

Grundtvig Multilateralt project:

Reference: 502283-LLP-1-DK-Grundtvig-GMP

Project Title: LOAC – Learning Outcome of Amateur Culture

Project description
Text from the application

**Hans Jørgen Vodsgaard,
September 2009**

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Introduction to the project

Programme and action

Lifelong Learning Programme, GRUNDTVIG Multilateral projects

Title

Learning Outcome of Amateur Culture (Project acronym: LOAC)

Period

The project starts in October 2009 and end in November 2011. The period is 26 months.

Summary of the project

The idea of the project is to promote a valuation of amateur culture from the perspective of lifelong learning with the purpose to improve the learning quality and outcome of the voluntary cultural activities, and thereby to make them more attractive and transparent for the actual and potential participants. The main output is first of all the development of two types of interrelated on line tools, one type for the learners' valuation of the personal learning outcome, and another for the providers' valuation of the organisational learning. Each type will consist of a series of Danish, a German, a Flemish and a Slovenia edition used by the four national umbrella associations participating in the project.

The framework of the tools' questionnaire is formed by a humanistic learning theory that defines learning as an interrelated unity of the three dimensions: Competence, knowledge and personal formation (Bildung); and these dimensions are constituted of six or more elements, and each element is measured by at least five questions.

The two types of tools can validate the same learning process from two different angles. The providers can compare the learners' outcome with the providing association's objectives, and the documentation can improve the work with monitoring, quality assurance and management of the adult learning. The data will be saved at a common database by the same domain; and it means that the data can be used for research on several levels, from a single organisation, to a group of local associations or a group of thematic associations, to a national and most important to a transnational European level.

This network of national associations that uses the common transnational database can easily and by relative small costs be expanded with new umbrella associations from other European countries after the conclusion of the project.

The second main output of the project is the initiation of a transnational course programme for active in Europe's amateur culture associations. An integrated part of the courses will be exchange of experiences regarding innovative products and best practise in different learning areas, including an introduction to the methodology and practical use of the personal and organisational valuation tool.

The courses are first targeting teachers, tutors, facilitators and other pedagogical staff by offering Grundtvig-in-training courses, and secondly targeting board members and other leaders by offering Grundtvig workshops, but thirdly learners and other active shall be targeted by offering courses among other things as Europe for Citizens seminars, and Active Youth courses.

The third main output is the three English project publications. The first is the report on valuation of learning qualities and outcome in voluntary cultural amateur activities including results of questionnaires and interviews in the partnerships associations. The second is the compendia on best practise with focus partly on the main aims of active citizenship, cultural cohesion, personal fulfilment and employability; partly on a broader view on learning as composed of the three interrelated dimensions: competence, knowledge and personal formation; partly an aim of social inclusion of people of all ages, including those with special needs and disadvantaged groups ; and last an improving possibilities of transnational European activities as part of the ordinary activities of the cultural associations. The third is the compendia on European week courses on learning dimensions of amateur culture, including annexes on announcements, organisation and economy.

The consortium represents the most significant umbrella organizations of amateur culture in each participating country. This implies first a huge network and surface of contact, and secondly a potential strong impact of the project results on the activities of the voluntary cultural area.

The partnership circle

Partner 1: Joint Cultural Councils

Name of the organisation

P1: Kulturelle Samråd i Danmark (Joint Cultural Councils in Denmark)

Acronym: KSD

Role in the application: Applicant

Address

Farvergade 27

DK-1463 Copenhagen K

Tel. (+ 45) 33931326 /

Fax (+45) 33931321

www.kulturellesamraad.dk

Persons

Legal representative:

Bente von Schindel

Person responsible for the management (contact person)

General Secretary Bente von Schindel,

Head of department

bs@kulturellesamraad.dk

(+ 45) 29647040

Presentation of Bente von Schindel:

MA. Managing culture organisations and networks, national and international relations, organising conferences, workshops. Organizer of and speaker at conferences and seminars. Member of committees and boards, partner in national and international projects. Writer and editor of books and magazines.

Structure

Status: Private

Type of organisation: Non-governmental organisation (NGO)

Short presentation of organisation

National association of the local cultural councils, which are umbrella organizations for local associations within the area of culture and leisure-time activities. Cultural councils exist in approximately 90 of Denmark's 98 municipalities.

The main purpose of "Joint Cultural Councils in Denmark" is to inspire and develop the cultural area, and to influence, initiate, debate, exemplify etcetera in order to create the best possible conditions for all cultural learning activities. "Joint Cultural Councils in Denmark" are on a national basis working closely with the rest of the cultural voluntary associations.

Role in the project

As the applicant organisation Joint Cultural Council has particular tasks regarding legal and financial management and quality assurance, and Joint Cultural Council has extended tasks regarding the first partner meeting in Denmark, the compendia on best practise and the Grundtvig Workshop pilot course, and similar tasks as the other partners on the rest of the work packages.

Other community grants

In the past 3 years: None

Partner 2: Interfolk

Name of the organisation

Interfolk, institut for folkeoplysning og foreningsarbejde
(Interfolk, Institute for Liberal Education and Voluntary Associations)

Acronym: IF

Role in the application: Coordinator

Address

Skovgade 25
DK-5500 Middelfart
Tel. (+ 45) 51 300 320
www.interfolk.dk

Persons

Legal representative:

Hans Jørgen Vodsgaard

Person responsible for the management (contact person)

Head of Institute, Hans Jørgen Vodsgaard

hjv@interfolk.dk

(+ 45) 51 300 320

Presentation of Hans Jørgen Vodsgaard

MA (History of ideas). Active in liberal adult education and the folk high school movement since 1980 - as General Secretary of the Adult Education Association, SFOF; as consultant in The Association of Folk High Schools in Denmark; as teacher at Ry Folk High School, as principal of Snoghøj Folk High School and Uldum Folk High School, as project leader for Askov Folk High School, and as research leader for Nordic European Academy. Are now head of institute of Interfolk. Main interests and skills are project development and research in the area of liberal education, voluntary associations and cultural activities in the civic society.

Structure

Status: Private

Type of organisation: Non-profit association

Short presentation of organisation

Interfolk is an Institute for liberal education and voluntary associations.

The objectives are to promote popular enlightenment and active citizenship in the context of liberal adult education, voluntary associations and cultural activities in the civic society.

The activities may include research, surveys and development projects, seminars and debate, and other cultural activities in a Danish, Nordic, European and a broader international context.

Role in the project

As coordinator Interfolk has particular tasks regarding project steering, monitoring, quality assurance and evaluation, and Interfolk has extended tasks regarding the partner meetings, the documentation survey, and the development of the framework and content of the valuation tools. On the other side Interfolk has fewer tasks regarding the pilot courses and the conferences of the exploitation phase.

Other community grants

In the past 3 years: None

Partner 3: JSKD

Name of the organisation

Javni sklad RS za kulturne dejavnosti
(Republic of Slovenia Public Fund for Cultural Activities)

Acronym: JSKD

Role in the application: Partner

Adress

Stefanova 5

SI-1000 Ljubljana

Tel. (+ 386) 12410528 / (+ 386) 41718926

Fax (+ 386) 12410536

www.jskd.si

Persons

Legal representative:

Vojko Stopar

Person responsible for the management (contact person)

Head of Department, Vojko Stopar

vojko.stopar@jskd.si

Tel. (+ 386) 12410528 / (+ 386) 41718926

Project active:

Vojko Stopar Managing culture and media organisations and networks, international relations, organising international events such as conferences, festivals, workshops; Speaker at international conferences, member of international committees, partner in international projects.

Matjaž Šmalc: Theatre and puppet theatre director, organizer, member of international organisations (AITA/ATA), organizer of international festivals, workshops, seminars – theatre work in social fields.

Structure

Status: Public

Type of organisation: Cultural organisation (e.g. museum, art gallery)

Short presentation of organisation

JSKD is a national institution covering all branches of amateur culture and art: vocal and instrumental music, theatre and puppet, folklore, film and video, literature, fine arts, dance. JSKD main tasks are: Organization and offering of cultural events; Preparation of seminars, workshops, lectures, summer camps; Counseling, supporting, informing; Publication of periodicals and other publications; Joint financing of cultural programs.

JSKD headquarters in Ljubljana and fifty-nine branch offices all over Slovenia with about 100 employees (organizers, experts, technicians) stimulate the development of Slovenian amateur art. JSKD organizes international, national and regional programmes of education, presentations and reviews of non-professional culture and art. JSKD is a member of European umbrella networks ECuCo and Amateo and international organisations of music, theatre, puppet theatre and folklore such as Europa Cantat, IFCM, CISM,AITA/IATA, CIOFF etc.

Role in the project

JSKD has extended tasks regarding the third partner meeting in Slovenia, the pilot Grundtvig in-training course, and similar tasks as the other umbrella associations on the rest of the work packages.

Other community grants

Programme or initiative: Grundtvig 1, 2005

Reference number: 110497

Beneficiary Organisation: Karl Franzens Uni.

Title of the Project. TWISFER

Partner 4: Stichting Kunstfactor

Name of the organisation

Stichting Kunstfactor
 (Dutch Institute for the Voluntary Arts Sector)
 Acronym: SK
 Role in the application: Partner

Address

Plompetorengracht 3
 3544 SN Utrecht
 NL-Nederlands
 Tel. ++ / 31(30)233 56 00
 Fax ++ /31 (30) 233 56 80
www.kunstfactor.nl

Persons

Legal representative:
 Tom De Rooij

Person responsible for the management (contact person)
 Executive Director, Tom De Rooij
t.derooij@kunstfactor.nl
 ++ / 31(30)233 56 00

Project active:

Wies Rosenboom: Head of Dance and Writing, with vast experience in social and cultural work as well as dance training and education. Wies Rosenboom is particularly concerned with the interaction between amateur arts and society. As a dance trainer and dancer, she is an expert in the field of private and semi-recognized arts education.

Jan van den Eijnden: Policy coordinator in charge of education with Kunstfactor and deputy head of an arts school. Responsible for dual education tracks in wind music and an innovative coaching scheme in amateur music, the focus of which is to increase the know-how of (young) people involved in running orchestras in today's society.

Structure

Status: Private
Type of organisation: Foundation

Short presentation of organisation

Kunstfactor is the national Dutch institute for the development and promotion of amateur arts. As such the centre has expertise in the fields of voluntary arts development, management and education as well as in that of arts education per se. Kunstfactor is responsible for various training and learning curricula, used inside and outside of educational centres, as well as for training modules for volunteers who are active in the field of the amateur arts. Kunstfactor is constantly looking for ways in which cultural and artistic competences can be acquired and acknowledged. It is one of the founders and partners of the Standards and Accreditation Centre for Amateur Arts and Arts Education in the Netherlands.

Role in the project

Kunstfactor has extended tasks regarding the Second partner meeting in Nederland, the pilot Grundtvig in-training course, and similar tasks as the other umbrella associations on the rest of the work packages.

Other community grants

None

Partner 5: BKJ

Name of the organisation

Bundesvereinigung Kulturelle Kinder- und Jugendbildung e.V.

(German Federation for Cultural Youth Education)

Acronym: BKJ

Role in the application: Partner

Address

Kueppelstein 34

42857 Remscheid

DE - Germany

Tel. ++ / 49.21.91.79.43.91

Fax ++ / 49.21.91.79.43.89

www.bkj.de

Persons

Legal representative:

Rolf Witte

Person responsible for the management (contact person)

International Relations Officer , Rolf Witte

witte@bkj.de

++ / 49.21.91.79.43.91

Project active:

Rolf Witte: Active in cultural education on a professional basis since 1989. Working in the field of international cultural exchange programs since 1989. Actively involved in the development of the Cultural Competency Record. President of the European network artsandeducation from 2000 to 2002.

Brigitte Schorn: Active in Cultural education on a professional basis since 1985. Project leader during the development of the Cultural Competency Record. Expert for further training courses and public relations.

Structure

Status: Private

Type of organisation: Non-profit associations

Short presentation of organisation

BKJ is the German national network of 50 federal and regional associations for cultural youth education in school and out of school. BKJ is German governments key partner in all questions of cultural education for children and youth. BKJ developed since 2001 the Cultural Competency Record (Kompetenznachweis Kultur), a portfolio type of tool to record key-competencies acquired in and through cultural education activities. Part of the Cultural Competency Record is curriculum based further-training courses, developed by BKJ in cooperation with scientists and practitioners in the working field.

Role in the project

BKJ has extended tasks regarding the Fourth partner meeting in Germany the pilot Grundtvig workshop, and similar tasks as the other umbrella associations on the rest of the work packages.

Other community grants

None

Project implementation / Award criteria

- according to the applicant

Relevance

In relations to the broader objectives of the LLL-Programme this projects aims the points of

- a) to develop the quality of lifelong learning in amateur culture;
- b) to support the realisation of an transnational area for learning;
- c) to improve the quality and attractiveness of the learning dimensions;
- d) to contribute to personal fulfilment, active citizenship, gender equality and social cohesion;
- e) to promote creativity;
- f) to offer meaningful and joyful activity for many elder people;
- h) to develop innovative ICT-based tools for valuation of learning outcome;
- j) to promote transnational co-operation in quality assurance;
- k) to encourage the exchange of best practise on transnational courses.

In relation to the specific objectives of the Grundtvig Action this project aims

1. to see the challenges of an ageing population from a perspective of educational policy rather than culture policy.
2. to value the cultural activities from the perspective of learning quality and outcome

In relation to the operational objectives of the Grundtvig Action this project aims

1. to offer short courses by the partnership targeting both pedagogical staff, board members and other active;
2. to improve the quality and to increase the volume of cooperation;
3. to integrate the exchange of best practise in the common course programme;
4. to save the data of the valuation tools on a common database, which open for transnational re-search tasks:
5. to improve the monitoring, quality assurance and management of the adult learning.

In relation to the priorities of the Grundtvig multilateral projects this project aims

1. to develop tools with focus on transversal competencies and self-confidence;
- 2, to oblige the learning needs of teacher, trainers and other staff;
3. to motivate individual learners by offering transparency and documentation;
- 4, to improve the validation of non-formal and informal learning outcomes;
- 6, to strengthen the teaching and learning in later life.

Quality of the Work Programme

The application contains a thorough and extensive task plan with five main phases and 18 project step. The 18 work packages (exclusive the two last concerning quality assurance and management of the whole project period) correspond to the 18 main step of the task plan, and each work package consists of a group of part tasks.

In this work breakdown structure the completion of each work package constitutes a main mile stone, and the part task in the package constitutes a chain of part mile stones that must be completed to reach the main mile stone.

The work programme has high quality because

- a. The work packets contain a detailed task plan and a clear distribution of tasks in the partnership, and all tasks have a budget line.
- b. The organisation of the work is clear and ensures efficient, balanced and transparent co-operation during the project work;
- c. The work plan is appropriate to achieve the results proposed, including appropriate outputs and milestones to allow project progress to be monitored.
- d. The work programme defines and distributes tasks among the partners in such a way that the results will be achieved on time and to budget, and if not the procedure of monitoring will secure contingency plans;

- e. The monitoring implies regularly double check of the part-tasks in each work package, partly a contact to the responsible partner/person a week before the starting date of the part task to confirm that the partner are ready for the task, partly a check at the time of deadline on the quality of the delivered result.
- f. The quality assurance implies that the Steering Committee (the administrator and the co-ordinator) can correct any deviation from the operational objectives, or implement contingency plans, if the responsible partner can't or haven't solved the task as agreed.

Innovative Character

The primary target groups are on the one hand the learners and on the other hand the providers of amateur culture.

The project will develop two types of interrelated tools, one for personal valuation and another for organisational valuation. The value of using two tools is that they look at the same learning process from two different angles. The providers can compare the learners' outcome with the providing association's objectives, and it gives a strong basis for quality assurance.

The learners as well as the providers normally view their voluntary activities as a leisure time hobby and not as a learning activity, and it makes it difficult to implement quality assurance. These tools will validate the activities as learning activities and thereby bring new focus on amateur culture as an important area of learning.

We think that this approach in itself is innovative, but furthermore – the framework for valuation includes a new and in our point of view more valid understanding of learning as constituted by three interrelated dimensions: competence, knowledge and personal formation.

The actual valuation tools for non-formal and informal learning - we know of - share a very narrow optic on learning. They either reduce learning to transversal competences or to a combination of soft qualifications (transversal competences) and hard qualifications (knowledge and skills), but none of the tools have a methodology that incorporate “personal formation” or “Bildung” as an important dimension of learning. The personality is more or less a blind spot in these instrumental oriented learning methodologies.

This lack of “Bildung Theory” could be seen as a general problem for most learning valuation, but it is especially a problem, when we try to validate the learning in voluntary and art based activities. Without Bildung you don't find the nerve in the activities, and you can't convince the learners that the valuation tools have any relevance for them.

Quality of the Consortium

The consortium represents the most significant umbrella organizations in each participating country regarding voluntary associations of art based learning. This implies that the staffs of the associations besides a huge network have a high concentration of knowledge regarding the topics and tasks of the project. Furthermore the coordinator organisation has particular competences of project development and research in the field of liberal education and voluntary associations, and a strong network to academic expert on the topics.

It can be mentioned that the Joint Cultural Council in Denmark was part of the Steering Group of “non-formal competences of liberal education and voluntary associations” appointed April 2005 by the Minister of Education, and the result of the work was among other thing the development and mounting of an on line tool for competence valuation for the Danish Adult Education Association. The Joint Cultural Council has just received a grant from The Minister of Culture to a development project on learning valuation.

It can also be mentioned that the German partner, BKJ since 2001 has developed the Cultural Competency Record, a portfolio type of tool to record key-competencies acquired in and through cultural education activities. Part of the Cultural Competency Record is curriculum based further-training courses, developed by BKJ in cooperation with scientists and practitioners in the working field.

Moreover the Dutch partner, Kunstfactor was one of the founders of the Standards and Accreditation Centre for Amateur Arts and Arts Education in the Netherlands. Finally that the Slovenian partner,

JSKD has a wide range of competences and international contacts as a national institution covering all branches of amateur culture and art.

The specific tasks that will be subcontracted are

- 1) academic counselling on the pilot tools for valuation,
- 2) the layout and publishing, and
- 3) the design and mounting of the web based tools.

European Added Value

The issues addressed will benefit from the collaboration of partners with different experiences in the field of art based learning, and the results are relevant and exploitable to several other European countries. It can be mentioned that

- There are visible benefits accruing from the collaboration of organisations across national borders especially regarding collection of relevant data, quality development, and exchange of best practise and planning of course programmes with high quality and appeal for potential participants.
- The results of the project are exploitable in several European countries, partly because the tools are quite easy and cheap to duplicate to new users, even in a new language edition, and partly because the future course programme are open for active in amateur culture from all European countries.
- The project includes the development of one common database for the users of the two series of tools, and this implies both a transnational customisation of valuation, and a transnational and trans-sector databank for future research projects.
- The Linguistic and cultural issues have been addressed by implementation of two series of valuation tools that are translated to the language of participating countries.

The Cost-Benefit Ratio

The grant application demonstrates from our point of view value for money in terms of the activities planned and the budget foreseen.

- There is a consistency between the work programme and the budget. The work packets contain a detail task plan and a clear distribution of tasks in the partnership, and all tasks have a budget line.
- The budget provides for adequate resources (personnel, equipment, travel, financial, etc.) necessary for success, it is neither overestimated nor underestimated.
- The proposal demonstrates overall an efficient and effective use of resources to implement the project and guarantees value for money.

Impact

The consortium represents the most significant cultural umbrella organizations in each participating country. This implies first a huge surface of contact, and secondly a potential strong impact on the activities of the area.

- The primary target group is active in the associations participating in the project, partly the learners or end users and partly the providers or leaders, teachers, facilitators and other staff.
- The secondary target groups are the large-scaled network of member organisations of the consortium's umbrella associations, partly the learners and partly the providers from these associations.
- The tertiary target groups are the related arena of the voluntary cultural life and liberal education in the civic society.
- The wider target group is the public in general, such as decision makers, opinion formers and ordinary people that have an interest in culture and education.

The primary target group will be involved especially in the fourth and fifth phase of the project, when the report and compendia are published and the two series of web based valuation tool are mounted, and when the exploitation activities are implemented.

The secondary target groups will be reached in the fifth phase, when the invitations to the conferences are send out; the publications and the web tools are announced; and news mail and articles inform on the results and perspective of the project. Hopefully a lot of the participants in the art based activities

will hear about the web tool and use it to get a valuation of their personal learning profile and have a good reason to reflect over their passion for art based learning.

The tertiary target groups are informed of the projects outcome and invited to the conferences too, and properly a good part will have an interest in the results of the project, if the mainstream instrumental paradigm of lifelong learning is confronted in a qualified form.

Quality of the Valorisation Plan

The long term target groups of the valorisation plan are the same as the short term target groups (see above)

The primary and secondary target group can continuous be reached, if the web based tool be-comes an success, and the plan of offering cross national courses and workshops are implemented on a regularly basis.

The tertiary target groups in the participating countries may take advantage of the free use of the web based valuation tool, and related umbrella associations in other European countries have the possibility to adapt the tool easy and cheap for the websites of their own associations.

The final reports in English will be available through the public European library system.

Task Plan:

Task plan: Short version

First phase: Documentation survey and guidelines for tools, Oct 2009 – March 2010

1. The first partnership meeting, ultimo Nov. 2009 in Denmark
2. Survey on learning qualities and outcome, Nov 2009 – March 2010
3. Guidelines for two tools of valuation, January 2010 – March 2010

Second phase: Develop tools for valuation, March - Sept 2010

4. The second partnership Meeting, March 2010 in Nederland
5. Develop the pilot valuation tool of personal learning, April – Sept. 2010
6. Develop the pilot valuation tool of organizational learning, April – Sept. 2010
7. Prepare compendia on best practise, April – Sept. 2010

Third Phase: Develop and complete four pilot courses, Sept 2010 – March 2011

8. The third partnership meeting, October 2010 in Slovenia
9. Develop and complete a 6days pilot Grundtvig in-training course, Oct 2010- March 2011
10. Develop and complete a 6days pilot Grundtvig workshop course, Oct. 2010 – March 2011

Forth phase: Dissemination of the results of the project, March 2011 – July 2011

11. The fourth partner meeting, April 2011 in Germany
12. Publish: Report of qualities, Compendia of best practise, Course compendia, April – July 2011
13. Mount four valuation tools of personal learning, April – July 2011
14. Mount four valuation tools of organizational learning, April – July 2011

Fifth phase: Exploitation of the results of the project, August 2011 – November 2011

15. Prepare four conferences in each country, August – October 2011
16. Complete four conferences in each country, October 2011
17. Multiplication and mainstreaming of the projects result, October – November 2011
18. Project report and account, November 2011

All phases: Monitoring, QU, management and coordination, October 2009 – November 2011

19. Monitoring and quality assurance, Oct. 2009 – Nov. 2011
20. Management and coordination, Oct. 2009 – Nov. 2011

Task Plan: Detail version

Tasks	Who	When	Working days distributed on tasks					Total days
			Period	KSD (DK)	IF (DK)	JSKD (SI)	KF (NL)	
First phase: Documentation and guidelines of tools		Oct. 09 - March 10						
1. Prepare and complete the First Partnership Meeting, DK Nov 2009		Oct - Nov 2009	5,0	8,0	4,0	4,0	4,0	25
1.1 Practical planning of first meeting	KSD	Sept. 09	0,5					
1.2 Invitation and course papers	KSD & IF	Sept. 09	0,5	0,5				
1.3 Prepare written presentation of learning qualities in the organisation	All part. ex IF	Primo Oct 09	1,0		1,0	1,0	1,0	
1.4 Prepare guidelines for the survey incl. common questionnaire	IF	Primo Oct 09		4,0				
1.5 Topics: Presentations, Decisions on survey and task plan first phase	All partners	Medio Oct 09	3,0	3,0	3,0	3,0	3,0	
1.6 Follow up: Sending out summary, task plan for documentation tasks	IF	Ultimo Oct 09		0,5				
2. Documentation survey on values and core qualities		Nov 09 - March 10	5,0	15,0	5,0	5,0	5,0	35
2.1 Prepare plan and guidelines for questionnaires and interviews	IF	Nov 09		3,0				
2.2 Plan local documentation tasks incl. Interviews	All part. ex IF	Nov 09	1,0		1,0	1,0	1,0	
2.3 Dialogue with reporter on tasks, all partners with IF	All with IF	Nov 09	0,5	2,0	0,5	0,5	0,5	
2.4 Collect material on mission and qualities, make short presentation	All part. ex IF	Dec 09 - Jan 10	1,0		1,0	1,0	1,0	
2.5 Organize questionnaires and collect data	All part. ex IF	Jan - Feb 10	0,5		0,5	0,5	0,5	
2.6 Complete interviews incl. transcription	All part. ex IF	Feb 10	2,0		2,0	2,0	2,0	
2.7 Analyses of data	IF	Primo March 10		5,0				
2.8 Prepare draft report, by IF March 2010	IF	Ultimo March 10		5,0				
3. Framework of questionnaires, two tools of valuation		Jan - March 10	2,0	15,0	2,0	2,0	2,0	23
3.1 Prepare guidelines of theory and methods for two questionnaires	IF	Jan 10		8,0				
3.2 Dialogue with academic experts on the guidelines	IF	Ultimo Jan 10		2,0				
3.3 Prepare a short written critic of the guidelines	All part. ex IF	Primo Feb 10	1,5	2,0	1,5	1,5	1,5	
3.4 Dialogue with the partnership circle	All with IF	Ultimo Feb 10	0,5	2,0	0,5	0,5	0,5	
3.5 Prepare second draft of the two questionnaires	IF	Primo March 10		1,0				
Second phase: Develop tools for valuation		March - Sept 10						
4. Complete the second Partnership Meeting, NL April 2010		March - April 10	4,0	5,0	4,0	5,0	4,0	22
4.1 Practical planning of first meeting	SK	Primo March 10				0,5		
4.2 Invitation and course papers	SK & IF	Primo March 10		0,5		0,5		
4.3 Prepare written presentation of valuation	All part. ex IF	Ultimo March 10	1,0		1,0	1,0	1,0	
4.4 Prepare written guidelines of personal and organisational tools	IF	Ultimo March 10		1,0				
4.5 Topics: evaluate report, conclude on tools, task plan second phase	All partners	Primo April 10	3,0	3,0	3,0	3,0	3,0	
4.6 Follow up: Sending out summary, task plan for documentation tasks	IF	Medio April 10		0,5				
5. Develop the pilot tool for valuation of personal learning profile		April - Sept 10	2,0	10,0	2,0	2,0	2,0	18
5.1 Revise the framework of the personal tool according to second meeting	IF	May 10		5,0				
5.2 Clarify the menu and text of guidance for the on line tool.	IF	May 10		2,0				
5.3 Critic of texts and guidelines by partners	All part. ex IF	June 10	1,5		1,5	1,5	1,5	
5.3 Virtual dialogue in the partnership on the questionnaire and guidance.	All with IF	June 10	0,5	2,0	0,5	0,5	0,5	
5.4 Dialogue with ICT subcontractor on the task	IF	Aug 10		1,0				
5.5 IT subcontractor mounts the tool with common domain and web hotel.		Sept. 10						
6. Develop the pilot tool of valuation of organisational profile		April - Sept 10	3,0	10,0	3,0	3,0	3,0	22
6.1 Revise the framework of the personal tool according to meeting	IF	May 10		5,0				
6.2 Clarify the menu and text of guidance for the on line tool.	IF	May 10		2,0				
6.3 Critic of texts and guidelines by partners	All part. ex IF	June 10	2,0		2,0	2,0	2,0	
6.4 Virtual dialogue in the partnership on the questionnaire and guidance.	All with IF	June 10	1,0	2,0	2,0	1,0	1,0	
6.5 Dialogue with ICT subcontractor on the task, by IF	IF	Aug 10		1,0				
6.6 ICT subcontractor mounts tool with common domain and web hotel.		Sept. 10						
7. Prepare compendia on best practise		April - Sept 10	15,0	0,0	5,0	5,0	5,0	30
7.1 Prepare the framework and guidelines of the compendia	KSD	May 10	2,0					
7.2 Send the framework and guidelines incl. task plan to the partners	KSD	May 10	1,0					
7.3 Each responsible prepare own examples of best practice	All part. ex IF	June 10	4,0		4,0	4,0	4,0	
7.4 Collect material and have a dialogue in the partnership on the material	All part. ex IF	Aug 10	2,0		1,0	1,0	1,0	
7.5 Prepare a draft compendium as a PDF-file in English	KSD	Sept 10	6,0					

Tasks	Who	When	Working days distributed on tasks					Total days
			KSD	IF	JSKD	KF	BKJ	
Third Phase: Complete four pilot courses, Sept 2010 – May 2011								
8. Prepare and complete the third Partnership Meeting, SI Oct. 2010								
8.1 Practical planning of first meeting	JSKD	Sept - Oct 10	4,0	5,0	5,0	4,0	4,0	22
8.2 Invitation and course papers	JSKD & IF	Sept 10		0,5	0,5			
8.3 Prepare evaluations of the two pilot tools for valuation	IF & JSKD	Primo Oct 10		1,0	1,0			
8.4 Prepare presentation of compendium on best practise	KSD	Primo Oct 10	1,0					
8.5 Present guidelines for a Grundtvig-in-training pilot course	SK	Primo Oct 10				1,0		
8.6 Present guidelines for a Grundtvig pilot workshop	BKJ	Primo Oct 10					1,0	
8.7 Topics: evaluate tools & compendia, guideline courses, task plan phase	All partners	Medio Oct 10	3,0	3,0	3,0	3,0	3,0	
8.8 Follow up: Summary, task plan for third phase	IF	Ultimo Oct 10		0,5				
9. Develop a pilot Grundtvig in-training course, in NL, March 2011								
9.1 Plan content and form incl. use of tools and materials,	JSKD & SK	Oct 10 - March 11	1,0	0,0	7,0	8,0	1,0	17
9.2 Agreements with course place, places of excursions, teachers etc.	SK	Primo Nov 10			4,0	4,0		
9.3 Dialogue with the other partners on content, form and course materials	All part. ex IF	Primo Nov 10				1,0		
9.4 Send invitations and course papers to partnership	JSKD & SK	Nov 10	0,5		1,0	1,0	0,5	
9.5 Each partner send invitations to own organisations, find 4 participants	All part. ex IF	Ultimo Nov			0,5	0,5		
9.6 Complete the course (Staff days are calculated as other costs)		Dec 10	0,5		0,5	0,5	0,5	
9.7 Evaluation of the course	JSKD & SK	March 11						
10. Develop a pilot Grundtvig workshop course, in DE, March 2011								
10.1 Plan content and form incl. use of tools and materials	BKJ & KSD	Oct 10 - March 11	7,0	0,0	1,0	1,0	8,0	17
10.2 Agreements with course place, places of excursions, teachers etc.	BKJ	Primo Nov 10	4,0				4,0	
10.3 Dialogue with the other partners on content, form and course materials	All part. ex IF	Primo Nov 10					1,0	
10.4 Send invitations and course papers to partnership	BKJ & KSD	Nov 10	1,0		0,5	0,5	1,0	
10.5 Partner invitations to their organisations, find 2 x 4 participants	All part. ex IF	Ultimo Nov	0,5				0,5	
10.6 Complete the course (Staff days are calculated as other costs)		Dec 10	0,5		0,5	0,5	0,5	
10.7 Evaluation of the course	BKJ & KSD	March 11						
11. The fourth 3-day Partner Meeting in Germany incl. preparation								
11.1 Practical planning of first meeting	BKJ	March - April 11	4,0	5,0	4,0	4,0	5,0	22
11.2 Invitation and course papers	BKJ & IF	March 11		0,5			0,5	
11.3 Written evaluation of the 6-days Grundtvig in-training pilot course	JSKD & SK	March 11			1,0	1,0		
11.4 Written evaluation of the 6-days Grundtvig pilot workshop	BKJ & KSD	Primo April 11	1,0				1,0	
11.5 Present guidelines for dissemination of the projects results	IF	Primo April 11		1,0				
11.6 Topics: evaluate courses, evaluate third phase, task plan fourth phase	All partners	Medio April 10	3,0	3,0	3,0	3,0	3,0	
11.7 Follow up: Sending out summary, task plan for third phase	IF	Ultimo April 11		0,5				
12. Publish: Report, Compendia and Course programme								
12.1 Revise the compendia on best practise and the on pilot courses	KSD	April - July 11	6,0	4,0				10
12.2 Revise the report on valuation of learning outcome	IF	April 11	4,0	3,0				
12.3 English read proofs by subcontractor of the three manuscripts	IF	April 11		0,5				
12.4 Layout of three manuscripts by subcontractor	KSD	May 11	1,0					
12.5 Publishing of three manuscripts by subcontractor	KSD	June 11	0,5					
12.6 Distribute pdf-files and paper books to the partners	KSD & IF	July 11	0,5	0,5				
13. Mount the personal tools on the partners websites								
13.1 Revise the English pilot tool in dialogue with IT-subcontractor	IF	April - July 11	7,0	2,0	7,0	7,0	7,0	30
13.2 Advise partners on translations and contact to ICT-contractor	IF	April 11		1,0				
13.3 Danish translation of the English text of the pilot tool	IF	April 11		1,0				
13.4 Slovenian translation of the English text of the pilot tool	KSD	May 11	6,0					
13.5 Dutch translation of the English text of the pilot tool	JSKD	May 11			6,0			
13.6 German translation of the English text of the pilot tool	SK	May 11				6,0		
13.7 Dialogue with IF regarding the translation and mounting of the tools	BKJ	May 11					6,0	
14. Mount the organisational tools on the partners websites								
14.1 Revise the English pilot tool in dialogue with the ICT-subcontractor	All with IF	April - July 11	7,0	2,0	7,0	7,0	7,0	30
14.2 Advise partners on translations and contact the IT-contractor	IF	April 11		1,0				
14.3 Danish translation of the English text of the pilot tool	IF	April 11		1,0				
14.4 Slovenian translation of the English text of the pilot tool	KSD	May 11	6,0					
14.5 Dutch translation of the English text of the pilot tool	JSKD	May 11			6,0			
14.6 German translation of the English text of the pilot tool	SK	May 11				6,0		
14.7 Dialogue with IF on translation and mounting of the tools	BKJ	May 11					6,0	
14.7 Dialogue with IF on translation and mounting of the tools								
	All with IF	June - July 11	1,0		1,0	1,0	1,0	

Tasks	Who	When	Working days distributed on tasks					Total days
			KSD (DK)	IF (DK)	JSKD (SI)	KF (NL)	BKJ (GE)	
Fifth phase: Exploitation of the results of the project								
Aug - Oct 2011								
15. PR of four conferences on project results and products		Aug - Sept 11	5,0	4,0	5,0	5,0	5,0	24
15.1 Production of common information material in English	IF	Aug 11		2,0				
15.2 Coordinate programme and PR material, by IF	IF	Aug 11		2,0				
15.3 Planning of the four national conferences	All part. ex IF	Aug 11	1,0		1,0	1,0	1,0	
15.4 Production of information material in national language	All part. ex IF	Sept 11	2,0		2,0	2,0	2,0	
15.5 Conference invitations and information of publications and tools	All part. ex IF	Sept 11	2,0		2,0	2,0	2,0	
16. Complete four national one-day conferences, public relations etc.		Oct 11	3,0	2,0	3,0	3,0	3,0	14
16.1 Enrolment and conference papers for four conferences	All part. ex IF	Primo Oct	1,0		1,0	1,0	1,0	
16.2 Completing the four conferences	All part. ex IF	Oct 11	1,0		1,0	1,0	1,0	
16.3 Participate as speaker at the conference	IF	Oct 11		1,0				
16.4 Follow up: Summary and information to target groups in each country	All part. ex IF	Ultimo Oct 11	1,0		1,0	1,0	1,0	
16.5 Follow up: English summary and info to European target groups	IF	Ultimo Oct 11		1,0				
17. Extra exploitation - multiplication and mainstreaming		Oct - Nov 11	4,0	4,0	4,0	4,0	4,0	20
17.1 Preparing English information including follow up on the conference	IF	Oct 11		1,0				
17.2 Planning the final exploitation tasks	All part. ex IF	Oct. 11	1,0		1,0	1,0	1,0	
17.3 Distribute information to national target groups	All part. ex IF	Oct. 11	1,0		1,0	1,0	1,0	
17.4 Distribute information to European target groups	IF	Oct. 11		1,0				
17.5 Articles to national newspapers, magazines and academic journals	All part. ex IF	Nov 11	2,0		2,0	2,0	2,0	
17.6 Articles to European newspapers, magazines, academic journals	IF	Nov 11		2,0				
18. Final evaluation report and account, Oct 2010		Nov 11	5,0	5,0	1,0	1,0	1,0	13
18.1 Make and send evaluation questionnaires to the partners , by IF	IF	Primo Nov11		0,5				
18.2 Conclude the project account, by KSD	KSD	Primo Nov11	2,0					
18.3 Fill out the evaluation questionnaire	JSKD, SK, BKJ IF & KSD	Primo Nov11			0,5	0,5	0,5	
18.4 Make a first edition of the final evaluation. IF in dialogue with KSD	IF & KSD	Primo Nov11	2,0	2,0				
18.5 Send the first edition to a hearing in the partnership	IF	Medio Nov 11		0,5				
18.6 Read and comment the first edition of evaluation	JSKD, SK, BKJ	Medio Nov 11			0,5	0,5	0,5	
18.7 Revise the final edition and send it to the Executive Agency	IF	Ultimo Nov 11		1,0				
18.8 Make a short reader friendly evaluation for the partnership	IF	Ultimo Nov 11		1,0				
18.9 Make the final project account and send it to the Executive Agency	KSD	Ultimo Nov 11	1,0					
18.10 Mount the short evaluation on the website (free), by partners		Ultimo Nov 11						
All Phases		Oct 09 - Nov 11						30
19. Monitoring and QA - whole period		Oct 09 - Nov 11	4,0	10,0				14
19.1 Present detail task plan at meetings (included in former work packets)								
19.2 Complete phase evaluation at meetings (incl. in former work packets)								
19.3 Double check detail task plan (20 packet of 0,4 day)	IF			8,0				
19.4 Check of detail task plan for account keeping (20 packet of 0,1 day)	KSD		2,0					
19.5 Steering Comm., check task flow & contingency plans (8 x 0,25 d)	IF & KSD		2,0	2,0				
20. Management and coordination - whole period		Oct 09 - Nov 11	10,0	6,0				16
20.1 Budget monitoring and possible revisions	KSD		1,0					
20.2 Dialogue on detail task plan, KSD with IF	KSD & IF		1,0	1,0				
20.3 Dialogue on budget monitoring and possible revisions	IF			1,0				
20.4 Dialogue on budget forecasts incl. interim report	KSD & IF		2,0	2,0				
20.5 Attests the validity of the expenditure according to the task plan	IF			2,0				
20.5 Settling of accounts and bookkeeping	KSD		6,0					
20.6 Final project account (calculated in packet 18)								
20.7 Meetings in Brussels with the Agency (calculated as travel costs)								
Total days for the task plan			103	112	69	70	70	424
Part of staff days refunded by EU grants - 75 %			77,3	84,0	51,8	52,5	52,5	318

Descriptions of work packets

First phase: Survey & guidelines of tools, Oct 09 - March 2010

Work package 1 - First meeting of the partnership circle

Period

Start October 2009 – end November 2009.

Description of work package

1. Prepare and complete the First 3-day Partnership Meeting in Denmark, Medio November 2009
 - 1.1. Planning and invitation, course papers, by KF and IF, Sept 2009.
 - 1.2. Prepare written presentation of learning qualities in the organisation, by all partners ex IF
 - 1.3. Prepare written guidelines for the documentation survey including drafts on common questionnaire, by IF
 - 1.4. Topics on the meeting:
 - Presentations
 - Decisions on guidelines for documentation surveys
 - Decisions on detail task plan of the first phase.
 - 1.5. Follow up: Sending out summary, task plan for documentation tasks, by IF.

Deliverables – outputs / products / results

Task plan of first phase, guidelines of survey

- a. Dialogue on the learning qualities and outcome in amateur culture
- b. Clarify methods of coming documentation task incl. use of questionnaires and interviews
- c. Adopt a detail plan of the documentation tasks of the first phase

Consortium partners involved

Partner and tasks		Days
P1: KSD (DK) – Lead Partner		
1	Practical planning of the first meeting	0,5
2	Invitation and course papers in cooperation with IF	0,5
3	Prepare short written presentation of learning qualities in the organisation	1,0
4	Course management (included in course participation – 3 working days)	3,0
Total working days		5,0
P2: Interfolk (DK)		
1	Invitation and course papers in cooperation with IF	0,5
2	Prepare written guideline for documentation survey including drafts on common questionnaires	4,0
3	Participating in the seminar	3,0
4	Follow up: Sending out summary, adjusted plan for documentation tasks	0,5
Total working days		8,0
P3: JSKD (SI)		
1	Prepare short written presentation of learning qualities in the organisation	1,0
2	Participating in the seminar	3,0
Total working days		4,0
P4: SKF (NL)		
1	Prepare short written presentation of learning qualities in the organisation	1,0
2	Participating in the seminar	3,0
Total working days		4,0
P5: BKJ (DE)		
1	Prepare short written presentation of learning qualities in the organisation	1,0
2	Participating in the seminar	3,0
Total working days		4,0

Explanation of work package expenditures

Overview Work packet 1: First partner meeting								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	2.000	1.241				3.241	2.431
2	Interfolk	3.200	1.241				4.441	3.331
3	JSKD	1.000	1.661				2.661	1.996
4	Kunstfactor	1.500	1.561				3.061	2.296
5	BKJ	1.400	1.461				2.861	2.146
Total		9.100	7.165	-	-	-	16.265	12.199

1. Staff costs												
Partners	Short name	Number of staff days					Total Salary €					Revenue
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	
1	Cultural	5				5	2000			0	2000	75 %
2	Interfolk	8				8	3200			0	3200	75 %
3	JSKD	4				4	1000			0	1000	75 %
4	Kunstfactor	4				4	1500			0	1500	75 %
5	BKJ	4				4	1400			0	1400	75 %
Total		25	0	0	0	25	9.100	0	0	0	9.100	75 %

2. Travel and subsistence, meeting in Denmark						
Partners	Short name	Travel costs €	Specified subsistence	Subsist. €	Total €	Revenue
1	Cultural	80	3 days of 387 €	1161	1241	
2	Interfolk	80	3 days of 387 €	1161	1241	
3	JSKD	500	3 days of 387 €	1161	1661	
4	Kunstfactor	400	3 days of 387 €	1161	1561	
5	BKJ	300	3 days of 387 €	1161	1461	
Total		1360		5.805	7.165	

NB: Travel costs are calculated by estimate. Subsistence according to LLL-financial rules of daily rates in Denmark

3. Equipment – NONE

4. Subcontracting – NONE

5. Other – NONE

Work package 2 - Surveys of learning qualities and outcome

Period

Start November 2009 – end March 2010

Description of work package

2. Document learning qualities and learning outcome in the cultural associations of the partners:
 - 2.1. Present theories of art based learning and methods of valuation, Oct - Nov 2009 by IF
 - 2.2. Document learning qualities and outcome. Data from mission papers, programmes etc; and questionnaires and interviews of leaders, teachers and participants in the associations. Nov 2009 – Feb 2010 by the partners
 - 2.3. Prepare draft of report. Marts 2010 by IF and the partnership circle.

Deliverables – outputs / products / results

Draft report on learning qualities and outcome, with the following outlines:

Section I: An introductory chapter on problems and methods.

Section II: Documentation of values and learning qualities in cultural associations.

Section III: Document learning profiles and benefits for participants in amateur culture.

Section IV: Conclusion and recommendations regarding valuation of learning dimensions in voluntary cultural activities.

Consortium partners involved

Partner and tasks		Days
P1: KSD (DK)		
1	Plan local documentation task incl. interviews	1,0
2	Dialogue with Reporter on tasks	0,5
3	Collect material on missions and qualities, make short presentation	1,0
4	Organize questionnaires and collect material	0,5
5	Complete interviews, transcriptions	2,0
Total working days		5,0
P2: Interfolk (DK) – Lead partner		
1	Prepare standard questionnaires and guidelines of interviews	3,0
2	Dialogue with partners on documentation tasks (4 x 0,5 day)	2,0
3	Analyse the data	5,0
4	Prepare draft report	5,0
Total working days		15,0
P3: JSKD (SI)		
1	Plan local documentation task incl. interviews	1,0
2	Dialogue with Reporter on tasks	0,5
3	Collect material on missions and qualities, make short presentation	1,0
4	Organize questionnaires and collect material	0,5
5	Complete interviews, transcriptions	2,0
Total working days		5,0
P4: SKF (NL)		
1	Plan local documentation task incl. interviews	1,0
2	Dialogue with Reporter on tasks	0,5
3	Collect material on missions and qualities, make short presentation	1,0
4	Organize questionnaires and collect material	0,5
5	Complete interviews, transcriptions	2,0
Total working days		5,0
P5: BKJ (DE)		
1	Plan local documentation task incl. interviews	1,0
2	Dialogue with Reporter on tasks	0,5
3	Collect material on missions and qualities, make short presentation	1,0
4	Organize questionnaires and collect material	0,5
5	Complete interviews, transcriptions	2,0
Total working days		5,0

Work package 2: Explanation of expenditures

Overview Work packet 2: Surveys of learning qualities and outcome								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	1.734					1.734	
2	Interfolk	5.734					5.734	
3	JSKD	980					980	
4	Kunstfactor	1.539					1.539	
5	BKJ	1.440					1.440	
Total		11.427	0	0	0	0	11.427	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural	3			2	5	1.200				534	1.734	75 %
2	Interfolk	3	10		2	15	1.200	4.000			534	5.734	75 %
3	JSKD	3			2	5	750				230	980	75 %
4	Kunstfactor	3			2	5	1.125				414	1.539	75 %
5	BKJ	3			2	5	1.050				390	1.440	75 %
Total		15	10	0	10	35	5.325	4.000	0	2.102	11.427		

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting - NONE

5. Other - NONE

Work package 3 - Guidelines for the two tools of valuation

Period

Start January 2010 – end March 2010

Description of work package

3. Prepare questionnaires for the two pilot tools of personal and organisational learning – with reference to the survey of learning qualities and the academic counselling.
 - 3.1. Clarify the theory on learning dimensions and elements,
 - 3.2. Clarify the methodology of valuation regarding art based learning in voluntary associations.
 - 3.3. Prepare the guidelines for the content of the two questionnaires and the frame of the end documentation
 - 3.4. Present the frame of the on line guidance for using the tools
 - 3.5. Make a draft presentation to the next partner meeting

Deliverables – outputs / products / results

Guidelines for pilot valuation tools

- a. Outline of learning theory and valuation methodology
- b. Guidelines for the two questionnaires and the concluding documentation
- c. Frame of on line user guidance

Consortium partners involved

Partner and tasks		Days
P1: KSD (DK)		
1	Prepare a short written critic of the first draft	1,5
2	Dialogue in the partnership circle on the draft	0,5
Total working days		2,0
P2: Interfolk (DK)		
1	Prepare a framework of questionnaires for personal and organisational learning	8,0
2	Dialogue with academic subcontractor on the two frameworks	2,0
3	Prepare first draft of the two questionnaires	2,0
4	Dialogue with the partnership	2,0
5	Prepare second draft of the two questionnaires	1,0
Total working days		15,0
P3: JSKD (SI)		
1	Prepare a short written critic of the first draft	1,5
2	Dialogue in the partnership circle on the draft	0,5
Total working days		2,0
P4: SKF (NL)		
1	Prepare a short written critic of the first draft	1,5
2	Dialogue in the partnership circle on the draft	0,5
Total working days		2,0
P5: BKJ (DE)		
1	Prepare a short written critic of the first draft	1,5
2	Dialogue in the partnership circle on the draft	0,5
Total working days		2,0

Work package 3: Explanation of expenditures

Overview Work packet 3								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	800					800	
2	Interfolk	6.000			2.014		8.014	
3	JSKD	500					500	
4	Kunstfactor	750					750	
5	BKJ	700					700	
Total		8.750	0	0	2.014	0	10.764	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural	2				2	800				0	800	75 %
2	Interfolk	2	13			15	800	5200			0	6000	75 %
3	JSKD	2				2	500				0	500	75 %
4	Kunstfactor	2				2	750				0	750	75 %
5	BKJ	2				2	700				0	700	75 %
Total		10	13	0	0	23	3.550	5.200	0	0	0	8.750	

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting

Critic and advise of the drafts of the two frameworks from academic experts respectively Henrik Kaare Nielsen, senior lecturer, PhD, Department of Aesthetics and culture, Aarhus University, DK: and Regner Birkelund, PhD and Dr. Phil, senior lecturer, Department of Health Science, Aarhus University, DK.
2 persons of 2,5 days of 400 €. Total 2.000 €. Here counted as 2.014 so the revised overall budget is correct.

5. Other - NONE

Second phase: Develop tools for valuation, March - Sept 2010

Work package 4 - Second partner meeting, NL

Period

Start March 2010 - end April 2010

Description of work package

4. Prepare and complete the Second 3-day Partnership Meeting in Nederland, medio April 2010.
 - 4.1. Planning and invitation, course papers. March 2010 by KF and IF
 - 4.2. Prepare short presentation of organisational learning and valuation, by KF and BKJ
 - 4.3. Prepare short presentation of personal learning and valuation, by KSD and JSKD
 - 4.4. Presentations of guidelines for pilot tools, by IF
 - 4.5. Topics on the meeting:
 - Evaluation of the draft report on learning qualities and outcome in the associations
 - Decisions on guidelines for the two tools of learning in amateur culture
 - Decisions on detail task plan of second phase.
 - Evaluation of first phase
 - 4.6. Follow up: Sending out summary, task plan for documentation tasks, by IF.

Deliverables – outputs / products / results

Task plan second phase, guidelines of pilot tools

- a. Evaluation and conclusions on the draft report
- b. Conclusions on the guidelines of the tools for personal and organisational valuation
- c. Detail planning of tasks of second phase

Consortium partners involved

Partner and tasks		Days
P1: KSD (DK)		
1	Prepare short presentation of personal learning and valuation	1,0
2	Participating in the seminar	3,0
Total working days		4,0
P2: Interfolk (DK)		
1	Invitation and course papers in cooperation with SK	0,5
2	Presentations of guidelines for pilot tools	1,0
3	Participating in the seminar	3,0
4	Follow up: Sending out summary, adopted task plan of the second phase	0,5
Total working days		5,0
P3: JSKD (SI)		
1	Prepare short presentation of personal learning and valuation (1 day)	1,0
2	Participating in the seminar (3 working days)	3,0
Total working days		4,0
P4: SKF (NL) – Lead partner		
1	Practical planning of the second meeting in Nederland	0,5
2	Invitation and course papers in cooperation with IF	0,5
3	Prepare short presentation of organisational learning and valuation	1,0
4	Course management (included in course participation)	3,0
Total working days		5,0
P5: BKJ (DE)		
1	Prepare short presentation of personal learning and valuation	1,0
2	Participating in the seminar	3,0
Total working days		4,0

Work package 4: Explanation of expenditures

Overview Work packet 4: Second partner meeting, NL								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	1.600	1.221				2.821	
2	Interfolk	2.000	1.221				3.221	
3	JSKD	1.000	1.421				2.421	
4	Kunstfactor	1.875	1.021				2.896	
5	BKJ	1.400	1.121				2.521	
Total		7.875	6.005	0	0	0	13.880	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural	4				4	1600			0	1600	75 %	
2	Interfolk	5				5	2000			0	2000	75 %	
3	JSKD	4				4	1000			0	1000	75 %	
4	Kunstfactor	5				5	1875			0	1875	75 %	
5	BKJ	4				4	1400			0	1400	75 %	
Total		22	0	0	0	22	7.875	0	0	0	7.875		

2. Travel and subsistence, meeting in Holland						
Partners	Short name	Travel costs €	Specified subsistence	Subsist. €	Total €	Revenue
1	Cultural	300	3 days of 307 €	921	1221	
2	Interfolk	300	3 days of 307 €	921	1221	
3	JSKD	500	3 days of 307 €	921	1421	
4	Kunstfactor	100	3 days of 307 €	921	1021	
5	BKJ	200	3 days of 307 €	921	1121	
Total		1400		4605	6005	

NB: Travel costs are calculated by estimate. Subsistence according to LLL-financial rules of daily rates in Holland

3. Equipment - NONE

4. Subcontracting - NONE

5. Other - NONE

Work package 5 - Pilot tool of personal valuation

Period

Start April 2010 – end September 2010

Description of work package

5. Develop a web based pilot tool for on line valuation of personal learning outcome in relation to art based activities, including an integrated guidance on using the tool. April - September 2010.
 - 5.1. Develop the basic questionnaire for valuation
 - 5.2. Clarify the menu and text of guidance for the on line tool.
 - 5.3. Virtual dialogue in the partnership on the questionnaire and guidance.
 - 5.4. ICT subcontractor develops database for the questionnaire and documentation of the answers
 - 5.5. ICT subcontractor mounts the pilot tool with its own domain and a common web hotel.

Deliverables – outputs / products / results

A web based pilot tool for on line valuation of personal learning outcome in relation to voluntary art based activities, including an integrated guidance on using the tool.

- a. When the user has answered the web based questionnaire, he or she will have a description or documentation of the personal learning outcome achieved through the art based activities.
- b. The document can be an annex to the users C.V.; and it can be saved as a word-document for further reviews, or it can be printed.

Consortium partners involved

Partner and tasks		Days
P1: KSD (DK)		
1	Read the revised questionnaire and the guidance	0,5
2	Critic with proposals for revisions especially regarding the text to the guidance	1,5
Total working days		2,0
P2: Interfolk (DK) – Lead partner		
1	Revise and extend the questionnaire according to the second partnership meeting	5,0
2	Clarify the menu and text of the questionnaire and guidance	2,0
3	Virtual dialogue with partners on the draft (4 x 0,5 day)	2,0
4	Dialogue with ICT subcontractor on guidelines and final text	1,0
Total working days		10,0
P3: JSKD (SI)		
1	Read the revised questionnaire and the guidance	0,5
2	Critic with proposals for revisions especially regarding the text to the guidance	1,5
Total working days		2,0
P4: SKF (NL)		
1	Read the revised questionnaire and the guidance	0,5
2	Critic with proposals for revisions especially regarding the text to the guidance	1,5
Total working days		2,0
P5: BKJ (DE)		
1	Read the revised questionnaire and the guidance	0,5
2	Critic with proposals for revisions especially regarding the text to the guidance	1,5
Total working days		2,0

Work package 5: Explanation of expenditures

Overview Work packet 5: Pilot tool - personal valuation								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	667					667	
2	Interfolk	3.867			3.600		7.467	
3	JSKD	365					365	
4	Kunstfactor	582					582	
5	BKJ	545					545	
Total		6.026	0	0	3.600	0	9.626	

1. Staff costs												
Partners	Short name	Number of staff days					Total Salary €					Revenue
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	
1	Cultural	1			1	2	400			267	667	75 %
2	Interfolk	1	8		1	10	400	3200		267	3867	75 %
3	JSKD	1			1	2	250			115	365	75 %
4	Kunstfactor	1			1	2	375			207	582	75 %
5	BKJ	1			1	2	350			195	545	75 %
Total		5	8	0	5	18	1.775	3.200	0	1.051	6.026	

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting				
Partners	Short name	Specified sub-contracting	Total €	Revenue
1	Cultural			
2	Interfolk	IF get an in invoice from a tender. Tele pedagogical firm develop and mount an web based tool of valuation of personal learning.	3.600	
3	JSKD			
4	Kunstfactor			
5	BKJ			
Total			3.600	

NB: Max amount estimated 4.000 €. The agency has reduced the amount

5. Other - NONE

Work package 6 - Pilot tool of organisational valuation

Period

Start April 2010 – September 2010

Description of work package

6. Develop a web based pilot tool for on line valuation of the values, objectives and activities of voluntary cultural associations especially with focus on the learning dimensions and outcome.
 - 6.1. Develop the basic questionnaire for valuation
 - 6.2. Clarify the menu and text of guidance for the on line tool.
 - 6.3. Virtual dialogue in the partnership on the questionnaire and guidance.
 - 6.4. ICT subcontractor develops database for the questionnaire and documentation of the answers
 - 6.5. ICT subcontractor mount the pilot tool with its own domain and a common web hotel.

Deliverables – outputs / products / results

A web based pilot tool for on line valuation of voluntary cultural associations.

- a. The result of the on line questionnaire can be used for evaluation and planning of the associations activities especially with focus on the learning dimensions and outcome.
- b. The users such as the director, the Board, the teachers etc. will get a documentation that can be saved as a word-document for further reviews, or it can be printed.

Consortium partners involved

Partner and tasks		Days
P1: KSD (DK)		
1	Read the revised questionnaire and the guidance	1,0
2	Critic with proposals for revisions especially regarding the text to the questionnaire	2,0
Total working days		3,0
P2: Interfolk (DK) – Lead partner		
1	Revise the basic questionnaire for organisational learning according to the second partnership meeting	5,0
2	Clarify the menu and text of the questionnaire and guidance	2,0
3	Virtual dialogue with partners on the draft (4 x 0,5 days)	2,0
4	Dialogue with ICT subcontractor on guidelines and final text	1,0
Total working days		10,0
P3: JSKD (SI)		
1	Read the revised questionnaire and the guidance	1,0
2	Critic with proposals for revisions especially regarding the text to the questionnaire	2,0
Total working days		3,0
P4: SKF (NL)		
1	Read the revised questionnaire and the guidance	1,0
2	Critic with proposals for revisions especially regarding the text to the questionnaire	2,0
Total working days		3,0
P5: BKJ (DE)		
1	Read the revised questionnaire and the guidance	1,0
2	Critic with proposals for revisions especially regarding the text to the questionnaire	2,0
Total working days		3,0

Work package 6: Explanation of expenditures

Overview Work packet 6: Pilot tool - organisational. valuation								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	1.067					1.067	
2	Interfolk	3.867			5.400		9.267	
3	JSKD	615					615	
4	Kunstfactor	957					957	
5	BKJ	895					895	
Total		7.401		0	5.400	0	12.801	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural	2			1	3	800				267	1067	75 %
2	Interfolk	2	7		1	10	800	2800			267	3867	75 %
3	JSKD	2			1	3	500				115	615	75 %
4	Kunstfactor	2			1	3	750				207	957	75 %
5	BKJ	2			1	3	700				195	895	75 %
Total		10	7	0	5	22	3.550	2.800	0	1.051	7.401		

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting

Partners	Short name	Specified sub-contracting	Total €	Revenue
1	Cultural			
2	Interfolk	IF get an in invoice from a tender. Tele pedagogical firm develop and mount an web based tool of valuation of personal learning.	5.400	
3	JSKD			
4	Kunstfactor			
5	BKJ			
Total			5350	

NB: Max amount estimated 6.000 €. The agency has reduced the amount

5. Other - NONE

Work package 7 - Prepare Compendia on best practise

Period

Start April 2010 – September 2010

Description of work package

7. The compendia of best practice presents selected activities from the associations of the partnership. The detail tasks are
 - 7.1. Prepare the framework and guidelines of the compendia
 - 7.2. Send the framework and guidelines to the partners
 - 7.3. Each responsible prepare own examples of best practice
 - 7.4. Collect material and have a dialogue in the partnership on the material
 - 7.5. Prepare a draft compendium as a PDF-file in English

Deliverables – outputs / products / results

A compendium of best practice of voluntary cultural activities of the associations of the partnership that promote

- a. the main aims of the lifelong learning programme - active citizenship, cultural cohesion, personal fulfilment and employability;
- b. a broader view on learning as composed of the three interrelated dimensions - competence, knowledge & skills, and personal formation (Bildung);
- c. social inclusion of people of all ages, incl. those with special needs and disadvantaged groups;
- d. and transnational European activities as part of the ordinary activities of the cultural associations

Consortium partners involved

Partner and tasks		Days
P1: KSD (DK) – Lead partner		
1	Prepare the framework and guidelines of the compendia	2,0
2	Send the framework and guidelines inclusive the task plan of each partner	1,0
3	Prepare own examples of best practice	4,0
4	Collect material and have a dialogue in the partnership on the material	2,0
5	Prepare a draft compendium as a PDF-file in English	6,0
Total working days		15,0
P2: Interfolk (DK)		
1		
Total working days		,0
P3: JSKD (SI)		
1	Prepare own examples of best practice	4,0
2	Dialogue in the partnership on the material	1,0
Total working days		5,0
P4: SKF (NL)		
1	Prepare own examples of best practice	4,0
2	Dialogue in the partnership on the material	1,0
Total working days		5,0
P5: BKJ (DE)		
1	Prepare own examples of best practice	4,0
2	Dialogue in the partnership on the material	1,0
Total working days		5,0

Work package 7: Explanation of expenditures

Overview Work packet 7								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	5.867					5.867	
2	Interfolk	0					0	
3	JSKD	1.115					1.115	
4	Kunstfactor	1.707					1.707	
5	BKJ	1.595					1.595	
Total		10.284	0	0	0	0	10.284	

1. Staff costs												
Partners	Short name	Number of staff days					Total Salary €					Revenue
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	
1	Cultural	4	10		1	15	1600	4000		267	5867	75 %
2	Interfolk					0	0	0		0	0	75 %
3	JSKD	4			1	5	1000	0		115	1115	75 %
4	Kunstfactor	4			1	5	1500	0		207	1707	75 %
5	BKJ	4			1	5	1400	0		195	1595	75 %
Total		16	10	0	4	30	5.500	4.000	0	784	10.284	

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting – NONE

5. Other - NONE

Third Phase: Complete two pilot courses, Sept 2010 – May 2011

Work package 8 - Third partner meeting, SI

Period

Start September 2010 – October 2010

Description of work package

8. Prepare and complete the Third 3-day Partnership Meeting in Slovenia, Medio October 2010.
 - 8.1. Planning and invitation, course papers. Sept 2010 by JSKD and IF
 - 8.2. Short evaluations of the two pilot tools for valuation. By IF and JSKD.
 - 8.3. Send the draft compendium. Sept 2010 by KSD. Short evaluation by KSD
 - 8.4. Present guidelines for a Grundtvig-in-training pilot course. August 2010 by SK.
 - 8.5. Present guidelines for a Grundtvig pilot workshop. August 2010 by BKJ.
 - 8.6. Topics on the meeting:
 - Evaluations of the personal and organisational pilot tools
 - Evaluations of the compendium of best practise
 - Adopting a detail task plan of the third phase incl. guidelines for the two pilot courses
 - Evaluation of the Second project phase
 - 8.7. Follow up: Summary, task plan for third phase of developing pilot courses, by IF.

Deliverables – outputs / products / results

Conclusions on the two tools and the compendia

- e. Evaluations of the personal and organisational pilot tools
- f. Evaluations of the compendium of best practise
- g. Evaluation of the Second project phase
- h. Adopting a detail task plan of the Third project phase incl. guidelines for the two pilot courses

Consortium partners involved

Partner and tasks		Days
P1: KSD (DK)		
1	Prepare presentation of compendia of best practise	1,0
2	Participating in the seminar	3,0
Total working days		4,0
P2: Interfolk (DK)		
1	Invitation and course papers in cooperation with JSKD (0,5 day)	0,5
2	Prepare presentations and evaluations of the two pilot tools (1 days)	1,0
3	Participating in the seminar (3 working days)	3,0
4	Follow up: Sending out summary, adjusted plan for documentation tasks (0,5 day)	0,5
Total working days		5,0
P3: JSKD (SI) – Lead partner		
1	Practical planning of the third meeting (0,5 Day)	0,5
2	Invitation and course papers in cooperation with IF (0,5 day)	0,5
3	Prepare short written evaluation of the pilot tools (1 day)	1,0
4	Course management (included in course participation – 3 working days)	3,0
Total working days		5,0
P4: SKF (NL)		
1	Prepare guidelines for a Grundtvig-in-training pilot course	1,0
2	Participating in the seminar	3,0
Total working days		4,0
P5: BKJ (DE)		
1	Prepare guidelines for a Grundtvig pilot workshop	1,0
2	Participating in the seminar	3,0
Total working days		4,0

Work package 8: Explanation of expenditures

Overview Work packet 8:								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	1.600	1.220				2.820	
2	Interfolk	2.000	1.220				3.220	
3	JSKD	1.250	760				2.010	
4	Kunstfactor	1.500	1.220				2.720	
5	BKJ	1.400	1.120				2.520	
Total		7.750	5.540	0	0	0	13.290	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural	4				4	1600			0	1600	75 %	
2	Interfolk	5				5	2000			0	2000	75 %	
3	JSKD	5				5	1250			0	1250	75 %	
4	Kunstfactor	4				4	1500			0	1500	75 %	
5	BKJ	4				4	1400			0	1400	75 %	
Total		22	0	0	0	22	7.750	0	0	0	7.750		

2. Travel and subsistence, meeting in Slovenia						
Partners	Short name	Travel costs €	Specified subsistence	Subsist. €	Total €	Revenue
1	Cultural	500	3 days of 240 €	720	1220	
2	Interfolk	500	3 days of 240 €	720	1220	
3	JSKD	40	3 days of 240 €	720	760	
4	Kunstfactor	500	3 days of 240 €	720	1220	
5	BKJ	400	3 days of 240 €	720	1120	
Total		1940		3600	5.540	

NB: Travel costs are calculated by estimate. Subsistence according to LLL-financial rules of daily rates in Slovenia

3. Equipment - NONE

4. Subcontracting - NONE

5. Other - NONE

Work package 9 - 6days Grundtvig in-training course

Period

Start October 2010 – end March 2011

Description of work package

9. Prepare and complete a 6-days pilot Grundtvig in-training course with focus on valuation of learning qualities and outcome of amateur culture associations. The aim is after the project to offer such a week course as part of the Grundtvig in-service training courses. The target groups are leaders, teachers, facilitators and other pedagogical staff in the partnerships associations.
 - 9.1. Plan content, form and course material that uses the pilot tools for personal and organisational learning and report on learning qualities and the compendia of best practise. By KF and JSKB
 - 9.2. Dialogue with the other partners on content, form, course material and needs of target groups.
 - 9.3. Send out invitations with course program to the partnership circle. Dec 2010 by KF.
 - 9.4. Each partner ex IF invite/find four participants and 1 teacher from their member associations. January 2011
 - 9.5. Complete the 6-days pilot course in Nederland, Primo March 2011.
 - 9.6. Follow up: Evaluation of the course is distributed to the partnership circle. April 2011 by KF and JSKB.

Deliverables – outputs / products / results

Pilot program of a 6-days pilot Grundtvig in-training course on learning qualities and outcome in the activities of the amateur culture associations.

- a. The course integrates the use of tools for valuation of the personal and organisational outcome.
- b. The course develop know how on the learning needs and priorities of possible target groups from the art based associations

Consortium partners involved

WP 9 / Partner and tasks		Days
P1: KSD (DK)		
1	Dialogue with the other partners on content, form and course materials	0,5
2	Send invitations to the member associations in Denmark, find 4 Danish participants	0,5
3	Complete the course (Staff days during the course are calculated as other costs, see below)	0
Total working days		1,0
P2: Interfolk (DK)		
Total working days		0
P3: JSKD (SI)		
1	Plan content and form incl. use of tools and materials in dialogue with KF	4,0
2	Dialogue with the other partners on content, form and course materials	1,0
3	Send invitations and course papers to partnership, find 4 Slovenia participants	1,0
4	Complete the course (Staff days are calculated as other costs, see below)	0
5	Evaluation of the course	1,0
Total working days		7,0
P4: SKF (NL) – Lead partner		
1	Plan content and form incl. use of tools and materials in dialogue with JSKB	4,0
2	Dialogue with the other partners on content, form and course materials	1,0
3	Agreements with course place, places of excursions, teachers etc.	1,0
4	Send invitations and course papers to partnership, find 4 Dutch participants	1,0
5	Evaluation of the course	1,0
Total working days		8,0
P5: BKJ (DE)		
1	Dialogue with the other partners on content, form and course materials	0,5
2	Send invitations to the member associations in Germany, find 4 German participants	0,5
3	Complete the course (Staff days during the course are calculated as other costs, see below)	0
Total working days		1,0

Work package 9: Explanation of expenditures

Overview Work packet 9								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	400					400	
2	Interfolk	0					0	
3	JSKD	1.345					1.345	
4	Kunstfactor	2.328				26.650	28.978	
5	BKJ	350					350	
Total		4.423	0	0	0	26.650	31.073	

1. Staff costs												
Partners	Short name	Number of staff days					Total Salary €					Revenue
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	
1	Cultural	1				1	400			0	400	75 %
2	Interfolk					0	0			0	0	75 %
3	JSKD	4			3	7	1000			345	1345	75 %
4	Kunstfactor	4			4	8	1500			828	2328	75 %
5	BKJ	1				1	350			0	350	75 %
Total		10	0	0	7	17	3.250	0	0	1.173	4.423	

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting – NONE

5. Other

6-days pilot course in Nederland with 16 participants with 4 from each partner country; and 1 Dutch course leader and 4 teachers from the partners countries.

1. Travel expenses - on the basis of real costs:

DK/ 5 persons of 300 €, total 1.500 €

DE/ 5 persons of 200 €, total 1.000 €

SI/ 5 persons of 500 €, total 2.500 €

NL/ 5 persons of 100 €, total 500 €

Total

5.500 €

2. Subsistence costs - 66,6 % of the mobility grants in the

LLL- programme, Guide 2009, general provisions, p. 30

20 persons in a 6 days period of (1.380 € x 66,6%), total

18.400 €

3. Fees teachers and course leader:

1 course leader of 750 €, total 750 €

4 teachers of 500 €, total 2.000 €

Total

2.750 €

All in all

26.650 €

Work package 10 - 6days Grundtvig workshop

Period

Start October 2010 – end March 2011

Description of work package

10. Prepare and complete a 6-days pilot Grundtvig workshop with focus on valuation of learning qualities and outcome in activities of amateur culture associations. The aim is after the conclusion of the project to offer such a week course as part of the Grundtvig workshop programme. The target groups are leaders, teachers, facilitators and other pedagogical staff in the partnerships associations.
- 10.1. Plan content, form and course material that uses the pilot tools for personal and organisational learning and report on learning qualities and the compendia of best practise. By BKJ and KSD.
- 10.2. Dialogue with the other partners on content, form, course material and needs of target groups.
- 10.3. Send out invitations with course program to the partnership circle. Dec 2010 by BKJ.
- 10.4. Each partner ex IF invite/find four participants and 1 teacher from their member associations. January 2011
- 10.5. Complete the 6-days pilot course in Nederland, Ultimo March 2011.
- 10.6. Follow up: Evaluation of the course is distributed to the partnership circle. April 2011 by BKJ and KSD.

Deliverables – outputs / products / results

Pilot program of a 6-days pilot Grundtvig workshop on learning qualities and outcome in the activities of the amateur culture associations.

- a. The course integrates the use of on line tools for valuation of the personal and organisational outcome.
- b. The course develop know how on the learning needs and priorities of possible target groups from the art based associations

Consortium partners involved

WP 10 / Partner and tasks		Days
P1: KSD (DK)		
1	Plan content and form incl. use of tools and materials in dialogue with KF	4,0
2	Dialogue with the other partners on content, form and course materials	1,0
3	Send invitations and course papers to partnership, find 4 Slovenia participants	1,0
4	Complete the course (Staff days are calculated as other costs, see below)	-
5	Evaluation of the course	1,0
Total working days		7,0
P2: Interfolk (DK)		
1		-
Total working days		0
P3: JSKD (SI)		
1	Dialogue with the other partners on content, form and course materials	0,5
2	Invitations to the member associations in Denmark, find 4 Danish participants	0,5
3	Complete the course (Staff days are calculated as other costs, see below)	-
Total working days		1,0
P4: SKF (NL)		
1	Dialogue with the other partners on content, form and course materials	0,5
2	Invitations to the member associations in Denmark, find 4 Danish participants	0,5
3	Complete the course (Staff days are calculated as other costs, see below)	-
Total working days		1,0
P5: BKJ (DE) – Lead Partner		
1	Plan content and form incl. use of tools and materials in dialogue with KSD	4,0
2	Dialogue with the other partners on content, form and course materials	1,0
3	Agreements with course place, places of excursions, teachers etc.	1,0

4	Send invitations and course papers to partnership, find 4 German participants	1,0
5	Evaluation of the course	1,0
Total working days		8,0

Work package 10: Explanation of expenditures

Overview Work packet 10								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	2.401					2.401	
2	Interfolk	0					0	
3	JSKD	250					250	
4	Kunstfactor	375					375	
5	BKJ	2.180				22.870	25.050	
Total		5.206	0	0	0	22.870	28.076	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural	4			3	7	1600				801	2401	75 %
2	Interfolk	0				0	0				0	0	75 %
3	JSKD	1				1	250				0	250	75 %
4	Kunstfactor	1				1	375				0	375	75 %
5	BKJ	4			4	8	1400				780	2180	75 %
Total		10	0	0	7	17	3.625	0	0	1.581	5.206		

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting – NONE

5. Other - NONE

6-days pilot course in Germany with 16 participants with 4 from each partner country; and 1 German course leader and 4 teachers from the partners' countries.

1. Travel expenses - on the basis of real costs:

DK/ 5 persons of 200 €, total 1.000 €

DE/ 5 persons of 100 €, total 500 €

SI/ 5 persons of 500 €, total 2.500 €

NL/ 5 persons of 200 €, total 1.000 €

Total

5.000 €

2. Subsistence costs - 66,6 % of the mobility grants in the LLL- programme, Guide 2009, general provisions, p. 30

20 p. in a 6 days period of (1.260 € x 66,6% = 756 €), total 15.120 €

3. Fees teachers and course leader:

1 course leader of 750 €, total 750 €

4 teachers of 500 €, total 2.000 €

Total

2.750 €

All in all

22.870 €

Forth phase: Dissemination of results, March – July 2011

Work package 11 - Fourth partner meeting, DE

Period

Start March 2011 – end April 2011

Description of work package

11. Prepare and complete the Fourth 3-day Partnership Meeting in Germany, April 2011.
 - 11.1. Planning and invitation, course papers. March 2011 by BKJ and IF
 - 11.2. Written evaluation of the 6-days Grundtvig in-training pilot course, by SK and JSKD
 - 11.3. Written evaluation of the 6-days Grundtvig pilot workshop, by BKJ and KSD
 - 11.4. Present guidelines for dissemination and exploitation of the projects results, by IF
 - 11.5. Topics on the meeting:
 - Evaluations of the two pilot courses
 - Adopting a detail task plan of the Fourth phase of dissemination and exploitation
 - Evaluation of the Third project phase
 - 11.6. Follow up: Sending out summary, task plan for Fourth phase, by IF

Deliverables – outputs / products / results

Evaluation, guidelines and task plan. Outcome of the Third meeting:

- a. Evaluations of the personal and organisational pilot tools
- b. Evaluations of the two pilot courses
- c. Evaluation of the Third project phase

Consortium partners involved

WP 11 / Partner and tasks		Days
P1: KSD (DK)		
1	Prepare written evaluation of Grundtvig pilot workshop in dialogue with BKJ	1,0
2	Participating in the seminar	3,0
Total working days		4,0
P2: Interfolk (DK)		
1	Invitation and course papers in cooperation with BKJ	0,5
2	Prepare presentation of dissemination plan	1,0
3	Participating in the seminar	3,0
4	Follow up: Summary, adjusted plan for dissemination and exploitation tasks	0,5
Total working days		5,0
P3: JSKD (SI)		
1	Prepare written evaluation of Grundtvig in-training pilot course in dialogue with SK	1,0
2	Participating in the seminar	3,0
Total working days		4,0
P4: SKF (NL)		
1	Prepare written evaluation of Grundtvig in-training course in dialogue with JSKD	1,0
2	Participating in the seminar	3,0
Total working days		4,0
P5: BKJ (DE) – Lead partner		
1	Practical planning of the fourth meeting	0,5
2	Invitation and course papers in cooperation with IF	0,5
3	Prepare written evaluation of Grundtvig pilot workshop in dialogue with KSD	1,0
4	Course management (included in course participation – 3 working days)	3,0
Total working days		5,0

Work package 11: Explanation of expenditures

Overview Work packet 11								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	1.600	1.040				2.640	
2	Interfolk	2.000	1.040				3.040	
3	JSKD	1.000	1.240				2.240	
4	Kunstfactor	1.500	1.040				2.540	
5	BKJ	1.750	940				2.690	
Total		7.850	5.300	0	0	0	13.150	

1. Staff costs												
Partners	Short name	Number of staff days					Total Salary €					Revenue
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	
1	Cultural	4				4	1600			0	1600	75 %
2	Interfolk	5				5	2000			0	2000	75 %
3	JSKD	4				4	1000			0	1000	75 %
4	Kunstfactor	4				4	1500			0	1500	75 %
5	BKJ	5				5	1750			0	1750	75 %
Total		22	0	0	0	22	7.850	0	0	0	7.850	

2. Travel and subsistence, meeting in Germany						
Partners	Short name	Travel costs €	Specified subsistence	Subsist. €	Total €	Revenue
1	Cultural	200	3 days of 280 €	840	1.040	
2	Interfolk	200	3 days of 280 €	840	1.040	
3	JSKD	400	3 days of 280 €	840	1.240	
4	Kunstfactor	200	3 days of 280 €	840	1.040	
5	BKJ	100	3 days of 280 €	840	940	
Total		1100		4200	5.300	

NB: Travel costs are calculated by estimate. Subsistence according to LLL-financial rules of daily rates in Germany

3. Equipment - NONE

4. Subcontracting - NONE

5. Other - NONE

Work package 12 - Publish report, compendia and pilot courses

Period

Start April 2011 – end July 2011

Description of work package

12. Publishing the tree project publications in English, both as PDF-file to down load from the partners' web sites, and as paper editions, April - July 2011. The tasks are
- 12.1. Revise the tree draft manuscripts, April 2011 - The report by IF, the two compendia by KSD
 - 12.2. English read proofs of the tree manuscripts, May 2011 by a translations firm as subcontractor. IF makes the contract.
 - 12.3. Layout of the tree manuscripts incl. their publishing as PDF-file, June 2011 by a Layout firm as subcontractor. KSD makes the contract.
 - 12.4. Publishing of the tree manuscripts, July 2011 by a Publisher House as subcontractor. KSD makes the contract.

The publications are

- The final report on valuation of learning qualities and outcome in voluntary cultural amateur activities. English edition. 60 - 80 pages. Publishing in print 900 items.
- The compendia on best practise of the partnerships activities with focus partly on the over arching aims of lifelong learning, partly on a valid view on learning including both competence, knowledge and personal formation, partly on the possibilities of transnational European cooperation. English edition. 60 - 80 pages. Publishing in print 900 items.
- The compendia on European week courses on learning dimensions of amateur culture including valuation of personal learning outcome for learners and organisational outcome for leaders and organisers of the activities. English edition. 30 - 40 pages. Publishing in print 900 items.

Deliverables – outputs / products / results

Tree project publications in English, both as PDF-file to down load from the partners' web sites and as paper editions, April - July 2011.

- a. - The report on learning qualities. English 60 -80 pages. 900 items.
- b. - The compendium on best practise. English 60 -80 pages. 900 items.
- c. - The compendium on pilot courses. English 30 -40 pages. 900 items.

Consortium partners involved

WP 12 / Partner and tasks		Days
P1: KSD (DK) – Lead partner		
1	Revise the two compendia on best practice and pilot courses	4,0
2	Contracts with a Layout firm on layout of the tree manuscripts incl. their publishing as PDF-file, and with a Publisher House on publishing the tree manuscripts	1,5
3	Distribution of the pdf-files and of the paper books to the partnership (0,5 day)	0,5
Total working days		6,0
P2: Interfolk (DK)		
1	Revise the draft report	3,0
2	Contract with a translations firm on English read proofs of the tree manuscripts	0,5
3	Distribution of the pdf-files and of the paper books to the partnership	0,5
Total working days		4,0
P3: JSKD (SI)		
1		
Total working days		0
P4: SKF (NL)		
1		
Total working days		0
P5: BKJ (DE)		
1		
Total working days		0

Work package 12: Explanation of expenditures

Overview Work packet 12								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equipment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	2.400			15.200		17.600	
2	Interfolk	1.600			8.500		10.100	
3	JSKD	0					0	
4	Kunstfactor	0					0	
5	BKJ	0					0	
Total		4.000	0	0	23.700	0	27.700	

1. Staff costs												
Partners	Short name	Number of staff days					Total Salary €					Revenue
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	
1	Cultural		6			6		2400		0	2400	75 %
2	Interfolk		4			4		1600		0	1600	75 %
3	JSKD					0		0		0	0	75 %
4	Kunstfactor					0		0		0	0	75 %
5	BKJ					0		0		0	0	75 %
Total		0	10	0	0	10	0	4.000	0	0	4.000	

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting					
Granted	Read proof *	Layout	Publishing	Total €	Revenue
Report, 80 p.	3.500	1.200	4.600	9.300	
Compendia, best practice, 80 p.	3.500	1.200	4.600	9.300	
Compendia, pilot courses, 30 p.	1.500	800	2.800	5.100	
Total	8.500	3.200	12.000	23.700	
Applied	Read proof *	Layout	Publishing	Total €	Revenue
Report, 80 p.	4.000	1.500	5.000	10.500	
Compendia, best practice, 80 p.	4.000	1.500	5.000	10.500	
Compendia, pilot courses, 30 p.	1.500	1.000	3.000	5.500	
Total	9.500	4.000	13.000	26.500	

*) Estimate for translation firm as subcontractor for English read proof is 50 € per page.

5. Other - NONE

Work package 13 - Mount personal learning tool

Period

Start April 2011 – end July 2011

Description of work package 13

13. Complete and mount four different language editions of the web based pilot tool for on line valuation of personal learning outcome in art based activities. The editions will be in German, Flemish, Slovenia and Danish.

13.1. Complete the English pilot tool by revising the menu structure, the design, the text to the questionnaire, the text to the guidance and the design and text of the final documentation. April 2011, by IF in dialogue with the ICT-subcontractor.

13.2. The four partners translate the final English edition to their national language. May 2011 by the national umbrella associations KSD, BKJ, SK and JSKD.

13.3. The ICT-subcontractor complete and mount the four editions, which all have reference to a mutual database at the same domain and at the same web hotel, but with a special entrance to the tool from each partners own web site. June and July 2011.

Deliverables – outputs / products / results

Four different editions of the web based tool for on line valuation of personal learning outcome in art based activities. The editions will be in German, Flemish, Slovenia and Danish.

a. The data are saved in a common database at the same domain and at the same web hotel, but the entrance to the tool will be at each partners own web site.

b. Each partner can make research on the data from their own edition, and by using the same database mutual transnational research of the data is also possible.

Consortium partners involved

WP 13 / Partner and tasks		Days
P1: KSD (DK)		
1	Danish translation of the English text of the pilot tool incl. the text of questionnaire and guidance and the final documentation.	6,0
2	Dialogue with IF regarding the translation etc. and with the ICT-subcontractor regarding the entrance and link to the tool from KSD's own web site.	1,0
Total working days		7,0
P2: Interfolk (DK) – Lead partner		
1	Revise the English pilot tool in dialogue with the ICT-subcontractor, including the design, the text to the questionnaire, the text to the guidance and the design and text of the final documentation	1,0
2	Advise the partners regarding their translations of the text to the tool and coordinate the contact to the ICT-contractor.	1,0
Total working days		2,0
P3: JSKD (SI)		
1	Slovenia translation of the English text of the pilot tool including the text of questionnaire, the text to the guidance and the text of the final documentation	6,0
2	Dialogue with IF regarding the translation etc. and with the ICT-subcontractor regarding the entrance and link to the tool from JSKD's own web site.	1,0
Total working days		7,0
P4: SKF (NL)		
1	Flemish translation of the English text of the pilot tool including the text of questionnaire, the text to the guidance and the text of the final documentation	6,0
2	Dialogue with IF regarding the translation etc. and with the ICT-subcontractor regarding the entrance and link to the tool from SK's own web site.	1,0
Total working days		7,0
P5: BKJ (DE)		
1	German translation of the English text of the pilot tool including the text of questionnaire, the text to the guidance and the text of the final documentation	6,0
2	Dialogue with IF regarding the translation etc. and with the ICT-subcontractor regarding the entrance and link to the tool from BKJ's own web site.	1,0
Total working days		7,0

Work package 13: Explanation of expenditures

Overview Work packet 13								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	2.534					2.534	
2	Interfolk	534			4.500		5.034	
3	JSKD	1.355					1.355	
4	Kunstfactor	2.079					2.079	
5	BKJ	1.965					1.965	
Total		8.467	0	0	4.500	0	12.967	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural		5		2	7		2000		534	2534	75 %	
2	Interfolk				2	2		0		534	534	75 %	
3	JSKD		5		2	7		1125		230	1355	75 %	
4	Kunstfactor		5		2	7		1665		414	2079	75 %	
5	BKJ		5		2	7		1575		390	1965	75 %	
Total		0	20	0	10	30	0	6.365	0	2.102	8.467		

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting			
Applied	Task	Total €	Revenue
Final design	of the mutual database at the common web-hotel and domain	1.000	
Mounting	of 4 editions of the tool of personal valuation: 4 x 1.000 €,	4.000	
Total		5.000	
NB: Max amount estimated 5.000 €. The agency has reduced the amount			
Granted	Task	Total €	Revenue
Final design	of the mutual database at the common web-hotel and domain	900	
Mounting	of 4 editions of the tool of personal valuation: 4 x 900 €,	3.600	
Total		4.500	
NB: Max amount reduced to 4.500 €.			

5. Other - NONE

Work package 14 - Mount organisational learning tool

Period

Start April 2011 – end July 2011

Description of work package 14

14. Complete and mount four different language editions of the web based pilot tool for on line valuation of organisational learning outcome in art based activities.
 - 14.1. Complete the English pilot tool by revising the menu structure, the design, the text to the questionnaire, the text to the guidance and the design and text of the final documentation. April 2011, by IF in dialogue with the ICT-subcontractor.
 - 14.2. The four partners translate the final English edition to their national language. May 2011 by the national umbrella associations KSD, BKJ, SK and JSKD.
 - 14.3. The ICT-subcontractor complete and mount the four editions, which all have reference to a mutual database at the same domain and at the same web hotel, but with a special entrance to the tool from each partners own web site. June and July 2011.

Deliverables – outputs / products / results

Four different editions of the web based tool for on line valuation of organisational learning in art based associations. Editions in German, Flemish, Slovenia and Danish.

- a. The data are saved in a common database at the same domain and at the same web hotel, but the entrance to the tool will be at each partners own web site.
- b. Each partner can make research on the data from their own edition, and by using the same database mutual transnational research of the data is also possible.

Consortium partners involved

WP 14 / Partner and tasks		Days
P1: KSD (DK)		
1	Danish translation of the English text of the pilot tool including the text of questionnaire, the text to the guidance and the text of the final documentation	6,0
2	Dialogue with IF regarding the translation etc. and with the ICT-subcontractor regarding the entrance and link to the tool from BKJ's own web site.	1,0
Total working days		7,0
P2: Interfolk (DK) – Lead partner		
1	Revise the English pilot tool in dialogue with the ICT-subcontractor, including the design, the text to the questionnaire, the text to the guidance and the design and text of the final documentation.	1,0
2	Advise the partners regarding their translations of the text to the tool and coordinate the contact to the ICT-contractor.	1,0
Total working days		2,0
P3: JSKD (SI)		
1	Slovenian translation of the English text of the pilot tool including the text of questionnaire, the text to the guidance and the text of the final documentation	6,0
2	Dialogue with IF regarding the translation etc. and with the ICT-subcontractor regarding the entrance and link to the tool from JSKD's own web site.	1,0
Total working days		7,0
P4: SKF (NL)		
1	Dutch translation of the English text of the pilot tool including the text of questionnaire, the text to the guidance and the text of the final documentation	6,0
2	Dialogue with IF regarding the translation etc. and with the ICT-subcontractor regarding the entrance and link to the tool from SKF's own web site.	1,0
Total working days		7,0
P5: BKJ (DE)		
1	German translation of the English text of the pilot tool including the text of questionnaire, the text to the guidance and the text of the final documentation.	6,0
2	Dialogue with IF regarding the translation etc. and with the ICT-subcontractor regarding the entrance and link to the tool from BKJ's own web site.	1,0
Total working days		7,0

Work package 14: Explanation of expenditures

Overview Work packet 14								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	2.534					2.534	
2	Interfolk	534			4.500		5.034	
3	JSKD	1.355					1.355	
4	Kunstfactor	2.079					2.079	
5	BKJ	1.965					1.965	
Total		8.467	0	0	4.500	0	12.967	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural		5		2	7		2000		534	2534	75 %	
2	Interfolk				2	2		0		534	534	75 %	
3	JSKD		5		2	7		1125		230	1355	75 %	
4	Kunstfactor		5		2	7		1665		414	2079	75 %	
5	BKJ		5		2	7		1575		390	1965	75 %	
Total		0	20	0	10	30	0	6.365	0	2.102	8.467		

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting			
Applied	Task	Total €	Revenue
Final design	of the mutual database at the common web-hotel and domain	1.000	
Mounting	of 4 editions of the tool of personal valuation: 4 x 1.000 €,	4.000	
Total		5.000	
NB: Max amount estimated 5.000 €. The agency has reduced the amount			
Granted	Task	Total €	Revenue
Final design	of the mutual database at the common web-hotel and domain	900	
Mounting	of 4 editions of the tool of personal valuation: 4 x 900 €,	3.600	
Total		4.500	
NB: Max amount reduced to 4.500 €.			

5. Other - NONE

Fifth phase: Exploitation of the results of the project, Aug – Oct 2010

Work package 15 - Prepare four conferences

Period

Start August 2011 – end October 2011

Description of work package 15

15. Dissemination of the results of the project by information about the publications in of the tree publications and the two tools; and by announcements of the four national conferences.

15.1. Planning of four national conferences and other national exploitation activities. August 2011 by each partner.

15.2. Production of information material in national language on the publications, tools and the conferences, August 2011 by each partner.

15.3. Send out invitation to the conferences and information of the publications and tools, with links to the web sites, where the reports can be down loaded and the learning tools can be seen and used. August – September 2011 by each partner.

Deliverables – outputs / products / results

Dissemination of project results - PR and information products.

- a. Planning four national conferences and other national activities;
- b. Prepare information material in national language on publications, tools and conferences;
- c. Announcements and invitations to the four national conferences;

Consortium partners involved

WP 15 / Partner and tasks		Days
P1: KSD (DK) – Lead partner		
1	Planning of the national conference in Denmark, Aug 2011	1,0
2	Production of information material in national language, Aug 2011	2,0
3	Conference invitations and information of publications and tools, Aug -Sept 2011	2,0
Total working days		5,0
P2: Interfolk (DK)		
1	Production of common information material in English, Aug 2011 (2 days)	2,0
2	Coordinate and counsel the partnership on programme and PR material, Aug 2011	2,0
Total working days		4,0
P3: JSKD (SI)		
1	Planning of the national conference in Slovenia, Aug 2011	1,0
2	Production of information material in national language, Aug 2011	2,0
3	Conference invitations and information of publications and tools, Aug – Sept 2011	2,0
Total working days		5,0
P4: SKF (NL)		
1	Planning of the national conference in Nederland, Aug 2011	1,0
2	Production of information material in national language, Aug 2011	2,0
3	Conference invitations and information of publications and tools, Aug – Sept 2011	2,0
Total working days		5,0
P5: BKJ (DE)		
1	Planning of the national conference in Germany, Aug 2011	1,0
2	Production of information material in national language, Aug 2011	2,0
3	Conference invitations and information of publications and tools, Aug – Sept 2011	2,0
Total working days		5,0

Work package 15: Explanation of expenditures

Overview Work packet 15 : Prepare four conferences								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	2.000				2.400	2.000	
2	Interfolk	1.600					1.600	
3	JSKD	1.150				2.400	1.150	
4	Kunstfactor	1.707				2.400	1.707	
5	BKJ	1.610				2.400	1.610	
Total		8.067	0	0	0	0	8.067	

1. Staff costs												
Partners	Short name	Number of staff days					Total Salary €					Revenue
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	
1	Cultural	1	4			5	400	1600		0	2000	75 %
2	Interfolk	2	2			4	800	800		0	1600	75 %
3	JSKD	1	4			5	250	900		0	1150	75 %
4	Kunstfactor	1	4			5	375	1332		0	1707	75 %
5	BKJ	1	4			5	350	1260		0	1610	75 %
Total		6	18	0	0	24	2.175	5.892	0	0	8.067	

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting – NONE

5. Other - NONE

Work package 16 - Complete four conferences

Period

Start October 2011 – end October 2011

Description of work package 16

16. Four national one-day conferences presenting the projects results and conclusions, Oct 2011. The conferences are main events in the period Sept – Nov 2011 exploitation the projects results.

16.1. Multiplication of the project results targeting the broad network of art based member associations of the partners' umbrella associations and to the related associations of liberal adult education and voluntary associations in the civic society.

16.2. Mainstreaming of the projects results targeting decision-makers and opinion-formers of the sectors of voluntary culture activities and liberal adult education, and the press and the wider public of live long learning with relation to culture and art, including the area of formal education.

Deliverables – outputs / products / results

Complete four conferences - conferences, information materials.

- Four national one-day conferences presenting the projects results and conclusions, Oct. 2010 in Denmark Thursday the 8th of Oct, in Nederland Tuesday the 13th of Oct, in Germany Thursday the 15th of Oct, and in Slovenia Tuesday the 20th of Oct 2011.
- Multiplication to the broad network of art based member associations of the partners' umbrella associations.
- Mainstreaming to the press and decision-makers and opinion-formers of the sectors of voluntary culture and liberal adult education.

Consortium partners involved

WP 16 / Partner and tasks		Days
P1: KSD (DK) –Lead partner		
1	Enrolment and conference papers (1 day)	1,0
2	Completing the on-day conference (1 day)	1,0
3	Follow up: Make summary and send out information to target groups (1 day)	1,0
Total working days		3,0
P2: Interfolk (DK)		
1	Participate as speaker at the conference	1,0
2	Follow up: English summary and send out information to European target groups	1,0
Total working days		2,0
P3: JSKD (SI)		
1	Enrolment and conference papers (1 day)	1,0
2	Completing the on-day conference (1 day)	1,0
3	Follow up: Make summary and send out information to target groups (1 day)	1,0
Total working days		3,0
P4: SKF (NL)		
1	Enrolment and conference papers (1 day)	1,0
2	Completing the on-day conference (1 day)	1,0
3	Follow up: Make summary and send out information to target groups (1 day)	1,0
Total working days		3,0
P5: BKJ (DE)		
1	Enrolment and conference papers (1 day)	1,0
2	Completing the on-day conference (1 day)	1,0
3	Follow up: Make summary and send out information to target groups (1 day)	1,0
Total working days		3,0

Work package 16: Explanation of expenditures

Overview Work packet 16								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	1.067				3.200	4.267	
2	Interfolk	667					667	
3	JSKD	565				3.200	3.765	
4	Kunstfactor	873				3.200	4.073	
5	BKJ	825				3.200	4.025	
Total		3.997	0	0	0	9.600	16.797	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural		2		1	3		800		267	1067	75 %	
2	Interfolk		1		1	2		400		267	667	75 %	
3	JSKD		2		1	3		450		115	565	75 %	
4	Kunstfactor		2		1	3		666		207	873	75 %	
5	BKJ		2		1	3		630		195	825	75 %	
Total		0	9	0	5	14	0	2.946	0	1.051	3.997		

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting - NONE

5. Other - NONE

	Task	Total €	Revenue
Conference material:	a short compendia of 10 € x 4 conferences of 100 participants	4.000	
Rent of revenue:	4 conferences of 400 €	1.600	
Board (Coffee/the & lunch):	10 € x 100 participants x 4 conferences	4.000	
Guest Speakers	800 € x 4 conferences	3.200	
Total		12.800	
Total each conference: 1000 € + 400 € + 1000 € + 800€ = 3.200 €			

Work package 17 - Multiplication and Mainstreaming

Period

Start October 2011 – end November 2011

Description of work package 17

17. Multiplication and Mainstreaming

17.1. Multiplication: Information about the project results to the nationwide network of member organizations of the partnership (where nearly all are umbrella associations of the amateur culture in their country) by direct mail, newsletters, articles and announcements in member magazines etc. Sept – Nov. 2011 by all partners.

17.2. Mainstreaming: Information of the projects results by mails and newsletter to the press and to decision-makers and opinion-formers for the sectors of voluntary culture activities and liberal adult education. Send articles to newspapers, magazines and academic journals. Sept – Nov. 2011 by all partners.

Deliverables – outputs / products / results

Information's, articles, newsletters etc.

- Plan of final exploitation tasks, Sept 2011
- Distributing information to target groups including follow up on the conference, Oct 2011.
- Preparing articles to newspapers, magazines and academic journals, Oct – Nov 2011

Consortium partners involved

WP 17 / Partner and tasks		Days
P1: KSD (DK) – Lead partner		
1	Planning the final exploitation tasks, Sept 2011	1,0
2	Distribute information to target groups incl. follow up on the conference, Oct 2011	1,0
3	Preparing articles to newspapers, magazines and academic journals, Oct – Nov 2011	2,0
Total working days		4,0
P2: Interfolk (DK)		
1	Preparing English information including follow up on the conference, Oct 2011	1,0
2	Distribute information to a wider European target group, Oct 2011	1,0
3	English articles to newspapers, magazines, academic journals, Oct – Nov 2011	2,0
Total working days		4,0
P3: JSKD (SI)		
1	Planning the final exploitation tasks, Sept 2011	1,0
2	Distribute information to target groups incl. follow up on the conference, Oct 2011	1,0
3	Preparing articles to newspapers, magazines and academic journals, Oct – Nov 2011	2,0
Total working days		4,0
P4: SKF (NL)		
1	Planning the final exploitation tasks, Sept 2011	1,0
2	Distribute information to target groups incl. follow up on the conference, Oct 2011	1,0
3	Preparing articles to newspapers, magazines and academic journals, Oct – Nov 2011	2,0
Total working days		4,0
P5: BKJ (DE)		
1	Planning the final exploitation tasks, Sept 2011	1,0
2	Distribute information to target groups incl. follow up on the conference, Oct 2011	1,0
3	Preparing articles to newspapers, magazines and academic journals, Oct – Nov 2011	2,0
Total working days		4,0

Work package 17: Explanation of expenditures

Overview Work packet 17								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	1.467					1.467	
2	Interfolk	1.467					1.467	
3	JSKD	790					790	
4	Kunstfactor	1.206					1.206	
5	BKJ	1.140					1.140	
Total		6.070	0	0	0	0	6.070	

1. Staff costs												
Partners	Short name	Number of staff days					Total Salary €					Revenue
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	
1	Cultural		3		1	4		1200		267	1467	75 %
2	Interfolk		3		1	4		1200		267	1467	75 %
3	JSKD		3		1	4		675		115	790	75 %
4	Kunstfactor		3		1	4		999		207	1206	75 %
5	BKJ		3		1	4		945		195	1140	75 %
Total		0	15	0	5	20	0	5.019	0	1.051	6.070	

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting – NONE

5. Other - NONE

Work package 18 - Project report & account

Period

Start November 2011 – end November 2011

Description of work package 18

18. The final evaluation and account of the project are reported to the Executive Agency, Brussels, and a short edition of the final evaluation will be free for download at the partnerships websites, or by link to the website of KSD, DK. The final evaluation will make use of a combination of an evaluation of task fulfilment and an evaluation of effects. The final evaluation includes the following steps

18.1. the partnership fill out a common questionnaire;

18.2. The Steering Committee makes a draft and sends it to the partnership circle for comments;

18.3. The Steering Committee makes the final evaluation to the Agency,

18.4. and send a short edition to the partnership circle for free dissemination incl. mounting at their website

Deliverables – outputs / products / results

Evaluation and account.

- A final evaluation with annexes (phase evaluations, evaluations of the partners) to the Executive Agency.
- A short reader friendly evaluation to the partners for further distribution and mounting at their websites
- A final account to the Executive Agency.

Consortium partners involved

WP 18 / Partner and tasks		Days
P1: KSD (DK)		
1	Conclude the project account	2,0
2	Make a first edition of the final evaluation in dialogue with IF	2,0
3	Make the final project account and send it to the Executive Agency	1,0
Total working days		5,0
P2: Interfolk (DK) – Lead partner		
1	Make and send evaluation questionnaires to the partners	0,5
2	Make a first edition of the final evaluation in dialogue with KSD	2,0
3	Send the first edition to a hearing in the partnership	0,5
4	Revise the final edition and send it to the Executive Agency	1,0
5	Make a short reader friendly evaluation for the partnership	1,0
Total working days		5,0
P3: JSKD (SI)		
1	Fill out the evaluation questionnaire	0,5
2	Read and comment the first edition of evaluation	0,5
3	Mount the short evaluation on the website (free)	
Total working days		1,0
P4: SKF (NL)		
1	Fill out the evaluation questionnaire	0,5
2	Read and comment the first edition of evaluation	0,5
3	Mount the short evaluation on the website (free)	
Total working days		1,0
P5: BKJ (DE)		
1	Fill out the evaluation questionnaire	0,5
2	Read and comment the first edition of evaluation	0,5
3	Mount the short evaluation on the website (free)	
Total working days		1,0

Work package 18: Explanation of expenditures

Overview Work packet 18								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	1.867					1.601	
2	Interfolk	1.867					2.000	
3	JSKD	115					115	
4	Kunstfactor	207					207	
5	BKJ	195					195	
Total		4.251	0	0	0	0	4.118	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural	1	3		1	5	400	1200		267	1867	75 %	
2	Interfolk	1	3		1	5	400	1200		267	1867	75 %	
3	JSKD				1	1	0	0		115	115	75 %	
4	Kunstfactor				1	1	0	0		207	207	75 %	
5	BKJ				1	1	0	0		195	195	75 %	
Total		2	6	0	5	13	800	2.400	0	1.051	4.251		

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting - NONE

5. Other - NONE

All phases – monitoring, coordination and management

Work package 19 - Monitoring and QA

Period

Start October 2009 – end November 2011

Description of work package 19

19. The tasks of coordination, monitoring, quality assurance and evaluation are in principle closed connected in a well organised project. The 18 work packages correspond to the 18 main step of the task plan, and each work package consists of a group of part tasks. In this work breakdown structure the completion of each work package constitutes a main mile stone, and the part task in the package constitutes a chain of part mile stones that must be completed to reach the main mile stone.

19.1. The monitoring of the progress of the part-tasks in each work package consists of two checks, partly a contact to the responsible partner/person a week before the starting date of the part task to confirm that the partner are ready for the task, partly a check at the time of deadline on the quality of the delivered result.

19.2. The evaluation consists of the final evaluation at the end of the project, and phase evaluations during the project's progress. Phase evaluation is an important session of each of the four partner meetings that allows reviews and adjustments of different parts of the project work.

19.3. The quality assurance implies that the Steering Committee can correct any deviation from the operational objectives, or implement contingency plans, if the responsible partner can't or haven't solved the task as agreed. Decisions regarding contingency plans are made by the Steering Committee, i.e. Bente von Schindel, administrator of the project and Hans Jørgen Vodsgaard, coordinator of the project.

Deliverables – outputs / products / results

Monitoring & quality assurance.

- A task plan of 18 work packet including a chain of part tasks. In this work breakdown structure the completion of each work package constitutes a main mile stone.
- A plan of monitoring that implies regularly double check of the part-tasks in each work partly before start and partly before deadline.
- A quality assurance that corrects any deviation from the operational objectives, or implement contingency plans, if the responsible partner can't or haven't solved the task as agreed.

Consortium partners involved

WP 19 / Partner and tasks		Days
P1: KSD (DK)		
1	Check of detail task plan in relation to account keeping (20 packet of 0,1 day)	2,0
2	Quarterly meetings of the Steering Committee, check task flow and contingency plans (8 x 0,25 day)	2,0
Total working days		4,0
P2: Interfolk (DK) –Lead partner		
1	Present detail task plan at the partner meetings (included in former work packets)	-
2	Complete phase evaluation at each partner meeting (incl. in former work packets)	-
3	Double check detail task plan during the whole project period (20 packet of 0,4 day)	8,0
4	Quarterly meetings of the Steering Committee, check task flow and contingency plans (8 x 0,25 day)	2,0
Total working days		10,0
P3: JSKD (SI)		
Total working days		0
P4: SKF (NL)		
Total working days		0
P5: BKJ (DE)		
Total working days		0

Work package 19: Explanation of expenditures

Overview Work packet 19								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	1.334					1.334	
2	Interfolk	3.202					3.202	
3	JSKD	0					0	
4	Kunstfactor	0					0	
5	BKJ	0					0	
Total		4.536	0	0	0	0	4.536	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural	2			2	4	800			534	1334	75 %	
2	Interfolk	4			6	10	1600			1602	3202	75 %	
3	JSKD					0	0			0	0	75 %	
4	Kunstfactor					0	0			0	0	75 %	
5	BKJ					0	0			0	0	75 %	
Total		6	0	0	8	14	2.400	0	0	2.136	4.536		

2. Travel and subsistence - NONE

3. Equipment - NONE

4. Subcontracting – NONE

5. Other - NONE

Work package 20 - Management and coordination

Period

Start October 2009 – end November 2011

Description of work package 20

20. The administration implies particular tasks with relation to economic and legal demands, including a sound financial management with focus on value for money and cost-effectiveness. The line of tasks are
- 20.1. Submit application and make agreements with the Executive Agency,
 - 20.2. Budget planning according to the grant agreement, and possible budget revision and amendments to the agreements during project implementation (in case of revisions approved by the Executive Agency).
 - 20.3. Budget control and monitoring possible budget deviations in dialogue with the project coordinator.
 - 20.4. Settling of accounts on a regularly basis. The procedure of paying fees and other items of expenditure in the project is that the project coordinator attests (or confirms by mail) the validity of the expenditure according to the task plan, and the financial manager can approve and refund the expenditure at the end of the month.
 - 20.5. Bookkeeping and account keeping.
 - 20.6. Two meetings in the project period in Brussels with the Executive Agency
 - 20.7. Prepare the final evaluation and project account to the Executive Agency.

Deliverables – outputs / products / results

Management and coordination.

- a. Contract with the Executive Agency of the Commission
- b. Budget planning according to the Grant Agreement
- c. Settling of accounts according to approved task plan
- d. Keep the account and final project account according to contract.

Consortium partners involved

WP 20 / Partner and tasks		Days
P1: KSD (DK) – Lead partner		
1	Budget monitoring and possible revisions	1,0
2	Dialogue on detail task plan with IF	1,0
3	Settling of accounts and bookkeeping	6,0
4	Budget forecasts incl. interim report	2,0
5	Final project account (calculated in packet 18)	-
6	Meetings in Brussels with the Executive Agency (calculated as travel costs)	-
Total working days		10,0
P2: Interfolk (DK)		
1	Dialogue on detail task plan with KSD (1 day)	1,0
2	Dialogue regarding budget monitoring and possible revisions (1 days)	1,0
3	Dialogue on budget forecasts incl. interim report (2 days)	2,0
4	Attests the validity of the expenditure according to the task plan (2 days),	2,0
5	Meetings in Brussels with the Executive Agency (calculated as travel costs)	-
Total working days		6,0
P3: JSKD (SI)		
1		
Total working days		0
P4: SKF (NL)		
1		
Total working days		0
P5: BKJ (DE)		
1		
Total working days		0

Work package 20: Explanation of expenditures

Overview Work packet 20								
Partners	Short name	1. Staff costs	2. Travel & subs.	3. Equip-ment	4. Sub-contract	5. Other	Total costs, 100 %	Revenue Max 75 %
1	Cultural	2.936	1.820				4.756	
2	Interfolk	1.868	1.820				3.688	
3	JSKD	0					0	
4	Kunstfactor	0					0	
5	BKJ	0					0	
Total		4.804	3.640	0	0	0	8.444	

1. Staff costs													
Partners	Short name	Number of staff days					Total Salary €					Revenue	
		Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Total		
1	Cultural	2			8	10	800				2136	2936	75 %
2	Interfolk	2			4	6	800				1068	1868	75 %
3	JSKD					0	0				0	0	75 %
4	Kunstfactor					0	0				0	0	75 %
5	BKJ					0	0				0	0	75 %
Total		4	0	0	12	16	1.600	0	0	0	3.204	4.804	

2. Travel and subsistence
P1 - KSD, DK: Two visits to Brussels during the project period: 2 trips of 350 € + 4 days of 280 € = 1.820 €
P1 - IF, DK: Two visits to Brussels during the project period: 2 trips of 350 € + 4 days of 280 € = 1.820 €

3. Equipment - NONE

4. Subcontracting - NONE

5. Other - NONE

Attachments

Declaration of Honour

Declaration of Honour - KSD.pdf

Budget

Grundtvig multilateral_budget_tables_2009_LOAC.xls

Legal entity of the applicant organisation

Legal Entity Form - KSD.pdf

List of associated partners

None

Submission number

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