

5. EU Financial Procurement and Proposal Writing Methodology

1. Module Title	EU Financial Procurement and Proposal Writing Methodology	2. Module Code	
3. Academic Year, Semester, Module Status	2021-2022 Fall semester, Full-time		
4. Aims and Learning Outcomes	<p>This course is an introduction to public funding mechanisms, proposal writing and basics of the EU project management.</p> <p>The course aims to provide:</p> <ul style="list-style-type: none"> • knowledge needed to apply successfully for EU funding; • basic skills needed to be able to manage EU-funded projects; • assistance to develop competence in managing, fundraising, and reporting; • legal, financial and managerial knowledge as prerequisite for working with projects funded with public money. 		
Knowledge	Effect Code		Assessment
	Subject	Field	
1. Understands the co-dependence of the functioning of structures and enterprises.		K_W05	In-class exams and project work.
2. Knows the legislation on the intellectual property in the sphere of development projects.		K_W13	In-class exams and project work.
Skills	Effect Code		Assessment
	Subject	Field	
1. Can prepare the project appropriate for the selected goals.		K_U02	Project work.
2. Can initiate, organise, and carry out the projects.		K_U03	Project work.
3. Can ensure the effective organisation of the teams responsible for project implementation.		K_U10	Project work.
4. Can write a proposal for a EU-funded project.		K_U17	Project work.
Social Competencies	Effect Code		Assessment
	Subject	Field	
1. Can organize and supervise teams and ensure their effective work.		K_K06	Project work.
2. Can evaluate the efficiency of the project.		K_K07	Project work.
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6. Lecturer	Name		E-mail
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7. Module Level	Masters	Bachelors
		x
8. Year and Programme	Year	Programme
	2	BA in Management
9. Module Content		
#	Topics Discussed	Hours
Seminar		
	<ol style="list-style-type: none"> 1. Public procurement and public contracts from legal perspective. 2. 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. 3. 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. 4. 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. 5. Grant Cycle. 6. Proposal writing methodology. Tools for proposal writing. 7. Project management. 8. Financing (co-funding, cash flow, reporting, eligibility of costs, formal procedures). 9. Project documentation & Partnerships. 10. Presentation of project proposals. Part I – students present their project proposals. 11. Presentation of project proposals. Part II – students present their project proposals. 12. Revision. Practical questions and answers. 	<p><i>2.5 h each topic</i></p> <p><i>30 h together</i></p>
Workshop		
	<ol style="list-style-type: none"> 1. What is public procurement and types of contracts: examples, discussion, group work. 2. Examples of EU funding: groups work on real research calls and requests for proposals. 3. Examples of EU funding: groups work on real technical assistance call. 4. Examples of non-EU donors calls for funding. Group work. 5. 1st in-class exam 6. Grants and proposal writing phases. Group work 7. Project management. Group work, simulation of a scenario. 8. Evaluation of proposal and award criteria. Class exercises. 9. Project implementation scenario group interaction. 10. 2nd in-class exam 11. Preparing smart budgets and project accounting, group work. 12. Revision. <p>The practical approach to the teaching process will require students to develop business documents and a financial plan, practice accounting skills and financial literacy via different case studies and businesslike assignments.</p>	<p><i>1.25 h each topic</i></p> <p><i>15 h together</i></p>
10. Individual Student's Work		

#	Description	Hours
	Analysis of the literature	20
	Analysis of the case studies	20
	Realization of individual tasks within the project group	25
11. Assessment Methods	Coursework (100%): 1. Project proposal (40%), 2. 1st in-class exam (30%), 3. 2nd in-class exam (30%).	
12. Assessment Criteria	In order to pass the course student should score at least grade 3.0 (50%) as the total grade for semester. Scoring translates into grades as follows: 50 - 59 points - grade 3 60 - 69 points - grade 3.5 70 - 79 points - grade 4 80 - 89 points - grade 4.5 90 - 98 points - grade 5 98-100 points - grade 5.5 In the case of exceptional student achievements, the lecturer can award a 5.5 grade with fewer points.	
13. ECTS Credits	5	
		Hours
		ECTS
	Contact Hours	
	Seminar	30
	Workshop	15
	Consultation	15
	Other Kind of Student's Activity	
	Individual Student's Work	65
	SUMM	125
		5
14. Required Readings	<p>Directorate-General for Internal Policies, Policy Department Structural and Cohesion Policies, study “<i>Public Procurement and Cohesion Policy</i>”, European Union, Brussels, 2012</p> <p>Ahern Tom, <i>How to Write Fundraising Materials that Raise More Money: The Art, the Art, the Science, the Secrets</i>, Emerson & Church Publishers, 2007</p> <p>Cheryl A. Clarke. <i>Storytelling for Grant seekers: A Guide to Creative Non-profit Fundraising</i>. New York: John Wiley & Sons, 2009.</p> <p>Besim Nebiu, “<i>Developing skills for NGO, Project proposal Writing</i>”, the Regional Environmental Centre for Central and Eastern Europe, 2002</p> <p>Jane C. Geever, 2007, <i>The Foundation Center's Guide to Proposal Writing</i>. 5th Edition, New York, Foundation Center.</p> <p>http://ec.europa.eu/regional_policy/en/funding/</p> <p>http://ec.europa.eu/budget/contracts_grants/grants/grants_en.cfm</p>	

	http://ec.europa.eu/budget/figures/fin_fw0713/fw0713_en.cfm#cf07_13 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://ec.europa.eu/programmes/horizon2020/ 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
15. Recommended Readings	<p>G. Douglas Alexander, Kristina J. Carlson. Essential Principles For Fundraising Success: An Answer Manual For The Everyday Challenges Of Raising Money. New Jersey: Jossey-Bass, 2005.</p> <p>Soraya M. Coley, Cynthia A. Scheinberg. Proposal Writing: Effective Grantsmanship. SAGE Publications 2008.</p> <p>Thomas D. Wilson. Winning Gifts: Make Your Donors Feel Like Winners. New York: John Wiley & Sons, 2008.</p>
16. Place where module is run	LU campus
17. Other	