

Applicant Guide 2027

This guide is intended as inspiration for completing the application form for the two programmes 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 narrative and financial. 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. Acronyms can be used.

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.

Organisation

Name of the applying organisation should be provided in both local language and in English.

Type

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

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

Applications with a budget of less than EUR 300.000 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 Villum Foundation's objectives.

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.

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).

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. Please ensure that the total amount entered in the application portal includes the 15% overhead.

Co-financing (external financing and own financing)

This covers costs financed by the applying organisation as well as costs covered by sources outside the applying organisation/the project itself. This can include financing from investors, government grants, other foundations, or other sources. It is not a requirement to include co-financing, but based on experience, we know that it strengthens both the anchoring and the scale of the project.

Project summary

Describe:

- The main objectives to be reached in the project.
- The key activities in the project. Use headings like: Development and testing of teacher training, purchase of equipment, development of curriculum, renovation of equipment etc. and the main target group(s).
- The anticipated results and outcomes. Please include estimated number of learners/participants.

Background and location

Detail the specific needs the project aims to address, and the main challenges faced by the target group(s). Briefly outline the role of the green transition and the challenges it presents. If relevant, provide an overview of the key socio-economic characteristics of the project's geographical area, educational levels and other contextual factors.

Aim, activities and expected results

Describe the overall aim of the project and how the planned activities contribute to achieving it. Outline the main activities (work packages), including both qualitative and quantitative information. Describe what will be done and indicate the expected scale of the activities, such as the number of participants, outputs, or events. You may use headlines or thematic categories (e.g. teacher training development, equipment purchase, curriculum development, or facility renovation), but please avoid a bullet point style.

Target groups

Provide a detailed description of the primary target group(s) for the project, as well as any secondary target groups. Please explain how these groups have been involved in the project development and will be involved in the project. If young people being at risk are targeted, describe the specific disadvantages they face. While there is no requirement for a specific number of beneficiaries, please indicate the expected reach of the project where possible.

Beneficiaries do not need to be nationals of the project's host country.

Applying organisation

Provide an overview of the applying organisation, including:

- The main activities of the organisation.
- The age of the organisation, annual revenue, and the number of employees. Highlight any prior experience in managing development-oriented projects.
- If the organisation is a vocational school, describe the educational programmes, training activities and teacher training offered. Also outline any collaboration with companies to support work-based learning, apprenticeships, and other forms for practical training for students.
- Outline the organisation's engagement with local, regional, and national stakeholders, and how these stakeholders will contribute to or be involved in the project.

Partners

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

Describe how the project's progress and results will be monitored. Explain how success will be assessed, which data will be collected, and how this information will be used to support learning, continuous improvement, and reporting. You are not required to provide an external evaluation of the project, as this will be arranged by Villum Foundation if deemed necessary.

Anchoring and systemic impact

Describe the sustainability of the project activities and detail how practices and project learnings will be disseminated, for example, through knowledge sharing and advocacy. Describe the exit strategy to ensure long-term sustainability, impact and scaling. Explain how the project's results will be implemented within the applying organisation and, where relevant, more broadly at regional or national level.

Green transition impact

Explain how the project contributes to the green transition and addresses related challenges and opportunities. Explain the expected impact on individuals, communities, sectors, systems, and policies. Where relevant, describe how the project supports, for example, the development of green skills, promotes sustainable practices, strengthens institutional capacity, or contributes to wider systemic change.

Comments

Provide any additional information that may be relevant to the assessment of the application, including exceptional risks, assumptions, or circumstances not covered elsewhere in the application.

If relevant, provide details on any current or past grant received from the Villum Foundation.