



First Round

APPLICATION FORM

2028

Instructions

Deadline for submitting the First Round Application Form: 11 February 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.

Please refer to the questions and instructions in the Application Questionnaire for further details about the information you should provide.

Eligibility guidelines

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

- The First 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 1 to 9 altogether cannot exceed 15 pages limit¹.
- The First Round Application Form must be submitted both in Word and PDF files².
- The Annexes in question 10 are mandatory. However, the applicants can submit additional Annexes as they see fit. Each Annex cannot exceed a limit of 10 pages.
- Please note that all photographs³ have to be added in the Annexes.

¹ The limit of 15 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 15-page limit, and questions 1 to 9 cannot exceed 15 pages in the PDF export.

² Both files must be identical.

³ As a 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 First 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 €300 application fee. The fee needs to be received by the Youth Forum before the first application deadline. Please see the details of the European Youth Forum bank account below.

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

APPLICANT INVOICING DETAILS

Name of entity to be invoiced	
Legal address	
Registration number	
VAT number (if applicable)	
Your reference (if applicable)	
Contact person	

EUROPEAN YOUTH CAPITAL (EYC) 2028 FIRST ROUND APPLICATION FORM

A. APPLICANT

Municipality	
Region	
State	
Total population	
Population under 35 years old	

B. MUNICIPAL LEGAL REPRESENTATIVE

Surname				
First Name				
Position				
Address	Street/Number	Postal Code	City	State
Phone				
E-Mail				
	Municipal Service Coordinator			
Surname				
First Name				
Position				
Address	Street/Number	Postal Code	City	State
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	State
Phone				
E-Mail				

C. SUPPORTING YOUTH STRUCTURE(S)⁴

Name of Organisation				
Address of Organisation	Street/Number	Postal Code	City	State
Phone				
E-Mail				
Web page				
	Contact Person			
Surname				
First Name				
Position				
Address	Street/Number	Postal Code	City	State
Phone				
E-Mail				

⁴ Please refer to the Annex II for clarification.

For Questions 1 – 9, please refer to the Application Questionnaire. We offer this Application Form as an easy format in which you can insert your answers, but other formats will also be accepted, as long as they fulfil the eligibility guidelines.

1. HISTORY AND SITUATION FOR YOUNG PEOPLE

The Candidate is asked to describe the city's **past performance** in the youth field, and the current situation for young people in the city. The Candidate is asked to emphasise the areas of youth policy, youth services, and youth-related developments in the last years in order to outline context in which this application is submitted. Emphasis on social and environmental sustainability should be included.

Fill in your answer here:

2. MOTIVATION AND GOALS

The Candidate is asked to describe the motivation behind the application for the European Youth Capital, and to outline how and by whom the application itself has been prepared, and what main reasons there are for applying to become the EYC.

Fill in your answer here:

3. YOUTH AND PUBLIC EVENTS INFRASTRUCTURE

The Candidate is asked to describe the city's capacity to host the European Youth Capital in terms of infrastructure (venues, accommodation, transportation). The Candidate should make clear how this infrastructure would be used to support the EYC and youth representatives, especially during (international) meetings and events.

Fill in your answer here:

4. EUROPEAN YOUTH CAPITAL PROGRAMME

The Candidate is asked to present an outline of its programme for the European Youth Capital. While we do not expect a fully-fledged programme at this stage of the process, the application should include general indications as to the key components of the EYC programme. Please address as many aspects as possible, while emphasising social and environmental sustainability.

Fill in your answer here:

5. IMPACT AND LONG-TERM LEGACY

The Candidate is asked to describe the desired long-term impact and legacy that you intend for the European Youth Capital title to have on the city. It should be coherently linked with previous sections, notably motivation, key goals, and the proposed programme, and present how the city would move towards long term effects of the EYC. Emphasis on social and environmental sustainability should be included.

Fill in your answer here:

6. YOUTH PARTICIPATION

The Candidate is asked to outline the involvement of young people in all stages of the EYC process.

Fill in your answer here:

7. MANAGEMENT

The Candidate is asked to describe the governing, decision making, and implementation structures of the proposed EYC with a specific emphasis on youth involvement in all of the aforementioned bodies. We recommend

including diagrammes and similar visual aids where relevant.

Fill in your answer here:

8. BUDGET INDICATIONS

The Candidate is asked to indicate the budget foreseen for the EYC. The budget must be coherent with the proposed programme and other activities linked to the preparation, implementation, and the follow-up of the EYC year.

Fill in your answer here:

9. 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.

Fill in your answer here:

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10. 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 signed copy of the legal terms and conditions of the competition for the European Youth Capital (to be signed by the head of executive of the municipal authority).
ANNEX IV: A proof of the bank transfer of the application fee of €300, to the Youth Forum bank account details provided below. Note that the European Youth Forum will need to issue an invoice acknowledging the receipt of the payment, thus please together with the proof of payment provide the following information: full name, address, registration number of the entity making the payment.
ANNEX V: A statement declaring any external support (e.g. consultant services) requested to prepare the application, if applicable.