



First Round APPLICATION QUESTIONNAIRE 2026

DEADLINE: 6th February 2023 (23:59 CET)

<https://www.youthforum.org/topics/youthcapital>

Applications to: eyc@youthforum.org

Please note that the page limit must be STRICTLY respected: The answers to the questions from 1 to 10 cannot exceed the 15 pages limit.

Please note that all photographs¹ have to be added in the Annexes. Please note that all information, including Annexes, has to be provided in English.

Applications ignoring these requirements will not be considered eligible.

Applications and documents submitted after the deadline will not be considered eligible.

¹ As 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>.

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 limit².*
- *The First Round Application Form must be submitted both in Word and PDF files³.*
- *The Annexes in question 10 are mandatory. However, the applicants can submit additional Annexes as they see fit. The Annexes cannot exceed a limit of 10 pages.*
- *Please note that all photographs have to be added in the Annexes.*
- *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.*

Please make sure your application is clear and concise, and that it answers all the questions included in the Application Form. As this is only the first round of applications, we stress that there will be room to develop the proposals in greater detail later in the process.

1. HISTORY AND SITUATION FOR YOUNG PEOPLE

Please describe the city's **past performance** in the youth field, and the **current situation** for young people in the city. Please consider addressing issues such as youth policy, youth services, and youth-related developments in the last years in order to outline the context in which this application is submitted. Emphasis on social and environmental sustainability should also be included.

The application may include answers to the following questions (separately or jointly):

- What is the city's experience and track record regarding the development and implementation of youth policies?
- Does the city have a municipal action plan for youth, youth strategy or any other official document guiding its local youth policy and how is it linked with the overall municipal strategy? Were young people and youth organisations involved in developing it, if applicable? If so, in which way?
- What has been the city's experience and track record in developing European

² 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 4 to 14 cannot exceed 15 pages in the PDF export.

³ Both files must be identical.

connections and identity? How are European youth policies considered and integrated into municipal plans? For more information about European youth policies please refer to the EYC Policy Toolkit, which is part of this call for applications.

- What is the city's experience and track record regarding the involvement of young people and youth organisations in formal decision making structures? How are young people from disadvantaged and/or diverse backgrounds included?
- What are the main issues and challenges which young people in the city care about? What would they like improved/changed? How were these challenges identified?

2. MOTIVATION AND GOALS

Please describe the motivation behind the application for the EYC, and outline how and by whom the application itself has been prepared, and what main reasons there are for applying to become the EYC.

The application may include answers to the following questions (separately or jointly):

- Why does the city wish to take part in the competition for the European Youth Capital title?
- Building on your past experience and challenges, what does the city want to achieve through the EYC process? Please elaborate on your key goals, having in mind a long-term legacy in case the city is awarded the title. Please specify the different aspects of life (participation, education, inclusion, culture, etc.) you hope to change through the EYC process.
- How were young people and youth organisations involved in the process of defining motivation and key goals?

3. YOUTH AND PUBLIC EVENTS INFRASTRUCTURE

Please 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.

The application may include answers to the following questions (separately or jointly):

- Reaching the city. What are the different options for young people from the country and from across Europe to reach the city?
- The transport in the city. What are different options to go around in the city? Are they affordable for young people? Are they sustainable? Is it accessible for people with disabilities?
- What is the city's capacity regarding the accommodation to host the EYC? The number of beds available, price range, attractiveness for young people from across Europe, access for people with disabilities.

- Working facilities. What are the available spaces for different activities related to the proposed EYC? What is the capacity of these spaces? What kind of activities can take place there? Is it accessible for people with disabilities?
- How is sustainability ensured when using various accommodation and working facilities?
- Will the city upgrade its youth-specific infrastructure? For example, will the city open new youth centres?

4. EUROPEAN YOUTH CAPITAL PROGRAMME

Please present an outline of the programme for the EYC. 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 emphasizing social and environmental sustainability.

The application may include answers to the following questions (separately or jointly):

- Which events will be included in the EYC Programme? How will you aim to reach a diverse and inclusive audience?
- Will the city improve youth participation in the decision making process? If so, how?
- Please identify the way in which different groups of young people will take part in developing and implementing the programme?
- How will the programme address European youth policies and current global issues which concern young people? (for more information please review the EYC Policy Toolkit?)
- How will the programme promote a European identity and values? Which parts of the programme will attract broader European interest, and how?
- Does the city plan to involve communities and/or young people from its surrounding area? If so, how?

5. IMPACT AND LONG-TERM LEGACY

Please 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.

The application may include answers to the following questions (separately or jointly):

- How will the proposed programme change the way the city engages its young population after passing on the title?
- What will be the added value for the rest of Europe if you win the EYC title? Will the city foster relationships from across Europe? If so, for what purpose?
- What legacy do you foresee **five years** after the city hosted the title?
- How will this be monitored and evaluated?

6. YOUTH PARTICIPATION

Please clearly outline the **involvement of young people** in all stages of the EYC process.

The application may include answers to the following questions (separately or jointly):

- How were young people and youth organisations involved in the initial decision to apply for the title and in the development of the application?
- How will young people and youth organisations be involved in the preparation of the EYC 2026 should the application be successful?
- How will young people and youth organisations be involved in the implementation phase of the EYC 2026 should the application be successful?
- How young people and youth organisations will be involved in the EYC 2026 follow up phase should the application be successful?
- How did you involve young people from diverse backgrounds in the process? How do you plan to involve them in the future?

7. MANAGEMENT

Please 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.

The application may include answers to the following questions (separately or jointly):

- What will be the governing, decision-making and implementation structures of the proposed EYC 2026?
- What will be the role of youth organisations in the governing structures? What will be the role of the municipality?
- Which other partners will be involved in the management of the programme? How will they cooperate with each other?
- How will it be ensured that young people from marginalised and disadvantaged backgrounds are included within these structures?

8. BUDGET INDICATIONS

Please 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.

The application may include answers to the following questions (separately or jointly):

- How much of the budget will be allocated out of the municipal budget?
- What other resources or partnerships will be available? How will partners be invited to

- participate?
- What has been the annual budget for youth in the city over the last five years?
Please mention the annual budget for youth in the city in real amount (in Euros) and as a percentage of the total municipal annual budget.

9. EUROPEAN YOUTH FORUM EVENTS

By accepting the EYC title, the Awarded City commits to host the European Youth Capital Award Ceremony⁴ 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.

10. ANNEXES – please include the following:

ANNEX I: Written proof of the town or city's interest in running for EYC 2026 (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.

⁴ Award Ceremony means the European Youth Capital Award Ceremony <https://www.youthforum.org/sites/default/files/page%20> during which the Award is granted to the selected Short-Listed Candidate applying in that year's competition. The EYC 2026 shall host the European Youth Capital 2028 Award Ceremony in November 2026.

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

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