



HOW TO MANAGE EU FUNDS IN YOUR PROJECTS?

LANGUAGE: Languages used for the training: English, but many languages for 6+ groups. The language of the course can be arranged according to the characteristics of the groups in English, German, Italian, Spanish and Turkish.

LOCATION AND DURATION: 20-24 July 2020 Tallinn, ESTONIA

COURSE SPECIFICATIONS:

Number of Training Days: 5 Days

Lessons per week: 30 English Language

Lesson Duration: 09:00-15:00 for a day

Length and fees: <http://bluecore-edu.com/index.php/courses-and/>

Class Size: Maximum 20

Language level: A1/A2

Suitable for: School administrators, school staff, teachers and Everyone

COURSE BACKGROUND AND COURSE OVERVIEW:

'Secure EU funding: access EU funds' (SEEU) is a masterclass course for all those involved in preparation of proposals to be submitted for funding in any of the major EU programs and calls. The participants will have the opportunity to be presented with an overview of EU programming period 2014-2020 through the Multiannual Financial Framework (MFF) and to acquire in depth knowledge of the key issues for EC project selection and identification of suitable calls for their organizations. Moreover, the participants will learn how to build the right partnership for a project proposal and understand the importance of geographical coverage achieved through the

consortium. Furthermore, the participants will gain invaluable insight on how they can efficiently draft a proposal as well as the role and responsibilities of everyone involved in the drafting process. The course gives emphasis on the role of the partners in the drafting of the proposal and how the project manager and all those assisting in drafting they can set up an effective time plan schedule that will allow them to meet call deadlines. 'Secure EU funding: access EU funds' course offers 'hands on' experience to participants through practical examples and exercises with which the participants learn how to match an idea to relevant programs, how to analyse a call for proposals as well as how to proceed with the budget/financial analysis in a specific application form. This is a masterclass course taught by high qualified professionals with vast experience in EU funding and the mechanisms of EC related to funds. Ideal course for all those involved or likely to be involved in the preparation of successful EU funded proposals.

COURSE OBJECTIVES:

- To understand the mechanisms and principles related to EU funding
- To set up an effective time plan schedule for drafting a proposal within a given deadline
- To identify possible sources of funding to match a concept idea and build solid partnerships
- To create draft competitive proposals to be funded by EU
- To develop an efficient strategy, in which potential EU funding is an integral part to the overall business development strategy of the organization/institution.

CONTENT AND METHODOLOGY:

The course methodology will ensure the active involvement of the participants in all phases, that is, prior, during and after the delivery of the course. More specifically, upon confirmation that the course will take place, the participants will receive preparatory material (if needed), which will cover all important concepts to be presented during the delivery of the course. The participants will have the opportunity to exchange feedback with the organizer of the course, BlueCore Academy, and the trainer as well as to request any clarification related to the content of the course.

The methodology of the training is based on a combination of three important elements:

- Provision of knowledge required (theory)
- Use of training tools, such as case studies, videos, games, animations & exercises (practice - hands on experience)
- Feedback/reflection (review)

During the delivery of the course, the participants will receive hard copy material, which will cover the content to be presented in all five (5) days of the seminar. The material will be presented in a form of Power Point (PPT) presentations, videos & animations. Moreover, the active involvement and hands on experience of the participants will be secured through various training tools, such as case studies, worksheets, scenarios & exercises. These training tools are necessary to ensure that the theoretical knowledge gained by the participants can be used in real life scenarios; an important aspect & added value for any training course.

At the final day of the course, the participants will have the opportunity to reflect on the information received and the experience gained in the specific field of study. Moreover, the participants and their institutions will be encouraged to be members of BlueCore Academy, an

international hub and forum for entrepreneurs & innovators to exchange ideas, novel concepts/approaches & best practices in the area of environment and education.

METHODS:

Lectures, exercises, discussions, teamwork, role-playing, study visits

COURSE TOPICS

A successful realization of an EU funded project

Suitable calls of the proposals and their concepts

A good partnership

PROGRAM (Training activities):

-PPT slides

-discussions

-evaluating

-sharing thoughts and ideas with the group

-sightseeing and the school visits

PREPARATION:

After confirming registration, participants will be informed about the details of the course (arrival, daily program). Participants will be able to introduce themselves and bring a few examples of routines and practices that they apply to their teaching.

MODULES:

Module1: A good cooperation between partners of a project

Module2: Innovation for new skills

Module3: A good control of a financial of a project

Module4: Suitable preparation for implementation

FOLLOW UP:

BENEFITS TO PARTICIPANTS

- Enhance knowledge with regards to fundamental principles of EU funding
- Ability to set up an effective and efficient time schedule for drafting a proposal
- Understand the various stages from concept idea to commercialization of a product or service
- Identify possible sources of EU funding
- Acquire skills and competences in building strong and solid partnerships
- Comprehend the importance of networking & lobbying when it comes to EU funding
- Draft and submit competitive proposals for EU funding

BENEFITS TO PARTICIPANT'S ORGANIZATIONS

- Increase the potential sources of funding for developing innovative products and/or services
- Improve human capital & capacity for securing funding by EU sources
- Develop and integrate EU funding strategy in the overall business development strategy
- Effective and efficient time management when it comes to drafting of EU proposals

DAILY TIMETABLE:

1ST DAY

- Welcome to the participants
- A quick introduction to the course
- Coffee Break
- A general look at the programme of EU 2014-2020:

General principles of EU funding (transparency, credibility, monitoring & reporting, etc.)
Europe 2020 strategy for smart, sustainable & inclusive growth: an overview
EU's long-term spending priorities according to Multiannual Financial Framework (MFF)
An overview of Centralised vs. Decentralised EU funds
Examples of centralised funds (Life+, Erasmus+, Europe for Citizens, Horizon 2020)
Key issues for EU and EC on project selection
Identification of suitable calls

Discussion: Matching a project idea (concept) to relevant programme(s)

2ND DAY

BUILDING THE RIGHT PARTNERSHIP

- Principles of successful partnership
- Finding the right partner for your organization
- Risks and opportunities of partnerships
- How and where to find suitable partners for your proposal (concept)
- Coffee Break
- How to find the most appropriate organizations/institutions
- The more ordered preparations

Discussion: Analysis of a call for proposals

3RD DAY

DRAFTING A PROPOSAL: THE VARIOUS STAGES

- Typical structure of an application form: admin, technical and financial parts
- Setting up a proposal: things to consider
- Involvement of participants in the drafting of a proposal: roles & responsibilities
- Proposal writing schedule
- Coffee Break
- A group work together
- Writing process planning

Discussion: Time planning for proposal submission (group exercise)

4TH DAY

Budgetary issues in EU funded proposals

- Financial commitment of partners
- An overview of various types of eligible cost categories
- Coffee Break
- Connecting & aligning the technical part with the financial part in a proposal
- Tips in the drafting of the budget: things to do and things to avoid

Discussion: Budget Analysis of a proposal

5TH DAY

The expert's assessment of a proposal and the importance of lobbying and networking in EU projects

Assessment of a proposal by an EC expert - important things to be taken into consideration

Assessment report: what an assessment expert wants to see in a proposal

The importance of networking and lobbying after submission

Building a solid and sustainable business plan on EU funded projects

Course evaluation

CERTIFICATIONS: At the end of the course; Participants will take "Certificate of Participant", "Europass Mobility Certificate", "Staff Mobility Agreement" and BlueCore International Company Invoice certificates.

