

Target group

The training package is aimed at staff members of development organizations and local government offices active in the area of project funding acquisition, project implementation and grant management.

Methods and framework conditions

- You can choose between two specialisms:
 - **“Narrative”**: narrative application and reporting
 - **“Finances”**: financial application and reporting

The two specialisms are provided in parallel.

- Working on the basis of introductory inputs, the training goes on to discuss practical examples. You will have the opportunity to test specific instruments and approaches.
- An optional **extension module focussing on project planning** provides the opportunity to try out participative planning methods in practical situations, thus acquiring familiarity with and security in the location of indicators.
- On one evening in the seminar bloc, you will be given the opportunity to talk in a relaxed atmosphere to an insider about the collaboration with EuropeAid
- Either during or after the course of training, you can take advantage of up to two hours of individual consultation. We are happy to answer questions about your project (application).
- The number of participants per course is restricted to 15. This ensures both efficient and effective working-practices.
- The language of instruction is English.

About us

finep is a non-profit project and consulting organization. Working in the areas of Development, Environment Policy and Participation, we undertake project work and make applications for funding from a wide variety of sources on the national, regional and European level.

Having gathered broad experience in the acquisition of funding, project planning and management, we now seek to pass on the expertise which we have acquired. The last eight years has seen finep organize a number of workshops and training courses as well as providing extensive consultation services. Our clients in this area are drawn from European development organizations as well as a number of actors in German local government.

Our trainers all have considerable practical experience in EU and NGO project work as well as in the provision of training and consultation services regarding project management issues and the acquisition of third-party funding. All proven specialists in their field, they have extensive experience in the application for and management of funding from EuropeAid:



Ralph Griese, Annegret Kurze, Elke Rusteberg, Sebastian Henning. Seminar Coordination: Frederike Hassels

Further information available under:

www.finep-akademie.eu

Dates in 2014

Seminar bloc “Project application”

narrative or financial:

Each specialism from 13.01.2014, 1 p.m.
to 17.01.2014, 1 p.m.

Extension module “Project planning”

from 18.02.2014, 1 p.m.
to 19.02.2014, 1 p.m.

Seminar bloc “Grant management”

narrative or financial:

Each specialism from 19.02.2014, 2 p.m.
to 21.02.2014, 1 p.m.

Location

Bio-Hotel Almodóvar, Berlin-Friedrichshain
www.almodovarhotel.de

Cost

Package including “Project application” and “Grant management” (extension module excluded):
preferential price **1.700 Euro**

For single bookings:

- **Seminar bloc “Project application”** with four training days in each specialism: **1.200 Euro**
- **Seminar bloc “Grant management”** with two training days in each specialism: **600 Euro**
- **Extension module “Participative Project Planning”** on a single day: **only 300 Euro extra**

Prices include the cost for the instructors, materials, drinks during the seminar, lunch during full seminar days as well as two hours of individual consultation and support from the finep team following the training. We have booked a contingent of rooms in the Hotel Almodóvar. You can book a single room in the hotel for a price of 77.35 Euro (breakfast included). This price is valid until the deadline of: 16.12.2013.

Registration

Please use the registration form on
www.finep-akademie.eu.

Registration deadline

for the seminar bloc “Project application”:
6. December 2013.

for the **extension module** and the seminar bloc “Grant management”:
10. January 2014.

Certificate

Each participant will receive a certificate of participation listing the scope and nature of the topics covered.

Please address
all questions to:



In Esslingen:

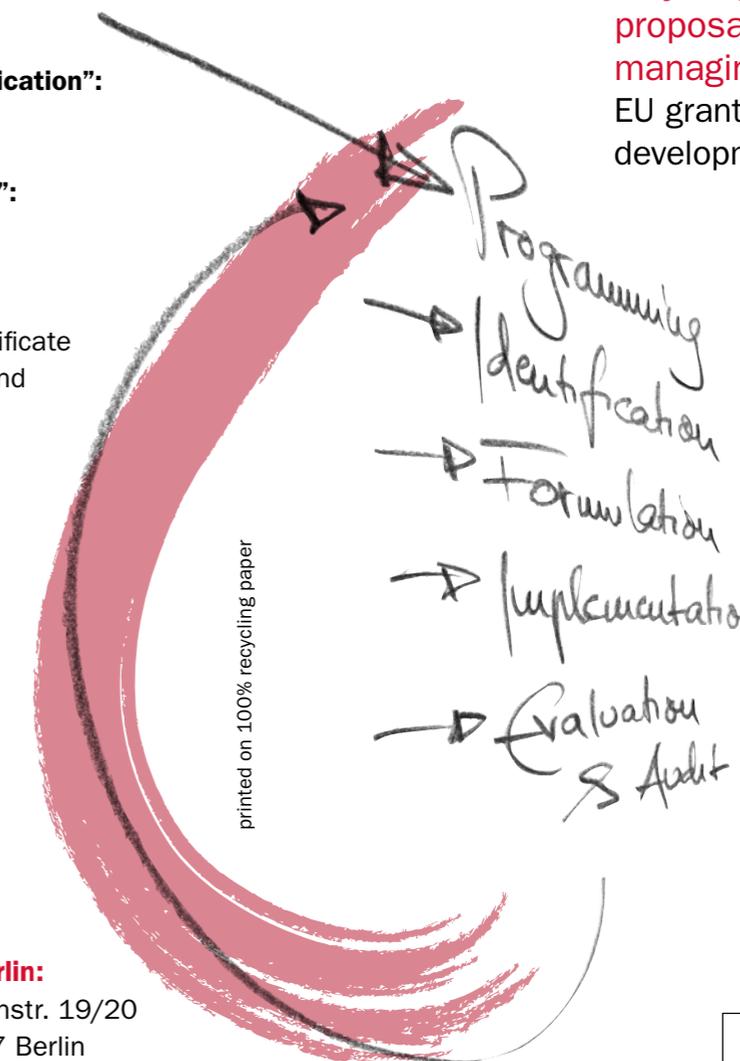
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EU Project Management

Project planning
proposal writing &
managing
EU grants for
development projects



Training
January and
February 2014
in Berlin

fine+p
akademie

Focus

You work for a development organization and would like to obtain project funding - for example for a human rights project in Africa, an education project in Asia, a food-security project in Latin America or an information campaign in Germany? You have long thought of applying for funding from the EU, and now need the skills and know-how to make a competent and formally correct application?

Our training programme will provide you with the requisite know-how to realise your aims. Providing a comprehensive explanation of the operating methods and funding programmes of EuropeAid, the course outlines the characteristics of coherent project logic and a good logframe. Choosing from two different specialisms – narrative or financial project application and grant management – you will learn step by step what is important and which methods you can apply to realize your goals.

The methodology includes presentations to provide key information as well as interactive components such as case scenarios, small group discussion and role-playing scenarios. The course identifies the characteristics of a good application text, how to understand the logic underpinning such funding programmes and the contractual obligations associated with the application. Indeed, given familiarity with the background of the issues, mastery of the instruments involved and kitted out with tips from experts, the development of a sound project application and its administration can even prove to be fun.

Using a number of practice-based examples drawn from EuropeAid-financed projects implemented across the world, you will work to identify the central aspects of a logical and guideline-conform project implementation. This facilitates security of reporting.

Additional fireside chats with experienced experts provide an opportunity for professional exchange in a relaxed setting.

