



Erasmus+ Programme

Jean Monnet Activities

Practical information on how to prepare a good proposal

**GENSER Edith, European Commission, Education,
Audiovisual and Culture Executive Agency (EACEA)
Budapest 15-16 November 2016**

Drafting a Jean Monnet Activity proposal

- **Coherent** in its entirety; avoid contradictions; avoid "patchwork"
- **Simple and concrete:** use examples, justify your statements, bring proofs
- **Clear:** follow the questions and answer them in the right order
- **Explicit:** do not take anything for granted; do not assume that experts will always immediately understand; avoid appreciations or explain them
- **Rigorous:** the application is the basis on which your project will be implemented, it is also the cornerstone of your partnership commitment
- **Focus:** stick to what is asked
- **Complete:** ensure (twice) you have followed all instructions and that the proposal fulfils all the mandatory requirements
- **Easy read language:** Keep most sentences 10-15 words long. Use varied sentence length to make them interesting, but keep sentences simple

Drafting a Jean Monnet Activity proposal

- Demonstrate relevance in European integration context; aim for originality and innovation, based on own experience of the applicant organisation
- The work programme should be realistic and feasible and avoid incoherence
- Applicants should demonstrate the needs and objectives of the participating organisations and academics involved
- The project design must include a detailed work programme, which is in line with the project aims and the expertise of the team

Drafting a Jean Monnet Activity proposal

- Clear roles and responsibilities should be defined for the project team and partners (if relevant)
- Applications should demonstrate the use of new methodologies and technologies
- When identifying target groups, applicants should explain their relevance to the proposal and how they will be reached
- Projects should use a variety of different information channels in order to reach out to a large public and civil society at local, regional, national and/or European level

Jean Monnet – avoid most common mistakes

- Use official Jean Monnet application form and attach requested annexes
- Different number of teaching hours for different activities
- Check eligibility criteria of your organisation
- Only information presented in the application can be assessed
- Do not assume prior technical or 'historical project-related' knowledge on the part of the expert
- Demonstrate relevant experience (CV and publications) linked to the project proposal