

## PARTS OF AN APPLICATION

Part	Exemplar questions	What it means
<p><b>Project description</b></p>	<ul style="list-style-type: none"> <li>• What is the context of your project idea?</li> <li>• What specific needs do you address with your project?</li> <li>• To which issues or problems of the present time does your project want to give an answer?</li> <li>• What are the objectives of your project?</li> <li>• What results do you want to achieve by the end of the project?</li> <li>• Who is involved in the project apart from your organisation? (e.g. other partners, participants, stakeholder, etc.)</li> <li>• What is the target group of your project?</li> <li>• In which way is your project innovative or complementary to other projects?</li> </ul>	<p>This is the part where you need to sell your project idea. Be clear and concise about what you want, why you want it and why you should receive funding for it. Make sure to use keywords from the call and refer directly to the priorities of the grant. Make it very clear who will benefit from the project, why and how.</p> <p>Describe the results of your project (e.g. training materials, online course, research, events, etc.) and who is going to use them.</p> <p>In case you carry out the project in cooperation with other partners, you should describe the partnership – how you found the partners, what they bring to the project, how they were involved in the preparation of the application and what their tasks will be within the project.</p> <p>Beforehand, you should have researched if similar projects have already been carried out and let the funding body know why your project is different or innovative in another way.</p>
<p><b>Management procedures</b></p>	<ul style="list-style-type: none"> <li>• How are you going to share the responsibilities and tasks with your partners?</li> <li>• How will you communicate within the project partnership?</li> <li>• Will you meet the other partners? How often? Online or offline?</li> <li>• In which way are you going to manage the time and budget of your project?</li> </ul>	<p>The funding body wants to see if you as the applicant and most probably the coordinator of the project have the capacity to manage a project of this scope. Of course, you can be a newcomer to this kind of project, but then you should state how you are planning to get the necessary expertise and if you have for example experienced partners in the project supporting you with the management. You are already familiar with many management procedures from managing your own organisation. You just need to adapt these activities to the scale of a project.</p> <p>Important parts of the management are:</p> <ul style="list-style-type: none"> <li>- proper budget control through regular financial reports sent to you by the partners along with supporting documents (e.g. staff contracts, timesheets, invoices, etc.)</li> <li>- time management through the distribution and follow-up of tasks and responsibilities, setting deadlines, sending reminders, etc.</li> <li>- regular communication using all possible means of communication (e.g. e-mails, chats, video conferences, physical meetings, etc.)</li> </ul> <p>Online project management tools can also help you to fulfil the above-mentioned tasks in a transparent and comprehensible way. At least you should think about an</p>



		<p>online system like Dropbox or Google Drive to store your project documents and make them accessible to all partners at all times.</p>
<p><b>Implementation</b></p>	<ul style="list-style-type: none"> <li>• How will you make sure that the project reaches its results?</li> <li>• What are the specific project activities to achieve the planned results?</li> </ul>	<p>In this part, you need to explain in detail how you want to achieve the results and objectives of the project. You should describe the different steps and specific tasks necessary to be taken until the finalisation of each project result. Mention which partner is responsible for which task and how you are going to cooperate during the development of the results.</p> <p>There are some common steps often evident in the development of project results:</p> <ul style="list-style-type: none"> <li>- creating a framework of the result</li> <li>- developing a first draft</li> <li>- discussing the draft with the partnership and considering the feedback for the further development</li> <li>- working on the result</li> <li>- internal review of the result and necessary updates</li> <li>- external testing of the result – evaluation &amp; gathering feedback</li> <li>- adaptations and improvements based on the testing feedback to finalise the result</li> </ul>
<p><b>Monitoring/ Evaluation</b></p>	<ul style="list-style-type: none"> <li>• How are you going to monitor the progress of the project and the quality of the results?</li> <li>• How will you evaluate that your project reached the expected objectives?</li> <li>• How are you going to measure the quality of your project results?</li> <li>• Which risks could arise during the lifetime of your project and how are you going to tackle them?</li> </ul>	<p>Of course, you need to make sure that your project reaches the objectives and you develop the results in time. In this sense, monitoring means to regularly check the progress of the project and the state of the art of project activities. This can for example take place during partner meetings when all partners give an update about their current tasks and responsibilities.</p> <p>Furthermore, the project results should be of high quality. In order to achieve this, you should ask for feedback throughout the development of the results and at key stages of the project – internally from partners and colleagues, but also externally by participants or stakeholders.</p> <p>It is a good practice to assign one partner with the main responsibility for the quality assurance and evaluation of the project. This partner will be responsible to formulate an evaluation plan, develop/send/analyse questionnaires at different stages of the project involving the relevant actors (e.g. participants, project partners, external stakeholders, etc.), summarize the evaluation outcomes and give advice for improvement. It is also possible to assign an external expert to evaluate the project.</p> <p>From the beginning, you should also plan what could happen during the lifetime of the project and how you could address these issues. Possible common risks are:</p> <ul style="list-style-type: none"> <li>- management and communication problems</li> <li>- misunderstandings about roles and tasks</li> <li>- lack of target group or stakeholder involvement</li> </ul>



		<ul style="list-style-type: none"> <li>- continual changes in staff involved in the project</li> <li>- delays because deadlines are not met</li> </ul>
<b>Dissemination</b>	<ul style="list-style-type: none"> <li>• How are you going to disseminate the project?</li> <li>• What are the target groups of your dissemination?</li> <li>• What kind of dissemination activities will you carry out throughout the lifetime of your project to share the project results?</li> <li>• How are the project results made available to others?</li> </ul>	<p>You are most likely not implementing a project for yourself. You want other people to know about it and benefit from your results in any way. That's what is called <i>dissemination</i> in the "project language" – how other people hear and learn about your project. Ask yourself the following questions:</p> <ul style="list-style-type: none"> <li>- What are you going to disseminate? (e.g. the handbook you developed)</li> <li>- To whom do you want to disseminate the project and its results? (e.g. to adult educators and trainers)</li> <li>- How are you going to disseminate the project? (e.g. a project website, using social media channels, sending newsletters, developing and distributing project flyers, organising events, taking part in educational fairs, etc.)</li> <li>- When are you going to disseminate? (e.g. information about the project topic from the beginning, progress of the development, when key stages of the project are reached, when results are finished, etc.)</li> </ul> <p>Similar to the part of evaluation also the responsibility for the overall dissemination of a project should be assigned to as specific partner taking care of the design and development of materials, collecting and analysing dissemination reports and proofs of dissemination activities from partners and reminding partners to carry out further activities.</p> <p>Nowadays most projects have a project logo and a project website according to the design of the logo. The website gives an overview of the project, hosts the project results and by this makes them easily accessible for the public. In addition, social media channels according to the target group of the project are used to make people aware of the project, give regular updates on the progress and link to the project website for further information.</p>
<b>Impact</b>	<ul style="list-style-type: none"> <li>• What is the impact of your project on the target group/ the organisation/ the partners?</li> <li>• What is the long-term impact of your project?</li> <li>• How are you going to measure the impact?</li> </ul>	<p>With the results you are going to develop in your project you want to make headway. Someone should benefit from the things you are doing. Therefore, you need to make sure that your project results reach those people and have a positive effect on them. You can set specific indicators in order to measure the impact your project had on the target group, but also on your and your partner organisations. For example the satisfaction with the developed project results can be measured through feedback (e.g. questionnaires, interviews or observations) by partners, participants or relevant stakeholders.</p>
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>• How will you ensure the sustainability of your project and its results?</li> </ul>	<p>Usually, the funding body want to see project results, which are also used by a wide range of people after the funding has ended. Therefore, you should describe how you will ensure that the project results are used afterwards, for example within your own organisation or partner organisations, but also beyond the project</p>



	<ul style="list-style-type: none"><li>• Can your project results be transferred or adapted to other contexts?</li></ul>	<p>partnership. You can for example explain how you will maintain the project website, where the results are available, and for how long. Or that within your organisation you are planning to continue working on the project topic and seek further funding in the future.</p> <p>Furthermore, project results can also be more sustainable if it is easy to adapt them for other contexts in order to reach a wider audience.</p>
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