

GUIDELINES FOR PROJECT TEAMS IN THE FRAME OF YEE

This short guide aims at helping you to prepare projects included in YEE Work Plan. You will find out how YEE can support you while you prepare your project and how to plan your work on the project.

Before you read these guidelines, check the YEE Project Policy.

1. TEAM

We suggest that the project team shall be made up of at least three people. A clear division of tasks will help you in running the project.

Proposed division of roles in the project team:

- Project coordinator – one person in charge, responsible for coordinating the work of the project team, for reporting to the YEE contact person on the progress before, during and after the implementation of the project, for writing the application and the final report and submitting it. The project coordinator is also usually responsible for running and controlling the budget, monitoring expenses and finalizing the budget for the final report.
- One person responsible for searching for co-funding possibilities.
- One person responsible for the communication with trainers, if needed.
- One person responsible for the communication with partners, for writing and disseminating the call for partners and collecting the partnership agreements, if needed, and all necessary communication with participants.
- One person responsible for logistics, mainly accommodation and food, ideally from the hosting organisation.
- One person responsible for visibility of the project, contacting the media, promoting the project on social media, etc.

2. TIME

It is important to start working on your project much in advance in order to write the application, contact partners and prepare all details before the deadline.

Once you have the idea for the project and the general draft (for example prepared during the Annual Meeting), it is important to start working on the project around **4 months before the deadline** of the application.

You should **contact the whole project team** by email, skype, etc. You should divide roles, plan tasks, agree on means of communication and team work, and discuss the methodology of the project.

We recommend to discuss the following questions about your project with the whole group:

WHY? WHO? WHEN? WHERE? FOR WHOM?

You should ask yourselves if there is a need for such a project and what kind of change the project will bring. You should discuss thoroughly **the aims and objectives** of your project.

You should also take the following **important decisions**:

- Who will be the applying organisation?
- For which funds will you apply and for which deadline?

- Who will be the hosting organisation? In which country and in which city will the project take place?

You should check the funders/funding guidelines very carefully, especially to know which countries are applicable as partners, who can apply, where the activity can take place.

You can prepare a timeline to plan the work and set deadlines. The timeline we prepared may serve you as an example:

Timeline	Date	Tasks	Person responsible
4 months before applying		Contact project team (by skype meetings, email exchange) Plan details of the project Be in regular contact with YEE contact person for your project	
2 months before applying		Send a call for partners to YEE (to send to Member Organisations, publish at YEE website, other websites, publish in the YEE e-Newsletter)	
1 month before applying		Send a report about the project to the YEE office	
14 days before applying		Send the draft of the application to the YEE office for proofreading and checking	
7 days before applying		Send the application to the YEE office for the final checking	
Few days before applying		If possible, submit the application a few days before the deadline to avoid facing technical problems and lack of time	
Deadline		Applying - application is submitted (check if it should be submitted only online or also by post, if you need the originals of partnership agreements, etc.)	
2-4 months after		Reply/Decision about the project from the funder	
3-6 months after		Beginning of implementation of the project	
After the project		Send a report about the project and pictures for the photo gallery to the YEE office to publish at the website, in the e-Newsletter (to share experience and raise the visibility of the project) Send a report about the project (special questionnaire) for YEE Internal Audit	
2-3 months after the end of the project		Sending the final report to the funder	

3. WRITING THE GRANT APPLICATION

Your team should decide for **which funds** you will apply to implement your project. You should choose the programme, the deadline and applying organisation. YEE team can always give you advice and help. When you choose the program it is really important to read the guidelines carefully and check priorities and criteria of the program. While writing the application remember to be precise and clear.

First and foremost, it is important to meet all formal criteria so that the project would be approved for the selection process:

- apply before the deadline
- check the list of all needed documents
- check the dates when your project can start and finish and how many days it can last
- attach detailed schedule of activities
- attach all partnership agreements (if required) - check the date, the name of the project, the name of the organisation

4. CALL FOR PARTNERS

Prepare a short information about your project - call for partners. You will send it to potential partners that you would like to get involved in your project. Be precise and give all needed information.

You can use the following structure:

TITLE OF THE PROJECT
Logo of your organisation, logo of the funder, YEE logo
Type of the project:
Programme where you will apply for funds:
Dates:
Place:
Activity type:
Contact person:
Topic:
Target group:
Brief description:
Deadline to apply:
How to become a partner:

Try to attach some picture or graphic elements and make it catchy. You can check calls already published on YEE website to get some inspiration.

YEE can help you to improve your call for partners and make it visually more attractive. YEE team will also help you **to spread the call for partners** to YEE Member Organisations and other organisations – by email, publishing it in the e-Newsletter and on the website and in other databases.

The project team shall take a decision upon the composition of participants in their project depending on its objectives, purposes, budget etc., but shall preferably engage YEE's MOs in order to strengthen the cooperation between them.

In accordance with Article 2.3. of the YEE Statutes, "The qualified majority (90%) of participants in any activity of YEE shall be under 31 years of age unless otherwise stated so, ..."

5. IMPLEMENTATION – PROMOTING YEE

While implementing your project, it is important to inform people that they participate in a project from YEE so that they can get to know better our network. YEE has many promotional materials and publications that can be useful and interesting for participants.

Before your project starts you can download materials from YEE website and/or ask YEE office to send you promotional materials (not all are always available):

- YEE T-shirts
- YEE notebooks
- YEE leaflets
- YEE stickers
- YEE pencils
- YEE publications

During your project, remember to **present YEE to the participants**:

For this purpose you can use YEE promotional movie – download it from [YEE website](#) – section [YEE promo](#). Additionally, you can download a presentation about YEE and other YEE promotional materials there.

You can also use [YEE Prezi presentation](#).

It is important to remember about planning some follow-up activities already during the project. You can ask participants:

- who will write the article about the project for YEE E-Newsletter, website and Facebook page;
- who wants to receive the YEE newsletter (put up a list at the venue where participants can directly sign up);
- who will share pictures from the project with you, and on social media (make sure participants approve photos of them being used for promotional reasons).

6. CHANGES IN THE PROJECT

In case of major changes in your project, you should always contact YEE contact person for your project.

Any crucial changes to the initial idea of the project – presented at the Annual Meeting – shall be approved by the Executive Board.

You should also inform the funder in order to ask for approval of the changes. What is considered to be a major change? It is always better to ask the funder, but definitely the following changes should be asked for approval:

- change of location
- change of dates
- change of number of participants
- change of participating organisations/countries
- changes in the budget

Projects can be cancelled when the Board recognises that serious circumstances prevented the project team from fulfilling its tasks. However, it should always be the last option.

7. FINANCIAL LEADING OF THE PROJECT

In order to make sure that you will have all the proofs of expenditures that are needed for the final report, it is important to have one person in your project team responsible for financial issues (reimbursement of travel costs, final financial report, etc.).

Remember that the financial report has to be as clear and understandable as possible. In case you have bills and invoices in your national languages, make sure that you provide the translations into English.

Reimbursement of travel costs

Once the project is over, you will have to take care of the reimbursement of the travel costs of the participants of your project. Before you reimburse participants, please check YEE travel conditions in [Travel Policy](#) and Project Policy [link will be added later].

To avoid any misunderstandings, it is important to explain the process of reimbursement to the participants before (in an informative e-mail or info pack sent before the start of the project), during the project itself and few days after they come home to remind them by e-mail to send the form and all the originals of tickets.

The reimbursement form should be thoroughly filled in by each participant (it has to contain the bank details and the list of all the tickets). The tickets should be numbered according to the list in the form and sent all together to your office. Participants have to send the original tickets including boarding passes and make copies of them before sending in case the originals get lost on their way. You need to check the rules of reimbursement of the funder and follow them as well.

8. FINAL REPORT

1. In case of projects where YEE is the applying organisation – e.g. YEE applies for funding but your organisation is in full charge of the project itself (hosting, implementation and reporting): In this case and in case of any unclear issues arising while preparing the final report, please contact the YEE office.

Please confirm the correct form for the final report with YEE Secretariat before working on it.

Send the draft of the final report (also the financial part) to the YEE office at **least 5 weeks** before deadline for proofreading (by e-mail).

As it is YEE submitting the final report prepared by your organisation, you will need to send the final report including the financial report and all the proofs of expenditure by registered post to the YEE office (it should reach the YEE office at least 2 weeks before the deadline) – in order to ensure the final proofreading and give space to give explanation and make corrections, if necessary.

2. In case of projects your organisation is responsible for

If you are submitting the final report in the name of your organisation, you can still contact the YEE office in case of any questions, unclear issues or if you wish our team to proofread and check the report before its submission.

9. AFTER THE PROJECT

After your project finishes, it is important to give bigger visibility to the project and disseminate the results.

YEE can help you a lot with it:

- Write a report from your project – we will publish it at YEE website and share it via our social media channels
- Send us the articles and comments from participants – we will publish them in YEE e-Newsletter and on the website

- Send us pictures from the project – we will create a photo gallery at YEE website and Facebook page

10. RECOMMENDED READING

- [YEE Magazine 'Youth Organizing Green Events'](#) - to download from YEE website www.yeenet.eu section Publications - Magazine
- [T-kit 3 'Project management'](#) - to download from youth-partnership-eu.coe.int "Publications"
- [T-kit 6 'Training Essentials'](#) - to download from youth-partnership-eu.coe.int – Publications
- [YEE 'Eco-Trainer Guide'](#) to download from YEE website www.yeenet.eu section Publications - Booklets
- [YEE 'How to make your project last. Guide on creating impact and follow-up'](#)
- [YEE 'How to be a leader in an environmental organisation'](#)