

Programme: How to apply for EU Funding

Two-day training seminar on 14 and 15 May 2009
Scotland House Conference Centre, Rond-Point Schuman 6, Brussels

Day 1 : Background information

10.00	Welcome and Introduction <ul style="list-style-type: none">▪ Introduction of trainers and participants▪ Input from participants: previous experiences and expectations	14.00	Structural Funds – in-depth <ul style="list-style-type: none">- Instruments of the Structural Funds- Decision making steps- Operational programs- Participation in Structural Funds- How to apply
10.45	EU funding: Why and for Whom? <ul style="list-style-type: none">▪ EU funding policy: budget, programming▪ The rationale behind EU funding	14.45	7th Research Framework Programme – in-depth External speaker: European Commission <ul style="list-style-type: none">▪ Objectives and priorities▪ Conditions of participation▪ How to apply
11.15	<i>Coffee Break</i>		
11.30	EU Programmes – Overview <ul style="list-style-type: none">▪ Structural Funds▪ Research▪ Environment and energy▪ New technologies and information society▪ Culture, tourism, education, youth, city-to-city links, social affairs and HRD▪ Other EU programmes of interest to participants (e.g. justice and home affairs, consumer protection, external aid, pre-accession instruments)▪ Impact of enlargement	15.45	<i>Coffee break</i>
		16.00	Practical Information for Applicants <ul style="list-style-type: none">▪ Sources of information▪ Tender procedures and formalities: calls for tenders / calls for proposals▪ Basic procurement rules▪ Conditions of participation: co-financing, eligibility
13.00	<i>Lunch</i>	17.00	<i>End of day one</i>



20.00 All participants are invited to join us for dinner (name and place to be announced)

Day 2 : Practical tips and exercises

9.00 **How to Write a good Proposal: Tools for Applicants**

- Collecting information
- Application Form and Guide for Applicants
- Supporting documents
- Partnerships
- Contacts and follow-up

10.30 *Coffee break*

10.45 **Simulation Exercise: Proposal Writing**

- Group work: Outline of a project proposal
- Presentation and feedback
- Discussion: Best practices in proposal writing

12.30 *Lunch*



13.30 **How to Finance a good Proposal: Budgetary Issues**

- Rules for co-financing
- Eligible costs
- Budget forms
- Depreciation
- Examples of budget forms
- Budget follow-up

14.45 *Coffee break*

15.00 **Simulation Exercise: Budgets and Management**

- Group work: outline of a draft budget for selected project activities
- Presentation, feedback and discussion

16.30 **Questions & Answers**

17.00 *End of training seminar*

Please note: This training programme is provisional and is subject to change.



Ramboll Management Consulting - European training centre

Avenue d'Auderghem 92 • 1040 Brussels • Tel. +32 (0) 2 737 9680 • Fax +32 (0) 2 737 9699
info@european-training-centre.com • www.european-training-centre.com