

Project Activities



Description of Tasks

Type of Expenditure	Content	Responsibility of the partner	Supporting documents
a) Management	<ul style="list-style-type: none"> • Communication among partners and the main stakeholders • Monitoring financial and administrative works at INBIE side including providing financial and administrative documentation, reporting to the Coordinator, contributing to interim and final reports • Disseminating promotional documents such as brochures and posters to the main stakeholders • Preparing contents of news to be uploaded to the web site and social networks of the partner • Disseminating project results via its web site, social networks and the Erasmus platforms • Organization of the transnational meeting in Poland • Organization of the internal workshop for their staff • Output 1: to write a 10-pages report about the situation of young refugees in Poland. • Output 2: to contribute to the conference held in Spain. 	<ul style="list-style-type: none"> • An internal workshop will be prepared and financed by management allowances • Transnational meeting in Poland will be organized and financed by management allowances • To finish the writing of the report in English before the 30th of September 2018 and share it with the other partners. • A Polish speaker will be appointed to represent INBIE in the conference. The partner should prepare their own supporting materials to share in the conference. • To contribute to the writing of the new project and provide the necessary documents for submission. • At least 1 piece of news in every month will be take place in the project website and social media accounts • Each entity will be responsible for informing 1000 people of the project's results (through 67 entities 	<p>Supporting documents</p> <ul style="list-style-type: none"> • Documents on management activities will be prepared for the interim and final reports • Web site news, social media news • Minutes for the internal workshop • Surveys made to the participants of the internal workshop. • Supporting documents for the transnational meeting in Poland described in the section of transnational meetings • Supporting materials for the conference: a presentation in English with the main conclusions of the report, a video in English or with English subtitles that shows the situation of the refugees in Poland. • The application of the new k2 project that will be submitted in October 2019.

This Project is granted by the Avropean Commission under the Erasmus+ Programme implemented by the Youth Institute of Spain (INI UVE).



Description of Tasks

	<ul style="list-style-type: none"> • Output 3: to disseminate the promotional video created by Permacultura Cantabria. • Output 4: to contribute to the writing of a new project aimed to design a digital tool that can help to cover the needs of the young refugees. This new project will be submitted in October 2019). 	<p>or public figures whom they will interact), via the social networks. They also must monitor the comments, the pressing of the "like" or "favourite button" to include the information in the reporting.</p>	
b) Learning Activities	<p>C2: TRAINING COURSE IN SPAIN</p> <p>Title: Training course on collaborative project design and entrepreneurship.</p> <p>Course methodology and programme are detailed in the application.</p>	<ul style="list-style-type: none"> • The training course in Spain will be organasided by Permacultura Cantabria as mentioned in the application. • Six people (at least two project staff) from INBIE shall participate in the course • INBIE will be responsible of their participants' preparation 	<ul style="list-style-type: none"> • Evaluation questionnaire for the course attendees • Attendance certificates for the activities' participants. • Material used in the training course. • Report on the course implementation.
c) Transnational meetings	<p>1. KICK OFF MEETING IN POLAND (2 days)</p> <p>2. CLOSSING MEETING IN SPAIN (2 days)</p>	<ul style="list-style-type: none"> • Two project staff from INBIE shall participate to the Kick-off meeting • Two project staff from INBIE shall participate to the closing meeting • Organization of the transnational meeting in Poland as the hosting organization 	<ul style="list-style-type: none"> • Participation certificate signed by the hosting organization which covers name of the participants, target of the visit-evaluation meeting, starting and end days) • Meeting Agenda and Minutes • Attendance sheet which covers the names and the signatures of the participants from the participating organizations • Evaluations of the attendees • Tickets, boarding cards, hotel invoices

This Project is granted by the Avropean Commission under the Erasmus+ Programme implemented by the Youth Institute of Spain (INI UVE).



GRANT

INBIE		
1.LEARNING ACTIVITIES (Individual support)		Main task required
10-days course in Spain	6 persons*10 days (fix rate for short term events)	To pay the accommodation, food service and internal transport of their participants during the activity.
2.LEARNING ACTIVITIES (travel support)		
10-days course in Spain	6 persons travel support	To send 6 people to the course
3. TRANSNATIONAL MEETINGS		
Kick-off meeting in Poland (2 days)	2 persons	Organising this meeting. It has the objective of reviewing the working plan and getting to know each other.
Final evaluation in Spain (2 days)	2 persons and accommodation in total	To attend the final meeting. It has the objective of conducting a final evaluation.
4. MANAGEMENT		
Project duration: 18 months	18 months (fix rate for each partner)	To write a 10-pages report, make a presentation and find a video about the refugees situation in Poland. To actively participate in the dissemination strategy.

This Project is granted by the Avropean Commission under the Erasmus+ Programme implemented by the Youth Institute of Spain (INI/UYE).



Payment plan

*The Coordinator wil transfer the corresponding amount for management, transnational project meetings and travel support for the learning activities to the **Partner in line with the payments of the National Agency.**

- The pre-financing payment: 80% (the transfer will be made **within 7 work days after** the first payment of the National Agency will be received by the Coordinator):
- Final payment: 20% (will be made **within 7 work days after** the payment of the balance will be received by the Coordinator):

* The Coordinator wil transfer the individual support corresponding to the 6 Polish participants attending the 10-days learning activity in Spain to the **Partner two months before the beginning of the course.**

This document is part of the partner agreement signed between Permacultura Cantabria Association (ACYMPC) and Fundacja »Instytut Badań i Innowacji w Edukacji« INBIE 19.06.2018