

## **NON-VALIDATED ELECTIVE MODULES**

### *EU FINANCIAL PROCUREMENT AND PROPOSAL WRITING METHODOLOGY*

#### **1. MODULE SUMMARY**

##### **Aims and Summary**

This course is an introduction to public funding mechanisms, proposal writing and basics of the EU project management. The course aims to provide knowledge that students need in order to apply successfully for UE funding. Students will also acquire basic skills needed to be able to manage EU-funded projects. In other words its central objective is to assist students to develop competence in managing, fundraising, and reporting. This course combines legal, financial and managerial knowledge that are all prerequisite for working with projects funded with public monies. At the same time it gives student a practitioners' perspective.

##### **Module Size and credits**

<b>CATS points</b>	0.0
<b>ECTS credits</b>	5.0
<b>Total student study hours</b>	100
<b>Number of weeks</b>	12
<b>School responsible</b>	Łazarski University, Faculty of Economics and Management
<b>Academic Year</b>	2021-2022

##### **Entry Requirements (pre-requisites and co-requisites)**

None

##### **Excluded Combinations**

None

##### **Composition of module mark (including weighting of components)**

Project proposal 40%, midterm exam 20%, final exam 40%

##### **Pass requirements**

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component. Re-assessment: coursework component(s) and/or examination as appropriate.

##### **Special Features**

None

##### **Course stages for which this module is mandatory**

MA Year 2 International Relations (level 7)

##### **Course stages for which this module is a core option**

None

#### **2. TEACHING, LEARNING AND ASSESSMENT**

##### **Intended Module Learning Outcomes**

The intended learning outcomes are that on completion of this module, the student should be able to:

1. Explain the operation of EU Funds
2. Create a project plan
3. Apply for EU grants
4. Utilize the EU project cycle and management
5. Apply the fundamentals of EU financial procurement

#### **Indicative Content**

- Public procurement and public contracts from legal perspective
- EU funding – general description of possible sources of funding; EU policy and programs, their structure and aims (structural funding, external aid tenders, Seventh Framework Programme). Part I – introduction and research funding
- EU funding – general description of possible sources of funding; EU policy and programs, their structure and aims (structural funding, external aid tenders, Seventh Framework Programme). Part II – Grants schemes and Twinning projects
- EU funding – general description of possible sources of funding; EU policy and programs, their structure and aims (structural funding, external aid tenders, Seventh Framework Programme). Part III – External Action – technical assistance projects
- Grant Cycle
- Proposal writing methodology. Tools for proposal writing
- Project management
- Financing (co-funding, cash flow, reporting, eligibility of costs, formal procedures)
- Project documentation & Partnerships
- Reporting
- Accounts & Audits
- Revision. Practical questions and answers

#### **Teaching and Learning**

This module will be taught by means of lectures and self-directed study.

Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam.

Student activity and time spent on each activity comprises:

<b>Guided</b>	0 hours	(0%)
<b>Lecture</b>	0 hours	(0%)
<b>Self-guided</b>	70 hours	(70%)
<b>Seminar</b>	30 hours	(30%)
<b>Workshop</b>	0 hours	(0%)
<b>Total</b>	100 hours	

#### **Method Of Assessment (normally assessed as follows)**

**The intended learning outcomes will be assessed as follows:**

- Project proposal (40% – 2 Credits): contributes to learning outcomes 2, 3
- Midterm exam (20% – 1 Credits): contributes to learning outcomes 1

- Final exam (40% – 2 Credits): 90 minutes; contributes to learning outcomes 1

**Date of last amendment**

4-01-2014

**3. MODULE RESOURCES**

**Essential Reading**

Directorate-General for Internal Policies, Policy Department Structural and Cohesion Policies, study “Public Procurement and Cohesion Policy”, European Union, Brussels, 2012

Tom, A., 2007. *How to Write Fundraising Materials that Raise More Money: The Art, the Art, the Science, the Secrets*. Emerson & Church Publishers.

Clarke, C.A., 2009. *Storytelling for Grant seekers: A Guide to Creative Nonprofit Fundraising*. New York: John Wiley & Sons.

Nebiu, B., 2002. “Developing skills for NGO, Project proposal Writing”, the Regional Environmental Centre for Central and Eastern Europe.

Geever, J.C., 2007. *The Foundation Center’s Guide to Proposal Writing*. 5<sup>th</sup> ed. New York: Foundation Center.

[http://ec.europa.eu/regional\\_policy/en/funding/](http://ec.europa.eu/regional_policy/en/funding/)

[http://ec.europa.eu/budget/contracts\\_grants/grants/grants\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/grants/grants_en.cfm)

[http://ec.europa.eu/budget/figures/fin\\_fwk0713/fw0713\\_en.cfm#cf07\\_13](http://ec.europa.eu/budget/figures/fin_fwk0713/fw0713_en.cfm#cf07_13)

[http://europa.eu/policies-activities/funding-grants/index\\_en.htm](http://europa.eu/policies-activities/funding-grants/index_en.htm)

<http://ec.europa.eu/esf/main.jsp?catId=25&langId=en>

[http://cordis.europa.eu/news/rcn/123245\\_en.html](http://cordis.europa.eu/news/rcn/123245_en.html)

<http://ec.europa.eu/programmes/horizon2020/>

[http://ec.europa.eu/dgs/education\\_culture/calls/index\\_en.htm](http://ec.europa.eu/dgs/education_culture/calls/index_en.htm)

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1447233120773&do=publi.welcome>

**Recommended Reading**

Alexander, G.D., Carlson, K.J., 2005. *Essential Principles For Fundraising Success: An Answer Manual For The Everyday Challenges Of Raising Money*. New Jersey: Jossey-Bass.

Coley, S.M., Scheinberg, C.A., 2008. *Proposal Writing: Effective Grantsmanship*. New York: SAGE Publications.

Wilson, T.D., 2008. *Winning Gifts: Make Your Donors Feel Like Winners*. New York: John Wiley & Sons.

**Required Equipment**

None

**4. MODULE ORGANISATION**

**Module leader**

**Name** Elena Diaconu

**E-mail** [elena.diaconu@lazariski.pl](mailto:elena.diaconu@lazariski.pl)

**Length and month of examination**

Mid-term – 60 minutes in April

Final exam – 90 minutes in June

**Expected teaching timetable slots**

Note that some tutorials/seminars may be provided at times other than those shown below. Timetable information should be verified with the School responsible for the module

No timetable information available

**Subject Quality and Approval information**

Faculty of Economics and Management