ERASMUS+

2014-2020

Tips for a successful application

Brussels, 2/12/2016

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THE FUNDAMENTALS TO BUILD A PROJECT

→ Analysis Tools

1. Strategical Framework

2. Pre-Project

3. Analyse

→ *Management/Designing Tools*

1. *Design*

2. *Planification*

3. *Implementation*

4. *Evaluation*

STRATEGICAL FRAMEWORK AND PRE-PROJECT

Questions to be asked before even start to analyse the different caracteristics of your project:

→ What are your:

- Stakeholders?

- Global and specific objectives?

- Ressources, obstacles, contexts, challenges, …?

- Axes and priorities?

→ Globally, is the project viable?

→ Does it fit the Erasmus+ Program framework and priorities?

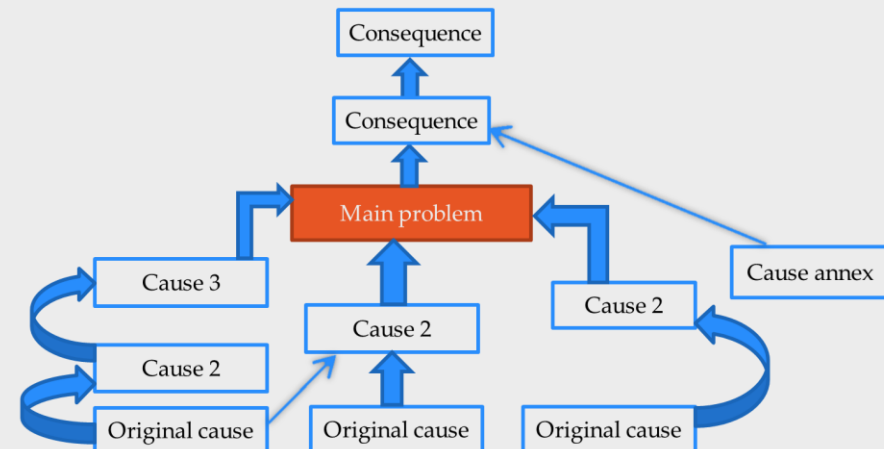→ Which strategy will you adopt to realise your project?

ANALYSE OF THE CURRENT SITUATION

Why?

→Identify the **problems** and obstacles to define the fundamentals **needs**

→ **Harmonise the perceptions** for a common comprehension of the project (objectives, strategy, etc).

TOOL: PROBLEM TREE

THE STAKEHOLDERS

→ **A stakeholder=**

- ANY person or group influencing or being influenced by the results of the project
- Directly/Undirectly – Positively/Negatively
- An ally or an opponent

→ **Regarding your project, what are these stakeholders?**

- Objectives
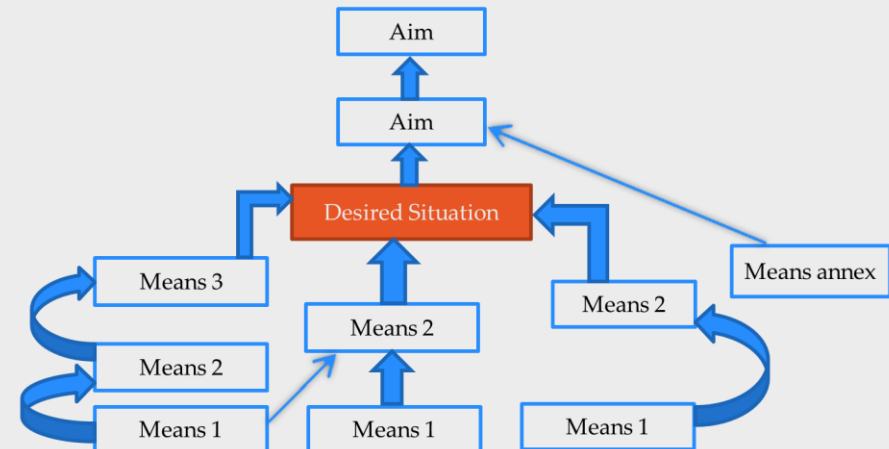- Strengths/weaknesses
- Capacity of Involvment
- Power/Network

ANALYSE THE DESIRED SITUATION

To describe the IDEAL situation:

→ By transforming the negative causes (current situation) in means/results that are reachable

→ Some problematic causes can not be turned into positive results= a constraint

TOOL: OBJECTIVE TREE

SELECT YOUR STRATEGY

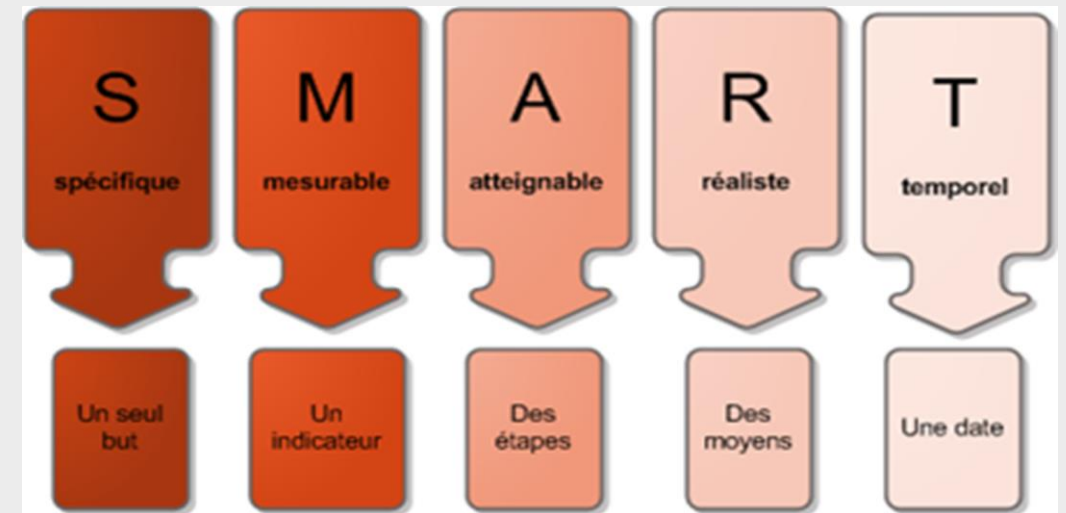→ Select THE strategy THE most appropriated regarding criterias such as: relevance, feasibility, sustainability, etc.

Why?

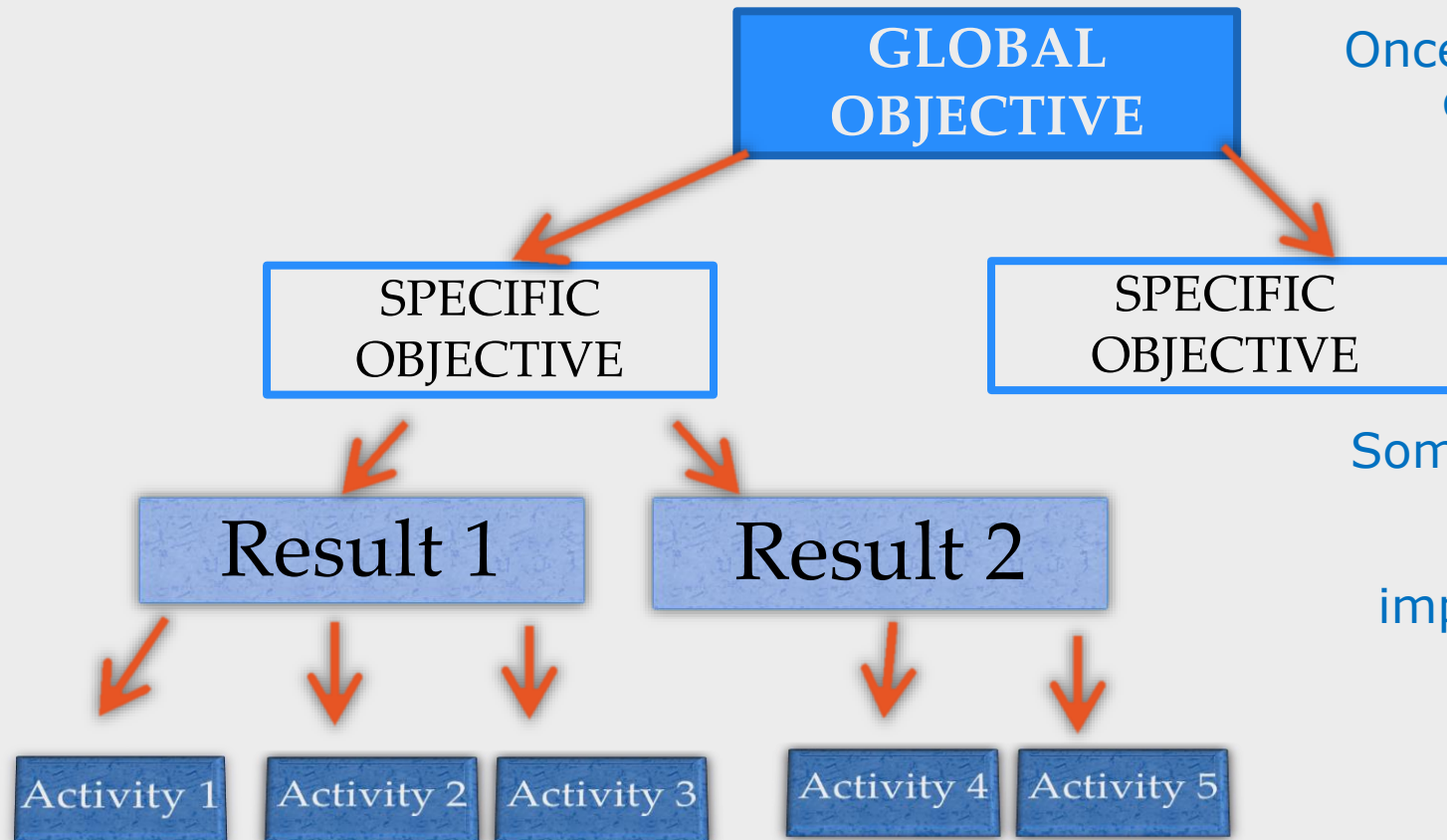→ Because it is impossible to solve all problems in one project (specificity of the objective/strategy chosen)

→ Focus the project on common and understandable priorities

→ Objectives must be SMART

Specific – Measurable – Assignable– Realistic and Time related

DESIGN– DEVELOPMENT OF THE OBJECTIVES

GLOBAL OBJECTIVE

SPECIFIC OBJECTIVE

SPECIFIC OBJECTIVE

Result 1

Result 2

Activity 1

Activity 2

Activity 3

Activity 4

Activity 5

Once the global objective is set you will define the specific objective of your project (operational objective).

Some expected results will be listed for every special objective and some activities will be design and implemented to achieve those results.

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DESIGN – LEVEL OF OBJECTIVES - GLOSSARY

Each level has a different objective:

→ **Global Objective**: Long term objective in which your project is one element of answer among many

→ **Specific Objective**: It is THE operationnal/reachable objective of the project

→ **Result:** is there to make sure that the SO is being reached (operationnal way to work – guarantie)

→ **Activities:** Actions undertaken in order to achieve the results

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THE FUNDAMENTALS TO APPLY UNDER ERASMUS+

→ Link with a horizontal or sectoral priority

→ Link between project management theory and the evaluation criterias of the Erasmus+ Program

→ Conclusion: Do's and Don'ts

4 AWARD CRITERIA

Criteria	Points
Relevance of the project	30
Quality of the project design and implementation	20
Quality of the project team and the cooperation arrangements	20
Impact and dissemination	30
TOTAL	**100**

RELEVANCE OF THE PROJECT

30 points

- The project is relevant regarding the objectives/priorities of the program and the action-key
- There is a clear identification and analyse of the needs and a definition of objectives that is clear, relevant and feasible
- The project is innovative and/or complementary to others initiatives in partner organisation
- The european dimension is an added value to the project

QUALITY AND IMPLEMENTATION OF THE PROJECT

20 points

- Clarity, quality of the work program and of the different project steps
- Coherence between objective and activities
- Quality and feasibility of the methodology
- Existence of measures of quality control (regular evaluation of the project)
- Efficiency of the project: link ressources/activities planned
- IF Learning/Teaching/Training activities: coherence with the project objectives + appropriate number of participant + recognition

QUALITY OF THE COLLABORATION BETWEEN PARTNERS

20 points

- Complementarity and coherence of partners
- Tasks and responsabilities equally distributed
- IF relevant, mix organism from different educational sectors (systemic view)
- NEW participants!
- A plan and effective mechanism for the coordination and the communication between partners
- IF applicable, check the relevance of a « partner country » in the project

IMPACT AND DISSEMINATION

30 points

- Quality of the evaluation of the results
- Impact on the participants and beyond
- Quality of the dissemination plan
- IF applicable, free provision of tangible results
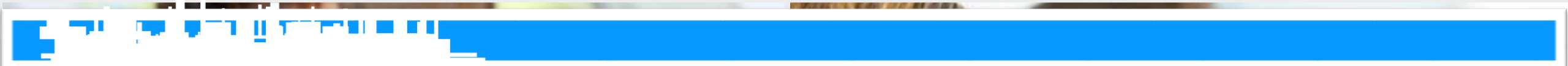- Quality of activities to ensure sustainability after EU funding

Conclusions: Do's and Don'ts

DO's

➢ *« Keep it short and simple »*

➢ Determine your goals according to clearly identified needs. Attention, a goal is a sum of results and is not an activity!

➢ Respond to at least one priority of the program in a concrete manner

➢ Explain the European added value

➢ Justify the choice of your activities, especially LTT's→ they are not mandatory and are not "class trips"

➢ In the Management phase, exemplify what you are going to put in place to manage the risks, control the budget, manage the activities, etc. Specify the means.

DON'Ts

➤ Do not be too generic in describing your goals and needs; they must be clear, precise and targeted

➤ Do not see too ambitious in duration or in budget request

➤ Be careful not to give the same information in several places of the application: make sure you understand what you are asked in each section

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