



## Funding Manual - Representation Grant

### AU-EU Youth Action Lab

**Project Number: EuropeAid/177759/DD/ACT/MULTI**

**Contract: NDICI AFRICA/2023/452-545**

*Date: September 2024*



Co-funded by  
the European Union

This project is co-funded by the European Union

A project implemented by  
Oxfam, Restless Development-  
Uganda, European Youth Forum

## 1. INTRODUCTION

The AU-EU Youth Action Lab provides the opportunity for youth initiatives in Africa and Europe to apply for funding through a Call for Proposals to implement own ideas and solutions linked to global challenges. The Youth Action Lab is funded by the European Union and is part of the ambitions laid out in the EU's Youth Action Plan!

The AU-EU Youth Action Lab is implemented by Oxfam, European Youth Forum (YFJ) and Restless Development Uganda (RD) as the consortium partners.

The Youth Action Lab ambition is to nurture how young people link up across and between the African and European continents. To link youth initiatives to their peers to share, learn and collaborate, and to bring youth voices and solutions to policymakers at different levels, including the European Union and African Union!

The coming 3 years, the Youth Action Lab will launch various call for proposals campaigns inviting youth in their diversity to apply. The Youth Action Lab has 4 different grant types – each with a different focus, but all with a similar ambition: as youth initiative you are supported in a powershifting way!

Why do we call it powershifting grants? Because of 3 reasons!

1. Nothing about youth without youth – a Youth Advisory Board<sup>1</sup> of the Youth Action Lab will review and select the proposals to receive funding.
2. We strive for grants that facilitate and nurture stability, resilience, financial security and organisational capacity.
3. We ensure application and reporting mechanisms that makes sense to youth initiatives.

The Youth Action Lab has 4 different grant types:

1. Innovation Grants: to support youth initiatives that want to design, test, scale and/or improve innovations that are linked to global challenges.
2. Entrepreneurship Grants: to support youth initiatives working on entrepreneurship and employment opportunities.
3. Representation Grants: to support young people that face marginalization and work at the grassroots to raise and amplify their voices at different levels.
4. Cooperation Grants: to support young people from Africa and Europe to collaborate on joint advocacy initiatives.

Each grant will last for a period of 12 or 18 months maximum depending on the grant type.

---

<sup>1</sup> The YAB is composed of representatives from 10 out of the 12 focus countries for this call and 2 from Europe. Each year we expect that we will work with 12 YAB members who are selected through an open call and interviews.

**This Funding Manual focuses on the Representation Grants**, it explains the grant's purpose, helps you determine if you are eligible and walks you through the application process. **Please note that you can:**

1. only apply to one grant opportunity at a time for each Call for Proposals.
2. only be awarded one grant contract as an organisation under this program and if you are successful- you will not be considered for any reapplication under the same or different grant in a next Call for Proposal.
3. If you were not successful and were not awarded a grant in a Call for Proposal round, you can apply again in a next round.

The Representation Grants are managed by [Restless Development-Uganda](#) which is a legally registered entity with the NGO Board in Uganda under permit Number 09855. Restless Development is a non-profit organisation that supports the collective power of young leaders to create a better world. And also hosts a growing youth collective of 185 youth led organisations spread across countries. Restless Development is committed to creating an agency that paves the way on youth-led change through power-shifting. Restless Development programming focuses on 4 impact areas i.e. education and livelihoods, gender and sexual rights, voices and democracy and climate justice.

Still not sure if this is the right grant type you should apply for? Before reading on, you can go to the [Youth Action Lab website](#) to help you decide which of the four grant opportunities is best for you!

Representation Grants are best fit for small youth led organisations or youth led groups focusing or targeting the underrepresented and marginalized young people. This grant recognizes intersectional barriers to engagement, empowerment and connection and therefore will prioritize groups that will ensure representation from marginalized groups of young people through support to enable them to deliver the change they want in their communities.

Representation grants are 40 in number, and each will run for a maximum duration of 18 months. CfP for Representation Grants will be done in 2 cohorts.

Grant sizes will be in three categories; that is,  
small size of €5,000 will be 10 in number,  
medium size of €10,000 will also be 10 in number and  
20 large (€20,000).

For this CfP 20 grants will be made available. For this first cohort of CfP, we will be awarding 20 grants as follows:

10 medium size of €10,000 each and 10 large grants of €20,000 each.

## 2. WHAT SHOULD MY PROPOSAL FOR A REPRESENTATION GRANT FOCUS ON?

### 2.1 Aim of the Representation Grants

Representation Grants aim to enable young people deliver the change they want in their communities through:

- Support organizing (policy) events with relevant stakeholders voicing young people’s rights and priorities for under-represented and marginalized youth groups.
- Support development of research, analysis and knowledge products on topics relevant to the objectives of the call
- Enabling participation of under-represented and marginalized youth groups in relevant (policy) dialogues voicing aspirations and challenges.

### 2.2 Targeted Inclusivity and Equity

Initiatives should prioritize marginalized young people, including those facing social, economic, geographical, religion, political, or cultural exclusion.

#### 2.2.1 Building advocacy coalitions and networks

Representation grants will support **youth-led initiatives challenging discriminatory acts and promote inclusion** - especially among the underrepresented and marginalized young people. It will also support **movement building initiatives such as advocacy coalitions and networks right from grassroots**; initiatives that are aligned to the national youth plans and the AU agenda 2063; supporting development of policy solutions and alternatives towards the wellbeing of young people (Hackathons) and increased participation of young people in decision making processes, policy reviews and formulation.

#### 2.2.2 Capacity building and research

As part of the grant you will be offered training opportunities and leadership development in line with your advocacy ambitions.

### 2.3 Marginalized youth

This grant will focus on supporting initiatives led by, and or benefiting underrepresented and marginalized youth in Africa. The representation grant recognises that there are youth that are marginalised. However, this programme considers diversity and identifies common elements that can cause exclusion and barriers to the participation of young people at the social, economic, and/or political level. These include but are not limited to young people living with disability, non-formally educated, indigenous people, young women, migrants, refugees, rural young people, young people living with HIV, etc. will be prioritized. In your proposal we seek to learn more about your approach to being inclusive and involving different groups of young people in your work.

### 2.4 Sustainability

Applicants will have to explain the continuity of the project after the end of the grant period. In other words, how you foresee your activities to continue or for the results of your activities to create change after your project period ends.

### 3. APPLYING FOR REPRESENTATION GRANT

#### 3.1 Am I eligible to apply for the representation grant?

The Representation Grants have the following **eligibility criteria**:

1. Your organisation or group must be led by either underrepresented youth, and or targeting the marginalized. Young people (15-35 years old) are the decision makers and beneficiaries, the founder or at least co-founders must be under 35 years of age, at least 70% of staff should be young people below 35 years.
2. You must be a registered youth-led groups, NGOs, associations and trade unions, collectives, or networks or alliances of these actors.
3. Have an estimated 60% of all target groups as young women/ minority individuals or groups led by young women and 10% should be or be led by young people with disabilities.
4. Your organisation or group must be based in one of the 12 African countries: Ethiopia, Kenya, Mozambique, Nigeria, Senegal, Sierra Leone, Somalia (Somaliland region), Tanzania, Tunisia, Uganda, Zambia and Zimbabwe.
5. Your proposed activity takes place in one or more of the above 12 countries.

#### 3.2 Steps to apply for the representation grants

STEP	ACTIVITY	EXPLANATION
<b>GRANT APPLICATION PROCESS</b>		
Step 01	Responding to the Call for Proposal (CfP)	<p>A CfP will be released in January 2025, and an organisation has up to five weeks to respond and submit their application.</p> <p>Applications will be made through a provided link to the <b>ON Grip Application System</b>. The ON Grip online environment will take you through the narrative and financial application questions and elements of your proposal.</p> <p>In the CfP, applicants are encouraged to join the ‘Power to Voices’ online community to receive updates on the application process, and to connect with other youth organisations:</p> <p><b>Step 1:</b> Sign up to the Power to Voices Platform by making an account: <a href="#">Sign Up Here</a></p> <p><b>Step 2:</b> Go to the AU-EU Youth Action Lab Community and click on ‘follow’ to become a member of the group, via this link: <a href="#">AU-EU Youth Action Lab Community   Power to Voices</a></p>

Step 02	Online events and other support to grantees	<p>As part of additional support to applicants, an online session will be scheduled before close of applications to:</p> <ul style="list-style-type: none"> <li>• provide clarity and examples of types of initiatives to apply for.</li> <li>• clarify the minimum eligibility requirements and assessment process for the applications.</li> <li>• answer any questions grantees might still have.</li> </ul> <p>Secondly, in person information awareness meetings will be carried out in selected countries with umbrella or well networked grantees.</p>
<b>GRANT SELECTION</b>		
Step 03	Longlisting and Application Assessments	<p>All grants must be submitted either in English, French or Portuguese and respond to the CfP you have selected. Note: You can only apply to 1 CfP at a time and submit a single application for your selected CfP! In case you submit multiple applications to 1 or more CfPs, only the first application will be considered.</p> <p>After receiving all applications, the Youth Advisory Board for the Youth Action Lab together with Restless Development team will go through a process of screening:</p> <ol style="list-style-type: none"> <li>1. Determine the eligibility of each application</li> <li>2. Score each application according to the submitted narrative and financial proposal as per the set selection criteria.</li> <li>3. The highest scoring proposals will be notified and, we will engage together in a due diligence and ‘organisational assessment’ process. This process will take place over a period of around three weeks.</li> </ol>
<b>GRANT AWARD</b>		
Step 04	Offer of Grant Award and Agreements	<ul style="list-style-type: none"> <li>• After the due diligence and organisational assessment is completed with a positive result, the grant award process will start.</li> <li>• Successful applications will receive the official grant award notification and together we will sign a Grant Agreement. The ambition is to notify organisations by end of April 2025.</li> <li>• The signing of the grant agreement is followed by the first financial transfer and a first meeting (Inception Meeting) with selected grantees in April 2025 to discuss the project proposal and the next steps.</li> <li>• The financial transfer for representation grants will be made in 2 transfers for medium and large grants (10,000 &amp; 20,000 Euros) . However, in all the grants the proposal’s planning and set milestones will be taken into account when transferring funds.</li> <li>• Unsuccessful applicants will be notified and encouraged to be part of the larger programme especially through the Power to Voices Platform. Applicants will have the option to ask for a brief assessment of their application should they choose. The ambition is to answer assessment detail requests by end of May 2025.</li> </ul>

### 3.3 Using the ‘ON Grip’ Online System to submit your application apply

There are unique hyperlinks for each of the four grant types. Clicking on any of the hyperlinks will lead you to the **ON Grip application webform**. From there, follow the following steps: -

- create an account on the ON Grip Community portal. Note -you will first need to create an account before you can continue to filling out your application.
- Once you create an account, you will receive an email to log into the **ON Grip Community portal**.
  - NB-Any first-time visit requires a **password set**. Subsequent visits require the **username and password**.
- In the Community portal, you will be able to continue to write your application. You will see a green banner at the top of your screen with various tabs. Click on the tab **“My Applications”**, where a newly created application should be awaiting completion and submission.
- Once you have submitted your application, you will not be able to edit it anymore, so make sure you are happy with your answers!
- After the Call for Proposals is closed, we will review all applications on the ON Grip platform. You will receive a message with the final decision of your application typically **around six weeks** after the call is closed.

### 3.4. Narrative application question focus

You will make your application based on the application questions provided in the ON Grip Application System above. The application form guides the process with specific questions and instructions given on the form.

The application has the following sections to be completed:

You must answer all sections and adhere to the instructions and guidance provided. You will be assessed based on your application. It is important that you adhere to the suggested length/page numbers.

1. Organisation information and Contact Details
2. Additional Organisation Details
3. Project Relevance and Justification
4. Deliverables & Project Activities
5. Capacity
6. Monitoring and Evaluation
7. Risk Management
8. Sustainability of the Project
9. Project Budget
10. Additional Questions (optional)

### 3.5 Budget Minimum Requirements

- All applicants are to use the budget template that has been provided in the application package. All three worksheets provided on the template should be filled in i.e., the Detailed Budget, Summary Budget and Budget Justification.
- The description of items must be sufficiently detailed. All columns for each budget line must be completed showing the cost per category, number of units and the unit value specified for each item depending on the indications provided. The budget has to include costs related to the project as a whole.
- The budget must be established in Euro. Costs and unit values are rounded to the nearest euro.
- For all Human Resources costs, you need to indicate the percentage alongside the description of the positions whether fulltime (FTE) or part time.
- The budget costs should be based on principle of Reasonable, Allowable and Allocable.
- By reasonable – we mean costs that are fair based on market price; that is, neither high nor low.
- Allowable – costs that are acceptable.
- Allocable – costs that can easily be traced in the approved budget in the proposal.
- All costs incurred during the project implementation should be verifiable from the grantee's records and necessary for the performance of the project.

### 3.6 Budget Specific Requirements

- Budget **at least 5% of grant awarded** towards Technical Support (capacity building and institutional strengthening of the organisation).
- Medium grantees (10,000 Euros) are to budget for **one link and learn activity** for **one representative** per organisation (flight, accommodation and per diems for a 5-day event (3 days of workshop including the 2 days of travel).
- Large grantees (20,000 Euros) are to budget for **one link and learn activity** for **two representative(s)** per organisation (flight, accommodation and per diems for a 5-day event (3 days of workshop including 2 days of travel).
- The budget allocation will be assessed, among other criteria, on the amounts allocated to project activities, human resources, and other organisational support (e.g. finance and administration capacity) to ensure that the budget planning matches the objectives. We will not accept budgets that are dedicated fully to human resource costs.

### Compulsory Budget Template

Please ensure that your application includes the completed budget template provided. Applications that do not adhere to this format will not be considered.



[Click here to download](#)



### 3.7 What makes a successful application?

#### What makes a successful application?

- Identifying as being from a marginalized group;
- Demonstrating that the project is youth-led and promotes youth leadership, participation, and decision making
- Having experience working with marginalized groups;
- Sustainability: Continuity after the end of the grant period (e.g. finance, capacity building, buddy system)

#### What are unsuccessful factors?

- Application does not meet criteria - see eligibility criteria;
- Application not in right format or key questions left unanswered;
- Unreasonable costs (cf. financial guidelines);
- In general, purchase of motor vehicles, land or buildings;
- Being an applicant of another grant type of the AU-EU Youth Action Lab
- Poor presentation or incomplete application.

## 4. OVERALL GRANT MANAGEMENT

All grant mechanisms of the AU-EU Youth Action Lab have a capacity development ambition and connect young people across Africa and Europe. Being part of the Representation Grants is so much more than receiving financial support!

The Representation Grants will be managed and coordinated by Restless Development. As Representation Grantee you will connect with the Programs Manager who will be your main focal point during your grant journey.

As Representation Grantee you can expect regular communication with Restless Development through mail and online calls. Together we will explore how coaching and mentorship can provide value to your work or learning and capacity development needs. Your focal point will also be available for any practical questions you might have regarding your grant implementation, spending, etc.

The Representation Grants aim to connect young people from different countries. As such as Grantee you will be expected to join our project's online community on the Power2Voices digital platform. On a monthly basis we will provide interactive sharing and learning exchanges between the current grantee cohort you are part of and beyond. Moreover – as an interactive digital platform you can take lead yourself in setting up learning opportunities and engagement with the other grantees across the Youth Action Lab project!

The Youth Action Lab organizes annual face-to-face Learning Events. As Grantee you are expected to participate in the event and share your own learning and knowledge with your peers from Africa and Europe!

The Representation Grants provide capacity development opportunities based on the needs and interests you as an organisation identify. In your proposal you will be asked to budget for at least 5% of your total budget to engage in capacity development opportunities. You can be fully propositional in this – for example you know of a great training opportunity for your staff members that you propose to engage in. In case you have specific capacity development needs but have difficulty finding the right party or opportunity to answer to your needs, Restless Development will provide support in providing an overview of potential service providers that you can engage with.

## 5. CONTRACTING, REPORTING AND FINANCIAL TRANSFERS

The Grant Agreement will be a binding document that outlines the period of time required to complete the project, the grant size awarded based on the approved application, workplan and budget. The Grant Agreement further outlines the requirements under the grant including Reporting Requirements, Sexual Exploitation Abuse and Harassment (SEAH), Conflict of Interest as well as other terms and conditions.

All costs incurred during the project implementation should be verifiable from the Grantee's records and necessary for the performance of the project.

Grant Disbursements: - for grant 10.000 Euros to 20.000 Euros it will be two tranches. First disbursement will be sent on the following conditions/milestones.

- fully executing the grant agreement and all annexes
- signed off budget and workplan,
- completed Bank Information Form,
- completed Grantee Information Sheet.

Second disbursement will be sent after completing the following milestones.  
receipt and bank statement from the first disbursement,

- bi-annual narrative report and the assessment of report completed,
- variance report and the assessment completed,
- risk register
- progress on the MEAL framework.
- request for second and final disbursement

## 6. DETAILS ON ASSESSMENT CRITERIA

YAL is designed to reach many youth led organisations and as such becomes a competitive application-based grant. Therefore, for an organisation to receive funding, it must submit an application which will be reviewed using an open and transparent assessment method.

As these are **powershifting** funds co-designed by young people for young people, the **Youth Advisory Board (YAB)**, have decision-making power in the selection process.

The selection process will entail the following:

- Restless Development will lead in the screening of applications against the eligibility criteria requirements (one week for screening with a potential extension depending on number of applications received).
- During the longlisting process the applicants are grouped according to eligibility countries – this is done to ensure that there will be equitable representation across the 12 focus countries.
- The shortlisted applicants then go through an Application Assessment process by the YAB and Consortium partners using a predesigned assessment tool where they score the different elements of the proposal.
- The highest scoring proposals will be notified and asked to fill in forms and provide other details to enable contracting.
- This is followed by project check and also preliminary assessment of applicant’s capacity through an organisational capacity assessment process.
- Where applicable, site-visits may be undertaken as part of the assessment process to ensure that applicants have minimum governance and accounting protocols and/or to review existing programming.
- Restless Development will collaborate with its various country offices for this including on ground support by the YAB members where possible.

## 7. STATEMENT ON INTEGRITY

The AU-EU Youth Action Lab has a “zero-tolerance” to any forms of misconduct (whether sexual, financial or interpersonal in nature). This means that the Youth Action Lab, supported through the policies of Oxfam, European Youth Forum and Restless Development Uganda ensures that safeguarding, financial management and interpersonal behaviour is addressed in agreements, programs with partners and grantee organisations, suppliers, and contractors. Organisations receiving Youth Action Lab funding shall have mechanisms in place to manage allegations of misconduct including prevention, detection, investigations & reporting. This includes safeguarding misconduct, such as sexual exploitation abuse, sexual harassment or child abuse, corruption misconduct, such as fraud, theft, bribery, money laundering, terror financing or aid diversion or nepotism, and interpersonal misconduct, such as bullying, intimidation, harassment or discrimination.

During organisational assessments before signing the grant agreement we will jointly reflect on the policies, code of conduct and mechanisms your organisation has in place (taking into account the size of your organisation and grant amount) and reflect on potential capacity development needs to address misconduct. Organisations receiving Youth Action Lab funding shall report any allegations of misconduct within the overall AU-EU Youth Action Lab project or any of its grantees at [integrity@oxfamnovib.nl](mailto:integrity@oxfamnovib.nl) or using the [webform found here](#). All reports received will be investigated and, if substantiated, acted upon within a reasonable timeframe and in accordance with the policies of Oxfam. If your concern involves a Youth Action Lab grantee, the respective project partner that manages the relationship with the grantee (Oxfam in Africa, European Youth Forum or Restless Development Uganda) will coordinate following laid down procedures in each individual organisation. In all cases, all reported cases and actions taken will be shared with Oxfam Novib as contract-holder with the donor. If for some reason the handling of the complaint is not possible or the organisation is unwilling, then the lead agency (Oxfam) will manage this process. The partner organisations manage complaints in a manner that balances respect for due process with a survivor-centred approach in which the survivor’s wishes, safety, and well-being remain the priorities in all matters and procedures.

If your concern relates to the functioning/inappropriate action of any member of the AU-EU Youth Action Lab project, the project’s Consortium Manager will coordinate the investigation, following the relevant policies and processes of Oxfam.

If the concern is directly related to the behaviours of the Consortium Manager, it will go to the AU-EU Youth Action Lab Steering Committee.