FAQs and Tips for Applicants

What is this?
This set of FAQs and tips has been prepared to help you with your application for the call for proposals “Awarding of grants for valorisation conferences for the exploitation of results from Leonardo da Vinci projects”. It reflects our experience of two previous similar calls for proposals for valorisation conferences in 2004. It explains what we are trying to achieve through this new call, answers some of the most frequently asked questions which we received about the previous calls, and provides some tips and clarifications based on our assessment of the applications for these calls.

What is this Call for Proposals for?
The Leonardo da Vinci programme promotes and supports the delivery of a wide range of interesting and innovative projects in the field of vocational education and training. The evaluation of the first Programme period (1994 - 99) highlighted however that in general the projects had a limited impact on the wider development of training systems and practices in Europe. The Decision establishing the current phase of the Leonardo da Vinci Programme (2000-2006) therefore provides explicitly for the exploitation of project results, in order to promote the transformation of training systems and practices at local, regional, sectoral, national and European level.

This call for proposals is one of the specific measures which the Commission has introduced as part of its development of a systematic policy for the exploitation of project results.

The call for proposals refers to ‘valorisation’ – what is this?
This is a process of disseminating and exploiting project learnings and outcomes to maximise their impact in existing and new contexts (target groups, companies, NGOs, sectors, education, training, sport and cultural institutions, systems and practices etc).

This activity is also referred to by the French term ‘valorisation’. There are similarities with and common elements to be found in other related activities such as mainstreaming, transfer of innovation, development of sustainability, product marketing and commercialisation.

Why do it?
There are a range of very valid reasons for developing the systematic dissemination and exploitation of results. It can contribute in particular to:
- improving/ensuring the sustainability of project results
- enhancing the impact of EU funded programmes and projects at systems level

1 Frequently Asked Questions
2 EAC/88/03 and EAC/23/04
capitalizing on investments
transferring results to transform systems
generating savings from not 're-inventing the wheel'
reducing timescales for policy innovation
feeding the policy process

What does it involve?
To be effective, the process requires:
• a focus on end user/target group needs from project inception;
• dissemination of innovative products and results;
• selection and analysis of their suitability for transfer to meet identified new needs;
• translation and adaptation to targeted new contexts;
• piloting and experimentation;
• full integration into the new context.

At what level does valorization happen?
This process can take place at the micro project level to address specific requirements in another company, organization etc; or it can take place on a macro level, at regional, sectoral, national or European level. Obviously, the impact and economies of scale are likely to be greater at the macro level. The ultimate aim is to achieve full and sustainable integration of previous results and products into local, regional, national and/or European systems and practices. To take the Leonardo da Vinci example, this could include formal certification of qualifications, transformation and reform of public delivery systems, and successful product commercialization.

Who can submit a proposal?
Any European, national, regional, local and sectoral organisations or companies established in one of the Leonardo da Vinci countries (see page 4) working within vocational education and training and that have been established legally for more than 3 years can submit a proposal.

Does this include the Leonardo da Vinci National Agencies?
National Agencies in receipt of an operating grant from the Commission can apply for funding under this call for proposals but they should note that they can only claim for direct costs linked to the organisation of the event itself. They cannot claim for any indirect administrative costs for the Agency.

What are we looking for?
We are looking for proposals which fulfil the requirements in all three stages indicated in the call text as described below:

1) Preparatory stage: Matching of users’ needs and selected project results
You should be able to explain the methodology you will apply to identify your target groups of new users’ needs and their VET needs, and how you will find products and results that both match these needs and have the potential for adaptation and transfer to meet these needs. We are interested in information concerning the criteria you will use to analyse the transferability of the selected project results. You should select results from a minimum of 5 different Leonardo da Vinci projects. If you are able to provide an indicative list of products and results for the event, this would facilitate the proposal assessment. This list is not however a formal call requirement.
2) Organisation of an event: Conference, showcase and workshops
We are not providing funding for the standard type of dissemination or thematic conference – we are looking for proposals for dynamic brokerage events which will provide your identified new users and other participants with the opportunity to get more information on the presented project results, maybe to test the selected project results and discuss with the promoter how their results could meet their needs. This should be supported by interactive workshops, exhibitions etc to promote contacts and exchanges. Some desired outcomes of the conference might therefore be a number of proposals for using and exploiting specific results presented, and a number of contacts between new users and the promoters.

3) Follow-up activities
To ensure that your conference will have an impact you must follow-up on the contacts that has been taken between users and promoters and promote a transfer/use of the project results by organising different kind of activities. We also ask you to explain in the proposal how you will measure the impact of the event and which indicators you will apply.

What are ‘products’ and ‘results’?
The definition of ‘products’ and ‘results’ is generally very broad. It could include a tangible item such as course materials, training standards, a study etc, or something more intangible such as a training methodology or process, or training practice. Some examples of products and results which have been further exploited under the Leonardo da Vinci programme in the past are: education and training manuals and guidelines, course curricula and software; surveys and analyses; cooperation processes and methodologies; managerial lessons learned, know-how and good practices; new forms of cultural expression and intercultural dialogue; and new transnational partnerships and cooperative ventures. A product can be exploited in its entirety or partially (eg extraction of modules, findings, learning objects etc).

How many project products and results need to be selected?
You should select products/results from a minimum of 5 different Leonardo da Vinci projects. There is no maximum number, though obviously you will need to take account of organisational and funding constraints.

Should the project results come from different Leonardo da Vinci projects?
Yes, they should come from at least 5 different Leonardo da Vinci projects and the selected projects should come from a minimum of three different countries participating in the Leonardo da Vinci Programme.

Can we also associate project results from other European programmes?
Yes, you can include results from other programmes linked to vocational education and training but these must be in addition to the requirement to present results from a minimum of 5 projects from the Leonardo da Vinci programme.

Are there any requirements regarding choice of theme for the event?
You can organise your event around any theme or subject area covered within the Leonardo da Vinci programme ie there must be a link to vocational and educational training. You can organise your event in response to needs articulated at local,
regional, national or European level, and/or at sectoral level. We are very interested in receiving proposals with the potential to have a significant impact in the area concerned, in particular where this might lead to integration and transformation of systems and practices.

**How do I find Leonardo da Vinci project results for this call?**

There are four main sources of information on projects developed under the Leonardo Programme. These are:

1. **The Compendium of projects under both phases of Leonardo da Vinci.**
   This gives a list of all projects financed under Leonardo da Vinci I and II, including those which are still ongoing.
   

2. **The Leonardo da Vinci Best Practice Database**
   This gives details of a selection of completed projects.
   
   [http://leonardo.cec.eu.int/bp/](http://leonardo.cec.eu.int/bp/)

3. **The Leonardo da Vinci Results and Products Database**
   This gives information on the results and products from a range of completed projects, using new high-performance search facilities.
   

4. **National Agencies**
   The National Agencies in each participating country can also provide details of projects. There is a link to the National Agencies' websites at the following address:


   The National Agencies can, in addition, provide advice and support in preparing the proposal.

**How many countries need to be involved?**

It is down to you how many different countries you wish to associate with your event as co-organisers and participants, including from the identified user groups. The only constraint we have imposed is that the selected project results should be drawn from a minimum of 3 different countries participating in Leonardo da Vinci. These include:

- the 25 EU member states;
• the EFTA/EEA countries (Iceland, Liechtenstein, Norway); and
• the candidate countries with an agreement to participate in Leonardo (Bulgaria, Romania and Turkey).

**How will my proposal be assessed and evaluated?**
There are two main steps in the assessment of proposals, the initial eligibility check and the more detailed content evaluation.

**i. Eligibility check**
Once the call has closed, the Commission’s Leonardo da Vinci Technical Assistance Office will register all proposals and organise an eligibility check of the documents received. This is a non-evaluative check of each proposal against the compulsory requirements in the call, as follows:

• proposal received by, or with a postmark dated on or before, the call deadline (3 May 2005);
• applicant is eligible to apply under the terms of the call;
• proposal addresses the three obligatory stages described in Section 2.2 of the call text (see pages 2 and 3 of this FAQ);
• minimum 30% of the total budget has been allocated to follow-up activities (stage 3);
• event presents products from a minimum of 5 Leonardo da Vinci projects from a minimum of three participating countries;
• correct application form and tables have been used and all required documentation is presented with the proposal;
• documents and declarations are signed and dated as required

Proposals which do not meet these eligibility requirements **will be eliminated** from the evaluation process. Please note that we will not contact you or accept missing documents after the call deadline.

**ii. Qualitative evaluation**
All proposals which pass the initial eligibility check will be read and evaluated by a team of independent experts appointed by the Commission on the basis of their practical knowledge and experience of vocational education and training, their experience of the Leonardo da Vinci and other European Community programmes, and their language competences. Your proposal will be rated against the Commission’s requirements and criteria for the Call.

**What will the evaluators be looking for?**
The expert evaluators will be asked to assess how well your proposal fulfils the requirements indicated in the call text, with particular reference to the award criteria set out in Section 8 of the call text. They will be making qualitative judgements on the following main elements:

- The capacity of your organisation to fulfil the requirements and organise the action proposed.
  They will look for example at the experience of the organisation and the people responsible for the event in organising this type of action; and at the financial and technical resources you have at your disposal.
- Relevance of the content and anticipated results of the action to the objectives of the Call. The evaluation will look in particular at the details of the matching of demand and supply and contribution to the exploitation (‘valorisation’) of Leonardo da Vinci products and results.
- Quality of methodology, tools and practical approaches proposed for analysis and matching of products and users’ needs, including analyses of suitability for adaptation and transfer and development of indicators for measure of impact;
- Capacity of the proposed organisational structure to ensure effective follow-up activities i.e. who will be involved in disseminating and facilitating the transfer and exploitation of results of projects, what networks, multipliers, relays involving key stakeholders is being proposed.
- Number, profile and quality of the participants at the event. This is related to the previous point. The evaluation will look at the range of users, project promoters, decision-makers at all levels and professionals in the field of vocational training. Are professionals within vocational training well represented? Are there representatives from relevant ministries or local government that could promote the use of the project results within their structures. You are therefore encouraged to submit an indicative list of participants you intend to invite.
- Organisational and budgetary capacity. The evaluation will look at the quality and coherence of your work programme, financial plan and monitoring and evaluation proposals.

What happens when the evaluation has been completed?
An internal selection committee of officials from DG EAC will examine the results of the experts’ evaluations to assure the quality and draw up a list of proposals to be recommended for funding. If there are insufficient funds to support all of the proposals recommended for funding, the proposals will be placed in ranking order, with a proposal for the available funding to be allocated to those who scored best in the evaluation. A formal Decision will be taken at senior level on the basis of the selection committee’s recommendations. Once this process is completed, all applicants will received a letter informing them of the outcome of their application with related feedback.

Do you really need so many financial and administrative documents?
Yes we do. The documents which you are asked to provide will allow us to assess your organisation’s capability and suitability to deliver the project, and are therefore an essential part of the evaluation process. Some of the documentation will be used to prepare a contract if you are successful. We will be able to make an earlier start of the contractual preparations if we have already received this with your application.

Attention - if your proposal is not complete and documents are lacking your proposal will be eliminated immediately and not assessed. Therefore we have produced a check list with all documents we need – please use it to check that your proposal is complete before submitting it.

If you have any queries about the documentation requested, please contact us before submitting your proposal at the e-mail address given below.

Whose CV do you want?
We need:
• a short explanation of the organisation’s experience in delivering similar activities and
• a short CV for the main individual(s) responsible for the project eg the project manager.

Any tips for a successful proposal?

You can help us to understand, appreciate and assess your proposal better if you:

• are brief and direct
• state your aims and objectives clearly
• explain why you want to do the project and which user needs will be addressed
• give realistic targets and performance measures for your proposed activities

Don’t forget:

• If you cannot clearly explain in the proposal the methodologies and approaches you will use and how you will achieve a successful match between analysed needs and selected project results, your proposal is not ready for submission under this Call.
• If any of the requested paperwork is missing, your proposal will be eliminated at the first stage of the evaluation

I still have a question…

If you have not found the answer to your question here, you can email us at the following address:

Unité-C3@cec.eu.int

Or you can contact your National Agency for support and advice. The contact details for the National Agencies are available at the following web address: