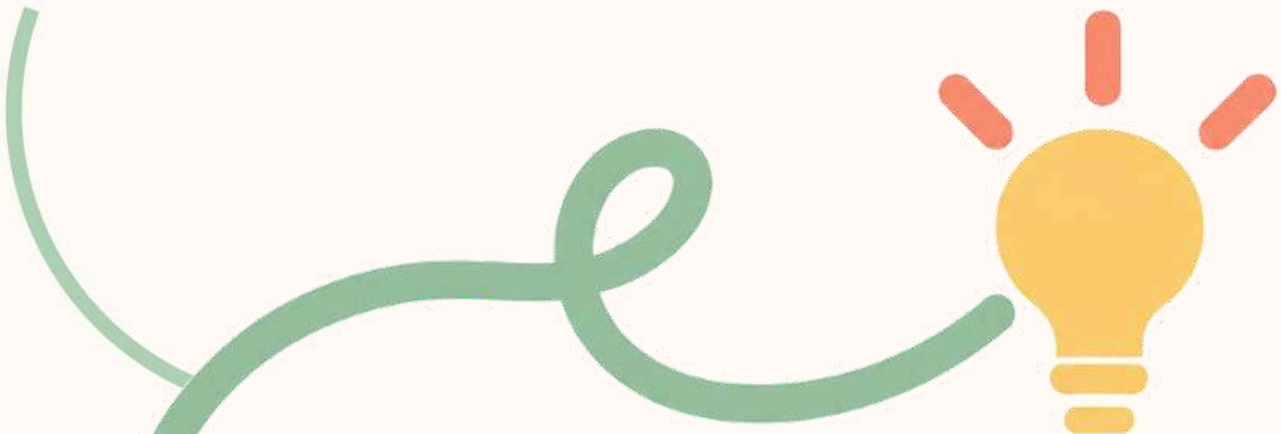




# make it happen

Tools for Empowering Youth-Led Projects

## TRAINING COURSE

8–14 NOVEMBER 2026



Barcelos,  
Portugal



pro<sup>lightbulb</sup>acting

## about PROACTING

PROACTING – Associação para a Promoção do Empreendedorismo e Empregabilidade is a non-profit organisation based in Porto, Portugal, founded in 2019.

We create learning opportunities that promote entrepreneurship, employability, social inclusion and the personal, social and professional development of young people, with particular attention to those facing fewer opportunities.

Our local and international activities use non-formal education, active participation and intercultural learning to strengthen key competences.



### YOUTH

Personal and social growth through meaningful opportunities.

### INCLUSION

Removing barriers and widening access to learning.

### ACTION

Learning by doing, participation and initiative.

### COMMUNITY

Local and European connections that create impact.

The logo for 'proacting' is displayed in a purple, lowercase, sans-serif font. The letter 'o' is replaced by a stylized lightbulb icon with a yellow-to-orange gradient and a small green line extending from the top, resembling a filament.

## Erasmus+ accreditation strategy

PROACTING has been awarded a 7-year Erasmus+ Accreditation in the field of youth.

Our strategic plan is focused on empowering youth workers through high-quality professional development aligned with European priorities. It promotes knowledge sharing, exchange of experiences, and the transfer of non-formal practices to enhance their impact in the youth sector.

01

### **Empowering Young People**

Co-learning, entrepreneurship, inclusion and active citizenship.

02

### **Youth Participation & European Engagement**

Democratic participation, intercultural dialogue and critical thinking.

03

### **Capacity Building for Youth Workers**

Professional development, peer learning and non-formal methods.

04

### **Strengthening Youth Organisations**

Cooperation, knowledge exchange and networking.

## why MAKE IT HAPPEN?

Young people have **ideas**, **interests** and **concerns** about the realities around them. Yet, turning those ideas into meaningful initiatives is not always easy.

Moving from a need or challenge to concrete action requires creativity, planning, communication, critical thinking, collaboration and the confidence to take initiative.

Youth workers can play a key role in that journey — not by taking over, but by **creating the conditions for young people to explore, decide, act and learn**.

**How can youth workers create the conditions for young people to take the lead?**

**01 Project skills**  
From needs to implementation and evaluation.

**03 Non-formal methods**  
Practical tools for real youth work contexts.

**05 Critical & digital**  
Media literacy and responsible use of information.

**02 Facilitation**  
Participation, autonomy and ownership.

**04 Entrepreneurial skills**  
Creativity, initiative, planning and problem solving.

**06 Peer learning**  
Exchange practices and build international connections.

Strengthen youth workers' competences to facilitate youth-led project development

## who are we looking for?

### WHO

- Youth workers
- Youth leaders
- Educators
- Facilitators
- Staff & volunteers of youth organisations
- Other professionals actively involved in working with young people

### MINDSET

- Interested in youth-led projects and participation
- Motivated to develop facilitation and project management skills
- Open to intercultural learning
- Ready to share experiences
- Ready to transfer learning back home

### PARTICIPATION

- Active participation in the full Training Course
- Sufficient English to participate
- A mix of newcomers and experienced youth workers is welcome

AGE: over 18 years old

Participants experience the methods first, reflect on what happened, examine them as facilitators, and finally adapt them to their own context.

## save the date



TRAINING COURSE

ARRIVAL: 8 NOV

DEPARTURE: 14 NOV

## 9–13 November 2026

*Timetable being created*



TOTAL PERSONS

31

PARTICIPANTS

29

WORKING  
LANGUAGE  
English

LOCATION

Barcelos, Portugal

## Barcelos —heritage in the heart of Minho



MINHO • NORTHERN PORTUGAL

### ABOUT BARCELOS

Located in the Minho region of northern Portugal, Barcelos is known for its rich architectural and cultural heritage.



## CESM – Seminário da Silva



The facility provides internet access, multiple training rooms, and a garden for relaxation during free time. Activities will be conducted in one of the venue's training room and, weather permitting, outdoors.



**R. da Pena 225**

**4750-693 Silva**

**Barcelos, Portugal**

### TRAINING

Sessions take place at the venue.

### OUTDOORS

Garden and outdoor spaces available.

**CHECK-IN: 16:00 –19:00**

**CHECK-OUT: until 12:00**

Location: The venue is a 10-minute drive from the city center. Detailed transportation information will be provided directly to participants after the selection process.

## rest, eat, connect



### ACCOMMODATION

Participants will stay in shared international rooms. The accommodation will be in double or triple rooms. Each room has its own private bathroom, internet access and in-room amenities.

*Detailed accommodation information will be confirmed before the activity.*

### MEALS

All meals & coffee breaks during the activity are covered by the project, including dinner on arrival day and breakfast on departure day.

LOCAL TRANSPORTATION FOR THE ACTIVITIES IS FULLY COVERED BY THE PROJECT FOR THE ENTIRE WEEK

## before buying your tickets

### FIND

Choose the most suitable and economical option.

Travel expenses will be reimbursed based on the travel distance in accordance with Erasmus+ guidelines. Please check the maximum travel cost allowance per country. If your ticket exceeds this limit, you will be responsible for covering the difference.

### SEND

Share your travel plan with the project team.

You must inform the project team of your chosen travel option in advance. Do not purchase any tickets without prior confirmation from the project team. Once your transportation option is approved, you may proceed with the purchase until 15/10/2026.

### WAIT

Do not purchase before written confirmation.



### BUY & KEEP

Purchase after approval and keep all documents.

Once your transportation option confirmed, proceed with the purchase and keep all original documents for reimbursement. To receive a full reimbursement, you must submit all required documents.

# keep your documents!

## TICKETS

Keep all transport tickets and travel documents.

## INVOICES

Request an invoice when purchasing tickets and use PROACTING details where applicable.

## BOARDING PASSES

Keep original boarding passes, including the return journey.

## PROOF OF PAYMENT

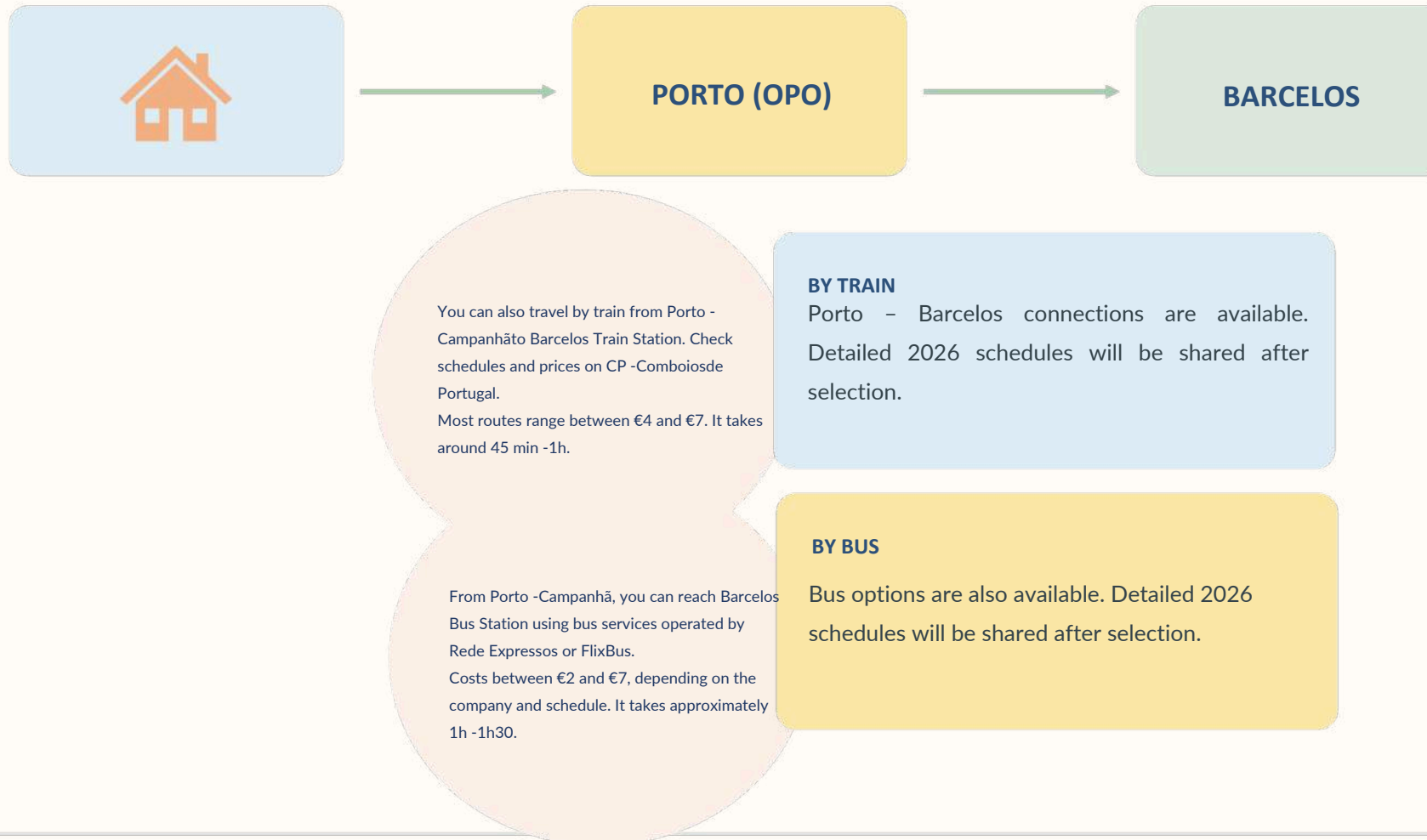
Keep proof of payment and any supporting documents requested by the project team.



| Travel | Contribution to the travel costs of participants, including trainers, accompanying persons and facilitators, from their place of origin to the venue of the activity and return.<br><br>Below 500 km, participant will, as a general rule, travel with low-emissions means of transport.<br><br>Over 500 KM, participants are strongly encouraged to use a combination of different modes of transport to make their travel more sustainable.                                                                                              | Travel distance | Green travel | Non-Green travel |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|------------------|
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10 – 99 km      | 56 EUR       | 28 EUR           |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 100 – 499 km    | 285 EUR      | 211 EUR          |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 500 – 1999 km   | 417 EUR      | 309 EUR          |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2000 – 2999 km  | 535 EUR      | 395 EUR          |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3000 – 3999 km  | 785 EUR      | 580 EUR          |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4000 – 7999 km  | 1188 EUR     | 1188 EUR         |
|        | <b>Financing mechanism:</b> contribution to unit costs.<br><br><b>Rule of allocation:</b> based on the travel distance and number of persons.<br><br>The applicant must indicate the distance between the place of origin and the venue of the activity <sup>179</sup> by using the distance calculator supported by the European Commission <sup>180</sup> .<br><br>For itinerant activities, the applicant should add up the distances between individual venues and choose the distance band corresponding to the total. <sup>181</sup> | 8000 km or more | 1735 EUR     | 1735 EUR         |

**PROACTING VAT: 515385166**

## getting to Barcelos



## other things to note



### HEALTH & INSURANCE

**Travel/medical insurance is mandatory.**

Travel insurance costs are not reimbursable under the project budget. The insurance should include liability coverage in case of accidental damage. EU citizens must carry a European Health Insurance Card (EHIC) to access necessary healthcare in public facilities across EU/EEA member states.

### CLOTHING & ESSENTIALS

**Packing Tips**

Pack layers for mild and rainy autumn weather: a waterproof jacket, warm sweater, comfortable closed shoes, umbrella, and sunglasses. Don't forget any regular medication and health items you may need, and a laptop or suitable device for practical work.

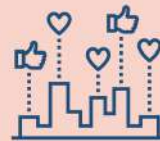
### REUSABLE BOTTLE

**Help us reduce waste during the activity.**

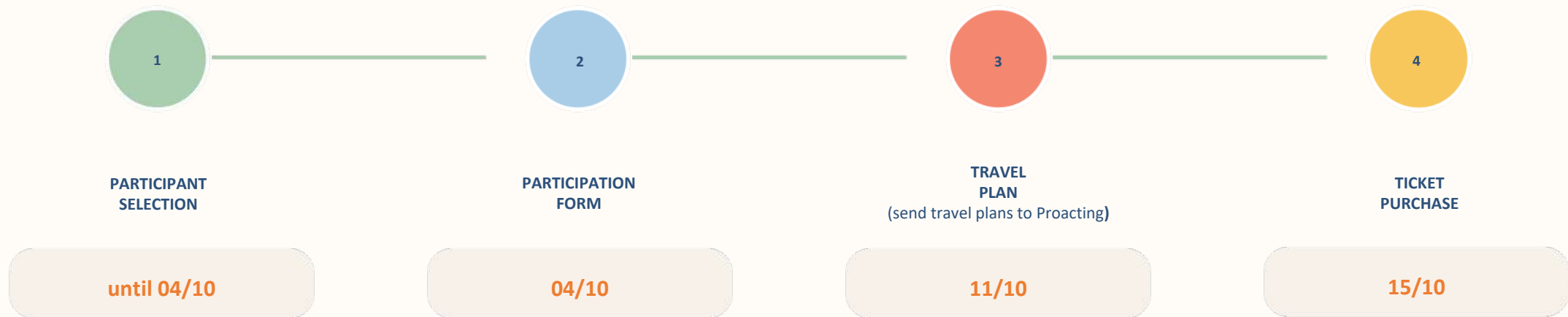
To reduce plastic and paper waste, bring a reusable water bottle or mug for tea/coffee during the project.

### OPEN MINDSET

**Be ready to participate, experiment, collaborate and share.**



## important dates





**SEE YOU IN BARCELOS!  
BARCELOS!**

PROACTING

8–14 NOVEMBER 2026



Funded by  
the European Union



Agência Nacional  
Erasmus+ Juventude/Desporto  
Corpo Europeu de Solidariedade





# Join with Tavo Europa !

## **Explorer Pass 2026.**

You are welcome to join our new educational programme for 2026!

Dive into non-formal learning exploration for a 75 euro fee that will unlock your potential to join all training courses, professional study visits, events in Lithuania and abroad until the end of the year, and also supports us to find new exciting and exclusive opportunities for community members! Please do not pay any fee until you receive a confirmation letter to join the programme.

If you want to join the project, please fill the application form, whether you have already participated or not. Bear in mind that Tavo Europa keeps the right to send the most suitable and motivated participants to all of our projects.

## **For more projects:**

Explore the world and learn together with the help of Tavo Europa.

Join the group with more opportunities:

<https://www.facebook.com/groups/186132221744993>



# Contact Us!

Project Coordinator in Lithuania

Nadia Temenkova

[projektai@tavo-europa.eu](mailto:projektai@tavo-europa.eu)