

Applicant Guide 2026

This guide is intended as inspiration for completing the application form for the two initiatives under the grant area European Youth and Education: European Vocational Education and Training Initiative (EVI) and Enabling Capable Citizens (ECC).

The application portal

Before you can create and submit an application, you must register on our website. You can create more than one application. Any unsubmitted draft applications will remain on your profile, until you delete them.

Documents on the application portal

The mandatory documents required for the application include the application form, CVs, budget, and the applying organisation's annual report, both financial and narrative. Please ensure that all mandatory documents are submitted in English, as these will form the basis of the Expert Committee's assessment.

The Application Portal also allows for the upload of additional, non-mandatory documents. However, please be aware that the Expert Committee will not consider these non-mandatory documents in the assessment of the application.

Project title

The title of the project should be short and easy to say and remember.

Duration of project

Remember to include months for final reporting and evaluation of results. The earliest start is approximately 2 months after the board meeting (see application process on website). We will discuss the project start date when a funding decision has been made. Projects usually run for several years and must last at least two years.

Applying organisation

Name should be included both in local language and in English.

Type

Specify the type of applying organisation, e.g. vocational school, NGO, consortium.

Participating organisations/partners

If applicable, please specify the name and website of each participating organisation. It is not required to include a certain number of partners. The inclusion of partners should align with the design and needs of the project.

Budget overview

All costs relevant to the project can be included in the budget.

Examples of costs include teacher training, development of new curricula, equipment, and training courses. Each type of costs does not have to meet a certain percentage of the total project budget.

The Villum Foundation does not fund construction of new buildings. Projects including renovation of existing buildings are eligible if necessary for the proposed activities and if it strengthens the continuity of the activities after the grant period ends.

In the budget form, a budget item of 15% for unspecified costs is automatically added to the applied amount. An example: If you apply for EUR 1.000.000, the budget form will automatically add EUR 150.000 as unspecified costs, resulting in a total applied amount of EUR 1.150.000. Unspecified costs are expected to cover unforeseen costs, overhead, and other expenses that cannot be specifically itemised in the budget.

Applications with a budget of less than EUR 150.000 will not be considered. Projects with budgets exceeding EUR 500.000 are preferred, as they are more likely to align with the scale and ambition of the Foundation's objectives.

VAT-related expenses may be included in the budget.

Applied amount

Total amount to be funded by the Villum Foundation in EUR, including the budget item for unspecified costs (15% automatically added to budget).

Own financing

This covers costs financed by the applying organisation. It is not a requirement to include own financing, but based on experience, we know that it strengthens both the anchoring and the scale of the project

External financing/co-financing

External financing refers to financing from sources outside the applying organisation/the project itself. This can be financing from investors, government grants, other foundations, or other sources.

Project summary

Describe:

- The main goals and the main target group(s). Please include estimated number of learners/participants.
- The anticipated results and outcomes.
- The main activities in the project. Use headlines like: Development and testing of teacher training, purchase of equipment, development of curriculum, renovation of equipment etc.
- The role of partners in the project (if any).

Background and location

Outline specific problems or needs the project aims to address or solve, and detail the main challenges faced by the target group(s). If relevant, provide an overview of the key socio-economic characteristics of the project's geographical area, educational levels and other contextual factors. If relevant, briefly outline the role and challenges posed by the green and/or digital transitions.

Aim, type of activities and expected results

Describe the overall aim of the project and how the planned activities contribute to reaching it. Describe the main activities (work packages) both in qualitative and quantitative terms - what will be done, and how many participants, outputs, or events are expected? You may use headlines or

categories (e.g. development and testing of teacher training, purchase of equipment, development of curriculum, or renovation of equipment), but please avoid a bullet point style.

Target groups

Provide a detailed description of the target groups for the project. Explain how the groups will be involved in the project. There is no requirement for a specific number of beneficiaries, however, where possible, please indicate the expected reach of the project.

Beneficiaries do not have to have the same nationality as the project's host country.

Applying organisation

Provide an overview of the applying applicant, including the following:

- The main activities and tasks of the organisation.
- The age of the organisation, total revenue, and the number of employees. Highlight any prior experience in managing development-oriented projects.
- In case the organisation is a vocational school, outline the educational programmes, training activities and teacher training offered. Additionally, describe any collaborative efforts with companies to support work-based learning and facilitate practical experience for students/apprentices etc.
- Explain the extent of interaction with local, regional and national stakeholders in the implementation of the planned project activities.

Partners - roles and responsibilities

Describe the roles, responsibilities, and competencies of each project partner. Include links to their websites. Indicate whether a partner is included in the budget or not (i.e. receives funding from the grant).

Evaluation

Outline how progress and results will be monitored. Describe the criteria for determining success, the types of data to be collected, and how this data will be used to support learning, improvement, or reporting. You are not expected to provide an external evaluation of the project. This will be provided by the Villum Foundation, if needed.

Anchoring of the project and systemic impact

Clarify the sustainability of the project activities in the long term. Outline the exit strategy to ensure continuity beyond the project's conclusion. Explain how the project's results will be implemented within the applying organisation and, where relevant, more broadly at regional or national levels. This may include approaches such as knowledge sharing, advocacy, or scaling. Be as concrete and realistic as possible.

Comments

Provide details on any current or past grants received from the Villum Foundation. Provide project number, project title and corresponding year.

Any additional information of relevance that may enhance the understanding of the project's context or its potential impact can also be added in this section.