

TRAINING DESCRIPTION FORM

TITLE OF THE TRAINING ACTIVITY (in the language of tuition - English):

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

TYPE OF TRAINING ACTIVITY

TRAINING AIMED AT PARTICIPANTS RECEIVING :

- A GRUNDTVIG GRANT (ADULT EDUCATION)

TYPE AND ORIGIN OF THE TRAINING:

- COURSE
training not resulting from an llp or previous socrates project

THEMATIC FIELD OF THE TRAINING

GENERAL IN-SERVICE TRAINING

- Education management/project management
- European citizenship & European dimension
- Other general courses (European projects design, management and funding)

LANGUAGES USED FOR THE TRAINING

MAIN LANGUAGE:

English

LANGUAGE VERSION(S) IN WHICH MATERIALS WILL BE PROVIDED:

English; French; Italian; Spanish;

EDUCATION SECTOR OF THE TRAINING PARTICIPANTS

ADULT EDUCATION

- Adult education provider
- Second chance or remedial education
- Adult education for disabled persons
- Higher education institution offering outreach courses for adults
- Organisations working with migrant groups/ethnic minorities
- Centres for guidance, counselling or accreditation
- Other sectors of adult education

TARGET AUDIENCE

- Teachers (Pre-school, primary, secondary, vocational, adult, special needs)
- Teacher trainers
- Careers officers, educational guides and counsellors
- Headteachers/principals/managers of schools/organisations offering adult education
- Other (Paid or voluntary) management staff in the institution/organisation
- Non-teaching administrative staff
- Members of students/teachers councils in adult education
- Other, namely: EU mobility experts, learning projects developers

INSTITUTION ORGANISING THE TRAINING

NAME OF THE ORGANISATION:

YouNet

STREET AND NUMBER:

Via de' carracci 69/6

POSTCODE:

40129 -

TOWN / CITY:

Bologna

COUNTRY:

Italy

WEBSITE:

www.you-net.eu

ORGANISER/S OF THE TRAINING:

PERSON 1:

Francesco Tarantino

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00393284597057

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FULL DESCRIPTION OF TRAINING CONTENTS

IN THE LANGUAGE OF THE TRAINING: (EN)

- Preparation** The confirmed participants have the right to access a well-structured pre-departure programme that help them to make the most of their attendance. The core of the preparation phase go around the E-learning portal of the course. The participants have a personal account and a guide to access the portal. Through it they can access the relevant introduction reading materials for the course (including EU publications, programme guides, ad hoc slide). On the E-learning portal the participants can fill a pre-start questionnaire and depending on the result specific reading materials will be suggested. Reviewing exercise are available as well to trace the learning process. Participants and staff will fill a brief description of themselves available to everybody. The participants will moreover be asked to gather a list of 1-3 project ideas and share them with the other participants for the cooperative design. The idea will be voted by the participants and the staff and the most interesting will be developed during the course. Accordingly to the vote the participants will be divided in group of 3-4 people. Prior experience is not essential the course refers to individuals with or without experience. The trainees with specific experience will be asked to prepare a sample of their experience to be shared with the other participants during the training.
- During the prep phase the training and administrative/support staff assure a continuous support being available via telephone, mail and skype. Finally a course infosheet (including logistic information, emergency contacts, what to bring, basic linguistic phrases, insurance rights ...) will be sent to each participant.
- 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 and projects empowering and training education staff, NGO workers and volunteers, education-degrees graduates and those interested in developing European learning projects to successfully access and manage European funds. Thanks to this project 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.
- Methodology** The methodology is highly practical and concrete. The trainers make extensive use of evidence-based examples and experiences. Every day to assimilate and deepen the concepts successful projects are presented and analysed by the trainers and by others experts invited to bring their real accounts. Every day there is a 2-hour daily session dedicated to cooperative design and writing simulation in team of 4 people. With the support of the trainers at the end of the course each team will have developed a first draft of a European project.
- The morning session lasts from 9.30 till 13.00, the afternoon one from 15.00 till 18.30. Free time has been planned to give to the participants time to assimilate the concepts, develop further the group projects (or additional projects), ask trainers for further clarifications, etc. During the free time, optional ludic, cultural and networking activities (inclmay be organized accordingly to participants' preferences. The first day names, icebreaker and trust building activities are planned. Restorative short breaks (with coffee, tea, juice and relax) are foreseen.
- The training and staff team is multinational thus giving a full European dimension to the course. Each morning there is an interactive wrap-up session that enables the participants to better fix and assimilate the concepts covered the previous day. At the end of each day there is a brief evaluation to improve the learning programme and adapt it to participants' needs. 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.
- Networking and cooperation among participants are supported and stimulated at each stage.
- 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 european projects.
- Follow-up** During the follow-up phase the training and staff team will stimulate and support the development of the projects drafted during the course and will maintain a continuous communication with the participants.
- The E-learning portal will be an important tool in this phase because it'll enable the participants to check, self-evaluate and review the concepts and lessons learned thanks to specific questionnaires and support materials. The E-learning portal will enable peer networking with a specific forum and rooms for cooperation and mutual collaboration. On top of this as well the mail contacts will be shared. All the participants will be keep updated on future projects proposed by YouNet or any other of the several dozens of European organisations YouNet cooperates with. YouNet moreover is building up an Alumni community to put in contacts and spread information and opportunity among all the participants to previous and future YouNet learning projects. Through the alumni community the participants will be invited and keep update about follow-up reunions and future learning opportunities organized by YouNet or YouNet's partners or any other of the trainees.

FRENCH:

Preparation	Les candidats sont priés de faire parvenir leur CV à office@you-net.eu et de remplir la demande de candidature disponible sur le site Internet : www.grundtvig.it L'organisation YouNet soutiendra les candidats durant la candidature auprès de l'agence nationale. Nous organiserons une préparation à la formation. Le programme de préparation sera disponible sur la plateforme en ligne mise en place par l'équipe de formateurs. Les participants auront accès à cette plateforme et seront guidés par nos formateurs durant la préparation. Le programme de préparation contient divers types de matériels. Les participants y trouveront des présentations: une introduction aux institutions européennes, un panorama des programmes européens 2014-2020 (comprenant Erasmus+), le cadre budgétaire des programmes européens 2014-2020 ainsi que le budget annuel pour l'année 2014, le nouveau kit d'information sur les financements de projets européens, EVE et des exemples de précédents projets européens réussis. Les participants devront remplir un questionnaire afin d'évaluer leur niveau de compétences et de construire un cours adapté à leurs besoins. Des exercices seront proposés au cours de la préparation pour estimer l'évolution de l'apprentissage. Les participants et le personnel encadrant écriront une courte présentation d'eux-mêmes. Les participants décriront leur institution et leur fonction en son sein en détaillant les compétences déjà acquises dans le cadre de la programmation européenne et un projet européen en cours de réalisation au sein de leur organisation (le cas échéant). De plus, les participants devront proposer entre un et trois idées de projets à l'ensemble du groupe. Durant la formation, les participants seront divisés en groupes de 3/4 personnes afin de développer ces projets. L'équipe sera disponible pour toute demande via email, téléphone et Skype. Les participants se verront remettre un guide d'informations utiles pour faciliter leur séjour en Italie.
Objectives	L'objectif est d'améliorer les compétences pratiques des participants en matière de conception, de gestion et de financement des projets européens ; de la création de l'idée, à l'identification du programme européen adéquat à la gestion et le financement d'un projet européen vertueux. Le but général est d'améliorer la qualité et l'accessibilité des projets européens favorisant l'intégration et l'éducation. Nous proposons de favoriser l'accès et la gestion des fonds européens pour ; les professionnels de l'éducation, les travailleurs sociaux, les membres des ONG, les jeunes diplômés en sciences de l'éducation et tous ceux intéressés par le développement de projets européens d'éducation. Grace à cette formation, les participants peuvent : -acquérir des connaissances et des informations pratiques au sujet des politiques européennes et des possibilités de financement 2014-2020 -améliorer leurs compétences pratiques sur la conception de projet et le processus d'application (acquisition de techniques pour apprendre à interpréter correctement un appel à proposition, à concevoir et à développer des idées de projets efficaces, à remplir un dossier de candidature) -apprendre et acquérir le soutien nécessaire à la préparation et à la gestion de l'aspect budgétaire et contractuel -découvrir les « bonnes pratiques » de planification et mise en place des phases de préparation, de visibilité et de diffusion -développer des réseaux de collaboration afin de mettre en place des projets européens Le groupe visé par la formation sont les professionnels et les experts en mobilité internationale et plus particulièrement dans la mise en œuvre de la mobilité européenne grâce à des projets européens. Une expérience antérieure dans le domaine de l'écriture de projets européens n'est pas indispensable. Cependant, les participants devraient avoir une position leur permettant d'être partenaire à l'écriture d'un projet européen.
Methodology	La méthodologie est hautement pratique et concrète. Chaque jour, afin d'assimiler les connaissances et d'approfondir les concepts étudiés, les formateurs s'appuieront sur des exemples concrets de « bonnes pratiques » et des projets réussis qui seront analysés avec le formateur ou avec des professionnels invités pour partager leur expertise. Et une séance de 2 heures sera consacrée à l'élaboration de projets en groupes et à la simulation de mise en place de projet. Avec le soutien des formateurs, à la fin de la formation, chaque groupe aura écrit une esquisse d'un projet européen. La session matinale dure de 09.30 à 13h. La séance de l'après-midi dure de 15h à 18h30. Du temps libre est prévu afin de permettre aux participants d'assimiler les concepts abordés durant les sessions de formation, de développer des projets ensemble, de faire des demandes aux formateurs, etc. Durant le temps libre, des activités facultatives ludiques, culturelles et de gestion de réseaux pourront être organisées. Le premier jour, des activités pour apprendre les noms des participants, se connaître mutuellement, etc seront organisées par les formateurs. Des pauses café sont prévues chaque jour. Afin de renforcer la dimension européenne et multiculturelle de cette formation, le personnel encadrant est multinational. Chaque matin, le cours commencera par une synthèse interactive des sessions de la veille afin de favoriser l'assimilation des données. Le soir, les participants rempliront une brève évaluation de la journée afin d'améliorer la qualité du cours durant le projet-même et de l'adapter aux besoins réels des participants. L'évaluation permettra de faire le point sur les compétences acquises et de préparer la phase de suivi et pour les prochaines formations. La collaboration et le networking seront encouragés et stimulés notamment via la plateforme. Cette méthode d'apprentissage basée sur la pratique concrète a pour objectif de développer des projets européens.
Follow-up	Durant la phase de suivi, le personnel formateur soutiendra la mise en œuvre des projets esquissés durant la formation et maintiendra un contact continu avec l'ensemble des participants. A ce stade, la plateforme en ligne jouera de nouveau un rôle important car elle permettra aux participants de vérifier, d'évaluer et de revoir les concepts et les enseignements dispensés durant la formation grâce aux questionnaires et autres matériels proposés par les formateurs. La plateforme permettra de gérer un ou des réseaux de pairs à travers les forums et autres chats mis en ligne pour faciliter la collaboration entre tous. Bien évidemment, les participants et le personnel formateur échangeront aussi leurs adresses électroniques. Tous les participants seront informés des prochains projets mis en place par YouNet ou par les dizaines de partenaires européens collaborant avec YouNet. De plus, YouNet est en train de créer une communauté « d'anciens élèves » afin de mettre en contact tous les participants à nos formations continues et ainsi diffuser les informations et les opportunités entre nos anciens et nos futurs participants. A travers cette communauté « d'anciens élèves », les participants seront invités et tenus au courant des réunions de suivi et des futurs projets et opportunités de formation mise en place par YouNet, par nos partenaires ou par les formateurs. Sur la plateforme de formation, les participants seront également informés des opportunités de financement parmi les plus importants programmes dans les domaines de la Mobilité, de l'apprentissage, de l'éducation, de la Formation, de la Culture et de la Recherche.

PROGRAMME OF THE TRAINING ACTIVITIES (DAY BY DAY)

IN THE LANGUAGE OF THE TRAINING:

SP: presentations of Successful Projects in to give evidence-based examples related to the day topic

GCD: Group Cooperative Design with experts' support

Every morning at 9.30 there will be a brief wrap-up and every afternoon at 18.15 brief evaluation. At 11.00 and at 16.30 there will be coffee break

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

FRENCH:

Début cours: 9h30 (synthèse de la veille pour assimiler les données)

Fin cours: 18h45 (brève évaluation)

Pauses: 11h et 16h30

Abréviations :

PR : Présentation de Projets Réussis

CG : Conception de projet en Groupe

Jour 1

Arrivée

Jour 2

Introduction

Attentes et craintes relatives à la formation

Présentation des nouvelles opportunités de financement 2014-2020 et des nouveaux programmes 2014-2020 à travers des exemples de projets ; programme Erasmus+ et les programmes choisis par les participants

CG : Projets proposés par les participants durant la préparation et division des participants en groupes de travail. Vue d'ensemble des programmes et actions permettant la mise en place de ces projets.

Visite culturelle de la ville

Jour 3

Gestion du Cycle de Projet (PMC en anglais) et « Logical Framework Approach » ; 2 méthodes d'élaboration de projet

PR : Comparaison ; contextes et objectifs d'un projet approuvé et d'un projet rejeté

CG : Création ; arbres des problèmes et des objectifs et de la « LogFrame », plans d'activités et Diagramme de Gantt

Visite d'étude à l'Europe Direct et au Département du Conseil de l'Union Européenne de Bologne

Jour 4

Phases de préparation, de visibilité, de diffusion et de suivi ; dimension européenne et diversité culturelle comme valeurs-ajoutées

PR : Assurer un impact large et de longue durée grâce à un projet bien planifié

CG : Structure du projet, méthodologie et plan d'activités

CG : Compléter la structure du projet avec la phase de préparation, la campagne de visibilité, la diffusion et le suivi

Jour 5

Budget : identification des coûts éligibles et planification des dépenses et gestion

Planification de budgets approuvés

PR : Analyse comparative de budgets : trucs et astuces

CG : Esquisse d'un budget et demande de subvention

Visite d'étude à la Région de Bologne et au bureau Mobilitas

Jour 6

CG : Présentation des projets et évaluations

Accords pour les partenariats

Evaluation finale

Remise des certificats

TYPE OF CERTIFICATION OF ATTENDANCE AWARDED

IN THE LANGUAGE OF THE TRAINING:

Certificate of attendance including training content Europass Mobility Certificate on request

ENGLISH:

Certificate of attendance including training content Europass Mobility Certificate on request

FRENCH:

Remise d'un certificat de participation et du certificat Europass Mobilité sur demande

INFORMATION ON COURSE SESSION/S

SESSION 1

SESSION ID: 55923

DATE OF START: 30/03/2014

TIME OF START: 18:00

DATE OF END: 05/04/2014

TIME OF END: 10:00

Deadline for registration: 28/02/2014

HOST INSTITUTION EQUAL TO ORGANIZER INSTITUTION: ☐

STREET AND NUMBER:

Via de' carracci 69/6

NAME OF HOST INSTITUTION:

YouNet

POSTCODE:

40129

TOWN / CITY:

Bologna

COUNTRY:

Italy

Nearest big city: Bologna

Distance: 0km

CONTACT PERSON FOR THIS COURSE SESSION, NAME AND TITLE:

Francesco Tarantino

TEL NR:

00393284597057

FAX NR:

00390510544845

EMAIL:

president@you-net.eu

IDENTIFICATION OF THE TRAINER/S: NAME, PROFESSIONAL QUALIFICATION, ROLE DURING THE TRAINING:

The director and responsible of the course is Ing. Francesco Tarantino, the President of YouNet. he will be supported by multinational team composed by Barbara Bruno, Vladimir Skuta, Sonia Akkari and Eszter Varga.

MAXIMUM NUMBER OF PARTICIPANTS ENVISAGED:

25

FEE IN € FOR ACCOMMODATION AND MEALS :

780.00

COURSE FEE IN €

(TUITION AND MATERIALS):

750.00

CANCELLATION FEE IN € (WHERE APPLICABLE):

200.00

CANCELLATION RULES:

The cancellation fee payment of 200 euro is refundable for changes or cancellations communicated at least 4 weeks before the starting date of the course. Any participant who will cancel his/her participation in the 4 weeks before the start of the course will incur in the payment of the cancellation fee. For any cancellation within 10 days from the beginning of the course the full course fee will be applied.

PROVISION FOR SPECIAL NEEDS:

Yes

DETAILS OF SPECIAL NEEDS PROVISION (IF PRESENT):

Special menus can be organised on request in order to answer to special dietary needs (Vegetarians, Dairy intolerants, Religious prescriptions etc.). The course venue can deal a wide range of special needs. Please contact office@you-net.eu to ask us about your specific special need.

SPECIAL REMARKS:

If your NA has some limitation for the training or subsistence fee, don't worry, contact us at office@you-net.eu and we will find a solution. For further info on the training and application process visit www.grundtvig.it.

DECLARATION BY THE TRAINING ORGANISER

" I, the undersigned, hereby declare that the information contained in this training description form is correct to the best of my knowledge. I agree that the results of a separate on-line evaluation exercise by participants will be publicly available in the training database. I acknowledge that repeated negative results of the evaluation may lead to removal of the training activity from the database. "

Place:

Date:

Signature:

Name and title (position), in block capitals, of the signatory:

Surname:

First name:

Title (position):

Official stamp of the applicant body:

DECLARATION OF COMPLIANCE

MINIMUM OBLIGATIONS FOR PROVIDERS OF COMENIUS AND GRUNDTVIG TRAINING EVENTS

The declaration has to be provided for each training event to be included in the Comenius-Grundtvig Training Database

Reference Number	(to be filled by the National Agency)
Title	European Projects design, management and funding: how to develop a good learning project and get the funds
Organising Institution	YouNet

I, as the representative of the training provider institution, wish to publicise in the European Comenius and Grundtvig Training Database the above mentioned training event which will be organised according to the minimal requirements defined herein.

1. TRAINING CONTENT

We offer:

- a training event for adult or school education staff which is in line with the relevant annual Lifelong Learning Programme Call for Proposals;
- a training event with a strong European dimension in terms of subject matter and profile of trainers which will provide the participants with practical professional skills and knowledge to gain a broader understanding of school or adult education in Europe;
- a highly qualified team to ensure high quality of the training activity;

We provide our participants with

- a suitable pre-departure programme (e.g. suggested reading material, support documents, questionnaires, etc.);
- a range of follow-up activities which will allow participants to get maximum benefit from the training (e.g. distance learning activities, self-assessment of lessons taught after training, peer networking);
- a certificate of attendance of the training activity. The certificate will clearly specify the name of the participant, dates of the activity and the training content followed by the participant, and it will be distributed at the end of the training activity (before participants' departure). If possible, we will use the Europass Mobility certificate.

We confirm that

- where a structured course or a seminar/conference is targeted at Comenius grant holders, it is the result of a previous Socrates project or an LLP Multilateral Project or a Network.

2. COMPOSITION OF THE GROUP

We confirm that

- the specific target group/s (Comenius or Grundtvig) for the event is clearly specified;
- the participants should come from at least three countries participating in the LLP;
- one nationality should normally constitute maximum 30% of all participants of the course, and we will make every effort to reach this target.

3. ORGANISATIONAL ASPECTS

We confirm that

- the training activity is held in a *country participating in the LLP* (see the list in the annual Call for Proposals);
- the IST activity can last **maximum 6 weeks**;
- a structured course must last **at least 5 working days** (excluding travel time);
- a detailed **day by day programme** with clear start and end time of training activities has been provided in the Comenius and Grundtvig Training Database and it corresponds to the training that will be realised;
- we will not charge the participants **any pre-registration fees**;
- in case we need to cancel the training event, we will not charge the participants with any costs and we will reimburse promptly any course fees paid by the participants;
- we provide detailed rules concerning cancellation. We guarantee free cancellation until 4 weeks before the training;
- in case we have more than one group per session we provide information on how we build the groups;
- we organise an evaluation session at the end of the training activity;
- we guarantee that the information given in the Comenius and Grundtvig Training Database is up to date and binding for the training offered.

4. TRAINING PROVIDER INSTITUTION

We declare that our organisation

- comes from one of the countries participating in the LLP (see the list in the annual Call for Proposals);
- has a legal status and experience in the field of in-service training provision specifically for the school or adult education sectors;
- is experienced in working with multinational groups;
- has the financial and technical capacity to successfully offer the proposed training activities.

" I, the undersigned, hereby guarantee that our organisation fulfils the above requirements and that we respect the information included in *Instructions for course providers*. I recognize that the relevant National Agency may verify if these demands are being fulfilled. Should the training event no longer comply with the rules stated herein, I will inform the National Agency accordingly. In case of breach of the declaration our organisation will be excluded from the Comenius and Grundtvig Training Database. "

Place:

Date:

Signature:

Name and title (position), in block capitals, of the signatory:

Surname:

First name:

Title (position):

Official stamp of the applicant body: