

PARTNER UP

PARTNERSHIP BUILDING ACTIVITY

.....

1st to 7th June 2025

Santa Maria da Feira, Portugal



Funded by
the European Union



Agência Nacional
Erasmus+ Juventude/Desporto
Corpo Europeu de Solidariedade

proacting
Associação para a Promoção do Empreendedorismo e Empregabilidade

ABOUT PROACTING

Proacting – Associação para a Promoção do Empreendedorismo e Empregabilidade is a non-profit organization based in Porto, founded in 2019 with the mission of fostering entrepreneurship and employability, particularly among young people.

While our primary focus is on creating high-quality opportunities, we remain committed to supporting young individuals who face various challenges in achieving their goals. We actively seek environments and innovative solutions that promote their active participation, personal growth, and social development.



Associação para a Promoção do Empreendedorismo e Empregabilidade

ERASMUS+ ACCREDITATION STRATEGY

PROACTING has been awarded a **7-year Erasmus+ Accreditation** in the field of youth. Our strategic plan is focused on empowering youth workers through high-quality professional development aligned with European priorities. It promotes knowledge-sharing, exchange of experiences, and the transfer of non-formal practices to enhance their impact in the youth sector.

The core objectives of our Accreditation strategy are:

1) Empowering Young Workers

develop knowledge and expertise in the youth sector, through the recognition and application of non-formal methods in young people's educational processes.

2) Social Entrepreneurship for Inclusion

Promoting social entrepreneurship as a sustainable approach to youth inclusion and empowerment.

3) European Integration & Exchange:

Enhancing YW through the recognition, incorporation, and sharing of European methodologies and best practices.s.

4) Strengthening Youth Organizations

Increase organizational engagement in Erasmus+, fostering collaboration, knowledge exchange, and networking.

THE PBA: CONTEXT

Youth workers and organizations often face challenges in finding the right partners and resources to expand their impact. While there are many shared goals in youth empowerment and social entrepreneurship, the lack of structured opportunities to collaborate limits their potential.

PartnerUP! is a **Partnership Building Activity (PBA)** designed to bring together organizations and youth workers with a shared interest in social entrepreneurship. During this activity, participants will:

- ✔ Exchange ideas and best practices in social entrepreneurship.
- ✔ Identify shared goals and discover synergies for future collaboration.
- ✔ Develop concrete project proposals that can be supported by Erasmus+ and other funding programs.
- ✔ Strengthen international networks and create long-lasting partnerships.

This event will focus on collaboration, using non-formal education methods to facilitate open discussions, brainstorming, and idea-sharing. Participants will leave with valuable partnerships and a clear vision for future projects that tackle social challenges together.

PARTICIPANT PROFILE

- Age: Over 18 years old;
- Active in the youth sector;
- Knowledge of: Erasmus+, European youth strategies, and non-formal education;
- Experienced in coordinating, managing, and participating in Erasmus+ projects;
- Capable of involving young people in capacity-building processes;
- Able to implement and transfer results within their organizations and networks.

ABOUT SANTA MARIA DA FEIRA

Santa Maria da Feira is a vibrant city where the past and present blend harmoniously.

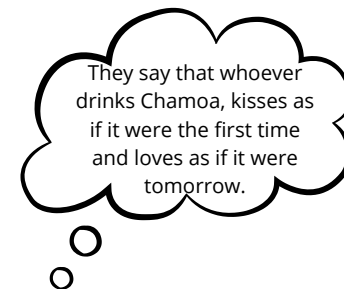
◆ A Fairytale Castle

The Castle is one of Portugal's best-preserved medieval fortresses. With its impressive architecture and breathtaking panoramic views, this iconic landmark takes visitors on a journey through centuries of history and epic battles.



◆ A City of History & Culture

Every year, Santa Maria da Feira hosts *Viagem Medieval*: The Iberian Peninsula's largest historical reenactment, where the city immerses visitors in medieval life with knights, markets, and live performances. It also hosts the *Imaginarius Festival*, Portugal's largest Street Arts Festival and an international reference, and Perlím, a Christmas Theme Park where the magic is the key.



◆ A Taste of Tradition

Don't forget to taste the Fogaça da Feira, a soft and slightly sweet traditional bread in the shape of the four castle towers, and Chamoá, a liqueur that dates back to the history of D. Afonso Henriques.



ABOUT SANTA MARIA DA FEIRA



◆ Easy Access & Great Facilities

Located in northern Portugal, just 35km from Porto, Santa Maria da Feira is easily accessible by public transport. Our venue will offer a comfortable and inspiring environment, ensuring the best conditions for learning, networking, and idea-sharing.

You will find more information on how to get to Santa Maria da Feira on page 13-14.



THE VENUE

+POINTS OF INTEREST

- 📍 Castle of Santa Maria da Feira
- 📍 Europarque
- 📍 Caves and Quinta do Castelo Park
- 📍 Matriz Church and Convento dos Lóios
- 📍 City Centre
- 📍 Cáster River Walking Route



More information:

www.cm-feira.pt/turismosmf

ACCOMMODATION

Location: INATEL

The hotel offers spacious meeting rooms, beautiful outdoor areas, and a peaceful atmosphere.
The accommodation consists of comfortable twin rooms, with a private wc.



Check-in: 1st june after 6:00 PM

Check-out: 7th june by 11:00AM

📍 Rua INATEL Quinta do Castelo, 4520-306 Santa Maria da Feira
(40° 55' 19" N | 8° 32' 21" O)

MEALS

Location: INATEL

The hotel offers nutritious and well-balanced meals, including local specialties.



Breakfast (buffet)

Morning coffee break

Lunch (with vegetarian option)

Afternoon coffee break

Dinner (with vegetarian option)



We want to make sure everyone enjoys their meals: let us know about any food needs, allergies and intolerance on the registration form so we can take care of you.

TRAVEL ARRANGEMENTS

1

FIND THE MOST SUITABLE AND ECONOMIC TRANSPORTATION OPTION

Travel expenses will be reimbursed based on the travel distance in accordance with Erasmus+ guidelines.

Please check the maximum travel cost allowance per country. If your ticket exceeds this limit, you will be responsible for covering the difference.

2

THE PROJECT TEAM ABOUT YOUR PREFERRED TRANSPORTATION OPTION

You must inform the project team of your chosen travel option in advance. **Do not purchase any tickets without prior confirmation from the project team.**

Once your transportation option is approved, you may proceed with the purchase **until 15/04/2025.**

3

PROCEED WITH THE PURCHASE AND KEEP ALL ORIGINAL DOCUMENTS

Once your transportation option is confirmed, proceed with the purchase and keep all original documents for reimbursement.

To receive a full reimbursement, you must submit all required documents.

TRAVEL ARRANGEMENTS

Please ensure you keep the following documents to receive full reimbursement:

- **Boarding passes:** Original boarding passes are required. You must also send your return boarding pass by post after the project (Address: *Rua do Freixo, n°979, E1.2. 4300-218 Porto, Portugal*).
- **Invoices:** Request an invoice under your name when purchasing your ticket. If possible, add PROACTING's VAT number for all transportation used to reach Portugal and return.

Failure to provide these documents may result in partial or no reimbursement.

PROACTING'S VAT NUMBER:

515385166

TRAVEL REIMBURSEMENT CHART

DISTANCE BAND	BUDGET PER PARTICIPANT
10 – 99 km	28€ / 56€*
100 – 499 km	211€ / 285€*
500 – 1999 km	309€ / 417€*
2000 – 2999 km	395€ / 535€*
3000 – 3999 km	580€ / 785€
4000 – 7999 km	1188€

*Only Green Travel.

HOW TO GET THERE

TRAVEL DATES: 1st June (arrival) | 7th June (departure)

If you are traveling by plane, the preferential airport for reaching the PBA area is **Francisco Sá Carneiro Airport (OPO)**.

Upon arrival at Porto Airport, follow the **bus station** and take the bus to "**Santa Maria da Feira**" station (~50 minutes). This journey may be direct. The trip ticket must be purchased online (at the time or in advance).



PORTO - SANTA MARIA DA FEIRA (BY BUS)

From Aeroporto-OPorto you can reach Santa Maria da Feira using bus services operated by:

- Rede Expressos

Cost: 7.70€/travel

Duration: It takes approximately 50 minutes.

Detailed transportation information will be provided directly to participants after the selection process.

OTHER THINGS TO NOTE

1. HEALTH INSURANCE (MANDATORY):

All participants must obtain **travel and medical insurance** before the mobility. Please note:

- Travel insurance costs are not reimbursable under the project budget.
- The insurance should include liability coverage in case of accidental damage.
- EU citizens must carry a European Health Insurance Card (EHIC) to access necessary healthcare in public facilities across EU/EEA member states.

2. WEATHER:

Northern Portugal in June is typically warm and sunny, with temperatures ranging from 15°C to 24°C. While occasional light rain showers may occur, they are usually brief.

3. WHAT TO BRING:

- **Travel and project-related documents:** Including EHIC, insurance, health documents, and travel documents.
- **Prescribed medication:** Bring any necessary medication you may need.
- **Clothing & Essentials:** Light clothing, a jacket or sweater for cooler evenings, sunscreen, and sunglasses.
- **Reusable bottle and/or mug:** To reduce plastic and paper waste, bring a reusable water bottle or mug for tea/coffee during the project.
- **Work device:** A laptop or another working device for project-related tasks.
- **Positive mindset:** An open mind, enthusiasm, and a willingness to share experiences to enrich the project.



DEADLINES

REGISTRATION

If you're interested, just fill out and submit the registration form by **10th April 2025**.

REGISTRATION FORM



SELECTION OF PARTICIPANTS

After registering, the project team will review applications and proceed with the selection process. Applicants will be notified if they were selected by **17th April 2025**.

PURCHASING TICKETS

Participants must inform the project team in advance of their preferred transportation option. Once approved, they must purchase their tickets by **24th April 2025**.

APRIL 2025

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



Deadline for signing up



Deadline for selecting the participants



Deadline for purchasing the tickets



LOOKING FORWARD TO MEETING YOU!



<https://www.proacting.org/>



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proactingassociacao



projects@proacting.org



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