



Make it Happen Learn how to write projects



Erasmus+ Training Course,
Paphos, Cyprus
15-22 October 2023



Introduction

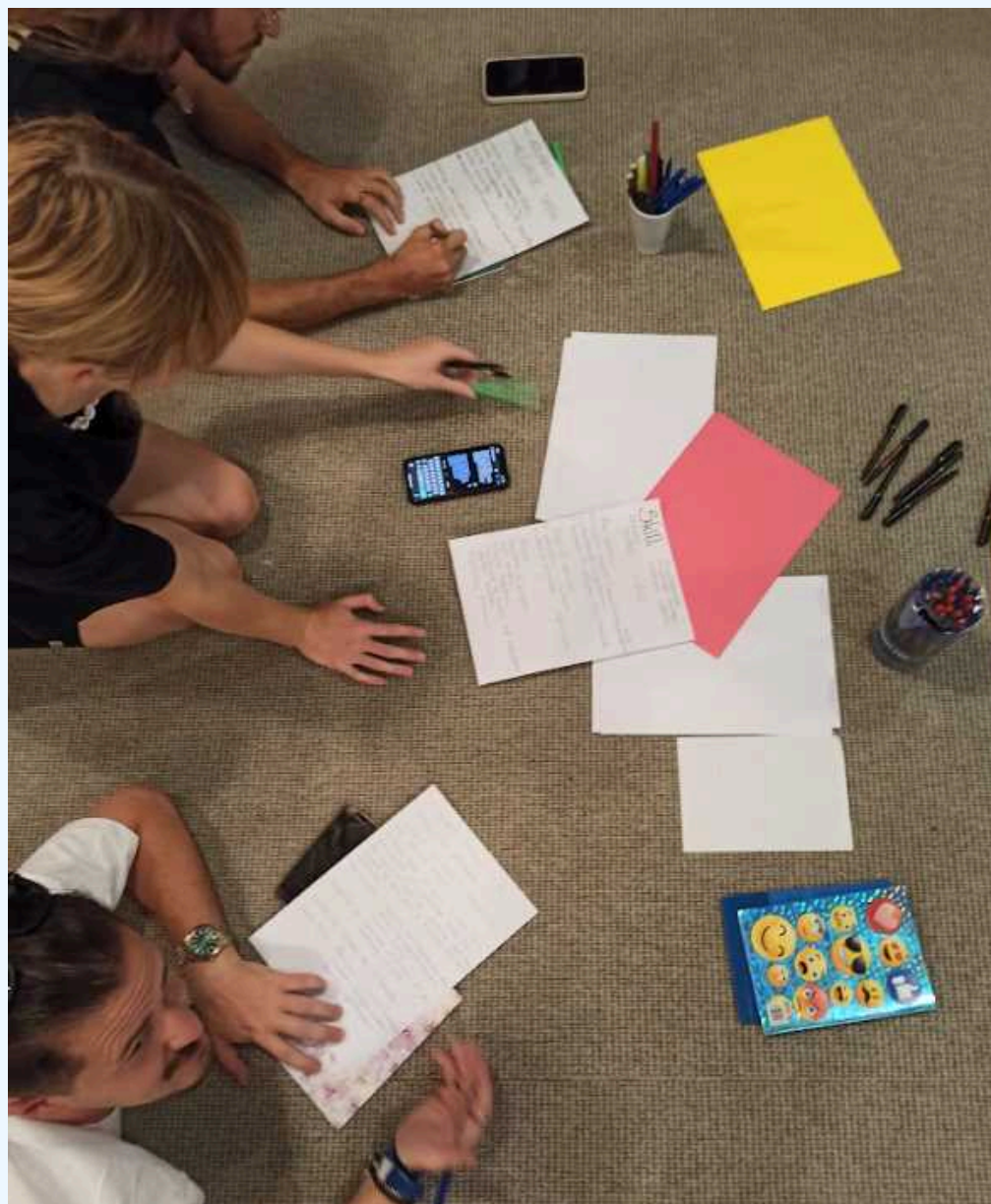
The purpose of this booklet is to help youth workers and young people to understand the basics of writing an Erasmus + project, KA1, youth field. Our focus will be on Youth Exchanges and Training courses, but in many Erasmus + projects, the application forms are quite similar so reading these pages could be useful no matter what type of project you decide to write.

During the next pages, we will focus on analyzing the key steps in writing a successful project.

This booklet was written during an Erasmus + training course that focused on learning how to write projects. The project took place in Paphos, Cyprus, from 15 to 22 October 2023.



About the project



“Make it Happen” was a youth workers mobility, a training course, that took place in Paphos, Cyprus between 15-22 October 2023.

Over the years, we have realized how many opportunities Erasmus + offers both for individuals and for NGOs and communities. Through this project we wanted to help youth workers to see the other side of the projects - the process in which the project is born- in order to develop their skills and help their organizations and communities. Thus, the aim of this project was the following: to improve the competencies of youth workers in writing Erasmus + projects that respond to the real needs of disadvantaged young people in their own communities.

Therefore, this Training Course was dedicated to youth workers and NGO members, volunteers who wanted to develop their project writing competences. The project focused on practicalities, we worked on KA1 Erasmus+ application forms (Training Courses & Youth Exchanges in the field of youth), in international teams.

Our objectives were:

1. Improve participant's competences in writing E+ projects by being able to create SMART objectives, timetable and dissemination activities for their future projects.
2. Developing participant's skills on how to understand target groups needs, developing a management plan and creating a positive impact in the community with E+ projects.
3. Improve participants' attitude towards writing projects- they will feel more confident in their skills and they will be more motivated to produce change.
4. Encouraging new partnerships between the organizations that the participants represent.



About Erasmus+

Erasmus+ is the European Union programme for education, training, youth and sport. It runs for seven years, with organisations invited to apply for funding each year for life-changing activities.

Erasmus+ aims to modernise education, training and youth work across Europe.

It is open to education, training, youth and sport organisations across all sectors of lifelong learning, including school education, further and higher education, adult education and the youth sector.



Training Course VS Youth Exchange

First of all, it's important to understand that these two programs belong to the Erasmus+ Key Action 1 part, entitled Mobility of individuals. Inside this key action you can find different opportunities for students, trainees, young people, volunteers, youth workers, teachers and people working in organisations active in the education, training and youth fields in order to undertake a learning and professional/personal experience abroad.



Youth Exchange:

- organized for groups of young people between the ages of 13-30 resident in the countries of the sending or receiving organisations
- each national group has to have a group leader, who must have at least 18 years old, without maximum age limit
- a youth exchange can last between 5 and 21 days
- total number of participants: between 6 and 60
- minimum 4 participants / national group
- venue: in the country of one of the organisations participating in the activity.
- mix of methods and sessions: workshops, role-plays, debates, simulations, outdoor activities, non-formal methods
- aim of the mobility: to allow young people to: develop competences; become aware of socially relevant topics/thematic areas; discover new cultures, habits and lifestyles, mainly through peer learning; strengthen values like solidarity, democracy, friendship and can also be a good setting for discussing and learning about inclusion and diversity issues

Training Course:

- organized for groups of youth workers who should be at least 18 years old, without upper age limit
- youth worker - active member of an organization in your home country
- participants, with the exception of trainers and facilitators, must be resident in the country of their sending or receiving organisation
- total number of participants: up to 50
- a training course can last between 2 days and 2 months
- venue: the activity must take place in the country of one of the organisations participating in the activity
- aim: supports the professional development of youth workers; the professional development of the participating youth workers should contribute to capacity building for quality youth work of their organisation and should have a clear impact on the participating youth workers' regular work with young people





Steps for Writing the project

1. Find your motivation
2. Create a writing team
3. Identify the needs of the community
4. Identify the needs of the organization
5. Analyze the results of your need assessment
6. Choose the need you want to respond to- the topic of the project
7. What type of project will it be? Youth exchange/Training Course
8. Choose a manager/leader for the writing team
9. Decide on the partner organizations
10. Sign a partner agreement, making sure you involve the partners in all stages of writing a project
11. Choose the applicant organization
12. Create a common google doc (for the writing team)
13. Create the problem tree
14. Create the solution tree
15. Write the goal of the project and the SMART Objectives



Steps for Writing the project



16. Divide the application form (questions/team member)
17. Create the project timetable
18. Write the answers to the application form
19. Choose a name for the project
20. Ask partners to sign the mandate forms
21. Make sure to have constant skype meetings between writers and partners
22. Read each other's questions and give feedback
23. Improve your answers to the questions
24. Make sure that one person will read the entire application form and will correct it
25. Put the answers in the Online Form
26. Fill it the budget in the Online form
27. Ask the president to sign the declaration of honor
28. Put all the documents in the online form (time table+ mandates+ declaration of honor)
29. Push the Submit Button
30. Have a celebration with your team

Application form – Y€

Needs and Objectives

1. Why do you want to carry out this project? Please describe the issues and needs you want to address and your project's objectives.

2. How does your project link to the objectives of the Erasmus+ programme and those of Youth Exchanges?

Impact

3. How will your project benefit the young participants involved in the project, during and after the project lifetime?

4. How will your project benefit the organisations or the groups of young people implementing the project, during and after the project lifetime?

5. What would be the impact of your project beyond the participants and participating organisations, at local, regional, national, European level?

Application form – Y€

Project Details

6. Please describe the background of the participants in each participating group and how each group was formed. Please also provide information on the group leaders, the age of the participants and how country balance is ensured. If necessary, explain how the gender balance is respected.
7. Please describe the role and involvement of the participants from each participating group in all phases (planning, preparation, implementation of activities and follow-up).
8. What will the participants learn about the chosen topic of the activity? Which learning outcomes or competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in the activity?
9. What are the basic elements of the activity? Please describe at the very least the venue(s), non formal learning methods used, aims of the session etc.
10. How will the groups of participants cooperate and communicate between them to prepare and follow-up on the Youth Exchange?
11. Do you foresee to include any virtual component, before, during or after the activity? -

Application form – Y€

Project Design

Preparation, support and follow-up

12.How will you prepare the participants before the start of the activity (e.g. intercultural, linguistic, risk-prevention etc.) and how will you support them during and after the activities?

13.What measures will you put in place to ensure the safety and protection of participants?

14.What activities are foreseen after the end of the Youth Exchange? How will the participants follow-up on the activity?

Recognition of learning outcomes

15.How will you support participants to be aware of what they have learned and which competences they have developed or improved? Please remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable of each activity.



Application form – Y€

Participant with fewer opportunities

Are there participants involved in the activities who face situations that make their participation in the activities more difficult? (ddm - Yes/No)

if Yes

Which types of situations are these participants facing? (ddm) - please mention them

16.If any, please explain the particular measures (accompanying person, reinforced preparation etc.) you will put in place to cater for the specific needs of these participants and/or to support their participation.

Environmental friendly practices - SELECT YES

17. Will you include sustainable and environmental-friendly practices in your activities? Please describe them and mention how will you raise the awareness of participants on these sustainable practices. .

Project Management

18.How will you manage the project (agreements with partners etc.) and make sure that it is in line with the Erasmus+ Youth Quality Standards?

19.How will you organise the practical and logistical part of the project (e.g. travel, accommodation, insurance, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

Application form – Y€

Partnerships

20. How and why did you choose your project partners? What experiences and competences will they bring to the project?

21. How will you communicate with them?

22. How will you monitor and coordinate their contribution?

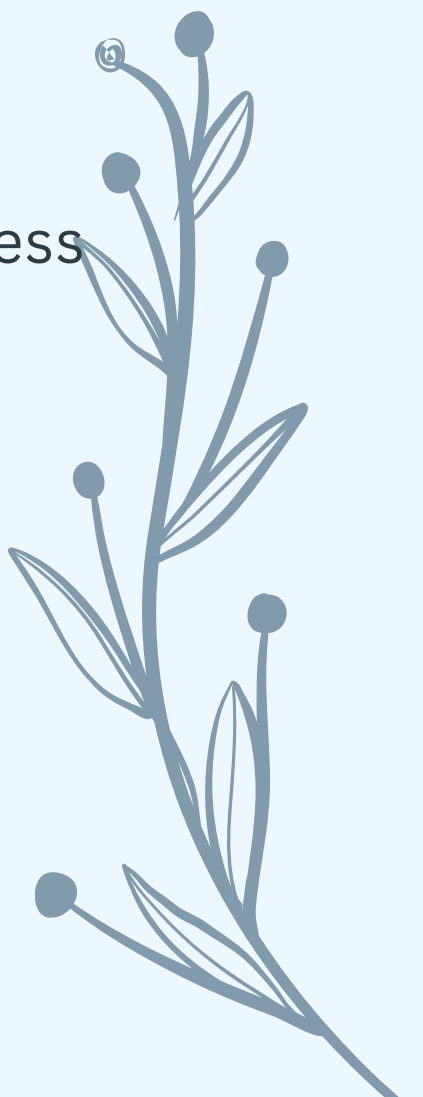
23. Which other actors (organisations or individuals) will be involved and how?

Evaluation

24. How will you evaluate your project's success? Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

Sustainability of the results

25. What will you do to make sure that your project continues to have effects also after it ends?



Application form – Y€

26. Are you planning measures to make sure that the results produced are used and beneficial to others beyond the project's lifetime? If yes, which ones?

Dissemination of project results

27. How will you make your project visible outside your organisation and partner organisations? How will you share its results and success? With whom will you share the results?

28. How will you involve participants in such activities?

Project Summary

1. What do you want to achieve by implementing the project? What are the objectives of your project? Please specify from the perspective of youth work practice.
2. What activities do you plan to implement? What is the number and profile of the participants involved?
3. What results and impact do you expect your project to have?

Application form – TC

Aims:

1. Why do you want to carry out this project? Please describe the idea of your project, including the needs and objectives.
2. Please also mention how the project fits the needs of the participating organisations.
3. How have the needs been identified and how does your project tackle them?
4. How does your project link to the objectives of the Erasmus+ programme and those of Youth Workers Mobility?

Target group:

5. What are the main target groups of your project?

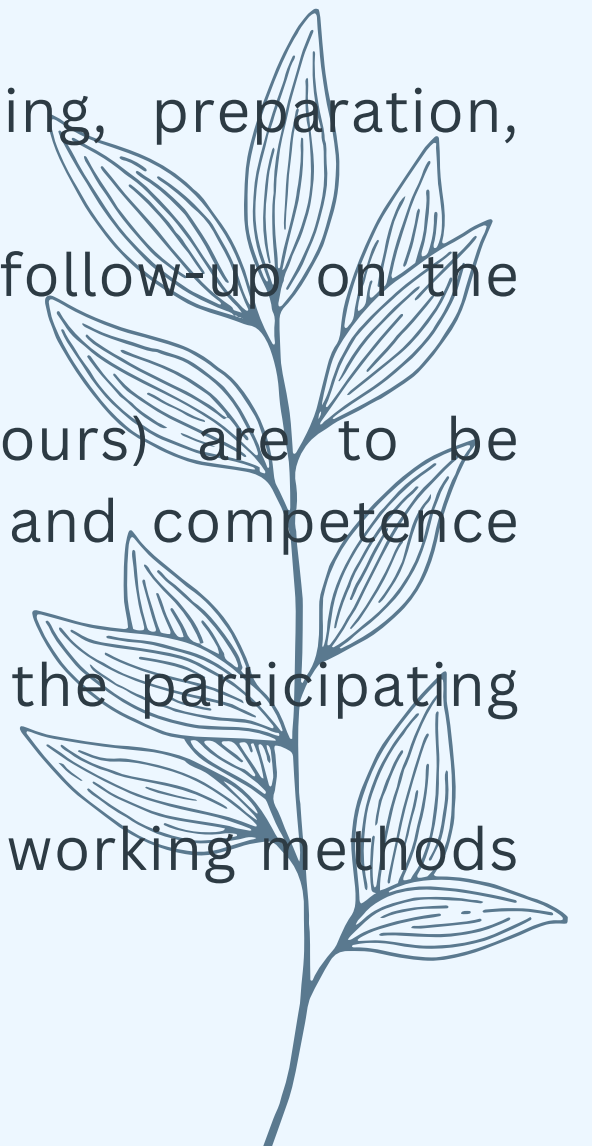
Impact:

6. How will your project benefit the youth workers and their organisations in their daily work with young people, during and after the project lifetime?
7. How do you expect to contribute with your project to the development of youth work in general? How will you ensure the impact of the project beyond the participants and participating organisations, at local, regional, national, European level?

Application form – TC

Project Details

8. Please describe the profile of the youth workers involved. Please also provide information on the age of the participants and how gender and country balance is ensured?
9. How will the participants be selected? How will you ensure that the profile of participants matches to the activities? How will the needs of the specific participants be taken into account?
10. If a trainer/facilitator is involved, please describe his profile and his role in the activity.
11. Please describe the role and involvement of the youth workers in all phases (planning, preparation, implementation of activities and follow-up).
12. How will the youth workers cooperate and communicate between them to prepare and follow-up on the activity?
13. Which learning outcomes or competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by youth workers in the activity? Please particularly describe the skills and competence applicable to youth work practice
14. How would you ensure that learning outcomes and competences acquired do transform the participating organisations' youth work, in relation to quality, innovation and recognition?
15. What are the basic elements of the activity? Please describe at the very least the venue(s), working methods used, aims of each session etc.



Application form – TC

Non-formal learning:

16. What non-formal learning methods will you use in your project? What will you do to be sure that the methods allowing them to learn are of high quality?

17. Do you foresee to include any virtual component, before, during or after the activity?

Preparation, support and follow-up:

18. How will you prepare the participants before the start of the activity (e.g. intercultural, linguistic, risk-prevention etc.) and how will you support them during and after the activities?

19. What measures will you put in place to ensure the safety and protection of participants?

20. What activities are foreseen after the end of the Professional Development Activity? How will the participants follow-up on the activity?

Recognition of learning outcomes:

21. How will you support participants to be aware of what they have learned and which competences they have developed or improved? Please remember to include the methods that support reflection and documentation of the learning outcomes in the daily timetable of each activity.

Application form – TC

Participants with fewer opportunities:

*Are there participants involved in the activities who face situations that make their participation in the activities more difficult?

Yes

Which types of situations are these participants facing?

Choose: Economic barriers, Cultural differences, Geographical barriers

22.If any, please explain the particular measures (accompanying person, reinforced preparation etc.) you will put in place to cater for the specific needs of these participants and/or to support their participation. *this question is about people with fewer opportunities: immigrants, cultural differences, coming from the countryside, etc.

23.How will you reach out to those participants? *connected previous question

Environmental friendly practices:

Will you include sustainable and environmental-friendly practices in your activities?

YES

24.Please describe them and mention how you will raise the awareness of participants on these sustainable practices.



Application form – TC

Project Management:

The purpose of this section is to assess the approach to project management and capacity to deliver high quality learning activities.

25. How will you manage the project (agreements with partners etc.) and make sure that it is done in line with the Erasmus+ Youth Quality Standards?

26. How will you organise the practical and logistical part of the project (e.g. travel, accommodation, insurance, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

Partnerships:

27. How and why did you choose your project partners? What experiences and competences will they bring to the project?

28. How will you communicate with them?

29. How will you monitor and coordinate their contribution?

30. Which other actors (organisations or individuals) will be involved and how?



Application form – TC

Evaluation:

31.How will you evaluate your project's success? Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

Sustainability of the results:

32.What will you do to make sure that your project continues to have effects also after it ends?

33.Are you planning measures to make sure that the results produced are used and beneficial to others beyond the project's lifetime? If yes, which ones?

Dissemination of project results:

34.How will you make your project visible outside your organisation and partner organisations? How will you share its results and success? With whom will you share the results?

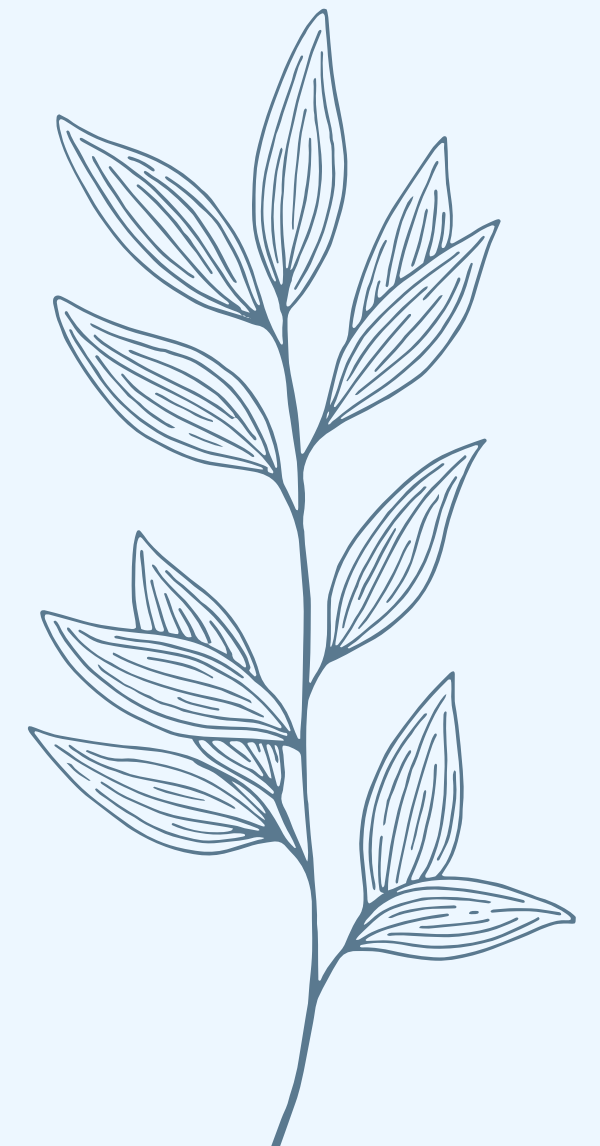
35.How will you involve participants in such activities?



Application form – TC

Project Summary

1. What do you want to achieve by implementing the project? What are the objectives of your project? Please specify from the perspective of youth work practice.
2. What activities do you plan to implement? What is the number and profile of the participants involved?
3. What results and impact do you expect your project to have?



Project Partners:

Special thanks for all those who made this project possible:

- **Erasmus Plus:** https://ec.europa.eu/programmes/erasmus-plus/node_en
- **Cyprus National Agency:** <https://www.erasmusplus.cy/>

IDRYMA ERGODOTISIS EKPEDEFSIS NEOLEAS (IEEN)- Cyprus

Stichting yEUth - Netherlands

Officina Nuova Dimensione Europea (O.N.D.E.) - Italy

Asociatia SolidDar - Romania

Asociación EuroMuévete - Spain

Society and Enterprise Development Institute - Lithuania

Stowarzyszenie Young Wave - Poland

