

## Guidelines for the Ukrainian-Danish Youth House Grants

*The Ukrainian-Danish Youth House Grants guidelines are available in both Ukrainian and English, but in case of doubt, the formulations in English shall prevail.*

### How to apply

The application must be submitted through [The Ukrainian-Danish Youth House - Application Portal](#).

New applicants must create a profile on the application portal by following the link:

<https://udyh.grant.nu/profile/#/signup>

Once you have a profile, you can submit your application(s) and receive feedback from the Grant Secretariat of the Ukrainian-Danish Youth House. An organisation can submit no more than three applications per year.

The application must consist of:

1. Project description
2. Relevant information about the applicant organisation
3. Curriculum Vitae of the Project Manager
4. Project Budget
5. Additional materials relevant to your application

The applicant can receive advice in the writing process by writing to [grants@theyouthhouse.org](mailto:grants@theyouthhouse.org).

The dates for the application rounds will be published on <https://theyouthhouse.org/support-grants>.

If the project is selected for support, the Ukrainian-Danish Youth House will, where relevant, assess the applicant's organisation, its capacity, operational capability, and legal compliance to implement the project.

**The deadline for grant application(s) is July 3, 2024, 23:59 UA time.**

### Purpose

The purpose of the Grant-program is to provide young civil society actors with financial resources and capacity to contribute to the objectives of the Ukrainian-Danish Youth House: to support the democratic development of Ukraine and to strengthen the ties between young Ukrainians and Danes.

Support under the Ukrainian-Danish Youth House Grants is provided to activists, artists, and other representatives of young civil society, all working with youth of the age of 15-35.

The total amount available for the distribution of grants is DKK 1.450.000 (approx. EUR 190,000). The program runs until the end of 2026.

### Eligible applicants

Applicants must be registered as a civil society organisation (CSO) in Ukraine or Denmark.

Ukrainian CSOs must have an operational address on Ukrainian-controlled territory.

The Ukrainian-Danish Youth House Grant Program supports organisations who are:

- Youth-led;
- Working for youth, or
- Doing projects aimed at youth.

The term "youth" refers to young people between the age of 15-35. This includes, but is not limited to, youth organisations, youth centers, networks, civil society, and cultural organisations working with the age group of 15-35, artists, human rights defenders, social movements, activists, and community-based groups.

The priority in the selection process will be given to:

- Youth-led projects.
- Youth groups that are democratically organised or wish to be democratically organised.
- Projects implemented in cooperation of Ukrainian and Danish partners.

For the Youth Center Support Grants, applicants must be:

- Officially registered as a youth center or youth non-governmental organisation (NGO) in Ukraine.
- Have a physical space and be actively operating.
- Priority will be given to youth centers operating in the de-occupied and frontline regions.

The Ukrainian-Danish Youth House, Danish Youth Council, or Danish Cultural Institute cannot act as a partner organisation.

### Eligible actions

The Ukrainian-Danish Youth House supports not-for-profit projects and organisations that engage youth in society and culture, promote rights, and include youth in decision-making processes.

The activities must target Ukrainian youth and projects implemented in Ukraine with the goal of creating a stronger, more sustainable, and democratic Ukraine, creating lasting capacities for youth, long-term cooperations, and exchange as well as developing the ties between Ukraine and Denmark, enabling youth spaces to continue their work for democratic development and creative empowerment of young people in Ukraine.

**\*All projects must be finalized by 31.12.2024.**

**\*\*The expected implementation period for the supported projects is from August-December 2024.**

The grants are divided into six tracks:

#### 1. **Empowerment**

*Building confidence, ability, skills, knowledge, and critical thinking among youth to strengthen youth participation and representation in democratic processes in civil society, culture, and politics.*

**2. Partnerships and Cultural Exchange**

*Building partnerships within the field of civil society between youth with different backgrounds (within Ukraine and between Ukraine and Denmark) through educational, artistic, and cultural exchanges.*

**3. Local Anchoring & Institutionalisation**

*Strengthening of youth organisations, communities, movements, and initiatives through organisational development, governance trainings, improved project management, inclusion of marginalized youth.*

**4. Advocacy and Strategic Influence**

*Training in, and implementation of, strategic advocacy efforts and representation of youth voices and opinions towards powerholders and the public.*

**5. Grants for Mykolaiv Youth**

*Support for youth-led initiatives that empower young people in Mykolaiv and the Mykolaiv Oblast to actively engage in their communities, culture, and democratic processes. Through this program, we aim to foster youth development, promote cultural exchange, strengthen local networks, and encourage advocacy for youth participation in decision-making.*

The grant amount is within the range of EUR 1.000 - 3000

**\*Note:** All project(s) in this category must be implemented in Mykolaiv and/or Mykolaiv Oblast.

**6. Youth Center Support Grants**

*Support for youth centers / spaces to cover the purchase of technical equipment/materials necessary for the operation of the youth center. The support does not cover fees, salaries, administration, etc.*

The grant amount is within the range of EUR 500 - 3.500

**\*Note:** Youth Centers registered as Civil Society Organisation (CSO), or Communal Institutions are eligible to apply for the Youth Center Support Grant Program.

When applying for tracks 1-4, applicants must choose between two types of projects:

• **Strategic youth projects**

*Projects including and promoting youth participation in society, culture, and decision-making, in which the applicants strive towards creating long-lasting impact.*

- The grant amount is within the range of EUR 4.000 – 20.000.
- The organisation will be allowed to use 15% of the budget on administration fees and development.
- Co-financing is allowed if needed.
- Upon implementation of the project, a financial audit will be conducted by an external auditor.
- Timeframe for implementation: Until 31.12.2024.

• **Volunteer-led youth projects**

*Projects in which youth-led initiatives implement projects / activities solely on a voluntary basis (i.e. no salaries), with the aim to provide opportunities for youth with a focus on inclusion, creativity, rights, recovery, sustainable solutions, etc.*

- The budget amount is within the range of EUR 1.000-5.000.
- For this kind of project, the grant cannot be used for any form of salary or honorarium.
- Timeframe for implementation: Until 31.12.2024.

## Eligible Expenses

All 6 Tracks of the Grant Program can cover standard project implementation expenses: purchase of materials, rent, equipment, etc.

Any expenses that can be considered as direct project labor remuneration (salaries, fees, etc.) are allowed only for Strategic Youth Projects.

### 1. PROJECT-BASED EXPENSES

Project-based expenses cover the costs for the actual project applied for and are directly linked to the grant project and the activities.

#### a) Activity costs

The costs are directly linked to the activity in which the target audience/beneficiaries of the project are involved.

##### i. Direct activity costs

Examples: Rent of space, equipment, materials, food, hotel, travel. including VAT.

##### ii. Activity-based salaries

Examples: Trainers, facilitators, curators, mentors, photographers, editors, technical staff. including tax.

**\*Note: Only eligible in strategic youth projects subject for track 1-4.**

#### b) Project management (salary) – max 15% of budget

The project management salary is the compensation paid to individuals responsible for overseeing the entire project. This includes tasks such as planning, execution, monitoring, and reporting. These individuals ensure that the project meets its objectives, stays within budget, and adheres to--timelines and grant requirements.

**\*Note: Only eligible in strategic youth projects subject for track 1-4.**

### 2. Administration Fee and Development – Max 15% of the budget

In Strategic Youth Projects, 15% of the grant can be spent on administration and organisational development and cover costs that are not directly a part of the granted project.

The administration fee is intended to make it possible for organisations to deliver effectively and operate professionally.

In addition to the administrative tasks related to having an organisation, the administrative fee covers expenses such as:

- Governing and managing the organisation and ensuring that it is appropriately directed and well controlled.
- Ensuring the organisation's overall compliance with applicable, laws, regulations, and other requirements in its home country and/or operational location.
- Developing, maintaining, and applying the organisational frameworks and policies required to enable the organisation to operate globally, including but not limited to risk management policy and framework, procurement policy, financial control policies and frameworks, employment policies, the due diligence framework, other necessary compliance policies, the quality control policies, and frameworks.
- Developing and maintaining the global systems required to ensure the effective and efficient delivery of the organisation's functions e.g. the underlying global communications network, security, and communications platforms.
- Preparing, reviewing, and acting upon financial and operational performance reports for the organisation (not the grant project as such – this is covered by project-based expenses).
- Indirect costs (min. 70% of the administrative fee).
  - Rent of office (in a specified percentage of the full price)
  - IT-licenses used by the whole organisation.
  - Administration and accounting of the organisation itself (i.e. not related to program activities).
  - General compliance and administrative and legislative reporting tasks in relation to the organisation (e.g. VAT, audit).
  - Courses to train staff in good governance, anti-corruption, etc.
  - Consultancy to develop strategies, strengthen the organisation.
  - Involvement of the organisation's leadership in the general governance and cooperation (by leadership is to be understood the and members of the board/executive committee not involved in activity-specific tasks).
- Supporting staff (Max 30% of the administrative fee)
  - Salaries (incl. taxes) of staff not directly involved in the grant project.
  - General Secretary/Director.
  - Accountant.
  - Communications manager (staff responsible for organisation communication but not involved in the project).

## Restrictions

State-owned institutions and organisations, companies, individual entrepreneurs, and for-profit organisations are not eligible for this grant.

The Grants cannot be used for humanitarian initiatives, military equipment, and direct military support.

Projects that are expected to receive financial benefits/receive contributions from participants/generate revenue in any way will not be supported. All supported activities should be free for the participants.

The Ukrainian-Danish Youth House reserves the right to reduce the amount granted to individual applications, taking the limited funds available as well as other relevant factors into account.

Co-financing is allowed if needed. Information on available or expected co-financing should be indicated in the application. In case of receiving additional co-financing after the submission of the application for the Grant, the applicant is obliged to immediately and no longer than within three working days inform the Ukrainian-Danish Youth House about this by sending an email to [grants@theyouthhouse.org](mailto:grants@theyouthhouse.org).

## Evaluation Process

The Grant Secretary at the Ukrainian-Danish Youth House ensures that the application meets the eligibility and formal requirements of the Ukrainian-Danish Youth House Grant Program. If the application meets all formal requirements, the application will proceed to the next stage of evaluation.

During this stage, The Grant Committee will assess the application based on the six assessment criteria, insights from partnerships, and the Youth House's work in Ukraine and Denmark. The evaluation will be conducted using a grade-based system. Applications with an average grade score of 3.5 or higher will move to the next stage, while those scoring below 3.5 will be rejected.

In the final phase, the Selection Committee will review the assessments to determine which applications will receive grants and which will be rejected.

- 1) All applications that initially meet the purpose and criteria in these guidelines will be considered for the Grant.
- 2) An organisation can submit no more than 3 applications per year.
- 3) The Ukrainian-Danish Youth House may allocate lower amounts than applied for, taking into consideration the activity's needs, available funds, and appropriate distribution of grants.
- 4) Should any need for major adjustments to a granted activity occur after the Selection Committee has approved an application, the adjustments must be approved by the Ukrainian-Danish Youth House before the activity is carried out.

## Evaluation and selection process overview

The selection process for the Grant has the following steps:

- 1. Submission of Grant Application(s) – June-July**
  - The application must be submitted before the deadline on the 3rd of July 2024.
- 2. Evaluation of formal requirements for submitted applications – July.**
  - Evaluation of eligibility and formal requirements for submitted applications will be conducted by the Ukrainian-Danish Youth House Grant Coordinator.
- 3. Grant Committee Assessment – July/August**
  - All applications that meet the eligibility and formal requirements of the Ukrainian-Danish Youth House Grant Program will be assessed by the Grant Committee.
- 4. Selection Committee – August**
  - Applications with an average grade score of 3.5 or higher will undergo the selection process by the Selection Committee.
- 5. Announcement – Possible expected reply on application(s) – August**
  - Applicants will be notified of the decision on their grant application(s).
- 6. Possible interviews – August/September**
  - Applicants may be invited for an interview with the Grant Coordinator.
- 7. Contract - August/September**

- Applicants will sign the Partnership Agreement and enter a contract with the Ukrainian-Danish Youth House.

**8. Implementation period – August to December.**

- Project Implementation may be started. **All projects must be finalized by 31.12.2024.**

Assessment Criteria

The assessment criteria for the stage of assessment are as follows:

Grant Tracks 1-4 and Grants for Mykolaiv

<p><b>Criteria 1. Activity relevance</b></p> <ul style="list-style-type: none"> <li>• The clear solution to a defined challenge.</li> <li>• The quality of the project, including its innovative and inclusive approach.</li> <li>• Relevance of the action to the needs of the target group.</li> </ul>
<p><b>Criteria 2. Applicants’ capacity</b></p> <ul style="list-style-type: none"> <li>• The applicant team’s capacity within the suggested activity.</li> <li>• The applicant’s desire to strengthen their internal democratic structure and capacity.</li> </ul>
<p><b>Criteria 3. Timeline and budget</b></p> <ul style="list-style-type: none"> <li>• Coherence of intervention logic.</li> <li>• Budget transparency – including clear transparency on rates, salaries, etc.</li> </ul>
<p><b>Criteria 4. Impact and sustainability</b></p> <ul style="list-style-type: none"> <li>• Expected impact and scale of influence.</li> <li>• Prospects of the project’s long-term sustainability and impact.</li> </ul>
<p><b>Criteria 5. Rights and climate</b></p> <ul style="list-style-type: none"> <li>• Integration of human rights-based approach, gender aspects, inclusion of minorities.</li> <li>• Climate and environmental consideration and focus.</li> </ul>
<p><b>Criteria 6. Monitoring and evaluation</b></p> <ul style="list-style-type: none"> <li>• Clarity of indicators and methods for monitoring and evaluation of the action.</li> <li>• Realistic targets.</li> <li>• Risk assessment including safety.</li> </ul>

Youth Center Support Grants:

<p><b>Criteria 1. Relevance</b></p> <ul style="list-style-type: none"> <li>• The quality of the project, including its innovative and inclusive approach.</li> <li>• Relevance of the action to the needs of the target group.</li> <li>• Compliance of the action with the objectives of the Ukrainian-Danish Youth House.</li> <li>• Regional diversity and engagement of rural and/ or marginalized youth.</li> </ul>
<p><b>Criteria 2. Applicant's Capacity</b></p> <ul style="list-style-type: none"> <li>• The applicant team’s capacity within the suggested support.</li> <li>• The applicant’s desire to strengthen their internal democratic structure and capacity.</li> </ul>
<p><b>Criteria 3. Implementation Plan</b></p> <ul style="list-style-type: none"> <li>• Coherence of intervention logic.</li> <li>• Budget transparency – including clear transparency on rates and purchase processes.</li> </ul>
<p><b>Criteria 4. Potential for Impact</b></p> <ul style="list-style-type: none"> <li>• Expected impact and scale of influence.</li> <li>• Prospects of the project’s sustainability.</li> </ul>
<p><b>Criteria 5. Rights and climate</b></p> <ul style="list-style-type: none"> <li>• Integration of human rights-based approach, gender aspects, inclusion, etc.</li> <li>• Climate and environmental consideration and focus.</li> </ul>
<p><b>Criteria 6. Monitoring and evaluation</b></p> <ul style="list-style-type: none"> <li>• Clarity of indicators and methods for monitoring and evaluation of the action.</li> <li>• Realistic targets.</li> <li>• Risk assessment including safety.</li> </ul>

**Conflict of Interest**

Persons and/or Consortium partners taking part in the Grant Committee, the Selection Committee, or otherwise involved in the process are responsible for informing the Ukrainian-Danish Youth House administration of any existing or potential conflicts of interest related to their involvement in the assessment or selection process.

A conflict of interest may exist:

- Where a person or someone involved in the Grant Committee, Selection Committee, or in any other capacity has a direct, indirect, personal, financial, or business interest in the decision made.
- Where a person or a Consortium partner involved in the Grant Committee team, Selection Committee, or otherwise involved has a direct personal, financial, or business interest in the decision made.
- Where other relevant reasons for any of the above persons make it clear that a vested interest may exist.

The Grant Secretariat of the Ukrainian-Danish Youth House assesses each case to determine whether a conflict of interest exists. The assessment made must be based on transparent criteria.



The conclusion of this assessment by the Grant Secretariat must be made in written form and filed (ex. via minutes from a meeting).

If the Grant Secretariat determines or identifies a conflict of interest, the individual and/or the Consortium partner involved will be excluded from participating in any decisions related to the applicants in question.

### Complaints Procedure

Applicants can submit a complaint in situations where they consider that an error has been made in the administration or a factual error in the assessment of the application, or if the assessment of the application otherwise has been inconsistent with the determined guidelines.

Applicants must submit their complaints to the Steering Committee of the Ukrainian-Danish Youth House by sending an e-mail to [grants@theyouthhouse.org](mailto:grants@theyouthhouse.org). The complaint must include the full application and the reply to the application from the Ukrainian-Danish Youth House Grant Secretariat. Further, the applicant must disclose a written statement to the Steering Committee with a concrete explanation of why the complaint has been filed.

The Steering Committee will review the complaint as quickly as possible. If the Steering Committee determines that the complaint is valid, the application will undergo a revised assessment conducted by the Steering Committee, which will then decide if the applicant should receive a grant.

### Communication

Leading up to and during the implementation of the action, grantees can receive advice from the Grant Secretariat of the Ukrainian-Danish Youth House if needed.

All communication related to granted projects must credit Ukrainian-Danish Youth House (in text, visual, digital, and printed materials). In case of questions related to the crediting of the Ukrainian-Danish Youth House in communication efforts related to the granted project, write an e-mail to: [ob@theyouthhouse.org](mailto:ob@theyouthhouse.org)

Whenever possible, and where it does not pose a threat to the people involved, The Ukrainian-Danish Youth House can use information, pictures, or visual and audio material from the ongoing projects and project reports to inform about the Grants, but also for the Youth House's general informational purposes.

For more information about the Ukrainian-Danish Youth House communication guidelines for grantees, please follow this link: [UDYH - Communication Guidelines](#)

### Reporting

The following reporting should be provided to the Ukrainian-Danish Youth House no later than 2 months after the project is finalized:

- Interim financial and narrative reports depending on the amount and length of the intervention.
- Final financial report including documentation of all expenses.
- Final narrative report.
- When possible, photos or videos from the activities' implementation.
- All projects under the framework of strategic youth projects will be subject to auditing. The cost will be covered by the Ukrainian-Danish Youth House.

The Ukrainian-Danish Youth House might conduct random monitoring visits to grantees to ensure that the implementation of projects is in line with the overall goals and objectives of the program.

**Note:** *If some of the action includes persons or organisations that could be endangered by being connected to the Ukrainian-Danish Youth House, the Danish Cultural Institute, and/or the Danish Ministry of Foreign Affairs, the applicant must inform the Ukrainian-Danish Youth House as soon as possible, and preferably already on the application stage.*

### Lawfulness

Organisations and individuals may be excluded from the Ukrainian-Danish Youth House's Grants process and required to pay back grants if the youth group/organisation, their members or individuals, participate in, or does not abstain from, illegal activities or activities which may be considered to be unlawful or against these Grant Guidelines.

### Organisation or individual must:

- Not be in the process of termination or liquidation.
- Not be a legal entity subject to special economic and other restrictive measures (sanctions) in accordance with the Law of Ukraine "On Sanctions".
- Not have any open legal proceedings against the organisation or an individual.
- As of the date of submission of the application, must not conduct or implement its activities in territories of Ukraine temporarily occupied by the Russian Federation.

### The organisation of the Ukrainian-Danish Youth House Grants

The Ukrainian-Danish Youth House Grants represent the Ukrainian-Danish Youth House's ambition to provide financial and capacity development support to youth civil society organisations, activists, youth, and cultural-creative initiatives in Ukraine.

The Ukrainian-Danish Youth House Grant is administered by the Grant Secretariat of the Ukrainian-Danish Youth House on behalf of the Danish Cultural Institute in Copenhagen, Denmark. The Secretariat of the Ukrainian-Danish Youth House develops external and internal guidelines for the grants. This includes composing and approval of the Selection Committee.

The Ukrainian-Danish Youth House seeks to support activities in Ukraine as well as between Denmark and Ukraine based on volunteering, which promote, support, or facilitate democracy and freedom in Ukraine, through youth participation, expression, exchange, or organisation.

The Ukrainian-Danish Youth House is formally steered by a consortium consisting of the Danish Cultural Institute (lead partner) and the Danish Youth Council.

### Consultations and questions

Should you have any questions please address them by emailing [grants@theyouthhouse.org](mailto:grants@theyouthhouse.org) with the subject "Grant (Name of the Grant Track and Name of your project)".

June 2024



In late dates of June, there will be provided a webinar from the UDYH Grant Coordinator and UDYH representatives. Please follow our updates on the [website](#), on [Facebook](#), and [Instagram](#).