

External Guidelines

Next Generation JEF

The aim of this document is to act as an internal guide for the implementation of the Next Generation JEF re-granting scheme for sections.

Internal Management

- The Next Generation JEF re-granting scheme will be overseen by JEF Europe's Membership Officer. The Membership Officer will be in charge of the open call process for the applications for the re-granting scheme, under close monitoring by the Secretary General and a dedicated JEF Europe Executive Board member.
- The selection of the grants will take place together with a specially established Advisory Board who can best guide the selection in an independent manner together with the Membership Officer and the Secretary General.
- Generally, the whole scheme will be supervised by the Secretary General of JEF Europe, and supported by the Membership Officer and the Financial Officer.

Application Process

- The Next Generation JEF re-granting scheme will be presented to sections through an open call on JEF Europe's website. The open call will include all necessary information sections will need to submit their application.
- The call will be forwarded to sections and promoted through internal communication channels as well as externally through social media.
- This will be directly followed by a dedicated online meeting where the scheme will be presented to representatives from interested sections by the Membership Officer, with time specifically allotted for a Q&A.
- All national and candidate sections of JEF Europe can apply, as long as they are located in EU member states.
- The Application Form shall include:

- Questions asking for a detailed breakdown of a section's proposed project;
- Specific questions surrounding intersectional barriers;
- A SWOT analysis to help JEF Europe understand sections' specific needs;
- A draft budget detailing tentative expenses.
- The call will stay open for two months, with a first cut-off date on the 31st March and a second final cut-off date on the 23rd April.

Grant Funding Structure

- Two types of grants are available for sections, taking into account different needs and capacity:
 - smaller-scale grants of €500;
 - larger-scale grants ranging from €3000 to €5000.
- The grants distributed are based on real costs, capped depending on the scale of grant. The final amount of the grants will be based on real costs, which will be determined upon the submission of the section's final activity and financial report.
- Organisations are required to submit a draft budget together with their overall application, detailing the breakdown of estimated costs for their proposed activity in order to reinforce a sense of financial responsibility and accountability within sections.

Advisory Board

- An external Advisory Board will be set up in order to ensure the fairest process during the selection of sections.
- This Board will be made up of around 3 experienced alumni who were part of the JEF network in previous years and coming from different backgrounds in order to ensure that all aspects of sections' applications are considered.
- No members of JEF Europe's Executive Board or Federal Committee can form part of the Advisory Board in order to prevent any bias or conflict of interest during the selection procedure.
- Advisory Board members will be given access to submitted applications once the deadline elapses. Advisory Board members will then be given approximately a week to individually go through the submitted applications.
- After this period, the Advisory Board will then meet together with the Membership Officer and the Secretary-General in order to impart their advice and together select 10 sections to be awarded the grants.

Evaluation Procedure

- The selection will take place in two parts: the first selection period will happen after the first cut-off date, and the second selections after the final cut-off date.
- The first cut-off date will be granting only partially the overall envelope of the grant amount, ensuring adequate levels of funding to remain for the second round of applications (ideally maximum 50%).
- The evaluation procedure starts once the deadline for applications elapses.
- The Advisory Board will have to consider the following selection and award criteria will be followed when evaluating applications.
- The criteria is as follows:
 - A balanced geographic representation should be kept in mind when selecting sections' applications;
 - The capacity and size of sections has to be in relation to their application, in order to ensure that any proposal has the best chance of success;
 - Proposals need to be coherent and clearly explained and detailed;
 - Proposals also need to be justified within the local context;
 - A draft budget needs to be uploaded as part of the proposal, with any potential costs requiring clear justification;
 - All applications need to address intersectional barriers, in order to ultimately further diversify JEF Europe's membership, and ensure more representation across the JEF network.
- Submitted proposals will need to be tackling at least one of the following impact areas:
 - strengthened capacity to protect and promote EU rights and values;
 - more supportive environment for CSOs and rights defenders such as national human rights institutions;
 - better developed advocacy and watchdog role of CSOs;
 - increased involvement of CSOs in policy- and decision-making processes with local, regional, and national governments;
 - increased citizen awareness of EU rights and values.

Implementation Agreement

- Upon selection, sections shall sign an Implementation Agreement in order to increase clarity for sections where timelines, expectations and reporting are concerned.
- Sections can start implementing actions from as soon as they are accepted for the 'Next Generation JEF' re-granting scheme. However, full implementation is bound by the signing and full respect of the Implementation Agreement.
- Consistent communication will be kept between the Membership Officer and sections through mentoring sessions, in order to ensure a smooth implementation of sections' planned actions and increase the section's sense of responsibility and accountability.

Reporting

- Sections are required to submit a detailed Activity and Financial Report by 30th November 2023.
- Sections are expected to provide detailed descriptions of the actions they implemented, supplemented by the necessary evidence such as photos, screenshots of the communications for the event as well as tangible proof of each action's impact on removing intersectional barriers.
- Together with the Activity Report, sections are also expected to provide detailed financial reporting, supplemented with evidence such as receipts and invoices. If these requirements are not met or if sections fail to implement their planned actions, sections will be asked to pay back some or all of their grant back to JEF Europe.