THE PROJECT:

PRESENTS

An instructional short guide to Erasmus+ project writing

Authors:

Donatas Pakalniškis, Oana Rizescu, Maria Valkanova, Anna de Caro, Doru Dîrjan, Robin Morgan, Cristian Maricoiu, Arhire Alexandru, Silvia Primiceri, Settimio Martire, Emanuele Santoro, Maria Ivanova, Gabriela Slavova, Tihomir Mihaylov, Burcin Turna, Yeliz Sevim, Antonella Sibilia, Ieva Ugne Ulianskaite, Gökhan Kağnıcı, Viktorija Pervainytė, Saulė Šimonytė, Mehmet Deniz, Vilhelmas Simėnas, A Çağlar Deniz, Mircea Cristea

Before you write a project

- **be motivated and know your motivation**
- **form a team that you trust and that you love working with**
- **choose partners that you know personally (or create a relation with online partners)**

WHO I AM

- **find the needs of your target group**
- **find the needs of your community**
- **see what type of project you want to write (Key Action) and read the specific details from the Erasmus+ guide**

Writing time

- **choose a subject that you like and that responds to the needs of your target group, partners and community involved**
- **make a problem tree**
- **transform the problem tree into a solution tree**
- **choose the problems and the needs that you can respond to with your project, don't try to change the word with one project, try just to make a small step towards that goal**
- **plan your objectives, make them S.M.A.R.T.**

- **choose interactive activities together with your target group**
- **involve stake holders and communicate with them**
- **make a dissemination plan and make sure you think outside the box**
- **your impact should be sustainable in the long term**
- **submit the application on time**

Make sure:

- **you divide clear task between your partners (include them in your partner agreement)**
- **you permanently communicate with your partner: Skype, Facebook, Google Docs, e-mail, phone**
- **you involve your target group in all the process: writing, preparing and implementation**

Keep in mind that your project should:

- respond to Erasmus+ **objectives**
- include young people with fewer opportunities
- be written together with your partners
- respond to the needs of your community and to young people needs
- be creative, innovative
- quality is always better then quantity
- give clear answers
- offer real examples; don't use nice sentences that don't mean anything
- keep a clear connection between the project purpose, objectives, activities, methods uses and the expected impact
- describe some of the methods you want to use; make sure you use non-formal methods
- be clear, be concise

Objectives should be S.M.A.R.T.:

Specific – target a specific group, make clear what you want to achieve

Measurable – quantify the number of participants, the period of activities

Achievable – can be achieved with the given resources

Realistic – make sure you don't ask the impossible; water can contain gold but it cannot be transformed into gold ☺

Time-bound – specify a period of time that you set for achieving your goals, communication, conflict management, co-operation, teamwork, trust.
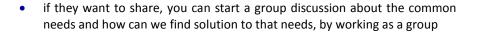
How to identify the needs of a target group

- **Ask them what they like, what they want, in what kind of projects they will like to be involved**
- **Ask them how they spend their time**
- **Ask them what other cultures they would want to discover**
- **Find out if they have stereotypes about other cultures**
- **Involve them into open discussions; offer them simple questioners about needs and passions**
- **Present movies, pictures from other projects, find out what they like/dislike**
- **Use non-formal methods such as 20-5-1**

NEEDS ANALYSIS

Non-formal method for finding the needs of your target group: 20-5-1

- **ask participants to write on a piece of paper 20 words that define them, 20 characteristics like smart, eager, beautiful, etc**
- **after they wrote down this 20 words, ask them to choose 5 that are the most important to them**
- **Help them to transform these 5 words into 5 needs of development (for example: smart: Get involved into activities that will help me learn more and become smarter, beautiful: find out new ways in order to maintain my beauty, etc.)**
- **let them enough time to select one of this 5 needs of development, the one that is the most important to them, the one that they already want to start working in order to resolve it**
- **you can also help them priorities the 5 needs and find solutions in order to respond to all of them**
- **ask participants to come with activities, ideas of projects that could respond to that needs**

- if they want to share, you can start a group discussion about the common needs and how can we find solution to that needs, by working as a group

How to motivate young people to get more involved in projects

- **find out their needs and make sure that your project responds to that needs**
- **ask what their passions, hobbies are and try to add that to the project**
- **for teams and give them specific tasks, let them choose according to what they feel more attracted to**
- **consult them about location and partner countries**
- **offer them the chance to participate in projects in other countries**
- **use new media in your project: for promoting, dissemination and even online activities**
- **when you choose a location for the activities, make sure to also include their favorite places: park, bars, sports field**
- **let them be creative, use brain storming as a method to improve your project activities**
- **make them feel useful and make them understand that this is their project and their chance to become better**

BE STRONG, YOU NEVER KNOW WHO YOU ARE INSPIRING