

Erasmus+ Capacity Building projects: step by step proposal preparation

November 24th - 28th 2025, Komenského náměstí 2, room 408

	9:00-10:30		10:50-12:00		14:00-15:30	18:00
24 th November 2025	Introduction to Capacity Building & Proposal Writing					
	Barbara Staffolani		Barbara Staffolani		Barbara Staffolani	
	Welcome and introductions Course objectives and expectations Overview: What is the Erasmus+ program? What is a capacity building project?	Coffee break	Key features of capacity-building projects Introduction to proposal writing – structure, key components	Launch break	Practical activities: Develop your own project – analysis of the call for proposals	
25 th November 2025	Project Design & Problem Identification					
	Barbara Staffolani		Barbara Staffolani		Barbara Staffolani	
	How to design a project: situation analysis, needs assessment Defining objectives: SMART goals	Coffee break	Writing an effective problem statement Stakeholder analysis	Launch break	Practical activities: Drafting a problem statement for a hypothetical or real project	Dinner
26 th November 2025	Logical Framework & Work Plan Development					
	Barbara Staffolani		Barbara Staffolani, Daniela Svobodová		Barbara Staffolani	
	Understanding the Logical Framework Approach (LFA) Creating a logframe matrix: Objectives, indicators, means of verification, assumptions	Coffee break	Developing a work plan and timeline (Gantt Chart)	Launch break	Practical activities: Creating a logframe and Gantt chart in small groups	
27 th November 2025	Budgeting, Monitoring & Evaluation, and E+ Program Alignment					
	Barbara Staffolani, Daniela Svobodová		Barbara Staffolani		Barbara Staffolani, Daniela Svobodová	
	Building a project budget: categories, justification, sustainability	Coffee break	Monitoring & Evaluation (M&E): basic indicators and methods Aligning proposals with E+ guidelines and strategies	Launch break	Hands-on: Drafting a simple budget and M&E framework	
28 th November 2025	Writing, Packaging, and Presenting the Proposal					
	Barbara Staffolani		Barbara Staffolani		Barbara Staffolani	
	Writing techniques for clarity, coherence, and impact Common mistakes and how to avoid them	Coffee break	Assembling the proposal package: narrative, annexes, forms Proposal sections	Launch break	Final group presentations of mock proposals Peer and trainer feedback Wrap-up, Q&A, certificate distribution	