



KEY TO STAIRCASE OF SUCCESS



Training Course, hosted by

INSPIRE Croatia

08/04 – 15/04/2015.

Kutina, Croatia



Erasmus+



SUMMARY OF THE PROJECT

This is a Training Course that will be organized by Udruga INSPIRE, as applicant and a host, held in Kutina, Croatia, from 08.04.2015. until 15.04.2015, aimed to gather 25 youth workers, volunteers or associates from Croatia, Poland, Bulgaria, FYR Macedonia, Greece and Turkey, in order to tackle specific topics from the domain of entrepreneurship. Main objectives of the project are:

- Widen the knowledge; equipping with right skills and competences for job creation among youth.
- Exchange knowledge, experience and good practices on entrepreneurship and share personal views and practices.
- Encourage youth participation especially in starting their own business as entrepreneurs, with big dreams and realistic actions.
- Foster creativity, competitiveness, and sense of initiative toward self-employment through creation of small or micro enterprise.
- Create the Manual on steps to success, compiling the results of the project, recommendations and steps on how to bare and maintain the enterprise.
- Creating network of young people and organizations, fostering mutual cooperation and future actions under Erasmus+ programme.

Arrival:

UNTIL 3 PM (+01, CET), 8th of April, 2015.

Working days:

April 8th (PM), 9, 10, 11, 12, 13, 14, 15 (AM)

Departure:

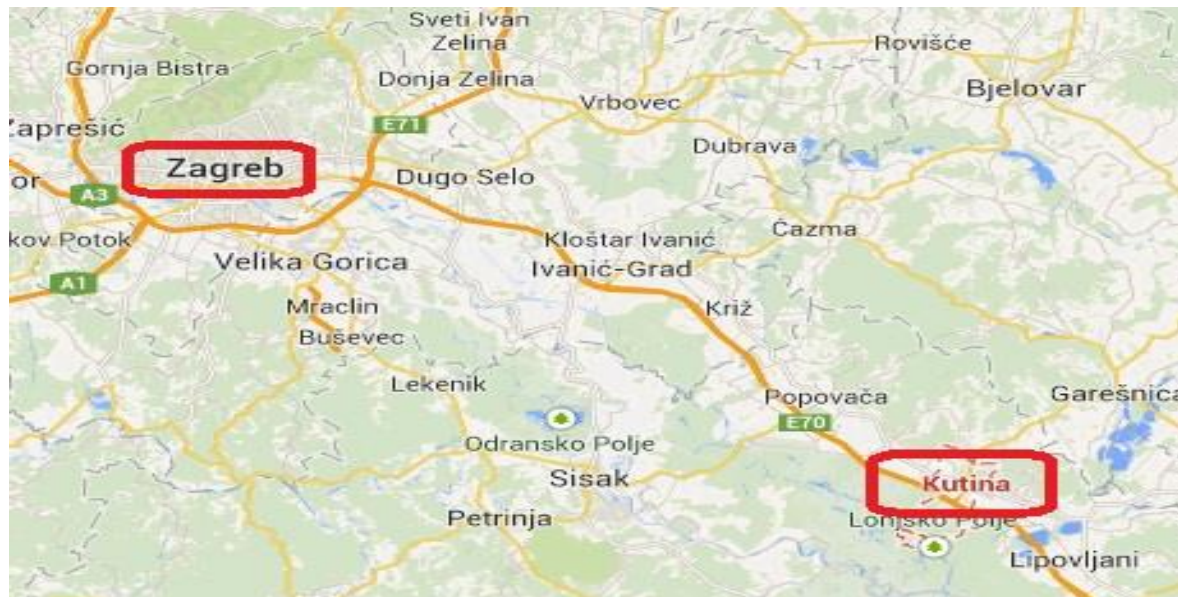
15th of April, 2015.





VENUE OF THE PROJECT

Kutina represents the most important economic, urban and cultural place of the Moslavina area. Due to the location, Moslavina is placed in the middle (key and connecting) part of the Republic of Croatia. One of the most important features of Kutina is close distance from capital Zagreb, with many daily train and bus connections.



HOTEL KUTINA

Hotel Kutina is very well known for organizing meetings, weddings and various projects. Host organizes full board and coffee breaks in the hotel. Whatever is not offered counts as personal cost of participants.

We advise that all toiletries and cosmetics that a participant needs, slippers, etc. to be brought. Pax will only be provided with towels.

If you want to know more about the hotel, check on

<http://www.booking.com/hotel/hr/kutina.hr.html?sid=0dbfc3105778034393b2f030c54edd88;dcid=1>





Erasmus+



HOW TO ARRIVE TO KUTINA

- Nearest airports are following: Ljubljana – Slovenia, Zagreb – Croatia, Graz – Austria, Trieste – Italy, Venice – Italy, Vienna – Austria. Flights to Ljubljana, Graz or even Zagreb can be very expensive. You can arrive from different directions, whereby bus or train schedules should be checked individually, or in consultation with partner organizations or hosting organization. We recommend traveling to Zagreb from which you can take either bus or train to Kutina.
- Transport options from the airport in Zagreb to the city you can check on: <http://www.buscroatia.com/airport-zagreb/>
- Train schedule Zagreb - Kutina can be checked on: <http://www.hzpp.hr/timetable>
- Bus schedule Zagreb - Kutina can be checked on: <http://voznired.akz.hr/VozniRed.aspx?lang=en>
- For all the consultation and assistance for your travel, do not hesitate to contact Matej on matej@inspire.hr
- Or simply find him on Facebook www.facebook.com/matejsismanovic.pvt





FROM TRAIN/BUS STATION IN KUTINA TO THE HOTEL

Hotel Kutina is located in Dubrovačka street, No. 4. It is at a walking distance from Train station through Kolodvorska street, and even closer from the Bus station.





TRAVEL COSTS REIMBURSEMENT

Reimbursement of your travel costs will be done after final report sent to Croatian National Agency and after all the funds for training will be transferred to our bank account in EUR regardless of the currency indicated on your ticket or receipt/invoice. Please make sure that:

- Your travel cost can only be reimbursed up the amount presented in the next slide.
- You should present the original tickets with boarding passes and receipt/invoices, and send all of them to hosting organization by post, after the TC is over. So please keep them all.
- Note that if you bought your ticket in your local currency which might be different than EUR, we will calculate your travel costs according to the exchange rates from official European Commission web site for the month of ticket's purchase.
- TAXI bills will not be accepted in general, except in situations where no other means of transport was possible, and only if it was earlier agreed with the hosting organization via e-mail.
- **Travel costs that occur more than 48 hours before OR after the activity will not be taken into consideration.**
- *Due to the Erasmus+ travel cost reimbursement scheme, the overall amount indicated on the next slide per person (or per group) will be done by bank transfer to your sending organization, so you can claim your reimbursement as soon as the transaction is completed.*
- All the costs that occurred before the start of the TC or after the departure will not be taken into consideration (for example: accommodation costs, travel to other destinations, costs of activities not included in the programme, etc).

Should you have any questions regarding reimbursement rules and limits, please contact us.



REIMBURSEMENT LIMITS



INSPIRE, Croatia, 5 participants, 900 euros

GOTIS, Poland, 4 participants, 1100 euros

AROPMO, Bulgaria, 4 participants, 1100 euros

ECE, FYROM, 4 participants, 1100 euros

PENTHESILEIA, Greece, 4 participants, 1100 euros

KOMA., Croatia, 4 participants, 0 euros

INSPIRE, Turkey, 4 participants, 1100 euros

The amount concerns all the participants per organization, and is expressed in 100% of the cost, showing the very maximum of the amount to be spent.





VISA AND TRAVEL DOCUMENTS

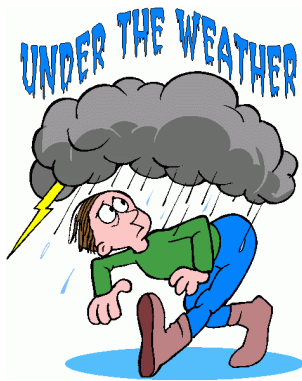
- Citizens of EU member states can enter Croatia with valid ID card, but we strongly recommend using the passports especially for non-EU members and those that need visa.
- Citizens of Kosovo* and Turkey **NEED** visa to enter Croatia. From 2014 holders of Albanian passport **DO NOT** need visa to enter Croatia. According to the planned budget of the project, visa costs **WILL NOT** be reimbursed by the organizer. Please consult your sending organization or hosting organization (INSPIRE) concerning visa issues.
- Official invitation letter from hosting organization can be provided. If you need it, please send us e-mail with following information: Name, Surname, full address from passport, date of birth, travel document number, if not indicated in your application form.





WEATHER, INFO, VENUE

You can find most precise forecast here:
<http://www.weather2umbrella.com>



Local currency is KUNA (HRK). **1 EUR = approx 7.63 HRK**
Payment in EUR is prohibited. Exchange offices can be found everywhere, but please do not change large amounts of money (more than 20 EUR) in exchange offices at the airport and train/bus station, because exchange rate can be low, as well as when exchanged in banks. ATM's are available in the center of Kutina.

Pharmacies, shops of various goods, bars and restaurants, can be found at 5 minutes walk from the Hotel.

If you want to know more about Kutina here is the web page:
<http://www.kutin.hr/AboutCityofKutina/tabid/202/language/en-US/Default.aspx>





PREPARATION OF PARTICIPANTS

- Participants should prepare themselves for active participation during the TC, and to take the responsibility for certain parts of the programme together with their group leaders.
- Official language of the TC is English.
- Intercultural evening will be organized during the first days of the programme and national food, drinks, snacks, sweets and national symbols (e.g. flag) should be brought in order to present partner countries. Very short presentations of countries will be done in creative way.
- Participants should be present throughout the whole duration of the TC in order to be eligible to receive the Youthpass certificate and reimbursement.
- We kindly advise you to obtain travel insurance yourself.





APPLICATION AND DEADLINE

For additional information, questions and dilemmas do not hesitate to contact us on:

00385 97 6831 669 Matej or

matej@inspire.hr

www.facebook.com/matejsismanovic.pvt

SEE YOU SOON!

