

EUROPE!

▶▶ *A Generation Ahead*

www.constitutional-convention.net

JEF European Secretariat
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Place, 20 February 2003

Confirmation Form

Name of section:

Address:

Phone:

Fax:

Email:

I (Name) hereby confirm that on (date of the event) (Name of the section organising the debate) will organise a debate on the Future of Europe in the following framework:

Organisational conditions:

Each event will be organised in cooperation with JEF-Europe and will:

- Promote the debate on the future of Europe focusing especially on the issues currently being discussed in the **Convention**
- Be organised in **co-operation** with major local youth NGOs and Youth Political Parties
- Result in a clear impact in the ongoing debate on the **Future of Europe**, by handing in written contributions of the results of the event and if possible get press coverage
- Be followed by consequent networking and continuous co-operation between the youth organisations involved

JEF Europe will advertise the event on www.constitutional-convention.net and publish an extensive report on the same website. These reports will be also sent to the European Commission.

Therefore, the following documents have to be sent to JEF Europe:

- **programme** in electronic version
- **report** about the event of **minimum** 500 words (about 1 A4 page) in electronic version containing the information on the basic facts (what?, where?, who?, how many? ect.) and also the results of the meeting
- original or copy of **signed** list of participants
- copies of all documents in relation with the debate (invitations, posters, articles in newspapers), if possible also in electronic version
- minimum 2 or 3 good scanned **pictures** of the event in electronic version
- contribution to the "Europe! – A Generation Ahead" **exhibition** (for example: video,...)

You are required to publicise the fact that you have received aid from JEF Europe and the European Commission and to **use the name and flag of the European Union** on all publications, posters, programmes, Internet sites and other products generated by the co-funded project. (This is a condition of our funding).

Financial conditions:

JEF-Europe offers organisational and financial support for the organisation of the debate. JEF Europe will financially contribute up to **50 %** of the organisation's costs of the debate up to a **maximum of 300 €**. The remaining costs are covered by the section organising the debate through **own or external resources**. They **cannot** be covered by funds coming from any EU institution.

The following costs are eligible for reimbursement:

- room hire
- administrative costs (telephone, faxes, copies, postage,...)
- invitations, posters, flyers, leaflets
- publications and follow-up material
- fees, accommodation and travel costs for external speakers
- any other costs **directly** connected to the event after approval by JEF Europe

The following financial documents have to be sent to the JEF European Secretariat:

- original or certified copies of **all invoices**
- final **budget**, including all incomes
- original or certified copies of **proofs of payment** of all invoices

These documents are essential in order to receive the financial support from the European Commission.

The **reimbursement** will be made after all the documents and proofs mentioned above have reached the JEF European Secretariat. All documents should be sent the latest 4 weeks after the event has taken place.

Bank Details:

- bank account holder:
- bank:
- full account number:
- code BIC or SWIFT:
- IBAN (International Bank account number):

I agree with the above mentioned conditions and commit myself to send the requested documents to JEF Europe.

Name:

Section:

Date:

Signature:



Junge Europäische Föderalisten
Jeunes Européens Fédéralistes
Young European Federalists



**This project is
supported by the
European Union**