

## Framework

### Target group

The training course is aimed at staff members of development organizations and local government offices active in the area of project funding acquisition, project implementation and grant management.

### Course implementation

- The language of instruction is English.
- Each module can be booked separately. However, please note that modules 1 to 3 will run consecutively while module 4 will be held at a later date.
- For modules 3 and 4, you will be asked to choose between either narrative or financial application and reporting.
- The number of participants per module is restricted to 15. This ensures both efficient and effective working-practices.
- Based on introductory inputs, the training goes on to discuss practical examples. You will have the opportunity to test specific instruments and approaches.
- On one evening during the training course, you will be given the opportunity to talk in a relaxed atmosphere to an insider about the collaboration with EuropeAid.
- Either during or after the training course, you can take advantage of up to two hours of individual consultation. We are happy to answer questions about your specific project (application).

## About us

finep is a non-profit project and consulting organization. Working in the areas of development, environment policy and participation, we undertake project work and make applications for funding from a wide variety of donors on national, regional and European level.

Having gathered broad experience in the acquisition of funding, project planning and management, we now seek to pass on the expertise which we have acquired. The last eight years has seen finep organize a number of workshops and training courses as well as providing extensive consultation services. Our clients in this area are drawn from European development organizations as well as a number of actors in German local government.

Our trainers all have considerable practical experience in EU and NGO project work as well as in the provision of training and consultation services regarding project management issues and the acquisition of third-party funding. All proven specialists in their field, they have extensive experience in the application for and management of funding from EuropeAid:



Ralph Griese, Stefanie Kolodziej, Elke Rusteberg, Sebastian Henning

Further information available at:

[www.finep-akademie.eu](http://www.finep-akademie.eu)

## Dates

### Training course winter 2014/15

**Modules 1-3:** from 17.11.2014, 2 pm  
to 21.11.2014, 1 pm  
**Module 4:** from 26.01.2015, 2 pm  
to 28.01.2015, 1 pm

### Training course autumn 2015

**Modules 1-3:** from 21.09.2015, 2 pm  
to 25.09.2015, 1 pm  
**Module 4:** from 16.11.2015, 2 pm  
to 18.11.2015, 1 pm

### Location

Bio-Hotel Almodóvar, Berlin, Germany  
[www.almodovarhotel.de](http://www.almodovarhotel.de)

### Cost

**Package** including all 4 modules (total of 6 days):  
preferential price **1,700 Euro**

For single bookings:

**Module 1:** **350 Euro** (1 day)  
**Module 2:** **525 Euro** (1.5 days)  
**Module 3:** **525 Euro** (1.5 days)  
**Module 4:** **700 Euro** (2 days)

Prices include the cost of instructors, materials, drinks during the seminar, lunch during full seminar days as well as two hours of individual consultation and support from the finep team following the training.

### Accommodation

We have reserved rooms in the Hotel Almodóvar. You can book a single room in the hotel for a price of 77.35 Euro per night (breakfast included). This price is valid for bookings made up to 8 weeks prior to the start of the course.

## Registration

Please use the registration form on  
[www.finep-akademie.eu](http://www.finep-akademie.eu)

### Registration deadlines

#### Winter 2014/15

Modules 1-3 10.10.2014  
Module 4 19.12.2014

#### Autumn 2015

Modules 1-3 14.08.2015  
Module 4 09.10.2015

### Certificate

Each participant will receive a certificate of participation listing the modules and the scope and nature of the topics covered.

Please address  
all questions to:



#### In Berlin:

Marienstr. 19/20  
10117 Berlin  
Germany  
Contact:  
Elke Rusteberg  
Tel.: +49/30/2787 69-42  
Fax: +49/30/2787 69-49  
[akademie@finep.org](mailto:akademie@finep.org)

#### In Esslingen:

Plochinger Str. 6  
73730 Esslingen  
Germany  
Contact:  
Sebastian Henning  
Tel.: +49/711/9327 68-67  
Fax: +49/711/9327 68-99  
[akademie@finep.org](mailto:akademie@finep.org)

## EU Project Management

Project planning  
proposal writing &  
managing  
EU grants for  
development projects



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Training  
Winter 2014/15  
Autumn 2015



## Focus

### EU funding – appealing and challenging

The acquisition of funds from the European Union is becoming ever more important for organisations and stakeholders working in development. However, the range of different funds and calls for proposals can prove to be confusing. Before submitting a project application - for example for a human rights project in Africa, an education project in Asia, a food-security project in Latin America or an information campaign in Germany - a number of important questions need to be addressed: what is the most suitable funding programme for my project idea? Which guidelines do I need to follow at proposal stage and during implementation?

### finep-Akademie – a training, tailor-made for EU funding

You want to apply for funding from the EU, and need the skills and know-how to make your application a success? Our continued training programme will provide you with the know-how to realise your aims. Our course identifies the logic underpinning these funding programmes as well as the contractual obligations associated with the application.

With the finep-Akademie you will approach these challenges step-by-step:

- Defining the characteristics of a coherent project logic and a good logframe
- Drafting a well-structured proposal and budget
- Understanding key aspects of a successful project implementation, in line with EuropeAid regulations

Choosing either a narrative or a financial focus in modules 3 and 4, you will learn how to plan and implement your own projects. The methodology includes presentations to provide key information as well as interactive components such as case scenarios, small group discussion and role-playing scenarios. Fireside chats with experienced experts provide an opportunity for professional exchange in a relaxed setting.

We reveal the hidden logics of European funding programmes, let you master the skills needed to make a successful bid and deliver a project, and give you a chance to get tips from the experts. We make the development of a sound project application and its administration fun!

*“The detailed work with the current narrative and financial application forms was very helpful.”*

Katerina Demel, Bread for the World (Germany)

*“The thoroughness of the explanations was very good. The trainers are very experienced and could give lots of examples from their own experiences.”*

Mike Bird, WIEGO (United Kingdom)

