.*
- *All applications must include proof of payment of the €700 application fee. The fee needs to be received by the Youth Forum before the second round application deadline. Please see the details of the European Youth Forum bank account below.*

Applicants are invited to be clear, concise, and sharp answering the questions provided in the Second Round Application Form and developing a convincing narrative.

Applicants should assess feasibility of a proposed concept and emphasize the added value the title would bring to the applicant city, and not only in the youth field.

About this application form: The Second Round Application Form is an opportunity to respond to the feedback received after the First Round of Applications. Please use your original application as the basis for this round, and add on it any additional answers or information you consider appropriate. Responding to feedback will be key in the jury's considerations.

This application questionnaire also includes three new sections: *Chapter 9, Communication and Outreach*, *Chapter 10, Preparation for the European Youth Capital*, and *Chapter 15, Contingency Planning*. Thus, particular attention should be given to these three topics, which need to be clearly linked with the rest of the application, and make the whole bid more comprehensive.

Finally, applicants should keep in mind that this is a second application round, and all finalists will have a chance to present their application after receiving feedback from a Youth Forum-led Focus Group and the Jury in the third and final application round.

EUROPEAN YOUTH FORUM BANK DETAILS

Name of Bank	ING bank Marnix Business Branch
Address of bank	1, rue du Trône 1000 BRUXELLES

	BELGIUM
SWIFT or BIC code	BBRUBEBB
Account number	375-1009152-43
IBAN	BE66 3751 0091 5243

EUROPEAN YOUTH CAPITAL (EYC) SECOND ROUND APPLICATION FORM

1. APPLICANT

Municipality	
Region	
State	
Total population	
Population under 35 years old	

2. MUNICIPAL LEGAL REPRESENTATIVE

Surname			
First Name			
Position			
Address	Street/number	Postal code	City
Phone			
E-Mail			

Municipal Service Coordinator			
Surname			
First Name			
Position			
Address	Street/number	Postal code	City
Phone			
E-Mail			
Webpage of the city			
Contact person (if different than the two persons above)			
Surname			
First Name			
Position			
Address	Street/number	Postal code	City
Phone			
E-Mail			

3. SUPPORTING YOUTH STRUCTURE(S)⁴

Name of Organisation			
Address of Organisation	Street/number	Postal Code	City

⁴ Please refer to the Annex II for clarification.

Phone			
E-Mail			
Web page			
Contact Person			
Surname			
First Name			
Position			
Address	Street/number	Postal code	City
Phone			
E-Mail			

4. HOSTING INFRASTRUCTURE

The Short-Listed Candidate is asked to describe the city's capacity to host the European Youth Capital. The Short-Listed Candidate should make clear how this infrastructure would be used to support the EYC and youth representatives, especially during (international) meetings and events. In this chapter the Short-Listed Candidate is asked to provide answers to the following questions (can be answered separately or jointly):

- What is the city's capacity regarding the accommodation to host the EYC? The number of beds available, price range, attractiveness for young people from across Europe, access for people with disabilities.
- Reaching the city. What are the different options for young people from the country and from across Europe to reach the city?
- The transport in the city. What are different options to go around in the city? Are they affordable for young people? Are they sustainable? Is it accessible for people with disabilities?
- Working facilities. What are the available spaces for different activities related to the proposed EYC? What is the capacity of these spaces? What kind of activities can take place there? Is it accessible for people with disabilities?
- Open spaces in the city. What are the available open spaces in terms of capacity and activities that can happen there? When is it available to use

(depending on the season, all year round etc.)? Is it accessible for people with disabilities?

- How is sustainability ensured when using various accommodation and working facilities?
- Are there any infrastructural projects planned and linked to the EYC 2028 that would reinforce the current capacity of the city?
- Other.

5. INFORMATION ON THE APPLICANT CITY

The Short-Listed Candidate is asked to present the city with a specific youth focus. In this chapter the Short-Listed Candidate is asked to provide answers to the following questions (can be answered separately or jointly):

- Brief history or general presentation of the city that would help to understand the context of the application.
- What is the city's experience and track record regarding the development and implementation of youth policies? What are the key results of these policies on the lives of young people?
- Does the city have a municipal action plan for youth, youth strategy or any other official document defining its local youth policy and how it is linked with the overall municipal strategy for the city's development? Were young people and youth organisations somehow involved in developing it, if applicable, and in which way?
- Which youth support services are available in the city?
- Existing youth structures and their role in city governance. The scope and nature of youth organisations existing in the city, their relationship with the city governance, involvement in decision-making processes.
- Regional, national and European links. What are the main partners on different levels, what kind of partnerships (strategic, project based, town twinning etc.).

6. MOTIVATION

The Short-Listed Candidate is asked to describe the motivation behind the application for the European Youth Capital. In this chapter, the Short-Listed Candidate is asked to provide answers to the following questions (can be answered separately or jointly):

- What was the process leading to the submission of the application? How did the city decide to apply for the title? What was the involvement of young

people and youth organisations in this process? What was the scope and the process of this involvement?

- Why does the city wish to take part in the competition for the EYC title?
- What does the city want to achieve, what change, through the EYC process building upon past experience and challenges of young people stated in question 5?

Please elaborate on the key goals having in mind a long-term legacy in case the city is awarded the title.

- How were young people and youth organisations involved in the process of defining motivation and key goals?

7. EUROPEAN YOUTH CAPITAL PROGRAMME

The Short-Listed Candidate is asked to present its provisional programme for the European Youth Capital. The Short-Listed Candidate should answer this question in a coherent manner with the previous questions outlining how it will answer to the challenges identified and meet the key goals, and ensure a long term legacy of the EYC. In this chapter, the Short-Listed Candidate is asked to provide answers to the following questions (can be answered separately or jointly):

- How was the programme developed and how were the young people and youth organisations involved in the process? How many young people and youth organisations have been involved in the process? In what way? What tools were used and why? How will they continue to be involved? How will the Short-Listed Candidate involve different groups of young people?
- How will this programme meet key goals of the application and ensure long-term legacy of the EYC?
- What are the structure and the focus of the proposed programme? Why? What are the main activities in the programme? Please give enough details to understand the scope of the programme, thematic priorities, the target group etc.
- How does this programme promote European identity and is linked with European (youth) policies including the policies of the European Youth Forum? How will it attract (young) people from Europe to come to the city? Which current European themes will be touched upon through the proposed programme?
- Please elaborate on the sustainability aspect of the programme: How do you ensure all steps along the way are sustainable and environment-friendly?
- What are examples of innovative activities or initiatives that would differentiate the candidacy and would bring added value to the European Youth Capital title?

8. MANAGEMENT

The Short-Listed Candidate should describe the human resources and governing, decision making and implementation structures of the proposed European Youth Capital⁵. In this chapter, the applicant is asked to provide answers to the following questions (can be answered separately or jointly):

- What will be the governing, decision-making and implementation structures of the proposed EYC? What will be the composition of these structures? What will be the role of youth organisations and young people within these structures?
- How will the decision-making power be implemented? Who will have the power to make the final decision on different aspects of the European Youth Capital year?
- What will be the relationship between the established structures? Which coordination mechanisms will be put in place?
- How the voice of young people from marginalized and disadvantaged groups of society will be ensured within these structures?
- How will the managerial structure ensure its own functioning is sustainable and environment-friendly?
- What form and system of cooperation is foreseen with any supporting youth structures at the local, regional, national, and European levels (e.g. Member Organisations of the European Youth Forum, National Youth Councils or International Youth Organisations)? To what extent is this cooperation already taking place and how will it be advanced? Will these supporting youth structures from different levels be involved in the structures created to run the EY? If so, how?
- What kind of cooperation is foreseen with the previous, the current, and the upcoming awardees of the EYC title?
- How will coordination with the European Youth Forum take place? How will this coordination be ensured during the preparation, implementation and evaluation?

9. COMMUNICATIONS AND OUTREACH

The Short-Listed Candidate should present the communications strategy of the European Youth Capital. In this chapter the applicant is asked to provide answers

⁵ It is highly advised to use diagrams and similar tools to clearly present the structures to be put in place.

to the following questions (can be answered separately or jointly):

- What is the overall planned communications message for the EYC?
- What are different target groups of the proposed communication strategy? Please keep in mind local, regional, national, and European levels.
- What are the key messages aligned with different target groups of the proposed communication strategy?
- Which communication tools will be used to reach a diverse audience? Why were these particular tools chosen?
- How will young people with fewer opportunities be reached?
- How will the communication and outreach mechanisms be run in order to ensure sustainability and environment-friendly aspects?
- Please provide us with an overview of the communication plans including a draft schedule of key communications moments (flagship events, processes etc.).
- Are you committed to use the official EYC logo as a part of the visual identity of the EYC?

10. PREPARATION FOR THE EUROPEAN YOUTH CAPITAL

The Short-Listed Candidate should describe a clear roadmap leading up to the European Youth Capital year. In this chapter the applicant is asked to provide answers to the following questions (can be answered separately or jointly):

- What are the different stages in the preparation process leading to the EYC?
- What are the key steps to be taken in years leading to the EYC in order to successfully kick off and implement the EYC itself?
- How is the Short-Listed Candidate planning to build the capacity of the youth sector to successfully take part in and contribute to the implementation of the EYC?
- How is the Short-Listed Candidate planning to build the capacity of its implementation bodies before commencing the EYC itself?

11. EVALUATION

The Short-Listed Candidate should provide an outline of the evaluation process that will assess the preparation, implementation and the outcome of the European Youth Capital? In this chapter the applicant is asked to provide answers

to the following questions (can be answered separately or jointly):

- Who will carry out the evaluation?
- What will be the role of young people and youth organisations in the evaluation process? How will young people with fewer opportunities be included?
- What is the foreseen timeline of the evaluation, including updates of the state for the European Youth Forum?
- What will be the scope and the format of the evaluation? What information will the city gather?
- How will the results be disseminated? To what audiences? How will young people be involved in dissemination?
- How will the city ensure evaluation is sustainable and environment-friendly?

12. IMPACT AND LONG TERM LEGACY

The Short-Listed Candidate is asked to describe the desired impact and long-term legacy of the European Youth Capital. It should be coherently linked with previous sections, notably motivation, key goals and proposed programme and present how the city would move towards long term effects of the EYC. In this chapter the applicant is asked to provide answers to the following questions (can be answered separately or jointly):

- What will be the immediate effects of the EYC on the city and its young people (approximately one year after hosting the title)? What will be the immediate effects on young people with fewer opportunities?
- What will be the legacy of the EYC for the city and its young people at least five years after the city hosted the title (including in terms of urban development and keeping in mind young people with fewer opportunities)?
- How will this legacy be incorporated in the long-term vision of city development?
- What are the plans for sustaining youth related activities beyond the year of the EYC year?
- How will this legacy be linked with the European dimension? What will this legacy bring to other cities across Europe?
- How will the city monitor and evaluate the proposed long-term legacy?
- How will sustainability and environment-friendliness be included in the long-term legacy?

13. BUDGET INDICATIONS

The Short-Listed Candidate is asked to elaborate on the budget foreseen for the European Youth Capital. The budget must be coherent with the proposed programme and other activities linked to the preparation, implementation and the follow-up of the Capital year. In this chapter the applicant is asked to provide answers to the following questions (can be answered separately or jointly) and fill in the following form:

- What is the EYC budget? How does it spread across the different years (the EYC year as well as the preceding years in line with any planned preparatory activities)?
 - Which part of the budget, to which the municipality is committing to, is the recurring municipal budget for youth activities and which represents an increase linked to the EYC?
 - What is the fund-raising strategy to seek support from private donors? What is the plan for involving private donors in the EYC events and programme?
 - Has the public sector already voted on or made financial commitment to support the EYC? If not, when will they do so?
 - Are there any commitments from the private sector (please provide evidence in the annex)? If not, is there a fund-raising strategy to seek support from the private sector?
- Please explain the overall **operating** budget (funds that are specifically set aside to run the title). The budget shall cover the preparation phase, the year of the title, the evaluation and provisions for the legacy activities. Please also fill in the table below (you can add additional rows).

Total EYC budget (EUR)	From the public sector (EUR)	From the public sector (%)	From the private sector (EUR)	From the private sector (%)

- What is the breakdown of the public sector part of the EYC budget? Please fill in the table below:

The public sector EYC budget	EUR	%
EU		
National Government		
Regional Government		
Municipality		
Other		

➤ Please provide a breakdown of the **EYC budget**, by filling in the table below:

Programme budget (EUR and %) ⁶	Communications and outreach budget (EUR and %)	Salaries, office, administration budget (EUR and %)	Other budgetary chapters (please specify!) (EUR and %)	Total EYC budget

➤ Please provide a breakdown of the EYC budget for the **capital expenditure (physical assets such as building renovation, new constructions etc.)**, if applicable, by filling in the table below:

Total EYC budget from the public sector to cover capital expenditure	EUR	%
Contribution from: EU		

⁶ Please also provide detailed programme expenditure in a separate table (can be added to the Annex).

Contribution from: National Government		
Contribution from: Regional Government		
Contribution from: Municipality		
Contribution from: Other		
Contribution from: Private sources:		

14. EUROPEAN YOUTH FORUM EVENTS

By accepting the EYC title, the Awarded City commits to host the European Youth Capital Award Ceremony and, if agreed between the Awarded City and the European Youth Forum, to host the Statutory Meeting (Council of Members) of the European Youth Forum

Please provide a brief overview of the city's capacity to host such events in terms of possible contribution with resources, income and allocation. For more information on the financial and administrative responsibilities that are associated with the events, please refer to the EYC Legal Terms and Conditions.

15. CONTINGENCY PLANNING

The Short-Listed Candidate is asked to elaborate on the weaknesses and strengths of the proposed European Youth Capital project. In this chapter, the applicant is asked to provide answers to the following questions (can be answered separately or jointly):

- What are the assessed risks regarding the proposed EYC project? What steps will be taken to mitigate these risks? Please elaborate specifically on the impact of a possible political change on the local or national level and the political support for the EYC.

- What are the strengths of the proposed EYC project that would contribute to the feasibility to implement the Capital year successfully?

16. ANNEXES – – please include the following:

ANNEX I: Written proof of the town or city's interest in running for EYC 2028 (to be signed by the head of executive of the municipal authority).
ANNEX II: A signed and stamped statement of support by an independent local or regional youth council. If no local youth council exists, a relevant coalition of local youth NGOs should support the application with the municipality, in written form.
ANNEX III: A proof of the bank transfer of the application fee of €700, to the Youth Forum bank account details provided above.
ANNEX IV: A statement declaring any external support (e.g. consultant services) requested to prepare the application, if applicable.
ANNEX V: A general presentation of the EYC 2028 Short-Listed City and its proposals, to be published on the official website of the European Youth Forum. Format: maximum 2 pages long designed PDF document, in English and including a brief summary.
ANNEX VI: Detailed city map indicating the main program venues and sites involved in the European Youth Capital project.
ANNEX VII: Other documents (please indicate the titles of any additional files presented in the Annex)