

## **Training course in Project Cycle Management and project drafting.**

The European Union Representative Office is organizing a 2-day training course to strengthen the capacity and competence of local Civil Society Organizations (CSOs) in the field of **project drafting and management**. Didactic objectives of the course include: learning Project Cycle Management (PCM), Logical Framework approach (LF), project drafting techniques, and EU funding application procedures. Participants will acquire skills through **practical exercises**, case studies, and sharing of best practices.

The course will take place on  
29<sup>th</sup> February and 1<sup>st</sup> March 2012  
in Ramallah

The training will be delivered in English, from 9:00 to 17:00. The training package includes didactic material, welcome pack, access to the networking platform for CSOs, lunches and coffee breaks, and practical and logistical support.

### **Who can apply?**

The training is open to key staff members of Civil Society Organizations, which are eligible for grants under EU external assistance programmes, complying with the following criteria:

- The applicant is employed or is a member of a CSO and has a key role in fund-raising or project management;
- The CSO is legally registered for at least 1 year;
- The applicant has good command of English language;
- The CSO has concrete interest in applying for an EU grant.

### **Application procedure**

Interested applicants should send their application package by email to [waddah@eupfp.org](mailto:waddah@eupfp.org) before **17<sup>th</sup> February 2012**. Applications must be completed in English. The application package must include:

- Application form (form can be required at [waddah@eupfp.org](mailto:waddah@eupfp.org));
- CV in English;
- Copy of ID;
- Letter of reference from the sending CSO.

Due to the limited number of places available, only one person per organization may apply. Priority will be given to eligible organizations on a "first come, first served" basis. The organizations selected to participate will be informed in writing. Non selected organizations will not be contacted.

For any further information you can contact  
ENPI Training Coordination Office  
Email [waddah@eupfp.org](mailto:waddah@eupfp.org)  
Telephone + 972 2 297 3779

**NB: Please contact only the ENPI Training Coordination Office,  
and do not contact the EU Delegation, in relation to the workshop.**

# Training course in Project Cycle Management and project drafting.

Ramallah, 29<sup>th</sup> February and 1<sup>st</sup> March 2012

## Application form

### Civil Society Organization data

Organization's Name			
Address			
City		Country	
Telephone		Fax	
Website address		Registration number	
Legal Status		Date of registration	
Organization mandate			

### Applicant data

Name				
Surname		Sex	M	F
Place of birth		Date of birth		
District / Nationality				
ID/Passport number		Expiration date		
Telephone number		Mobile phone		
Email address				
Position at organization				
Role at organization (connected with fund-raising and project management)				
Level of English proficiency		Level of Knowledge of PCM		

### Additional data

Is the organization interested to apply to any EU grant?

Y / N
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Has the organization applied to EU grants before?

Y / N
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How many times did the organization apply to EU funding?

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Has the organization been successful in getting a grant (s) from EU?

Y / N
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What specifically would you be interested to learn more about in the training course?  
(not more than 5 lines)

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### Annexes

Please, attach the following documents to this application:

1. Applicant's CV in English
2. Copy of valid passport or other identification document
3. Letter of reference from sending organization
4. Application for permit (if applicant needs a permit to reach the training place)

Date		Applicant's signature	
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Only the application forms sent by **17<sup>th</sup> February 2012** will be considered.

The application package should be sent by email to:  
[waddah@eupfp.org](mailto:waddah@eupfp.org)

**IMPORTANT:** Due to the limited number of places available, only one person per organization may apply. Priority will be given to eligible organizations on a "first come, first served" basis. The organizations selected to participate will be informed in writing. Non selected organizations will not be contacted.

The list of the selected candidates, drawn up on the base of the documents received, will be formulated by ENPI Training Coordination Office. Personal data will be exclusively used for organizing the course's enrolments.

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