

HOW TO OBTAIN AN INTPA GRANT?

v1.0

DAY 1 Getting ready for proposal writing: external funds and their structure

The first day of the course provides the background information about the EU environment, its structure and the way it works. The participants are provided with a solid understanding of the respective roles of the European Commission, of the countries which benefit from the grants and the beneficiary organisations. They will go into details of the structure of the external funds and will have a deep understanding of how to navigate through calls, finding the right one and how the projects work.

09 : 00	START
09 : 00 – 10 : 30	<p>WELCOME AND INTRODUCTION OF PARTICIPANTS APPROACH TO EU FUNDING</p> <p>About the funder: who is the EU, the different development actors:</p> <ul style="list-style-type: none"> • The Directorates General of the European Commission and their role • The role of the beneficiary country • The role of the beneficiaries • The distinction between direct and indirect management <p>EXERCISE: ENTRY QUIZ This quiz will allow you to understand the topics you need to master</p>
10 : 30 – 11 : 00	COFFEE BREAK
11 : 00 – 12 : 30	<p>STRUCTURE OF EXTERNAL ACTION FUNDS</p> <p>Structure Pathway to you funding opportunity and sources of information:</p> <ul style="list-style-type: none"> • Where can I find the information? • Monitoring and programming (geographic and thematic)
12 : 30 – 13 : 30	LUNCH
13 : 30 – 15 : 00	<p>STRUCTURE OF EXTERNAL ACTION FUNDS</p> <p>Finding Pathway to your funding opportunity and sources of information:</p> <ul style="list-style-type: none"> • Programming stages (CSP, PIN, PAA, Financing Agreements) • Action Documents and their importance • Where can I find the calls for proposals?
15 : 00 – 15 : 30	COFFEE BREAK
15 : 30 – 17 : 00	<p>STRUCTURE OF EXTERNAL ACTION FUNDS</p> <p>The financial instruments of the European Union external actions:</p> <ul style="list-style-type: none"> • The key numbers • Presentation of the different financial instruments • Differentiate between geographic and thematic instruments
17 : 00	END OF TRAINING DAY 1

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Day 2 The call to proposal: how to deconstruct it, practical exercises and the concept note

On day 2 of the training, participants will have a look at the structure of the calls and of the proposal writing process. They will learn how to know if a call fits them, and what the European Commission expects both during the call and for the writing process of the project. They will have a practical exercise to ensure that they understand the guidelines of a call for proposals, and will start learning about the concept note.

09 : 00 START

09 : 00 – 10 : 30

HOW TO READ & DECONSTRUCT A CALL FOR PROPOSAL

- Differences between grants and services
- Each stages of the call for proposals procedure (PADOR / PROSPECT)
- Understanding of the call for proposals template

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

HOW TO READ & DECONSTRUCT A CALL FOR PROPOSAL

- The expectations of the European Commission
- Eligibility (actors, actions, area of intervention, etc.)
- Be able to identify the essential point of a published call for proposals

QUESTIONS AND ANSWERS FOR THE FIRST HALF OF THE TRAINING

12 : 30 – 13 : 30

LUNCH

13 : 30 – 15 : 00

EXERCISE: HOW TO READ THE GUIDELINES OF A CALL FOR PROPOSALS?

Practical exercise where participants will use a published call as a basis to learn about keywords, where to find the important information, if the call is suitable for them and to avoid potential mistakes before answering the call.

15 : 00 – 15 : 30

COFFEE BREAK

15 : 30 – 17 : 00

HOW TO DRAFT AN ATTRACTIVE CONCEPT NOTE

The concept note:

- What is the concept note?
- The expectations of the European Commission
- Traps to avoid

17 : 00

END OF TRAINING DAY 2

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Day 3 How to draft a full proposal and

logical framework and how to construct a budget

On the last day of the training, participants will start with a practical exercise on the concept note for a better comprehension of the theory on the previous day. They will review the last important points of proposal writing, common pitfalls and expectations from the European Commission, and they will have a look at the budget, with all kinds of costs. The training will end with an exit quiz.

09 : 00

START

09 : 00 – 10 : 30

HOW TO DRAFT AN ATTRACTIVE CONCEPT NOTE

Exercise: evaluation of a concept note

Practical exercise where participants will assess a real concept note, and review together with our experts potential wrongdoings and how to improve it according to the expectations of the European Commission.

10 : 30 – 11 : 00

COFFEE BREAK

11 : 00 – 12 : 30

HOW TO DRAFT A FULL PROPOSAL AND LOGICAL FRAMEWORK

- The full proposal: coherence is the key word
- The logical framework: how to build the logical framework, how to maintain consistency?

12 : 30 – 13 : 30

LUNCH

13 : 30 – 15 : 00

HOW TO CONSTRUCT A BUDGET

- Budget based on reimbursables vs. simplified cost options
- Planning the budget: what is eligible?
- Specific eligibility conditions per cost category

15 : 00 – 15 : 30

COFFEE BREAK

15 : 30 – 17 : 00

HOW TO CONSTRUCT A BUDGET

- Types of eligible personnel
- Travels, Equipment, Goods and Services
- Administrative costs, the use of the contingency reserve

EXERCISE: EXIT QUIZZ

Auto evaluation using the same quiz in order to assess your progress during this training

17 : 00

END OF TRAINING DAY 3