

Let's make our school more international: European Project Planning, Design, Management and Funding under Erasmus+

The "European Project Planning" training course is addressed to individuals and organizations who wish to acquire the skills for successfully accessing and managing European funds in the field of culture, education and training. The objective of the training course is to put European teachers and learning facilitators in the conditions to get familiar and to benefit of the opportunities the European Commission offers to develop learning activities at European level. The course aims to provide participants with specific knowledge, skills, tools and instruments needed to design effective project proposals which enable them to effectively manage a European Project. Participants will be supported to create the conditions, within the group, to start up European partnership networks.

Preparation

Prior to the start of the course, selected participants will be invited to read some material about the European Union. They will also receive practical information for the course and a Guide about Alcalá de Henares and other places to visit.

Objectives

- Familiarize participants on the EU funding opportunities in the context of the EU financial framework 2014-20 and understand correctly a call of proposal for funding.
- Provide advice and guidance on how to design a proposal for education and plan a successful project so as to exploit available EU funding opportunities
- Provide advice on how to manage contractual procedures effectively with the European Commission when creating an appropriate transnational project partnership.
- Familiarize participants with basic principles in project management, like organising a time plan, monitor the project development, create and deliver project reports.
- Organize and plan the financial and administrative aspects of the project.
- Familiarize participants with successful dissemination/promotion and exploitation principles of European projects.

Methodology

The practical course on European Project Planning helps individuals and organizations increase their efficiency rates on successful projects and create a strong European partnership for future collaboration. Participants will have the way paved for the interpretation of the documents for developing an effective project idea and will work on projects within small groups. The pedagogical approach underlining this choice is that the training main objective is to support networking and knowledge sharing among teachers and learning facilitators in Europe and by giving them the opportunity to mutual exchange. At the end of the training course, every group will have produced a first draft of a European project including the application form, the budget, transnational partnership, evaluation and dissemination of their own project.

Follow up

Cervantes Training will support partnerships originated during the training course to develop their project ideas. After training, participants will be sent more materials to write a successful project proposal. We will be available for consults via email to clarify doubts and offer advice after the course.

Enrolment Fees: 490 Euros*- Course Price includes: Registration Fees and tuition for the course -7 days-, Course Material- before and after the course, dossier with information material about Alcalá de Henares, City Guided Tour and entrance to The Cervantes Birthplace Museum, Certificate of Attendance with learning outcomes and Europass (Europass is issued upon request).

It is not absolutely necessary to bring a laptop or tablet. Though we advice to bring a device as it might be handy during working all along the course. We don't provide computers.

- CERVANTES TRAINING -

Programme

Course: Let's make our school more international: European Project Planning, Design, Management and Funding under Erasmus+ 2014-10

Place: Alcalá de Henares- Madrid-Spain

Day 1: Arrival (evening)

Welcome- Registration and Hand-out of Material- Course Overview- Ice breaking- Tapas in Alcalá-

Day 2: Getting to know each other-Sociocultural activity

Alcalá de Henares Guided Tour: World Heritage Site and Birthplace of Miguel de Cervantes and his Don Quixote "In the footsteps of Cervantes"- Entrance to The Cervantes Birthplace Museum.

Day 3: Erasmus+ Outline

- Participant presentations and sharing of mutual expectations. Team building
- Introduction of European funding programs in the field of education, training and culture.
- How to obtain grants? Searching the right Call of Proposal
- Collection of relevant information for making our school more international

Day 4: From the Idea to the Project Planning Process

- Successful European partnership building
- European Project Life Cycle: From the idea to the final report.
- Developing a school policy plan

Day 5: How to draft a successful project

- Finding and analyzing the information on project development
- Elaboration of the project idea: Aims and objectives.
- Quality issues related to project planning: reporting activities and methodologies
- Creating intellectual output
- Elaboration of the project presentation documents

Day 6: Financial and Administrative Tasks of the project

- Analysis of the project budget.
- Eligibility of expenditures
- Development of the financial plan: Project costs and balanced budget creation
- How to disseminate projects
- Monitor of the project: evaluation
- Creation of the project presentation document

Day 7: Project Presentations

- Project presentations
- Open discussion to clarify doubts, answer queries and assist participants
- Final discussion and conclusion
- Course Evaluation
- Certificates
- Farewell

Once the course finishes, all participants will be sent more materials and tutorials to implement course contents into their institutions.