



The Multi-Educational Programme for Employment Promotion in Migration-Affected Areas (MEPEP)

Proposal Writing - Best practices

Tarek El-Arabi, M.Sc., Ph.D
Associate Professor
EG-EU Projects Manager Ministry of
Scientific Research Egypt



T05-EUTF-NOA-EG-01-06 (T05.255) – CFP05.2021

TVET Provider – Full Applications – Info-session

March, 9th 2022





TVET Provider – Full Applications – Info-session



Welcome to the informative session of the Full Application Training about the TVET-Provider



T05-EUTF-NOA-EG-01-06 (T05.255) - CFP05.2021



Slide 2



TVET Provider – Full Applications – Info-session

AGENDA

Time	Description
10:00: 10:05	Welcome notes
10:05 to 12:30	Full application form, administrative compliance, evaluation grid
12:30 to 13:30	Break
13:30 to 15:00	Budget preparation
15:00 to 16:00	Open discussion



T05-EUTF-NOA-EG-01-06 (T05.255) - CFP05.2021



TVET Provider – Full Applications – Info-session

Full Application Documents

- Annex A.II: Application Form (Word document)
- Annex B: Budget Form (Excel document)
- Annex C: Logical Framework (Word document)
- Annex D (a, b): Legal Entity Sheet
- Annex E: Financial Identification Form (FIF) (PDF document)
- Annex G: Standard grant contract
- Annex H: Declaration of Honour (Word document)
- Annex J: Tax Regime information (PDF document)
- Annex K: Guidelines for assessing simplified cost options (PDF document)
- Annex V.II.a: Model report of factual findings and terms of reference for an expenditure verification
- Annex V.II.b: Model report of factual findings and terms of reference for an expenditure verification
- Other templates documents (miscellaneous)

T05-EUTF-NOA-EG-01-06 (T05.255) - CFP05.2021



TVET Provider – Full Applications – Info-session

Full Application Documents

A Step-by-step GUIDE for writing a good proposal

- Annex A.II: Application Form (Word document)

PART B. FULL APPLICATION FORM 6

1 General information 6

2 The action 7

2.1. Description of the action 7

2.2. Lead applicant's experience 11

2.3. Co-applicant(s)'s experience (if applicable) 12

2.4. Affiliated entity(ies) experience (if applicable) 13

3 The LEAD applicant 15

3.1. Identity 15

4 The Co-applicant(s) 17

5 AFFILIATED ENTITY(ies) participating in the action 20

5.1. Description of the affiliated entity(ies) 20

5.2. Affiliated entity(ies)'s statement 22

6 Associates participating in the action 23

7 Checklist for the full application form 24

8 Declaration by the LEAD applicant (FULL APPLICATION) 26

9 Assessment grid FOR the full application 28

Contracting authority: The Italian Agency for Development Cooperation (AICS) –Cairo Office

MEPEP - Multi-Educational Programme for Employment Promotion in Migration-Affected Areas
Grant application form

Budget line(s): T05-EUTF-NOA-EG-01-06 (T05.255)

Reference:

T05-EUTF-NOA-EG-01-06 (T05.255) – CFP05.2021

Deadline for submission of full applications: will be indicated in the letter sent to the lead applicants whose application has been pre-selected.

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible

Title of the action:	
[Number & title of lot]	
Location(s) of the action:	<specify country(ies), region(s), area(s) or town(s) that will benefit from the action >
Name of the lead applicant	
Nationality of the lead applicant*	

T05-EUTF-NOA-EG-01-06 (T05.255) - CFP05.2021





The Application is divided into Four (main) sections:

2 The action

[2.1. Description of the action](#)

[2.2. Lead applicant's experience](#)

[2.3. Co-applicant\(s\)'s experience \(if applicable\)](#)

[2.4. Affiliated entity\(ies\) experience \(if applicable\)](#)

2.1 Description of the action:

2.1.1 Description

- This part describes the background of the problem. This implies the psychology part of the story.
- It describes the areas of interest of submitted proposals. You have to read very carefully. You must identify the “and”, “or”, “Not”, “Should”, “Must”, “implement”, “reach”, “include”, etc.
- What you should deliver!

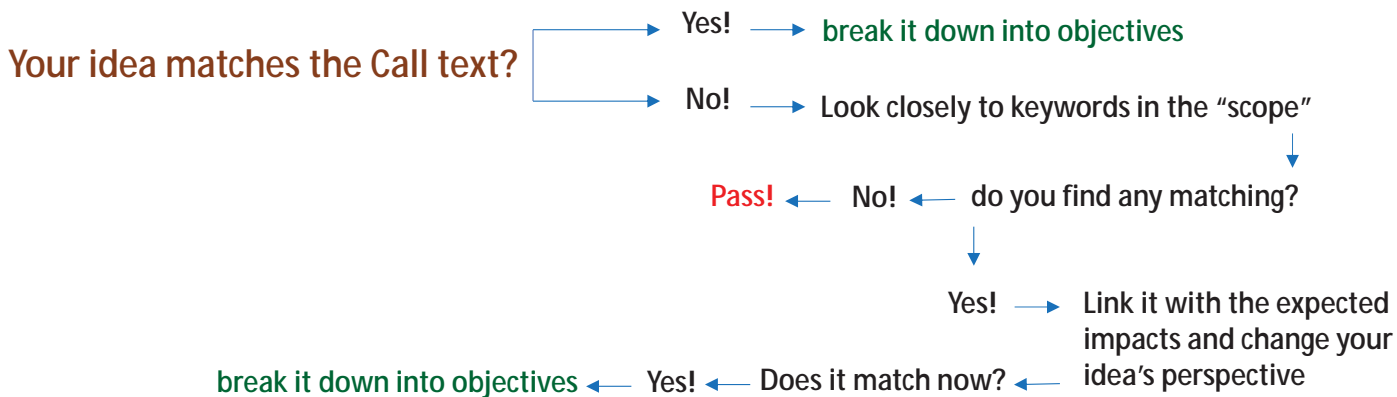
1st STEP - READ (carefully) call text



Idea creation

Your Passion vs. Call text

Always link the call text with what you want to do, not the other way around (i.e., don't just think about the €€)



2nd STEP - Think of a simple idea





The Application is divided into Four (main) sections:

2 The action

2.1. Description of the action

2.1 Description of the action:

2.1.2 Implementation Approach

Your Objectives are your Approach – Always Breakdown objectives into tasks and Group Tasks into Work-packages and Group Different Work-packages into Implementation Plan

Always note that your expertise is only ONE objective

Be little creative and try to define an overall objective

Be very creative and identify the complete list of objectives

3rd STEP - Formulate Your Objectives





The Application is divided into Four (main) sections:

2 The action

2.1. Description of the action

2.1 Description of the action:

2.1.2 Implementation Approach

2.1.3 Indicative action plan for implementing the action

Your Objectives are your **Approach** – Always Breakdown objectives into tasks and Group Tasks into Work-packages and Group Different Work-packages into Implementation **Plan**

Always note that your expertise is only ONE objective

Be little creative and try to define an overall objective

Be very creative and identify the complete list of objectives

3rd STEP - Formulate Your Objectives





The Application is divided into Four (main) sections:

2 The action

2.1. Description of the action

2.1 Description of the action:

2.1.4 Sustainability of the action

Dream about the end (identify impacts)!

- Funders are investors! – Think of how to make their investment long-lasting and impactful.
- Best sustainability is chain-reaction growth.

4th STEP - Make it impactful





The Application is divided into Four (main) sections:

[2 The action](#)

[2.1. Description of the action](#)

2.1 Description of the action:

2.1.5. Logical framework (Annex C)

LINK'EM (Not the band, but the concept)

- LFW is a matrix where all objectives are linked to implementation and expected outcomes and overall impact.
- Clear Objectives (general & specific), results and activities
- Objectively verifiable indicators
- Sources and means of verifications
- Assumptions and risks

Remember: Your Objectives are your Approach – Always Breakdown objectives into tasks and Group Tasks into Work-packages and Group Different Work-packages into Implementation Plan

5th STEP - Connect the dots!



The Application is divided into Four (main) sections:

2 The action

2.1. Description of the action

2.1 Description of the action:

2.1.6. Budget, amount requested from the contracting authority and other expected sources of funding (Annex B)

Three workbooks

1. Budget breakdown
2. Justification of Expenditures
3. Source of funding

6th STEP – Spend my money well!





TVET Provider – Full Applications – Info-session

Full Application Documents

2.2 Lead applicant's experience

List and describe and elaborate (exaggerate if you wish) all relative experiences and linked projects and activities with clear impacts

2.3 Co-applicant(s)'s experience (if applicable)

Why specifically these co-applicants (Partner of success, yes?!)

2.4 Affiliated entity(ies) experience (if applicable)

You know them all! – Connections that make your work achievable, have access to broader communities

7th STEP – Show me your friends I tell you who you are!

T05-EUTF-NOA-EG-01-06 (T05.255) - CFP05.2021



TVET Provider – Full Applications – Info-session

Full Application Documents

CHECKLIST

[Read and Review the CHECKLIST before you start!](#)



Funded by the
European Union



T05-EUTF-NOA-EG-01-06 (T05.255) - CFP05.2021

Slide 14



TVET Provider – Full Applications – Info-session



شكراً

Thank You
Grazie



Funded by the
European Union



T05-EUTF-NOA-EG-01-06 (T05.255) - CFP05.2021