



Lifelong Learning Programme



**Grundtvig In service Training**  
Grundtvig Reference number: IT-2013-939-002

**European projects design, management and funding:  
from shaping the idea,  
to select the right european programme  
and to get 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 3

Language 

The training will be in English

Session Number IT-2013-939-002

Session ID 51853



# When?

**Date of Start:** 20/10/2013

**Date of End:** 26/10/2013

**Time of start:** 18.00

**Time of end:** 10.00



**DEADLINE for the application: 29th of April**

# Where?

**Palermo - SICILY**



They say :

Palermo is a word of Greek origin which means ‘all port’

Palermo is an Arabian city, not Muslim

Palermo is its Baroque churches and its Arabian water system

Palermo in summer is an experience on the edge of reality

Palermo in spring and autumn is an experience on the edge of paradise

Palermo is a city of contrasts

Palermo has an eclectic, multiform beauty

Palermo has marvellous gardens, although they are more than often hidden

In Palermo you can eat anything, any time, any place

In Palermo you come across fantastic markets

In Palermo hospitality does not know the meaning of the word ‘private’

Palermo is a city that changes continually

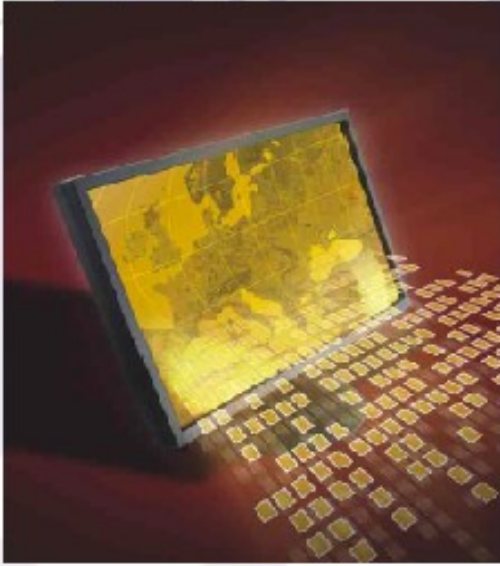
Palermo is a bridge between east and west

Palermo has beautiful, dusty museums

Be carefull...

You can fall in love with Palermo!





# 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 1  
Arrivals

Day 2  
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 3  
PCM and Logical framework Approach  
SP: Comparing the context analysis and the objectives of an approved and a rejected project  
GCD: Developing the problems' and objectives' trees and the LogFrame, 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  
Project presentation  
Project review and assessment  
Practical agreements for the application process  
Running through the programme once more & 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](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.

**DEADLINE: 29 April**

3. Wait for approval and contact us!



## **For more informations:**

Visit the LLP training database: <https://webgate.ec.europa.eu/llp/istcoursedatabase/index.cfm?fuseaction=DisplayCourse&cid=33292>

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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