



Successful EU project planning and management

DESCRIPTION The course provides participants with an overview on the main EU funding opportunities, with a focus on the Erasmus+ programme. Participants will acquire new skills on how to prepare successful proposals and effectively manage educational projects. The trainer will share his sound expertise as project manager and evaluator, giving to all participants an opportunity to explore the world of EU projects from the inside and understand the key points for getting funded.

- LEARNING OUTCOMES**
- The political framework: understanding the link between EU policies and EU funding programmes
 - Identifying suitable funding opportunities at European level
 - Getting networked
 - Building a European partnership
 - Transforming a project idea into a project proposal
 - Planning an effective dissemination strategy
 - Disseminating project results and outcomes
 - Planning an effective evaluation strategy
 - Additional tools and instruments for a successful proposal
 - Managing and reporting EU funds
 - Correctly handling the Erasmus+ e-forms

SCHEDULED SESSIONS	9-15 September 2018	Please consider that dedicated sessions and tailor made programmes can be set for a minimum of five participants from the same organisation.
	11-17 November 2018	
	13-19 January 2019	
	3-9 March 2019	
	12-18 May 2019	

VENUE Rome, Italy

COSTS **Course fee:** 490 €
Support for logistics and administrative arrangements: 150 €

All costs for attendance, travel and accommodation can be covered by an Erasmus+ KA1 grant. In case of several participants from the same organisation, a 100 € discount will be applied from the 6th participant onwards. If you haven't get funded yet, please do not hesitate to contact us at info@pro4geo.com for any further information and support with the preparation of your application form.

PRE-REGISTRATION Interested participants are invited to pre-register here: <https://goo.gl/forms/ora2Em4FLwIqYVzr2>
Please note that the course will be confirmed upon reaching a minimum number of participants. Registrations will be confirmed no later than one month before the start date of the course.

TRAINERS **Andrea Natalini** is the co-founder of PRO4GEO. He has been working for almost 10 years in the field of EU projects and has developed a sound expertise in the development and implementation of cooperation and mobility projects. He has been collaborating with several organisations as trainer, non formal educator and project manager for mobility projects and strategic partnerships. Since 2015, he is also an Independent External Expert for the COST Association. He is a teacher at the Executive Master in EuroProject Management within *La Sapienza* -University of Rome and University Federico II of Naples.

Nicola Franceschi started to work in the EU project sector in 2006 on behalf of an important training agency based in Rome. Within the Lifelong Learning Programme (2007-2013) he managed projects targeted to SMEs and aiming to promote non-formal education for young people and adult learners. He then became a freelance European consultant supporting third sector associations to get funded. He is one of the founding members of PRO4GEO and since 2015 works for the Italian Erasmus+ National Agency as an external evaluator in the youth sector.



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Program of the week

DAY 1 Sunday (only afternoon)

Presentation of the program
Getting to know each other
Ice-breaking activities
Welcome drink and dinner

DAY 2 Monday

Introduction to the general framework
Strategy Europe 2020
Overview on direct EU funding programmes
Main sources of information
Introduction to Erasmus+: structure, objectives, budget

DAY 3 Tuesday

Analysis of key documents
The Programme Guide
Key Action 2 – Cooperation for Innovation and the Exchange of good practices
Focus on Strategic Partnership
Examples of best practices

DAY 4 Wednesday

From the project idea to the project proposal
How to find suitable partners for your project
The 11 steps for an effective project planning
The budget in Erasmus+
Evaluation of project proposals: the point of view of the evaluator
More tips for an effective project planning
Practical activity: build your own project (part 1)

DAY 5 Thursday

Daytrip
Practical activity: build your own project (part 2)

DAY 6 Friday

Dissemination: main tools and channels
How to handle the e-form
Main challenges in project management
Tools for an effective project management
Reporting in Erasmus+
Practical activity: build your own project (part 3)

DAY 7 Saturday (only morning)

Presentation of results
Course roundup and review
Evaluation of the course
Certificates to participants
Administrative arrangements
Departure of participants
