Bente von Schindel, Cultural Councils

Hans Jørgen Vodsgaard, Interfolk

20th of January 2017

**Project concept, version 2a**

**(BRIDGING)**

**Bridging social capital by participatory and co-creative culture,**

**Sept 2017 – Aug 2019**

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## 1. Project type, period and budget max

Type: Erasmus+, key activity 2, strategic partnerships, sub-programme “development of innovation” with intellectual outputs and multiplier events.

Period: Sept 2017 to Aug 2019 (24 months/2 years)

Grant: Maximum 24 months of 12.500 euro = 300.000 euro. We apply for nearly 300.000 euro

Deadline for the 2017-application: 29 March 2017

## 2. Work title

Bridging social capital by participatory and co-creative culture

(Project acronym: BRIDGING)

## 3. Scope of the project

The overall aim is to bridge social capital and strengthen inclusion, cohesion and trust in our communities by

developing new participatory and co-creative culture learning approaches that can be presented in new teaching material, curricula and course modules

improving the further education possibilities and its certification for educators (managers, consultants, teachers, trainers, instructors, etc) in the voluntary culture sector.

We will give priority to the following five learning contexts, where the focus is changed not only from individual creativity to collective creativity, but the co-creation is based on bridging segregated groups, such as

* Inter-social learning (include marginalised groups: poor, low-educated, etc.)
* Inter-generational learning (include more generations in shared learning activities)
* inter-regional learning (include groups from city and countryside, from centre and periphery)
* Inter-cultural (inclusion of minority cultures)
* Inter-European (include different European traditions/cultures in the learning and thereby European added value)

## 4. Key activities and main outputs

**1. Intellectual Outputs**

O1: Communication Portal

O2: State of the art and need analysis and multilateral survey report, English ed.

O3: Good Practise compilation and five thematic compendia, seven language editions

O4: Design and test curricula and certification methods by national and European courses

O5: Curricula Compendium, seven language editions

O6: Erasmus+ course planning

O7: Final report with idea compilation

 *In average approx. 100 IO-days per partner*

**2. National pilot courses**

X1-X7: Seven national pilot courses with focus on at least 2 of the 5 topics

**3. Multiplier events**

E1-7: Seven national conferences

**4. Partner meetings**

 Four partner meetings

## 5. Target groups

The direct target groups are the teachers, instructors, consultants, managers and other learning providers (paid and voluntary staff) in the European cross-sector of amateur arts and voluntary culture as well as liberal adult education with arts curricula.

The indirect target groups on a local, national, and European level are appropriate decision-makers, opinion-formers, policy-makers, funders and other multipliers in the field of culture and education.

## 6. Partnership circle

P1: Applicant and financial beneficiary

 National Association of Cultural Councils (DK) - See [www.kulturellesamraad.dk](http://www.kulturellesamraad.dk)

 Bente von Schindel, Secretary General \* (+45) 29 64 70 40 \* bs@kulturellesamraad.dk

P2: Coordinator

 Interfolk, Institute for Civil Society (DK) - see [www.interfolk.dk](http://www.interfolk.dk)

 Hans Jørgen Vodsgaard, Head of Institute \* (+45) 51 300 320 \* hjv@interfolk.dk

P3: VAN - Voluntary Arts network (UK) - see [www.voluntaryarts.org](http://www.voluntaryarts.org)

 Robin Simpson, Chief Executive \* (+44) 29 20 305 395 \* robin@voluntaryarts.org

P4: FAIE - Foundation of Alternative Educational Initiatives (PL) - see [www.fundacjaaie.eu](http://www.fundacjaaie.eu)

 Agnieszka Dadak, president \* (+48) 511 551 439 \* agnieszka\_dadak@yahoo.pl \*

P5: EDUCULT - Denken und Handeln im Kulturbereich (A) - see <http://educult.at>

 Aron Weigl, Research & consulting \* (+43) (1) 522 31 2724 \* aron.weigl@educult.at

P6: LPDA - Lithuanian castles and manors Association (LT) - see <http://www.dvarai.lt>

 Zigmantas Šiaulytis, Executive Director \* (+370) 60144120 \* projektai@dvarai.lt \*

P7: JSKD - Republic of Slovenia Public Fund for Cultural Activities (SI) - see [www.jskd.si](http://www.jskd.si/)

 Marjeta Turk, Assistant Director for General Affairs

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P8: LKCA - St.Landelijk Kennisinstituut Cultuureducatie en Amateurkunst (NL) - see [www.lkca.nl](http://www.lkca.nl)

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## 7. Work programme

|  |  |
| --- | --- |
| **Chronological work package model**  | **Sept 2017 - Aug 2019 (24 months)**  |
| **WP****no** | **Work Package titles**  | **Period** | **Type of support\***  | **Lead** **partner** | **Supporting partners** |
| **FIRST PHASE: Start-up** |  |  |  |  |
| 1 | Start-up management  | Sept - Oct 2017 | M | P1: KSD | All  |
| **2** | **First partner meeting Oct 2017 in Copenhagen, DK** | **Oct 2017**  | **P1** | **P1: KSD** | **All**  |
| 3 | Communication Portal  | Oct 17 – Aug 19 | O1 | P8: LKCA | All |
| 4 | State of the art survey – desk and field research  | Oct 17 – Jan 18  | O2a | P5: EC | 1) EC provide methodology2a) Field research KSD, VA, LPDA, JSKD, 2b) Desk research ED, IF, FAIE3) EC is editor |
| 4 | Multilateral survey Report, English PDF-editions | Jan – Mar 2018 | O2b | P5: EC |
| **SECOND PHASE: Present good / innovative practise** |  |  |  |  |
| **5** | **Second partner meetings in Bielsko-Biała, PL** | **Mar 2018**  | **P2** | **P4: FAIE** | **All** |
| 6 | Initial Idea compilation of innovative/good practise about the five thematic circles  | Mar - May 2018 | O3a | P4: FAIE | 1. Inter-social - VA2. inter-generational – JSKD3. Inter-country - KSD4. inter-cultural - LKCA5. inter-European - FAIE |
| 6 | Provide five thematic Compendia of innovative practise, English+ national languages, 7 electronic ed. | May – Aug 2018 | O3b | P3: VA | FAIE, LKCA, JSKD |
| 7 | Design curricula and certification methods, English ed.  | Mar - May 2018 | O4 | P2: IF | With KSD and JSKD  |
| **THIRD PHASE: Test curricula and training programmes** |  |  |  |  |
| 8 | Plan and test seven national 1-day pilot courses; and provide 2-3 ready-to-use formative training packages (1 day, weekend, 4 evenings)  | May – Oct 2018 | O5 / X1 – X7 | P7: JSKD | 1) Plan: JSKD and IF2) Test: KSD,VA, LPDA, JSKD, FAIE3) Report:  |
| 9 | Develop curricula | May - Nov 2018  | O6  | P2, IF |  |
| **10** |  **Third partner meeting in (after course) in Lithuania** | **Nov 2018** | **P3** | **P6: LPDA** | **All** |
| 11 | Edit and publish Curricula Compendium | Nov – Mar 19 | O7 | P2: IF | With LPDA, JSKD and KSD |
| **FOURTH PHASE: VALORISE THE RESULTS** |  |  |  |  |
| 12 | Design and announce Erasmus events after project.Erasmus+ mobility application ultimo Feb 2019 for mobilities Aug 2019 – July 2011 | Dec 2018 – Feb 2019 | O8 | P2: IF | all  |
| 13 | Complete seven National conferences, April 2019 | Jan – May 19 | E1 – E7 | P4, FAIE | All |
| **14** | **Fourth partner meeting in Vienna, May 2019**  | **May 2019** | **P4** | **P5: EC** | **All** |
| 15 | Final project report  | May – Aug 19 | O9 | P1: KSD | All |
| WHOLE PERIOD: TRANSVERSAL WORK  |  |  |  |  |
| 16 | Dissemination, whole period | Oct 17 – Aug 19 | M | P3: VAN | All |
| 17 | Evaluation, whole period  | Oct 17 – Aug 19 | M | P5: EC | All  |
| 18 | Project Management, whole period | Sep 17 – Aug19 | M | P1: KSD | If and All  |

**\* Type of support:**

M: Management and implementation

O: Intellectual Outputs

T: Transnational training events

E: Multiplier events

P: Partner meetings

X: Exceptional costs

## 8. Budget summary

|  |  |
| --- | --- |
| **AGE-ART draft budget** | **Support EURO** |
| **Types of unit support** | **P1, KSD** | **P2, IF** | **P3, VAN** | **P4, FAIE** | **P5, EC** | **P6, LPDA** | **P7, JSKD** | **P8, LKCA** | **Total euro** |
| Management & Implementation |  12.000  |  6.000  |  6.000  |  6.000  |  6.000  |  6.000  |  6.000  |  6.000  |  **54.000**  |
| Transnational Project Meetings |  1.725  |  2.300  |  2.300  |  1.725  |  1.725  |  1.725  |  2.300  |  2.300  |  **16.100**  |
| Intellectual Outputs \* |  24.257  |  24.424  |  20.852  |  7.164  |  23.891  |  7.109  |  13.303  |  23.330  |  **144.330**  |
| Multiplier Events |  2.600  |  1.600  |  4.300  |  4.300  |  4.300  |  4.300  |  4.300  |  4.300  |  **30.000**  |
| Transnational training events |  3.600  |  2.050  |  5.650  |  5.650  |  5.650  |  8.650  |  5.650  |  5.650  |  **42.550**  |
| Exceptional costs |  1.500  |  -  |  1.500  |  1.500  |  1.500  |  1.500  |  1.500  |  1.500  |  **10.500**  |
| **Total**  |  **45.682**  |  **36.374**  |  **40.102**  |  **25.839**  |  **42.566**  |  **28.784**  |  **32.553**  |  **42.580**  | **294.480** |
| \* work days w. intellectual output | Approx. 105 work days with intellectual output per partner |
| Comments | Main figures from the draft budget, v1 |

./. See the attached budget, v1 for more information.

## 9. Comments to the Erasmus+ budget and type of support

The financial support from the Erasmus+ programme is based on unit support to completed activities (and not the actual documented costs as in more traditional project support, such as in the former Grundtvig programme or the current Creative Europe programme). The max support is 150.000 euro per year.

./. See the Programme Guide, page 120 – 126 for the different types of unit support.

The grant includes the following types of unit support:

#### 1. Partner meetings

We have planned three 2-day/1-night partner meetings and one 1-day meeting (after the 5-days training courses). Only 1 person per organisation gets a unit support. Partners can bring more persons, but they must cover the extra costs themselves.

The support is typical 575 euro per participant (with travel distances between 100 – 1999 km one way), which must cover travel, hotel, meals, rent of venue and other costs.

It means you in fact can get a little surplus with a short meeting and cost-effective planning. If the cost for example only is 150 euro for travel, 80 euro for 1 night at hotel. 75 euro for meals and 25 for other costs, then you get a surplus of 245 euro per meeting.

If you are host you don’t get a unit support (only with local travel one way above 100 km) but all partners must share the host costs for common meals, rent of venue and possible cultural feature, so the host only pay their own share of the meals etc. as the other partners. It also means that each partner doesn’t get the gross unit support refunded, but the net amount after the host costs for common meals, coffee breaks, rent of venue, etc are paid.

#### 2. Intellectual Output /salary for development work.

In Erasmus+ projects only development work that produce intellectual output can get salary support.

It means work days used for partner meetings, training events, multiplier events, dissemination, evaluation and management don’t get salary support. Instead this type of work must be covered by the general management support of 6000 euro per partner (24 month x 250 euro).

The support to work days providing intellectual output doesn’t follow the actual salary levels in the partner organisations, but is instead defined as a fixed amount for four groups of EU-countries per work category. Hereby countries with quite different salary levels are grouped together, and some will get a level above their normal level, while others get a lower level.

The good part with the unit support model is that we don’t need to document our actual salary levels, but only that we are employed full-time or part-time, either in a permanent or a fixed-term project employment in one of the partner association. It makes the financial management a lot easier for all.

The fixes levels are:

|  |  |
| --- | --- |
| **Country groups** | **Gross salary per project day – EURO** |
| **Category 1** | **Category 2** | **Category 3** | **Category 4** |
| **Director,** **manager** | **Researcher / teacher / consultant** | **Technician** | **Administrative staff** |
| **Denmark, Netherlands, Austria** | **294** | **241** | **190** | **157** |
| **United kingdom**  | **280** | **214** | **162** | **131** |
| **Slovenia** | **164** | **137** | **102** | **78** |
| **Lithuania, Latvia, Poland,**  | **88** | **74** | **55** | **39** |

The levels may seem quite low, because an own-financing of 25-30 pct is calculated beforehand, so the levels only correspond to estimated 70 – 75 pct of the expected levels. It also means there is no further reductions in the payment (because the reduction/part of own financing has already been calculated in the quite low levels).

The Erasmus+ guidelines mention that we only shall use cat 2 and cat 3 as development work, because cat 1/director and cat 4/administrative staff must be paid by the management support. In general we will calculate the main part of the development work as category 2 work (researcher, consultant, etc), while cat 3 (technicians) only are used for special ICT-work and translation work.

Our preliminary budget indicates an average of approx. 100 days per partner during the 2-year period or 50 days per year. It correspond to approx. 50 / 218 days,\* like 0,23 full-time job or a little more than 1 day per week.

However, the project team will also use work days without salary support for partner meetings, multiplier events, dissemination, management, so the number of work days may rather be approx 1.5 day per week – and these extra salary costs can hopefully be covered by parts of the gross management support of 6000 euro, especially if you come from countries with low salary levels.

\* Calculation of net work days per year:

The gross yearly work days are: 52 weeks x 5 days, like 260 days

The statutory holidays and bank holidays per year may be 42 days

The net work days per year/ month is 218 days / 18,2 days

#### 3. Multiplier events (concluding events to disseminate the outcome of the project

The unit support is 100 euro to local participants (at national conferences) and 200 euro to foreign guests or foreign participants in a European conference. Participants from the partner associations cannot get a unit support, because the aim of the multiplier events is to reach out to wider target groups. The max multiplier support is 30.000 euro per project.

Initial the plan was to have a series of national conferences and one concluding European conference in Vienna, but we have skipped to have the European conference: Primarily because 200 euro cannot cover the full costs of travel, 1-night hotel, 1-day meals, programme, cultural features as well as give some surplus to cover costs for participants from the partner organisations. Secondarily, because the max unit support of 30.000 euro easily can be used by the seven national conferences.

To get some cross-national or European dimension in the national conferences, we can plan to invite 4-5 foreign guests from our possible international networks, where we can refund costs up to 200 euro to the guests. If the local participants pay their own travel costs, the 100 euro can easily cover the meals, rent of venue and extra programme costs for a 1-day conference, from 10:00 – 17:00.

Therefore we budget with 33 local participants and 5 foreign participants per conference.

#### 4. Exceptional costs

In general you must have very god reason to apply for exceptional costs, and we have only planned to use it for the national pilot courses that cannot get unit support like transnational training events.

This is the only type of support that doesn’t use the unit support principle, and here you only get 75 pct refunded of the documented 100 pct cost. It means each partner or the partnership must pay the remaining 25 pct either by own money or by finding some extra local funding.

We calculate with gross costs of 100 euro x 20 participants, like 2000 euro per 1-day course, following the level of subsistence support to the international training events. Parts of the documented costs can be own production of course materials, rent of own venues and ICT, etc, so in the end such a course may not generate a deficit.

#### 5. Management and implementation support

The management support is the same to all partners, even though they may have very different daily cost and salary levels in the different EU countries. The support is 250 euro per month per partner, and for 24 months then 6.000 euro; while it for the coordinator is 500 euro per month, like 12.000 euro for 24 months.

As the name indicates, it shall cover the extra task of management, dissemination, evaluation and other implementation costs. It is also a sort of indirect support, where you don’t need to document a corresponding cost and the partners can rather freely use this support as they choose.

However, the programme guide mentions that the partnership from the start must agree on how they will use and distribute this management support, which indicates that it should not be seen as a sort of administrative overhead for each partner to use freely, because part of it must be used to cover some shared costs for needed activities.

Such shared costs can be payment for extra work days that some partners must use as lead partners for the dissemination and evaluation and in some cases to pay some extra dissemination costs, if one partner for example must cover a shared cost to get a project report printed by a publishing house. Other shared costs can be payments for the application work/fund-raising to get the grant and start the project.

The extra days the beneficiary organisation uses for coordination tasks, reporting and legal and financial management are more or less paid by the extra management support of 6.000 euro, so the partners don’t need to use part of their management support to cover these extra costs.

#### Method and schedule for payments

The grant is paid to the beneficiary, KSD with 40 pct at the start, 40 pct after the interim report and the last 20 pct after the end of the project and the approval of the final report and account.

KSD wants to use the centralised method of cost refunding to partners, partly to avoid the risk to pay for tasks not yet done, and partly because this method makes the coordination and financial management easier to handle.

It means that the partners ordinary must pre-finance their project activities and first get their costs refunded, when their activities have been completed as planned and documented as demanded by Erasmus+. The cost refunding will typical take place after the partners have reported their task fulfilment at the conclusion of each work package, by filling-in and signing a premade cost template and attaching the needed appendices. The cost must be refunded latest 2 weeks after receiving the reporting from the partners.

In general the cost documentation and reporting is a lot easier to handle than traditional projects, because due to the unit cost principle we don’t need to document the actual costs, but only to document that the activities or outputs has been completed or delivered as planned. This documentation includes for example to send copies of boarding cards and hotel bookings for partners meetings; signed attendance lists and event programmes for multiplier events and training events, proof of completed intellectual outputs, such as the reports, the portal, etc.

Some partners may in special cases as host for bigger events have to pay a high amount of shared partner costs and thereby get a cash flow problem, and if so a pre-payment on account can be made.

At the end of the project, the partners must pre-pay up to 20 pct of the last costs and first get the refunding from the beneficiary after the final approval and payment of the 20 pct grant 2-3 months after the end of the project. This is the only period where all partners must have the cash flow to handle a possible 4-6 month’s period of pre-payments of up to 20 pct of their part of the total grant.

## 10. Initial legal and financial conditions

To be a partner in the project application, the invited organisations and the beneficiary organisation must agree to some mutual legal and financial conditions by signing an application agreement latest medio February 2017 before the more detailed application work starts. The agreement will include

1. Approval of project idea, work plan and budget frame as it will be presented in the final project concept, v2 (after your comments to this v1)
2. Guidelines for decision-making and financial management
3. A Non-Disclosure clause
4. Agreement on payment for project design and fund-raising

By signing the application agreement all partners from the start know and have accepted some basic legal and financial conditions, which we then don’t need to use a lot of time to discuss in the start of the project and in worst case cannot agree about with severe consequences for the implementation of the project.

#### Approval of project concept, v3

You are now reading the BRIDGING project concept, v1. Until primo February 2017 we will have a dialogue about the objectives, work plan and budget and the partnership’s main division of work before the final project concept, v3 can be presented before medio February 2017.

After all partners have approved the project concept, v3 the more detailed application work can start.

#### Guidelines for decision-making and financial management

The Application Agreement will include the key guidelines for decision-making and financial management, which you in principle must familiarise and approve, before the more detailed application work can start. Because thereby our basic agreements about management questions are in place from the start of the project, in case the application is approved.

#### A Non-Disclosure Agreement

A Non-Disclosure Clause must be agreed before the detailed application work can start. The signed clause will ensure that the content of the application isn’t used by some of the participants, without permission from the current applicant, to make a renewed application in the future in case it is not awarded a grant.

#### Agreement on payment for project design and fund-raising

The budget frame of the Erasmus plus programme is different from “normal” project budgets, including the proceeding LLL-programme, the current Creative Europe programme and most Nordic programmes, because it does not include an 5-7 pct indirect cost support/administrative overhead, which can be used to refund the costs of making the application and the initial management tasks.

The initial work with concept development, coordination of the application process and the preparation of the application, done by Interfolk, are estimated to at least 3 weeks work.

However, the work is only compensated by the Partnership, if the application is granted. It means Interfolk uses the high-risk method of “no cure, no pay”. The average of successful applications to the Danish Office was last year about 25 pct and to a lot other national Offices it may be below 20 pct, so the risk of working with no return is very high. To compensate this risk, the payment of the application should double the costs of 3 weeks work, corresponding to the salary of 6 weeks or 30 work days of 325 euro per day - corresponding to 9.750 euro, which with 8 organisations in the partnership correspond to 1218,75 euro per partner.

The total amount can be rounded off to 9600 euro, like 1200 euro per partner.

Such a payment - using the no cure, no pay method – for getting a grant of 300.000 euro, correspond to 9.600 / 300.000, like 3.2 pct of the total grant, which is very low compared to standard rates above 10 pct for the no cure, no pay-method. Typical, most fund-raisers use a combined method of a basic fee plus a bonus, with 1) a basic fee for 2-4 weeks work to make the application, and then 2) 7-10 pct of the grant, if it is granted – and here it is presupposed that the project beneficiary with partners have provided the project idea and main plans and clarified the partnership and their work division before the fund-raiser start the work.

The partners’ method to pay the “fund-raising” is that the amount will be subtracted from the 40 pct management support, which the partners will receive after the beneficiary organisation KSD has received the 40 pct rate from the Erasmus Office. It means the partners don’t need to pay the amount in cash from their own bank account; they just receive a smaller amount of the gross management support.

More specific, at the start of the project KSD will not transfer the gross amount of 2400 euro to each partner (40 pct of 6000 euro), but only the net amount of 1200 euro, because the 1200 for the fundraising has been subtracted with reference to the Agreement, signed here in the start of the application process.