



Introductory 3-day workshop: EU procedures when applying for EU Calls for Proposals

14th, 15th and 16th March 2017, Kigali

The European Union (EU) Delegation to Rwanda is organising an introductory workshop for Civil Society Organisations (CSOs) on EU procedures.

Purpose of the workshop

- To increase understanding among Rwandan CSOs about how the EU Delegation to Rwanda supports Rwandan civil society;
- To improve basic knowledge among Rwandan CSOs on EU administrative and financial procedures and requirements for the calls for proposals and managing an EU grant
- To support Rwandan CSOs to strengthen their capacities in defining a good (EU) proposal (in response to the guidelines for applicants)

What participants can expect to get out of the workshop

- Basic skills on developing a concept note and proposal for EU calls
- Understanding EU administrative and financial procedures for calls for proposals

Details

Target audience: CSOs - priority will be given to Rwandan CSOs – *see important information*

Date: 14th, 15th and 16th March 2017 (3-day workshop)

Time and Venue: 9am - 5pm (agenda to be confirmed), Umubano Hotel, Kacyiru, Kigali

Registration: Pre-registration by Tuesday 7th March is mandatory.

- We have limited space, so it is important to register early.
- **2 people from each organisation can attend, and the same people should attend the 3 days.** We recommend one staff member in charge of budgeting or financial management, and one staff member in charge of developing proposals and project management.
- Please send the names of the two staff members who will attend and his/her job title to: DELEGATION-RWANDA-LTB@eeas.europa.eu, by Tuesday 7th March.

Important information

- No information will be given on the priority areas for the upcoming 2017 Civil Society Organisations and EIDHR call for proposals for the EU Delegation to Rwanda. This introductory workshop will be led by a consultant who is not a staff member of the EU and does not have access to information about the upcoming call. A separate official information session on the guidelines will be held at a later date.
- The focus of this workshop is a basic introduction to EU procedures and to proposal writing, including problem analysis, logical framework, utilising and manipulating the EU proposal template including drafting the budget, and EU requirements. It is intended for local organisations with little knowledge of submitting grant applications or who have been unsuccessful in submitting applications. As space is limited, please only register if you feel your organisation could really benefit from this training. Otherwise, perhaps consider encouraging a potential co-applicant to apply.
- No certificate of participation will be given
- All workshop materials will be made available