

## Knowledge Centre for Flemish Cities

### Training: “Applying for EU Funding”

7 February 2011 13h – 17h (arrival from 12h30)

44 – Kruidtuinlaan / Boulevard du Jardin Botanique 44 – 1000 Brussels

| <b>Time</b>  | <b>Activities</b>  | <b>Objective</b>   |
|--------------|--|--|
| <b>13.00</b> | Introduction and ice-breaker   | Ask participants to give one burning question and expectation for the session.   |
| <b>13.15</b> | Applying for funding: where to start (PPT)   | Set the scene/context. What are the first steps in applying for funding?: developing your idea, forming a partnership, finding out information about the funding programme.                                |
| <b>13.35</b> | Jargon-busting quiz  | Understand the jargon before starting to write. Awareness of jargon.   |
| <b>13.50</b> | Putting pen to paper<br>Exercise 1:<br>Identifying outputs<br>Exercise 2: Writing the project summary<br>Exercise 3: Outputs, results and impacts. | Outline of some principles and tips before starting to write.<br>Exercises on identifying outputs, writing a clear project summary, and understanding the difference between outputs, results and impacts. |
| <b>15.00</b> | Break  |  |
| <b>15.15</b> | Putting pen to paper II: budget demonstration  | On line demonstration of completing a budget.  |
| <b>15.40</b> | Exercise: You're the assessor!   | Participants assess and score two project applications.  |
| <b>16.25</b> | Exercise debrief with some top tips for a successful application   | So that participants feel better equipped and have some tools they can use when next writing an application.   |
| <b>16.50</b> | Tools provided   | Go through tools provided to participants:<br>Project development steps/timeframe;<br>Partner questionnaire; Jargon glossary;<br>Useful web-links.   |
| <b>17.00</b> | Close  |  |

The trainers will be Alison Partridge and Alexandra Bolland from Aurora. Aurora has a 100% success rate in applying for funding from the EU.

### **Alison Partridge**

Alison co founded Aurora in 2002 and has more than 16 years' European programme management experience across the voluntary, statutory and private sectors. After graduating with a European Studies degree, she did a Scholarship in the European Parliament and then an "expert" contract with the European Commission's Statistics Office (Eurostat). She then returned to the UK and successfully established and managed three European Units, two in local authorities and one in a university. Alison has developed innovative interactive methodologies to facilitate structured learning in European projects. Her current portfolio spans a range of Interreg and mainstream ERDF programmes across the EU and URBACT II (lead expert of the ESIMEC project).

### **Alexandra Bolland**

Alex graduated with a Masters in Contemporary European Studies in 2002 and joined Aurora in 2007 as Senior Consultant. She has 10 years experience of working in the management and delivery of territorial cooperation programmes. Alex is a project assessor for the INTERREG IVC programme and also for the South East England Competitiveness and Employment programme. Alex has interregional programme management experience having worked for the INTERREG IIIC West Joint Technical Secretariat in 2005-6 where she was responsible for monitoring projects and advising project leaders. Alex is currently leading on the evaluation of an INTERREG IVC project, MMOVE. She is supporting two URBACT II lead experts in the delivery of two new projects, EVUE and ESIMEC.