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EUROCITIES Social Affairs Forum

Project funding and project writing
Brussels, 28th March 2012

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- Funding programmes
- Project writing, incl. Partner search and administrative requirements
- Evaluation process



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Funding programmes



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PROGRESS: Employment & Social Solidarity

PROGRESS
743,25 Mio €

Employment

Social Inclusion
and Protection

Working
Conditions

Non-
discrimination

Equality



- Framework programme to support development of EU social policy
- Mutual learning on good practice, studies on evaluation and impact analysis, awareness-raising events, media campaigns, support to key networks



2012 Call: Implementing the agenda New Skills and Jobs, part Skills (Information sharing and learning)

- 2011 Call for projects contributing to exchange of good practices
- DG Employment, Social Affairs and Equal Opportunities + Member States



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European Integration Fund



- **Integration of migrants** (specifically third-country nationals)
- Example of activities:
 - Exchange between cities and organisations working on migrant integration
 - Information, counselling, and assistance programmes
 - Intercultural training and dialogue
 - Platforms and tools for learning and training of staff



- EIF: 75% 250.000-700.000 € - 18 months
- One call/year at EU level for “Community Actions” - expected for summer
- **DG Home Affairs**



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Some other important funding programmes....

Justice & Fundamental Rights

- **DAPHNE III:** Fight against violence, focus on children's and women's rights
2 years projects, cities can be coordinators
- **Drugs Prevention and Information:**
Dealing with drug use and drug-dependent crime
1 year projects, cities can be coordinators
- **Fundamental Rights and Union Citizenship:**
Citizen Rights, e.g. participation in elections, minority issues in NMS,
1 year projects, focus on NGOs, cities possible as partners
- 80% contribution
- Depending on programme: 12-24 months - 75.000-600.000 €
- Calls once a year, usually in the autumn



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Some other important funding programmes....

Research & Development

FP7-Cooperation-Social Sciences & Humanities

- research on social policy topics
- cooperation cities/researchers

Regional Policy

- INTERREG - Region focus
- URBACT- City focus

ESF Programmes in each Member States at national or/and regional level:

ESF Transnational measures in several Member States



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How to be informed about new funding opportunities?

- **CRUCIAL TO BE INFORMED WELL IN ADVANCE**
- Be on mailing lists in your country (ex: EC representations)
- Be on European level mailing lists such as the DG EMPL one
- Be on individual programmes' mailing lists, or ask to be added to the programme contact database
- Study the annual work programme of the funding programme you are interested in
- Subscribe to given programme/DG newsletter
- EURO CITIES Members' Intelligence services



- **Beginners' guide to EU grants and funding**
http://ec.europa.eu/budget/library/publications/financial_public_rules_funds_en.pdf
- **List of EU funding opportunities by sector:**
http://ec.europa.eu/contracts_grants/grants_en.htm



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Project writing



How to create a European project?

- **From issue/need to project:**
 - Define objectives and joint activities needed at European level
 - Define expected results and outputs
- **Building partnerships:**
 - Complementarity and mutual learning potential
 - Feasible allocation of tasks and budget among partners
- **Finding funding:**
 - Identify relevant funding programmes
 - Fit local/project priorities into programme objectives
 - Identify possible co-financing sources



- **FIRST study all the programme documents:**
 - Call for proposals
 - Programme guide
 - Applicants guide
 - Application form

And prepare a fiche with the most important info for your city



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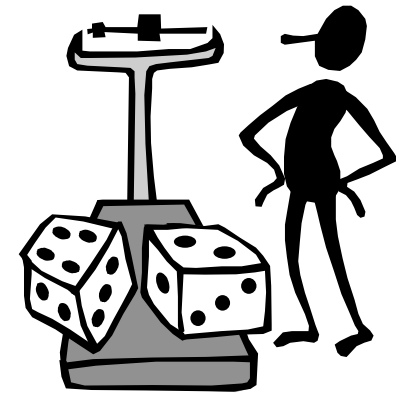
Most important elements to consider in a call

- **Eligibility criteria**
Ex: eligible countries, eligible legal entities, min. and max budget, eligible activities, eligible expenditure, etc
- **Co-financing rules**
- Deadline for submission
- Administrative requirements (some documents take a long time to get such as co-financing agreements)
- Application form to be used (how long and how difficult, i.e. will you need external support)



TIP 1: develop a standard form which enables you to assess whether your city is able to get involved in a given project idea/proposal:

- Assess programme priorities against your city priorities/strategy
- Assess financial aspects
- Assess HR aspects
- Assess project content
- Assess potential role
- Assess time spent on proposal

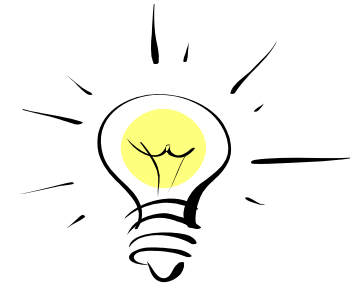


TIP 2: map other projects in the same field/with similar objectives to avoid duplication.



Talk with and consult the Programme officer

- Very important to talk to the Programme officer(s) - they are in the same boat!
- Consult your project idea and get their feedback
- Ask questions to the Programme officer(s)
- Attend Programme workshops/ Infoday





How to look for partners?

- Ideally you should be as careful as when recruiting your own staff
- Good to draft a kind of JD/specs for partners (main skills, requirements, etc)
- Better to work with cities/organisations you know
- But partner search facilities/database exist
- Careful about the difference between partners and sub-contractors



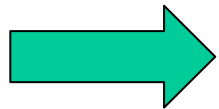
How to build a solid partnership?

- Involve the partners in the design and writing process = more ownership and good indication of the level of commitment
- Define roles at the very beginning
- Better that each partner leads on a WP or on a task = more ownership
- Good to have draft partnership agreement at proposal stage
- Manage and delegate to your partners in a similar way as within your team (not enough that roles written in the application)
- Crucial to clarify roles and expectations at the very beginning
- Importance of partnership building activities



How to write a good project application?

- **Golden rule:** be VERY concrete and give precise examples, i.e. you must imagine yourself implementing the project while you design and write it!



Be precise and specific: provide facts and figures; indicate WHY, by WHOM, WHERE, WHEN and HOW something will be done



How to write a good project application?

- Important to study selection criteria (TO SHOW) and weight of individual questions and (get someone to) read your project and score it against these criteria
- Important to put yourself in the shoes of a project scorer (who does not know your city, your project and has 100 other applications to read)



How to write a good project application?

REMINDERS:

- Deal with all admin requirements first
- Plan your application to be delivered at least 2-3 days before the deadline
- Have proof-readers from and outside your organisation



- Direct vs. Indirect costs
- Ask for price quotes to be close to reality
- Very careful of exchange rate rules
- Notes on most frequently forgotten/underestimated costs:
 - Bank charges / bank guarantee costs
 - Provision for salary increases
 - Interpretation and translation costs
 - Printing of materials
 - Costs for designing project corporate identity
 - Legal costs (for ex: for partnership agreements)
 - Visa costs



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Q&A

Question time





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Thank you and contacts

Thank you for your attention!

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