

TRAINING PROGRAMME

# How to Obtain European Commission Funding

~ A training course for Non-Governmental Organisations ~

**Brussels, 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> of February 2012  
(2.5 days)**

*The European Commission (EC) programmes are a significant potential source of funding for NGOs, but navigating the complex rules and budget lines, and deciding what will work in a given situation is often daunting. Some EC funding programmes receive a lot of attention from NGOs while others remain unknown and unexploited by organisations.*

*In addition to this, drafting a comprehensive application under highly competitive conditions often discourages organisations from even applying. Those that do apply frequently end up wasting a lot of time and resources drafting unsuccessful proposals by staff not duly equipped to translate the needs of the organisation into project proposals attractive to the EC. Obtaining funding is often considered a lottery more than anything, and NGOs don't always realise that there is a technique and degree of control behind it. This training will help participants to develop that technique and maximise their organisation's chances of obtaining funding. Participants will also become aware of the myriad of EC funding possibilities available to their NGOs.*

## Objectives

This course will help organisations:

- be able to identify and understand the relevant funding programme in the field of development aid and external actions;

- understand which are the relevant documents that you need to get familiarised with;
- understand how to adapt your own project to the guidelines of the call for proposals;
- acquire techniques to draft an attractive and highly competitive concept note following the EC format;
- enhance your skills to draft a sound full proposal using as a basis the logframe and to develop the accompanying full proposal and the budget;
- better structure and present the content of your projects.

Although the training is tailored to European Commission funding procedures, the proposal drafting skills acquired during the training are transferable to any other donor.

## Course Programme

Time	Day 1 – Drafting a successful concept note	Time	Day 2 – Drafting a successful full proposal
9:00	<b>Welcome and intro</b> <ul style="list-style-type: none"> <li>• Objectives &amp; Expectations</li> <li>• Agenda</li> </ul>	9:00	<b>Review and plan</b> <ul style="list-style-type: none"> <li>• Review of day 1</li> <li>• Structure for day 2</li> </ul>
9 :15	<ul style="list-style-type: none"> <li>• General introduction</li> </ul>	9 :15	<ul style="list-style-type: none"> <li>• The full proposal</li> </ul>
10:30	<b>Break</b>	10:30	<b>Break</b>
11:00	<ul style="list-style-type: none"> <li>• How to draft a successful Concept Note</li> </ul>	11:00	<ul style="list-style-type: none"> <li>• How to draft a successful proposal following the logframe approach</li> </ul>
12:30	<b>Lunch</b>	12:30	<b>Lunch</b>
13:30	<ul style="list-style-type: none"> <li>• How to adapt your project to the guidelines of the call</li> <li>• The relevance section</li> <li>•</li> </ul>	13:30	<ul style="list-style-type: none"> <li>• The Methodology section</li> </ul>
15:00	<b>Break</b>	15:00	<b>Break</b>
15:30 17:00	<ul style="list-style-type: none"> <li>• Evaluation criteria</li> </ul>	15:30 17:00	<ul style="list-style-type: none"> <li>• The budget</li> </ul>

Time	Day 3 – E.C. Funding Mechanisms
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<b>9:00</b>	<ul style="list-style-type: none"> <li>• The E.C. and its development funding instruments</li> </ul>
<b>10:00</b>	<ul style="list-style-type: none"> <li>• The E.C. and its development funding instruments</li> </ul>
<b>10:30</b>	<b>Break</b>
<b>11:00</b> <b>12:30</b>	<ul style="list-style-type: none"> <li>• The call for proposals</li> <li>• Q&amp;A, Evaluation of the training</li> </ul>

## Participants

The course is tailored to the needs of development, humanitarian, human rights and peacebuilding NGOs seeking to streamline their understanding of the EC funding machinery and enhance their proposal drafting skills. The course is ideally suited to fundraisers and project managers who want to build their fundraising capacity.

## Training methodology

The course is based on an interactive approach using practical exercises based on real proposals and numerous examples. The course will enable participants to better understand the perspective of the evaluator that assesses the proposals and thus become able to better tailor their proposals. The course will be carried out in a small group of 15 to guarantee accessibility and an interactive learning environment.

In order to work with examples directly relevant to participants, if desired, participants can send their own EC funding proposals to the trainer in advance.

## About the trainer

**Sonia Herrero** is an independent consultant, trainer and facilitator, who has worked for over a decade for both the European Commission and the NGO sector. As a grants officer for the European Commission for six years, she assessed and evaluated hundreds of proposals submitted by NGOs and others. This professional experience gives her a wealth of first-hand knowledge and expertise on what it takes to draft a successful project proposal. After leaving the European Commission she worked with various international organisations for which she successfully designed and executed EC fundraising strategies. Her tasks also included training staff in the particulars of EC fundraising.

## Practicalities

**Date:** 13th and 14th of February 2012, from 9:00am to 5:00pm  
15th of February, from 9:00am to 12:30pm



**Venue:** Mundo-B, Aquarium room, Rue d'Edimbourg 26, 1050 Brussels  
<http://www.mundo-b.org/pdf/en/6---Plan.pdf.pdf>

**Organiser:** inProgress

**Fee:** 500 Euro (+ 19% VAT). Rates include the official training material, a manual on how to draft a concept note, a full proposal, a logframe and a budget, coffee breaks and two lunches, as well as a subscription to our online forum, where you will find direct follow-up support from our team of trainers and other participants. inProgress' forum aspires to facilitate knowledge sharing not only among the non-profit community, but also between non-profits and the donors.

**Special Discounts:**

-**Early bird:** if you book this training before the 15th of December you will be granted a 10% discount.

-We offer **group discounts** to members of the same organisation for bookings for the same training course (same date and location).

1st spot - full price

2nd spot - 10% discount

3rd spot and thereafter - 15% discount

If you have a larger number of people with a similar training requirement, you may wish to consider an in-house course. Please note that group discounts cannot be used in conjunction with any other discount.

Also remember that with our **loyalty card** programme, anyone from your organization will be entitled to a **fifth FREE** training for every four events attended.

**Registration:** Send an e-mail to [training@inprogressweb.com](mailto:training@inprogressweb.com). The course will be filled on a first-come, first-served basis up to a maximum of 15 participants. Please sign up early to ensure a space in the training.

