***Application for the***

***European Quality Youth Volunteering Award 2022***

The [partners of the *eQyvol* project](https://www.eqyvol.eu/about#h.iy970j1lxkta) are proud to be organising the first *European Youth Volunteering Award*.

**Organisations from the Erasmus+ Programme Countries[[1]](#footnote-0) who are involved in the coordination or management of youth volunteering projects and/or activities, can participate in the award by completing this application and returning it by the 15th May 2022 to:** **award@eqyvol.eu**

All applications will be assessed by the partners of the *eQyvol* project according to the following evaluation criteria:

For each **quality indicator,** as stated on the following pages, that you are currently applying in your organisation, you can achieve from 0 to 5 points. Scoring is based on the quality of your answers to the following questions:

1) Are you currently applying this quality indicator in your organisation?

2) What do you hope to achieve by the application of this indicator?

3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?

4) Does the application of this indicator require specific resources (e.g. materials, human, financial...) from your organisation? If so, please specify.

5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?

The winner will be invited (one person with all expenses covered) to attend the award ceremony in Brussels, Belgium on 28th June, 2022.

No personal data will be disclosed. However, we will require some basic information about your organisation as we need to prove your participation to the European Commission who is co-funding this award.

**Full name of your organisation in your language:**

**Full name of your organisation in English:**

**Country:**

**Contact person and email:**

**Does your organisation have employees (paid staff)?**

☐No

☐Yes, less than 5.

☐Yes, between 5 and 10.

☐Yes, between 11 and 20.

☐Yes, more than 20.

**Approximately, how many volunteers does your organisation have?**

☐Less than 10.

☐Between 11 and 30.

☐Between 31 and 60.

☐Between 61 and 100.

☐Between 101 and 300.

☐Between 300 and 600.

☐More than 600.

**Approximately, how many people benefit from your organisation’s programmes, projects and activities?** Beneficiaries could be, for example: the people who receive food from the food bank run by your organisation’s volunteers, the children with special needs that your volunteers help with their homework, etc..

**What is the geographical scope of your organisation?**

☐Local

☐Regional

☐National

☐European

☐International

For each **quality indicator,** below, that you are currently applying in your organisation, you can achieve from 0 to 5 points**.** The scoring will be based on the quality of your answers to the following questions:

1) Are you currently applying this quality indicator in your organisation?

2) What do you hope to achieve with the application of this indicator?

3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?

4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.

5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?

**Quality Indicator 1:** We are familiar with and adhere to the legal and ethical framework relating to the engagement of volunteers in our country. For example: health and safety standards, insurance regulations, volunteer Code of Conduct, volunteer written agreements, personal data protection, best practice for the reimbursement of expenses and ensuring that volunteering activities are based on the free will of volunteers.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 2:** Our organisation’s Board of Directors, management and staff, recognise and support the crucial role of volunteers in achieving the purpose, mission and strategy of our organisation.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 3:** We clearly define and communicate the rights and responsibilities of volunteers within our organisation and to all those involved in our volunteering programme.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 4:** We provide clear volunteer role descriptions. For example: Written descriptions of a volunteers’ duties and responsibilities, expected results of their work, necessary knowledge and skills for their role, the required time commitment and the benefits of volunteering for volunteers.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 5:** We have a specific person who is responsible for volunteer management/coordination and all volunteers and staff know who they are.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 6:** We provide learning opportunities for our volunteer managers/coordinators.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 7:** We have a system for volunteers to provide feedback and we use their feedback for evaluation and continuous improvement.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 8:** We actively recruit volunteers with different cultures and backgrounds and experiences, including those with fewer opportunities.

”People with fewer opportunities”, include those that face obstacles which may prevent them from having effective access to opportunities due to economic, social, cultural, geographical or health factors. It may also include people who have a migrant background, a disability, educational difficulties or for any other reasons that can give rise to discrimination under article 21 of the Charter of Fundamental rights of the European Union (Erasmus+ Programme Guide).

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 9:** We have a fair, open and transparent selection process to avoid bias or discrimination in the recruitment of volunteers which is reflected in the volunteer role descriptions.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 10:** We welcome volunteers and introduce them to our organisations values, structure, procedures, staff and volunteers.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 11:** We make certain our volunteers receive appropriate instruction, guidelines and/or training in order to perform their role.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 12:** We ensure that all relevant documentation from volunteers (e.g. application forms, role descriptions, timesheets, volunteer agreements) is stored safely to guarantee personal data protection.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 13:** We offer support/and supervision on a one-on-one or group basis, depending on the volunteers needs, relevant to the level of responsibility and emotional engagement required for the volunteer to perform their role.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 14:** We recognise the value of voluntary contributions and effectively communicate our appreciation, both formally and informally, to our volunteers.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 15:** Our volunteers can receive proof of volunteering and/or a certificate on the competencies and skills they have gained through their volunteer experience with us.

**1) Are you currently applying this quality indicator in your organisation?**

☐Yes

☐No

**2) What do you hope to achieve with the application of this indicator?** (Maximum 200 words)

**3) Is this indicator related to the management of voluntary projects or is it related to the management of volunteers?**

☐Management of voluntary projects

☐Management of volunteers

**4) Does the application of this indicator require specific resources (e.g. materials, human, financial,..) from your organisation? If so, please specify.** (Maximum 200 words)

**5) Is there a specific person in your organisation responsible for ensuring this indicator is applied?** (Maximum 200 words)

**Quality Indicator 16:** We have a Volunteer Policy or a Volunteer Plan. If so, please send it together with this application by email to award@eqyvol.eu

**Do some or all of the indicators listed above include measures for evaluation and continuous improvement?** If so, please tell us about them so we can assess them alongside your application. You can get up to 5 extra points by answering this question.

**Do you currently apply, or are you in the process of applying other quality indicators, in your organisation?** If so, please tell us about them so we can assess them alongside your application. You can get up to 5 extra points by answering this question.

**If you could access free online resources (e.g. Online courses, tools, supporting materials …) to support you with the application of y the quality indicators listed in the previous pages, would you use them?**

☐Yes

☐No

**Do you have any suggestions or comments to help us improve these quality indicators?**

**Personal Data Notice**

The data collected in this application will be used by the partners of the project:

1) To assess your application for the *European Youth Volunteering Award 2022*.

2) To inform you about the results of the assessment.

3) To inform you about the *European Youth Volunteering Award* and the *eQyvol* project.

4) To prove to the European Commission your participation.

You retain the right to withdraw consent at any time. The data will be kept for 7 years. It will be shared only with the public funding institution, other public authorities from the EU as well as individuals and organisations who provide services to the project partners. No data will be transferred outside the EU.

If you wish to exert your right of access, rectification, cancellation or objection, please contact info@eqyvol.eu

You have the right to lodge a complaint with a Data Protection Authority (DPA).

**Do you consent to the collection of your data as described above?**

☐Yes

1. Erasmus+ Programme Countries are the Member States of the European Union plus North Macedonia, Serbia, Iceland, Liechtenstein, Norway and Turkey. [↑](#footnote-ref-0)