"EM tools 4 NGOs"

Dates: 03.11.2017 – 11.11.2017

Place: Tg. Mures, Romania

Modern non-profit organisations are interested in creating among people a positive opinion about their organisation, their products or services. To create loyalty of the audience and attract new one, they need contact with them and sometimes – directly in live. Therefore, nowadays, more and more often organisations implement various projects and events for involving target audience in their activities.

Professional event implementation can create favorable relations with other organizations, institutions, groups of people and individuals both inside organization and outside it. And its reputation, sustainable development and availability of resources depend on these relations that help to attract new members and volunteers, carry out effective fundraising, raise positive interaction with media, etc.

However, professional implementation requires knowledge and skills of members and volunteers in management of different aspects of events, creating content and work with event team.

Objectives of the project are:

1) To develop real knowledge and give effective work tools for improving project management skills in event sphere among participants;
2) To gain experience and good practice in planning, implementation and evaluation of different aspects of project: idea development, timetable creation, work with risks, budget, team, stakeholders;
3) To diversify event activities in non-profit organisations for bigger involvement of their target groups in organisation work.

Mobility will be held during 8 days in Tg. Mures, Romania. It will include number of workshops, simulations, presentations about project management in general (goals & objectives for project, timeline, budget), agenda management, work with stakeholders, work with team, promotion, etc. During mobility we will create event plan for each organisation for the next year and concrete plan of event which participant will implement after coming back home.

Each partner organization should send 4 participants from *each partner organization*. Costs are covered according to Erasmus plus manual.

The expected background of participants:

- participated in implementation of various events in organisation or wishing to start to do it;
- interested and needed to learn new tools and methods for event management and practice them during work with youth;
- wishing to contribute with their knowledge, experiences and good practices to local community;
- able to communicate on English language at the sufficient level;
- ready to participate in all activities of Training course.

We welcome participants with fewer opportunities with economic, geographical and social obstacles, educational difficulties.

Setting up agreement with partners

For making this partnership legal all partner organisations will sign mandate letters which obliged partners to follow and complete their duties. Also in order to ensure quality implementation of the project we would like to form and sign *preliminary agreement* with each partner organisation before submitting the application to the National Agency. ***Host organisation will:***

- update and inform partners and participants about the project;
- guide communication with the partner organisation and the National Agency;
- manage administration issues (contracting procedure, finance and final reporting);
- implement dissemination and exploitation of results of the project;
- provide a team of qualified and experienced staff, supported by organization members to guide the activity and organise food, accommodation and venues of the activity;
- ensure visibility of the Erasmus+ grant, program and logo.

Partner organisations are in charge of:

- finding participants according to prearranged procedure and cooperating in the selection of participants;
- organizing travel and insurances of the participants;
- supporting preparation and follow-up activities, evaluation, dissemination and exploitation of results (preparation and help in making documentation and reporting) of the project and ensure visibility of the implemented activity.

For this Training course dissemination activity is required! After coming back from project to home organisations participants (no less than 2 of them) will need to implement event. Plans for these events will be created by participants during mobility.

Attention! As this dissemination is obligatory, we will not reimburse money for travel and visa to participants if event will not be implemented!