

Writing Quality proposals



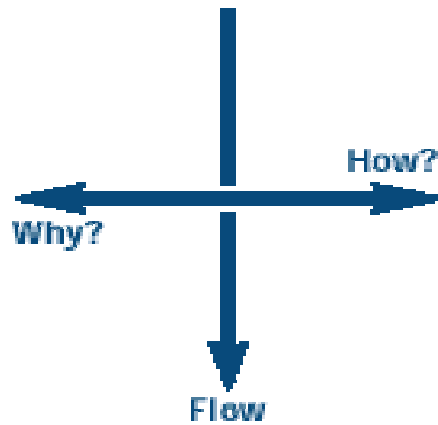
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**Malta
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From Project Idea to Proposal

Concept

Product/service



Target
Project idea search

Initiate
Project idea development

page 23

Consider
Transnationality

page 27

Consider
Call for tenders

page 29

From Project Idea to Proposal

■ **Existing Idea** → Look for right call

■ **Looking for ideas:**

- Consult catalogues of projects (Commission or national authorities)
- Exchange with other organisations/people with experience
- Look good practices from other countries

↓
Look for right call



From Project Idea to Proposal

- Some helping addresses:

www.europa.eu.int/comm/employment_social/equal

http://ec.europa.eu/grants/index_en.htm

http://www.esf.gov.uk/case_studies/index.asp

<http://www.interact-eu.net/913123/0/0/0>

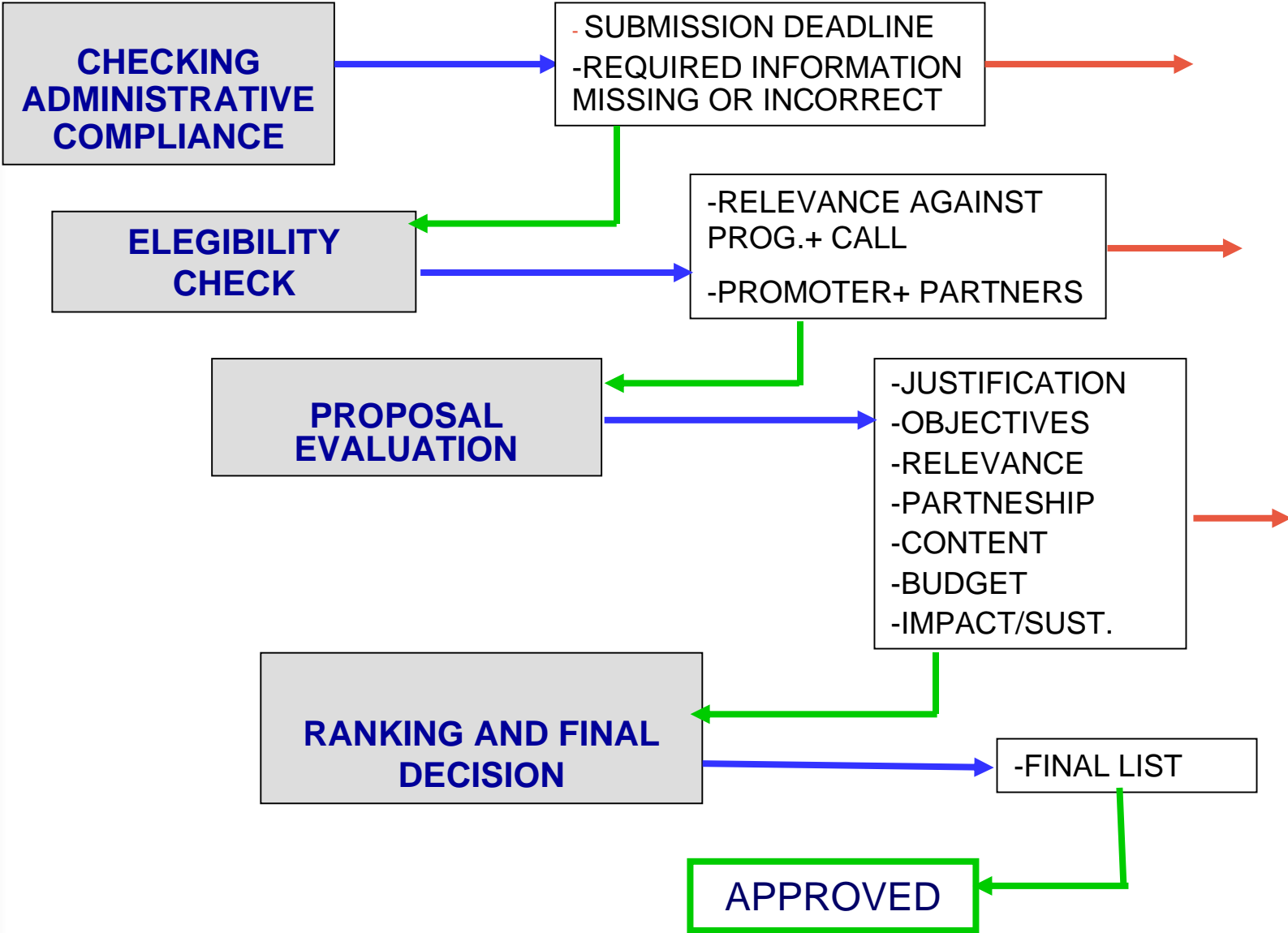
<http://www.cordis.lu/fp7/>



Quality Pre-conditions

- Good information
- Relevant issue (framed by priorities of Program/call)
- Transparency and clearness
- Partnership principle
(an innovative way to handle a large number of very diverse issues)

Proposal Approval sequence



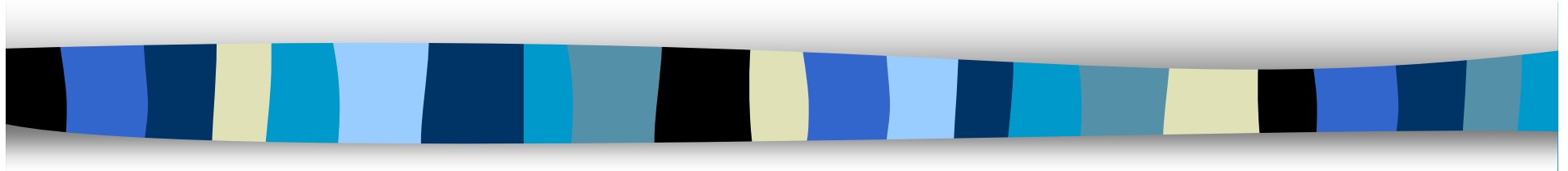


Quality in the application

- **Relevance** – is the project really meeting the needs and the priorities at national, sectorial or regional level (policy framework)?
- **Coherence** – is there a match between the identified needs (diagnostic) and the presented proposal?
- **Feasibility** – is the project content consistent? (training, etc), respective methodologies, methods and instruments, evaluation and expected results fitting objectives and TG

Quality of the Application

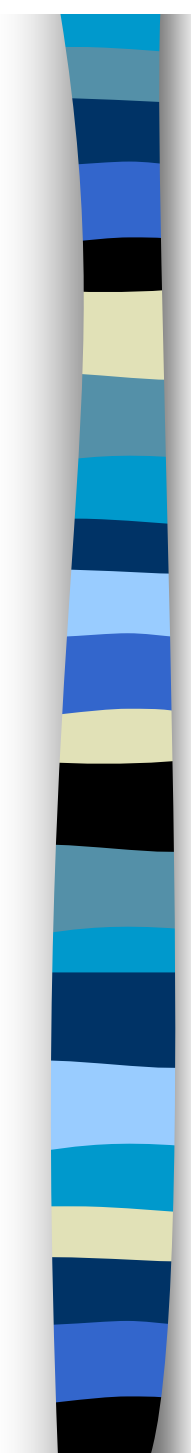
- **Partnership** – adequacy of partners involved to the objectives, involvement of target groups, strategic character



- **Impact of results/Sustainability** – either at target groups level, regional level and policy level
- **Efficiency** – value for the money
- **Integration** – potential effect of the project due to an integrated approach (combination with other initiatives in the region)

A	Relevant <i>The project meets demonstrated and high priority needs</i>	B	Feasible <i>The project is well designed and will deliver sustainable benefits to target groups</i>	C	Effective & well managed <i>The project is delivering the anticipated benefits and is being well managed</i>
1	Consistent with, and supportive of, EC development and cooperation policies	6	The objectives (Overall objective, purpose and results) and the work programme (activities) are clear and logical, and address clearly identified needs	12	The project remains relevant and feasible
2	Consistent with, and supportive of, Partner Government policies and relevant sector programmes ¹⁷	7	The resource and cost implications are clear, the project is financially viable and has a positive economic return	13	Project objectives are being achieved
3	Key stakeholders and target groups are clearly identified, equity and institutional capacity issues analysed, and local ownership demonstrated	8	Coordination, management and financing arrangements are clear and support institutional strengthening and local ownership	14	The project is being well managed by those directly responsible for implementation
4	Problems have been appropriately analysed	9	The monitoring and evaluation (M&E) system and audit arrangements are clear and practical	15	Sustainability issues are being effectively addressed
5	Lessons learned from experience and linkages with other ongoing/planned projects/programmes have been assessed and incorporated into strategy selection	10	Assumptions/Risks are identified and appropriate risk management arrangements are in place	16	Good practice principles of project management are applied by EC Task Managers
		11	The project is environmentally, technically and socially sound and sustainable		

Application Form

- 
- Justification of the proposal
 - Objectives
 - Description of the action
 - Partnership
 - Expected Results
 - Indicators for monitoring and Impact
 - Publicity and Dissemination



Application Form

Justification of the proposal

■ Analysis of the needs

- ❖ how needs were identified (relating with the state of the art)
- ❖ relevance of the action to solve the identified needs
- ❖ sector/ target groups addressed
- ❖ Framing the action in Program and call



Application Form

Objectives

■ Objectives

- ❖ Description of the **general and specific objectives** of the project (overall aim and purpose)
- ❖ To explain the **relationship** between the **project objectives** and the **objectives and priorities of the programm**
- ❖ SMART – specific, measurable, accurate, realistic and time-bound



Application Form

Description of the action

- Methodological Approach
- Activities
- Methods
- Partners Involved
- Duration and Timetable



Methodological Approach

- Structured and summarised description of the content
- Logical sequence
- Involvement of partners
- Innovation contribution



Application Form

Activities

- **Structured** with structured presentation
- **Flow-chart** or diagramm to illustrate the workflow, respective content and participation
- Involvement of **partners** according to their **roles** and **expertise**



Application Form Work Programme

- Objectives
- Activities
- Duration (coherent with the objectives)
- Partners involved and respective role
- Methods and instruments to be used
- Expected Results/ Products (formulated in a measurable way)

Schematic Presentation

OBJECTIVES	ACTIVITIES/TASKS	TIMING		RESULTS	PARTNER CONTRIBUTION
Objective 1	Activity 1.1.			Result 1.1	
	<i>Task 1.1.1.</i>	Start: Month ---	End: month--	<i>Output 1.1.</i>	Partner --- & Partner ----
	<i>Task 1.1.2.</i>	Start: Month ---	End: month--	<i>Output 1.2.</i>	Partner ---
	<i>Task 1.1.3</i>	Start: Month ---	End: month--	<i>Output 1.3.</i>	
	<i>Task 1.1.n</i>	Start: Month ---	End: month--	<i>Output 1.n.</i>	
	Activity 1.2.			Result 1.2	
	<i>Task 1.2.1.</i>	Start: Month ---	End: month--	<i>Output 2.1.</i>	
	<i>Task 1.2.2.</i>	Start: Month ---	End: month--	<i>Output 2.2.</i>	
	<i>Task 1.2.3</i>	Start: Month ---	End: month--	<i>Output 2.3.</i>	
	<i>Task 1.2.n</i>	Start: Month ---	End: month--	<i>Output 2.n.</i>	
	Activity 1.3 <i>Tasks</i>				
	Objective 2	Activity 2.1. <i>Tasks</i>			
Activity 2.2. <i>Tasks</i>					
	Activity 2.3 <i>Tasks</i>				
Objective 3	Activity 3.1 <i>Tasks</i>				



Application Form Partnership

- Multiplayer character corresponding to the complementarity of tasks being performed
- Active involvement of all partners in the project
- Users themselves is a must (SME, training providers, etc)
- Presence of social partners and/or local authorities
- Adequacy of the partners competencies to the content of the project, the complementarity of the tasks and to the sustainability envisaged



Application Form Expected Outputs

- Consistent with the objectives
- Appropriate to the identified needs
- Suitable for the target groups and/or sectors
- Innovative in relation to current standards
- Concrete and measurable formulated



Application Form

Expected Outputs

- Clear and detailed presentation

Type and support	Goal	T- group addressed	Quantity	Date
<i>Guidelines in paper</i>	<i>Guide tutors in facilitation of learning</i>	<i>Tutors</i>	<i>500</i>	<i>April 04</i>
<i>Distance Training course</i>	<i>Improve competencies in Environment</i>	<i>Monitors</i>	<i>20</i>	<i>June 06</i>



Application Form Impact

- transferability of results to
 - Other target groups/sectors
 - Short and long term
- Impact on target groups/sectors/...
- Sustainability



Application Form Publicity and Dissemination

- Participative and on –going process
- Publicity plan (flyers,etc)
- Interactivity with users to provide feedback
- Credible strategy with involvement of all partners and the potential users
- Levels of intervention (national, regional, local)
- Customisation of dissemination



Application Form Budget

- Balanced among partners and breakdown according to roles
- Real and realistic allocation of resources in relation to staff and activities
- Eligibility of costs verified
- Correct elaborated (co-financing)



Main criteria

- Real need identified in conformity with policy priorities
- Concrete, clear and measurable objectives
- Multiplayer character of partnership with complementarity of expertise and roles
- Concrete and measurable results
- Good work programme, coherent and credible
- Balanced budget adequate to the objectives, the workprogramme and the duration



Thanks for your attention
and....

.....**GOOD LUCK!**