

# APPLICATION SUPPORT GUIDE

YOUNG AGENTS OF HOPE PROGRAMME



The application form consists of eight steps and the following questions:

### I. TYPE OF APPLICATION

- 1.1. Would you like to submit a project that impacts young people (aged 15–35y)?
- 1.2. Is the project you want to present led by a young person?

### II. INFORMATION ABOUT THE PROMOTERS

- 2.1. What is your name and personal details?
- 2.1.1. Where do you live?
- 2.1.2. What is your academic background?
- 2.1.3. What experience and skills do you highlight as most relevant to this project?
- 2.1.4. What motivates you most to present this project?
- 2.2. Are you submitting the project through a legally constituted organisation?
- 2.3. Are you submitting your application in partnership/consortium with other organisations?

### III. PROJECT OVERVIEW

- 3.1. Project name and information
- 3.2. Is the project new or already being implemented?
- 3.3. What is the duration of the project you are presenting?
- 3.4. Briefly describe the project
- 3.5. What problem are you trying to solve with this project? If the project is focused on young people, please explain how the problem affects your target
- 3.6. How does the project contribute for solving the identified problem?
- 3.7. What other solutions are there and how does this project differ from what already exists?

### IV. TARGET DEFINITION

- 4.1. How many young people aged 15 to 35 do you expect to directly impact with this project?
- 4.2. What are the target ages?
- 4.3. In which area(s) of Portugal is the target located?
- 4.4. Please describe your direct beneficiaries.
- 4.5. Who are the indirect beneficiaries of your project?

### V. EXPECTED IMPACT

- 5.1. What strategic dimensions of Fundação Jornada is the project aligned with?
- 5.2. Which areas does the project directly address?
- 5.3. What factors for young people's development does the project contribute to?
- 5.4. How do you expect to change in the lives of your direct beneficiaries, and how will you measure that impact?

### VI. IMPLEMENTATION TEAM

- 6.1. Who are your team members?
- 6.2. Explain how the project implementation team is organised, highlighting the main characteristics of each member's profile.

### VII. BUDGET AND RESOURCES

- 7.1. What is the total budget of the project presented?
- 7.2. What financial support do you need from Fundação Jornada?
- 7.3. How will you apply the financial amount requested from Fundação Jornada?
- 7.3.1. Please describe the main costs included in each item filled above.
- 7.4. How will you finance the remaining costs of the project?

### VIII. FEASIBILITY AND SUSTAINABILITY

- 8.1. What makes you believe that you will be able to implement the project?
- 8.2. How will you ensure the continuity and financial sustainability of the project?
- 8.3. What other (non-financial) resources could Fundação Jornada provide you for the project?
- 8.4. Are you available to start implementing the project between April and September 2026?



### 3 IMPORTANT TIPS BEFORE FILLING OUT THE ONLINE FORM:

- Prepare your answers to each question using the [editable Word document](#) available at this [link](#), because although the online form is designed to automatically save the information you enter, it is safer to also have your answers saved.
- Use this document to find out how and what to answer for each question on the form.
- Although you can access a summary of the regulations on the first page, be sure to read the [full regulations](#) to access all the details of this process.

## PART 1: TYPE OF APPLICATION

Fundação Jornada supports projects and initiatives focused on young people or led by young people.

Therefore, to ensure your application is eligible, you must answer 'YES' to at least one of the questions asked in this first section of the form.



### WARNING:

- There are variations in the application forms between projects focused on young people and projects led by young people, so you should look for correspondence between the number of questions
- At the end of each question, you will find the maximum number of characters you must respect (the number indicated includes spaces).

#### 1.1. Would you like to submit a project that impacts young people (aged between 15 and 35)?

Yes

No

• Select 'YES' if your project focuses on young people aged 15–35 residing in Portugal, even if it has other indirect beneficiaries. The remaining questions in the application will focus on the young target.

• Select 'NO' if your project is focused on another target.

#### 1.2. Is the project you want to present led by a young person?

Yes

No

• Select 'YES' if your project is led by a young person aged between 15 and 35 who is resident in Portugal. This person must be identified as the project promoter in the following section.

• Select 'NO' if the leader of the project presented is not between 15 and 35 years of age, even if there are young people on the team.

### PART 2: INFORMATION ABOUT THE PROMOTER(S)

In this section, we want to collect information about the person responsible for implementing the project, who can be of any age, starting from 15 years old.

We also want to validate whether there is already an entity associated with the application. If not, we will find a way for your project to be “incubated” by an existing entity.

Fundação Jornada values applications submitted in partnership/consortium with other entities.

#### WARNING:

- There are variations in the application forms between projects focused on young people and projects led by young people, so you should look for correspondence between the number of questions.
- At the end of each question, you will find the maximum number of characters you must respect (the number indicated includes spaces).

Tag Name: Focused on young people Led by young people

#### 2.1. What is your name and personal details?

Name	Surname	Date of birth
Linkedin	Email	Phone number

This person will be the project promoter and the point of contact with the Foundation, from the application process to the implementation phase, and should therefore have a thorough understanding of the information contained in this application.

##### 2.1.1. Where do you live?

Text...

##### 2.1.2. What is your academic background?

Text...

Max. 500 characters (including spaces)

Describe your level of education, areas of training and relevant courses. If you have any relevant professional experience, please share it with us.

##### 2.1.3. What experience and skills do you highlight as most relevant to this project?

Text...

Max. 500 characters (including spaces)

Describe past experiences that are relevant to the skills you need to implement this project.

##### 2.1.4. What motivates you most to present this project?

Text...

Max. 500 characters (including spaces)

Share with us what motivates you to lead and implement the project you want to present.

### PART 2: INFORMATION ABOUT THE PROMOTER(S)

#### 2.2. Are you submitting the project through a legally constituted

• Select 'YES' if the project is being submitted by a legally constituted entity and fill in the requested information.

• Select 'NO' if this application is being submitted informally, without any associated entity.

Fundação Jornada accepts applications for informal projects. However, if your project is selected, we will need to work together to find an organisation that can receive the support and 'incubate' your project.

#### 2.2.1. Information about the organisation:



The entity responsible for the initiative will receive the financial support and will be responsible for reporting and communicating with Fundação Jornada, through the person already identified in question 2.1.

If the project is submitted in partnership or consortium, this entity will be considered the promoting entity.

#### 2.3. Are you submitting your application in partnership/consortium with other organisation?

The project may be submitted by a single entity or through a partnership or consortium of partner entities.

If the project is submitted in partnership or consortium, the partner entities should be listed here (excluding the promoting entity already identified in the previous question).

#### 2.3.1. Number of organisations in the partnership/consortium (excluding the promoter):

• Partnerships are encouraged by the Foundation and may be cross-sectoral, intergenerational, interreligious or interinstitutional in nature. They are particularly encouraged when they contribute to the coordination of responses and the strengthening of youth impact.

Entidade parceira

Entidade parceira 2

• If the selection process is successful, the promoting entity must submit a simple protocol formalising the partnership(s).

### PART 3: PROJECT OVERVIEW

This is one of the most important sections of the application form.

We want you to present the idea or project solution you want or are implementing, how it works, and how it contributes to solving the social problem or challenge you have identified.

We also want to know what makes your solution different from other similar solutions that already exist.

#### 3.1. Information about the project you are presenting in this application:

Name

Site

Social Network

For a new initiative, choose a name that is simple, clear, and easy to recognise.

#### 3.2. The project:

New

Already being implemented

Select 'already being implemented' if your project already exists, even if it is slightly different from what you are presenting.

#### 3.2.1. How long has it been in place?

\_\_\_ years

Indicates the number of years the project has been in existence. For months, it considers decimal places.

#### 3.3. What is the duration of the project you are presenting?

12



The project you are submitting must be structured for a maximum duration of 12 months, corresponding to the Foundation's support period.

When submitting the project budget in section VII of this form, please take into account the project duration defined in this field.

### 3.4. Briefly describe the project

e.g., XPTO LAB is a digital skills laboratory that offers practical training for unemployed young people aged between 18 and 25, through weekly workshops and individual mentoring, enabling them to acquire new skills and access internship opportunities after six months.

Max. 750 characters (including spaces)

Briefly and concisely describe the project idea you would present Fundação Jornada to support with 10.000€ to €30,000€, using the structure below:

- 1. What?** – Explain what the project is in one simple sentence.
- 2. What is the value proposition or main objective?** – Explain how it creates value for the target audience.
- 3. Who is it for?** – Identify the direct target audience and their vulnerabilities.
- 4. How does it work?** – Identify the main activities (3 at most).
- 5. Expected short-term results** – Explain what will change immediately for the target audience with implementation.

### 3.5. What problem are you trying to solve with this project? If the project is focused on young people, please explain how the problem affects your target

e.g., In Portugal, the youth unemployment rate (15–24 years old) was 19% in 2022, four times higher than that of workers aged 25–74. In May 2024, this rate rose to 23%, one of the highest in the European Union. In addition, 36.1% of young unemployed people registered with the IEFP have at most a lower secondary education. This lack of practical skills limits access to job opportunities, especially in digital areas, where demand for skills is growing. Without intervention, these young people are at risk of social exclusion and of not taking advantage of the professional development opportunities available.

Max. 750 characters (including spaces)

Briefly describe the problem you want to solve based on the points below:

- 1. What is the problem?** – Explain simply and directly what the challenge or need is.
- 2. Who is affected?** – Clearly identify the audience impacted by the problem.
- 3. How serious or widespread is the problem?** – Provide context with data or concrete examples.
- 4. Why is it important to solve?** – Explain the social, economic or community relevance.
- 5. Current barriers / insufficient solutions** – Show why the problem is not solved by existing solutions.

#### TIPS:

- Keep sentences short and direct (1–2 lines per point).
- Whenever possible, use concrete data or examples to lend credibility.
- Avoid mixing solutions with problems — focus only on the need.

### 3.6. How does the project contribute for solving the identified problem?

*e.g., The solution consists of practical workshops, individual mentoring sessions, and monitoring of real projects, offering participants opportunities to apply theoretical knowledge in concrete situations. These activities enable young people to acquire essential digital skills, develop problem-solving abilities, improve communication and teamwork, and increase their confidence to enter the job market. As a result, participants are better prepared to apply for internships and jobs, significantly improving their employability. Furthermore, by equipping young people with these practical skills, the solution directly contributes to mitigating youth unemployment in the region, reducing the risk of social exclusion and strengthening the personal and professional development of the next generation.*

Max. 750 characters (including spaces)

Explain how your project or idea works and how it contributes to solving the problem using the points below:

- 1. Main activities or methods** – describes the concrete actions that characterise the solution (e.g. workshops, mentoring, practical projects).
- 2. Concrete change in participants** – direct result of the activities, what participants will acquire or develop (e.g. skills, confidence, specific abilities).
- 3. Broader impact on the problem** – effect of the solution on the problem identified in the initial phase (e.g. increased employability, reduced unemployment, social inclusion).

#### TIPS:

- Respond in short sentences.
- Use concrete examples instead of vague terms such as “improvement” or “training” without specifying.
- If possible, use numbers or targets to reinforce objectivity.
- Keep the focus strictly on the solution and its effect, without repeating the problem or the target audience.

### 3.7. What other solutions are there and how does this project differ from what already exists?

e.g., *Similar Solutions:*

1. *Programming and digital skills boot camps:* Very intensive and effective, but paid (sometimes expensive) and require full-time dedication.
2. *University employability programmes:* Aimed at students or recent graduates. They focus more on career guidance than on practical experience for those outside higher education.

*Solution highlights:*

- *Technical training + applied practice:* Not only does it teach digital skills, but it also allows them to be applied immediately in real projects.
- *Personalised and continuous mentoring:* individual support that helps each young person align their goals, identify their strengths and build a career path.
- *Accessibility:* the solution is free and inclusive, reaching young people with fewer resources and lower educational.

Max. 750 characters (including spaces)

Identify other solutions available on the market and how your project stands out or improves on what already exists.

1. **Main existing solutions** – identify 2-3 projects or initiatives that are working on the identified problem.
2. **Why it stands out** – what distinguishes your solution from existing ones and why it stands out.

#### TIPS:

- Conduct market research to gain a deeper understanding of your problem and learn about best market practices.
- The distinguishing factor may be the project itself or the way it is being implemented/ executed.
- Be objective and give concrete examples of how this differentiation is reflected in practice.

### PART 4: TARGET DEFINITION

In this section, we want you to describe the target audience you want to address with your solution. This could be a young target audience (15 to 35 years old, residing in Portugal) for projects focused on young people, or another target audience for projects led by young people.

#### **WARNING:**

- There are variations in the application forms between projects focused on young people and projects led by young people, so you should look for correspondence between the number of questions.

Tag Name: Focused on young people Led by young people

#### **4.1. How many young people aged 15 to 35 do you expect to directly impact with this project?**

##### **4.1.1. How many people do you expect to directly impact with this project?**

1-30	30-50	50-100	100-200
200-500	500-1000	+1000	

Identify here the number of people you will directly impact with your project over the period defined for this project.

#### **4.2. What are the target ages?**

0-7	8-14	15-17	18-23
24-29	30-35	36-54	55+

Select the age ranges of the people identified in the previous question. You may select more than one age range.

#### **4.3. In which area(s) of Portugal is the target located?**

Districts	▼
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Select all districts that your project directly impacts through the identified individuals.

#### **4.4. Please describe your direct beneficiaries.**

Text...	Max. 500 characters (including spaces)
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Describe the target audience of your project, sharing relevant demographic data and further details about their social vulnerability.

#### **4.5. Who are the indirect beneficiaries of your project?**

Text...	Max. 500 characters (including spaces)
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Identifies individuals, groups, or entities that, while not directly benefiting, are also positively impacted by the project.

### PART 5: EXPECTED IMPACT

In this section, we want you to show the change you will bring about in your target audience with your project.

#### 5.1. What strategic dimensions of Fundação Jornada is the project aligned with?

**CONNECT** to bring young people closer to God and to their inner selves, strengthening their confidence in the future.

**EMPOWER** young people with the skills and knowledge to better navigate future challenges.

**INSPIRE** young people as active citizens and drivers of initiatives that create impact in society.

Use the summary description of each area below as a reference for your choice:

- **CONNECT** – Aims to strengthen the spiritual dimension, self-knowledge and mental health of young people, promoting an encounter with God and with themselves, through personal and community experiences of prayer, reflection, discernment and service to others.
- **EMPOWER** – Focuses on promoting access to learning models and values that enhance knowledge and the development of human, social, relational and technical skills, preparing young people to make better decisions about their future and face current challenges as agents of hope and positive transformation in society.
- **INSPIRE** – Its goal is to awaken young people to greater social awareness and civic participation and activate their sense of purpose, supporting and empowering them to promote impactful projects and initiatives oriented towards the common good.

#### 5.2. Which areas does the project directly address?

Art, Other



Select the areas in which the project presented fits or is related.

#### 5.3. What factors for young people's development does the project contribute to?

Civic Participation, Self-Awareness



Selects the factors for the comprehensive development of young people on which the project will focus and through which it will generate positive change in the young people involved.

**SELF-AWARENESS** – Initiatives that promote inner and vocational guidance; recognition of gifts and talents; sharing and reflection groups.

**SELF DEVELOPMENT** – Initiatives that promote psychological counselling, combating excessive use of technology, among others.

**SOCIO-EMOTIONAL SKILLS** – Formal and informal training/capacity building programmes; initiatives that develop cognitive empathy, emotional intelligence, and proactivity in young people; skills development programmes; education and inspiration initiatives.

**TECHNICAL SKILLS** – Formal and informal training/capacity building programmes; Initiatives that develop leadership skills, project management, teamwork, critical thinking, etc.

**CIVIC PARTICIPATION** – Initiatives that promote the participation of young people in forums in society and the Church; Social impact initiatives led by young people – preferably focused on issues that impact young people; Initiatives that promote volunteering; Promotion of local incubators for youth initiatives.

**CONFIDENCE IN THE FUTURE** – Projects that promote a positive and hopeful outlook on the world among young people.

**SENSE OF BELONGING** – Projects involving the creation and promotion of groups, communities and networks in which young people participate. E.g. youth groups, volunteer networks, sharing

### **5.1 / 5.4. How do you expect to change in the lives of your direct beneficiaries, and how will you measure or are you already measuring this impact?**

e.g., *The XPTO LAB project will work in greater depth on technical skills, socio-emotional skills and confidence in the future among young people.*

**1. Technical Skills:** transforming young people who arrive with basic schooling and little digital experience into young people capable of applying concrete knowledge in professional contexts (collaborative tools, programming concepts, and digital marketing).

**Indicators:**

- % of young people who complete the programme with certification or a portfolio.
- N° of participants who secure interviews or internships.
- Self-assessment of confidence in using digital tools before and after the programme.

**2. Social-emotional skills:** transforming young people who arrive unmotivated and with low self-esteem into young people with communication skills, resilience, autonomy, and creative problem-solving abilities. **Indicators:**

- Mentor evaluation report.
- Self-assessment through questionnaire before vs. after.

*Max. 1.000 characters (including spaces)*

#### EXPLAIN:

- What specific change do you want to bring about in these people (before vs. after)?
- How are you measuring or will you measure this impact: 2-3 outcome indicators that you will measure and monitor, and how?

If you have a project focused on young people, you should answer this question for each of the factors selected in the previous question. If you selected more than three factors, answer for the three factors that you consider to have the greatest potential for impact and transformation.

### PART 6 : IMPLEMENTATION TEAM

In this section, we want you to introduce the other members of the implementation team who will be essential to ensuring that your project is implemented in the best possible way.

Fundação Jornada promotes collective action. We don't want you to be alone in this initiative.

#### 6.1. Who are your team members?

Member 1

Name & Surname	Date of birth
Role	LinkedIn or another profile

List up to 5 people from your project implementation team, identifying their role.

Your information as project leader and promoter has already been collected in the first section of this form. You do not need to fill it in again.

We strongly recommend that you provide the LinkedIn profile (or other social network) or digital CV of each team member so that we can gain a deeper understanding of the team.

#### 6.2. Explain how the project implementation team is organised, highlighting the main characteristics of each member's profile.

e.g., The implementation team is composed of the project manager and promoter, a professional with experience in social and educational project management, with a track record of working on youth employability initiatives and with good skills in strategic planning, liaison with institutional partners and resource management, which are essential for the success of the project; the pedagogical coordinator, a specialist in education and training, with experience in designing training programmes and active learning methodologies. This profile ensures that the content of the workshops and mentoring is aligned with the real needs of the labour market and adapted to the profile of the young participants. These two people will be responsible for recruiting the rest of the project team.

Max. 1,000 characters (including spaces)

In your reply, you should include:

- Clarification of the structure of the project implementation team.
- Identification of the characteristics/skills of each member that contribute most to the success of your project.



### PARTE 7 : BUDGET AND RESOURCES

In this section, we would like you to provide us with more information about your project's budget, its prospects for financial sustainability, and the request for support you wish to make to the Foundation.

#### 7.1. What is the total budget of the project presented?

€50.600

#### 7.2. What financial support do you need from Fundação Jornada?

€30.000

The total budget for the project must be presented for the duration defined in this application (between 6 and 12 months).

The selection process ends in March, so the project must be designed to start from April 2026.

The amount requested from the Foundation should be between €10,000 and €30,000. Fundação Jornada will provide financial support for up to 90% of the total budget submitted.

Please confirm that the amount requested corresponds to a maximum of 90% of the total budget for the project submitted above.

#### 7.3. How will you apply the financial amount requested from Fundação Jornada?

Human Resources

Value

Marketing e Comunication

Value

IT Systems

Value

Equipments and Materials

Value

Operations and Structures

Value

Rehabilitation, Maintenance and Repair

Value

Other Costs

Value

Distribute the amount requested in the previous question among the identified items. **If any item does not apply, enter the value = 0€.**

If any cost is not included in any of the listed items, you should consider it under the item 'other costs'. **The sum of the expenses for each item should equal the total amount requested from the Foundation.**

### 7.3.1. Please describe the main costs included in each item filled above.

Briefly describe the main costs included in each of the categories you filled out.

e.g.:

- HR: “hiring 1 full-time person for the project”, “hiring 3 part-time people”, etc.
- Marketing and Communication: “paid media on social media”, “design and multimedia services”, “poster printing”, etc.
- IT System: “Zoom license, “CRM platform development”, “website management and maintenance”, etc.
- Equipment and Materials: “purchase of 1 PC”, “purchase of office furniture”, etc.
- Operation and Infrastructure: “transportation and travel costs for volunteers”, “telecommunications costs”, etc.
- Rehabilitation, Maintenance and Repair: “purchase and replacement of flooring”, “purchase of paints and painting of walls”, “lighting costs”, etc.
- Other costs: specific costs of your project that are not included in the categories above, etc.

Max. 750 characters (including spaces)

### 7.4. How will you support the remaining costs of the project?

e.g., XPTO LAB already has the support of partner Y, which guarantees the financing of the remaining amount needed to implement the project.

Max. 500 characters (including spaces)

Explain how you will raise the remaining financial support for the implementation of the project (fundraising activities, identification of other funders, revenue from the project itself, among others).

### PARTE 8 : FEASIBILITY AND SUSTAINABILITY

In the last section, we would like you to explain what leads you to believe that you and your team will be able to successfully implement this initiative, as well as your medium to long-term sustainability strategy.

#### 8.1. What makes you believe that you will be able to implement the project and generate the desired impact?

*e.g., We believe that XPTO LAB will be successfully implemented and generate the expected impact because it is based on a coordination team with proven experience in training and mentoring young people, capable of recruiting and guiding qualified trainers and mentors. The project has already established strategic partnerships with companies and organisations in the digital sector, which will support the provision of internships, technical visits and real opportunities for professional integration. The methodology, based on practical workshops and individual mentoring, follows best practices tested in similar projects and allows the progress of young people to be monitored in a structured way. In addition, clear monitoring indicators will be implemented, ensuring that the development of participants' skills, soft skills and confidence in the future is continuously measured and adjusted, ensuring that the desired impact is achieved.*

Max. 1000 characters (including spaces)

Explain what leads you to believe that this project will be implemented and will have the expected impact on the target, using, for example:

- Evidence that the idea/solution works.
- Pilot experiences already carried out.
- Experience of the implementation team.
- Evidence of impact that you can share.
- Partnerships already established.

#### 8.2. How will you ensure the continuity and financial sustainability of the project?

*e.g., The project envisages the creation of partnerships with companies in the digital sector, co-financial support from public entities, and training programmes paid for by organisations wishing to train their employees or young interns. A continuous fundraising plan will also be implemented, involving applications for other public and private financial support, fundraising campaigns within the community, and the promotion of corporate social responsibility initiatives.*

Max. 750 characters (including spaces)

Explain how you will ensure the sustainability of the project after the Foundation's support ends.

Presenting a strategy or plan for the sustainability and financial viability of your project will enhance your application.



### 8.3. What other (non-financial) resources could Fundação Jornada provide you for the project?

e.g., training opportunities for the team, partnerships in key areas such as marketing, access to physical workspace, etc

Max. 500 characters (including spaces)

Fundação Jornada aims to monitor and empower the projects and young people it supports through partnerships and by facilitating access to non-financial resources. Help us understand what kind of support or resources (beyond financial) you would need to improve the execution or impact of your project on young people.

E.g. support in structuring the project, support in developing a financial sustainability plan, access to training and/or spiritual resources for the young people on the team, among others.

### 8.4. Are you available to start implementing the project between April and September 2026?

Yes

No

The selection process will end in late March 2026 and the Fundação Jornada will not cover retroactive expenses. For any questions, please contact us at (+351) 918 458 397.

