

INFORMATION FOR PROJECT PROPOSALS AND CRITERIA

HOW CAN MEMBER ORGANISATIONS PROPOSE PROJECTS FOR YEE WORK PLAN?

All member organisations can propose projects and activities for the YEE Work Plan.

Proposals should:

- be supported by the organisation,
- be presented by a delegate during YEE Annual Meeting,
- contribute to at least one YEE objective and strategy from [YEE Strategic Plan](#).

We would like to encourage member organisations to propose projects linked to the following topics, since they are part of YEE Strategic Plan 2017-19 and have not been addressed so far:

- ❖ Raising awareness about the use of resources and waste management.
- ❖ Supporting young entrepreneurs in starting their green or social initiatives.

Project proposals will be collected by YEE Secretariat before and during Annual Meeting.

Until 15 June 2017:

- send project proposals to YEE Secretariat (yeen@yeenet.eu).
- receive guidance and comments from YEE Secretariat on your project proposal.

During Annual Meeting:

- find project team members and partner organisations,
- project proposal will be assessed by Secretariat following the set criteria (see below),
- present project proposal to YEE member organisations,
- clarify questions about project proposal from General Assembly and other MOs,
- project proposals will be voted by the General Assembly. The ones that will be approved will be included in YEE Work Plan.

CRITERIA FOR PROJECT ASSESSMENT

The Secretariat of YEE will collect all the project proposals and assess them according to the following criteria. The results of the assessment will serve as recommendation and will be shared with project teams, General Assembly and other MOs during Annual Meeting.

EXPERIENCE:

- Was the project proposal sent in advance?
- Did the organisation work on the topic of the project before?
- Did the organisation organise any international activity before?
- Is the proposal supported by the organisation?
- Does the contact person for the project have experience in the topic and in project management?
- Did the organisation successfully cooperate with YEE or its MOs in any activity before?
- Did the organisation manage a budget and applied for funds before?

PROJECT QUALITY:

- Are the aim and objectives “SMART”?
 - specific
 - measurable
 - achievable
 - realistic
 - timed-bound
- Does the project address real needs?
- Is there a follow-up planned?

PROJECT TEAM AND PARTNERS:

- Are there at least 3 MOs interested in the project?
- Is there geographical balance (EU and non-EU)? (no more than 70% of each)
- Is there gender balance in the project team?
- Are there members of at least 3 different MOs in the project team?

LINKS WITH YEE:

- Will the project contribute to any YEE objective or strategy?
- Does the project proposal follow YEE [values](#) and [mission](#)?
- Has the organisation understood and agreed on following YEE policies?