

From idea to project: How do I write an EU project proposal?



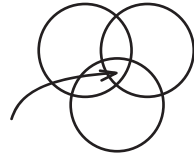
Be realistic: are you going to make the deadline?



Make the time for developing a European project proposal



1) Determine the impact you want to have



2) Does your idea fit within the policy triangle? (local/regional/European)



3) Find the right EU funding programme

Read the priorities and conditions really well!



4) Make sure you have all the information



Get to know the online application form!



Double check the deadline!



8) Make the connection between your regional challenges and those of your European partners.

Don't forget associated partners!



7) Find European partners and make sure they can find you!



6) Find your regional project partners

Start writing early

5) Write!



Why is the project relevant?

Top tip: make a short project summary to share

9) Write!



Determine what products and activities you want to organise within your project and partner roles

Top tip: Make a Gantt Chart!



10) Ask partners for input and feedback



11) Check in with the agency for the programme you are applying to and make sure they know what you're planning

Sometimes the agency will be in your own country, sometimes in Brussels

12) Write!



Think about the other aspects of your project: communication, management and monitoring

Top tip: Look for examples, no need to reinvent the wheel



Start thinking already about how to implement the project if it's approved



Try and try again: your writing work is never lost, you can always adjust and reapply



15) Click on submit!

14) Write!



Bring everything together in the online application form. Check and double check: is everything uploaded?



13) Collect the administrative documents you need from your project partners (mandates)



Read and re-read: are you actually answering the question?