



Lifelong Learning Programme



Grundtvig In service Training
Grundtvig Reference number: IT-2013-893-002

**European Projects design, management
and funding: how to develop a good
learning project and get the funds**



In Service Training

OBJECTIVES:



This structured intense course aims to improve participants' practical skills in the design, management and funding of European projects related to adult learning and education (intending for adults those above 18 years old and the early school leavers).

The general aim of this course is to improve the quality and the accessibility of learning opportunities through projects empowering and training education of staff:

- NGO workers and volunteers,
- education-degrees graduates and
- those interested in developing **European learning projects** to successfully access and manage European funds.





Thank to this training, the participants will:

- Acquire knowledge and practical information about **EU policies and funding opportunities** for learning projects through specific and project-oriented learning sessions;
- Improve their **practical skills** related to the management of the ideation and application process (including how design and write a good learning project) through cooperative compilation of application forms and the analysis of successful projects;
- Learn and get guidance on the preparation and management of the **financial, budgeting and contractual aspects** through concrete examples and direct evidence;
- Learn **best practices** related the planning and implementation of the preparatory, visibility, dissemination and follow-up phases through concrete case studies and successful projects;
- **Make contacts** with individuals and organisations interested in developing European learning projects through everyday cooperation and specific activities.





Preparation

The confirmed participants will have the right to access a well-structured pre-departure programme that will help them to make the most of their attendance. The core of the preparation phase will go around the E-learning portal of the course. The participants will have a personal account and a guide to access the portal. Through it they will access the relevant introduction reading materials for the course (including EU publications, programme guides, ad hoc slide).

SESSION 1

Language 

The training will be in English

Session Number IT-2013-893-002

Session ID 52058



When?

Date of Start: 03/11/2013

Date of End: 09/11/2013

Time of start: 18.00

Time of end: 10.00



DEADLINE for the application: 29th of April

Where?

BOLOGNA

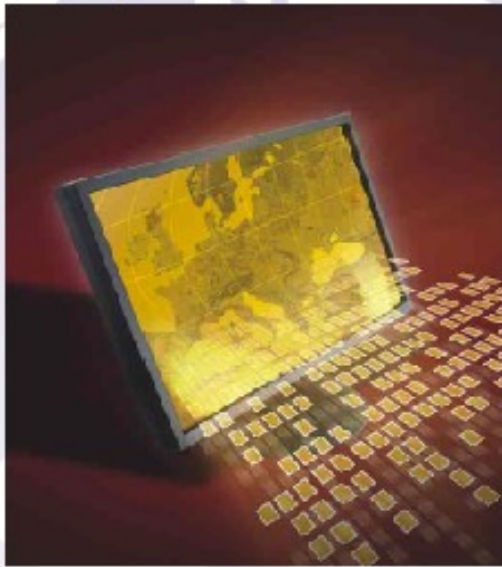


A city rich in art and Story, it is the most ancient university of the world. Bologna offers its visitors incredible attractions and a stunning artistic heritage. The medieval old town is full of 16th century medieval palaces, edifices and churches. Bologna is the city that has more arcades in the world: just over 40 km in the city center. It also has the longest arcade in the world: one that leads to St. Luke. It is a labyrinth made of many different architectural solutions, and that creates original and fascinating views and perspectives. With these scenes even an amateur can do a wonderful album of photos collection!



Bologna is located in the center-north of Italy, the main junction for all the links in the Peninsula, from North to South, and also in a International level, thanks to its airport. The city offers funs for all needs: disco, pubs, restaurants, library and bookstores; but you can also find comfort in nature, as it is in one of the greenest regions of the country. So participants will enjoy tasteful and natural food, from the nearby farmers.





Methodology



The methodology is highly **practical** and **concrete**, evidence-based examples and experiences.

Every day there is a 2-hour daily session dedicated to **cooperative design and writing simulation in team**. With the support of the trainers at the end of the course each team will have developed a first draft of a European learning project.

The morning session lasts from 9.30 till 13.00, the afternoon one from 15.00 till 18.30. Restorative short breaks (with coffee, tea, juice and relax) are foreseen.

The training and staff team will be multi-national thus giving a full European dimension to the course. The last day of the course there is a **comprehensive evaluation** to wrap-up the course and gather feedback for the follow-up phase and for future courses. The class-based course is completed by the support of the E-learning portal that is a great support both before and after the attendance in Italy. This practical-oriented methodology is aimed to concretely enable the participants to design and develop learning projects.





Daily program of activities

Day 0

Arrivals

Day 1

Preparation phase wrap-up and course introduction

Participants' fears, expectations and motivations

Presentation of funding opportunities and programmes with example of projects implemented

Reading a call for proposals and collecting relevant supporting documents

GCD: discuss the group project idea and assess with which programme and action could be possible to implement and fund it, read the call of proposal and highlight the project idea strengths

Day 2

Getting to know the logical framework

SP: Comparing the context analysis and the objectives of an approved and a rejected project

GCD: developing the problems' tree, the objectives' tree, the strategic analysis

Day 3

Logical framework phase from analysis to project structure

SP: analysis of a long/short* term project structure (* depending on participants project ideas)

GCD: defining and testing the project logic and indicators, developing the activities plan and the gantt scheduling chart

Day 4

Planning and managing the preparatory, visibility, dissemination and follow-up phases

SP: achieving a mainstreaming and sustainable impact thanks to a well-planned project
GCD: completing the project structure with the activities related to preparation, visibility campaign, dissemination and follow-up

Day 5

From identifying the eligible costs to fill the application from budget

From the approved budget to the expenditure planning and monitoring

SP: Budget bad and good experiences

GCD: Drafting the project budget and filling the application form

Day 6

GCD: project final drafting

Plenary presentation of the drafts and practical agreements for their application

Course final evaluation

Certificate award

Day 7

Departures

Ask for grants!

Both the course and accomodation fee (including accomodation and food for the whole duration of the course) and your travel expenses are **fully covered by a Grundtvig grants from the LLP National Agency of your country!!!**



How to apply for a Grundtvig Grants:

Candidates can apply for a grant through their National Agency of “Lifelong Learning Programme”. Each candidate’s application will be individually assess by the relative National Agency. Here all LLP National Agencies websites: http://ec.europa.eu/education/lifelong-learning-programme/doc1208_en.htm

1. Search the application form in “Lifelong Learning Programme” - Action “Grundtvig” Subaction “In service Training”. You’ll find the application form on the national agency website.
2. Fill, stamp and send the completed application form to your National Agency.

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3. Wait for approval and contact us!



For more informations:

See more detail in [Grundtvig database](#):

Or search the training in our website:

<http://www.grundtvig.it/>

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Education and Culture DG

Lifelong Learning Programme



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