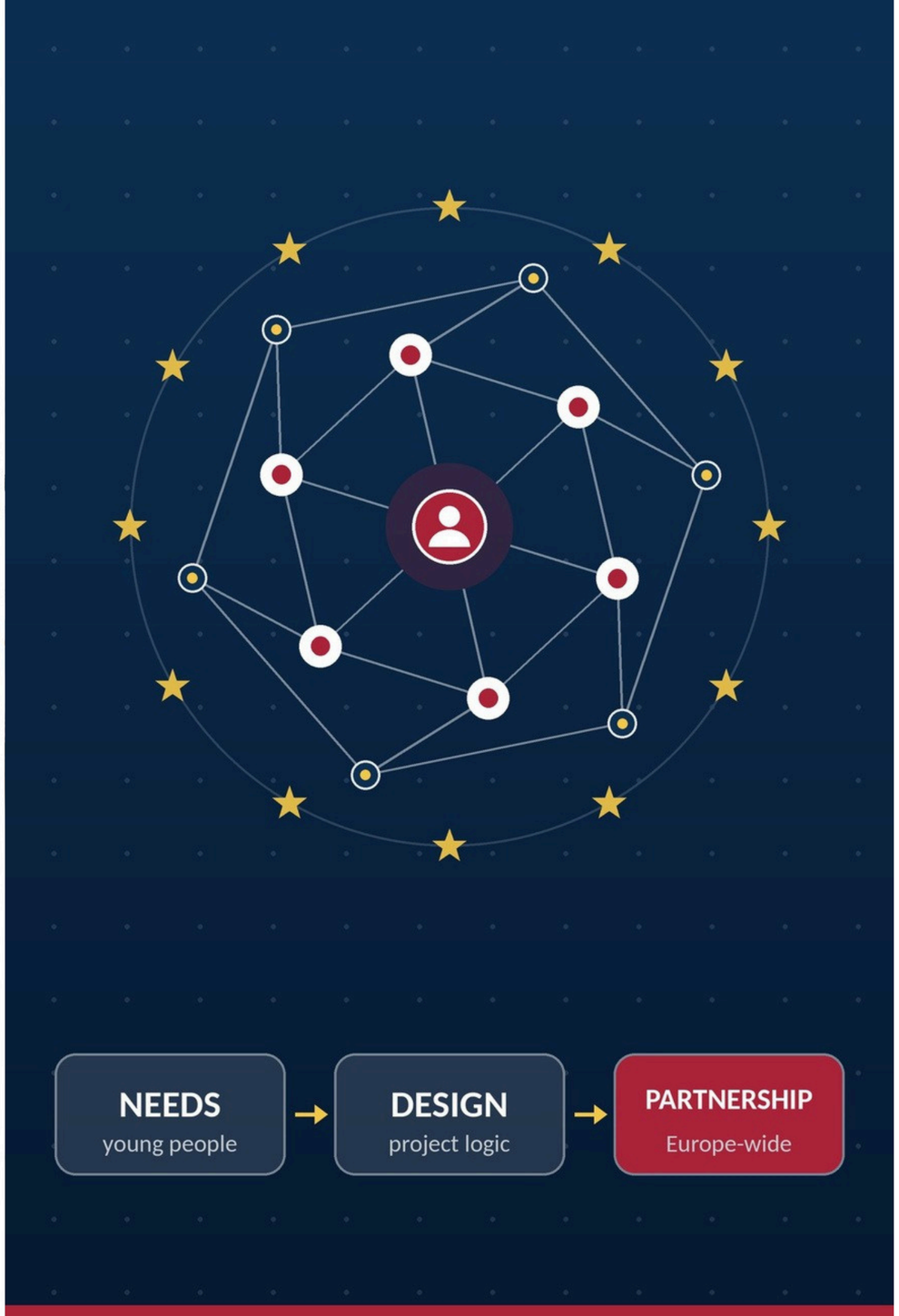


TÜRKİYE ULUSAL AJANSI
TURKISH NATIONAL AGENCY

Avrupa Birliği tarafından finanse edilmektedir

PROJECT CRAFT

Erasmus+ Training Course

Project Development | KA210 & KA220 | Partnership Building

Venue: Centro de Juventude de Braga

Location: Braga, Portugal

22 - 30 November 2026

TAVOEUROPA

TÜGVA Proje

ABOUT THE PROJECT

PROJECT CRAFT – From Needs to European Partnerships is a practical Erasmus+ Training Course designed to strengthen youth organisations' capacity to develop high-quality Cooperation Partnership projects (KA210-YOU and KA220-YOU). The course responds to a recurring challenge in youth work: valuable project ideas are often not developed into coherent, evidence-based and sustainable international proposals.

Through non-formal education, simulations, good-practice analysis, mentoring and peer learning, participants will explore needs analysis, project logic, activity design, partnership development, application writing, monitoring, impact, dissemination and sustainability. Particular attention will be paid to Erasmus+ priorities: inclusion, digital transformation, environmental sustainability and youth participation.

By the end of the mobility, international teams will produce structured project concepts, clarify partner responsibilities and create a realistic roadmap for preparing future Erasmus+ applications. The training will also encourage long-term cooperation between participating organisations.

PROJECT OBJECTIVES

- Strengthen youth workers' competences in designing and writing KA210-YOU and KA220-YOU project proposals.
- Transform real youth needs into coherent objectives, activities, results and measurable impact indicators.
- Develop participants' ability to build effective, reliable and sustainable international partnerships.
- Integrate inclusion, digital transformation, green practices and meaningful youth participation into project design.
- Improve skills in project management, evaluation, dissemination and long-term sustainability.
- Co-create project drafts and establish clear plans for continuing cooperation after the training.

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TARGET GROUP OF THE PROJECT

The project is designed for participants actively involved in youth work who want to improve the quality of Erasmus+ applications and develop practical international partnerships. The main target group includes:

- Youth workers, youth leaders and trainers working with young people.
- Erasmus+ project coordinators, project team members and grant writers.
- Representatives and decision-makers of youth NGOs and informal youth groups.
- Professionals responsible for project development, partnership coordination and quality assurance.
- Active volunteers and youth participation facilitators interested in future KA210/KA220 projects.

Participation requirements: Participants should be 18 years old or above, be actively engaged in youth work, be able to communicate in English and participate in the full programme. Preference will be given to people motivated to transfer the learning to their organisation and continue the development of a Cooperation Partnership project after the mobility.

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TRAINING PROGRAMME 1/2

DAY 1 — 23 NOVEMBER — Project Logic & Getting Started

09.30 - 11.30	**Welcome, Team Building & Learning Expectations** Getting to know each other, sharing goals and motivations, and agreeing on how to learn together.
12.00 - 14.00	**Erasmus+ Youth Cooperation Partnerships** KA210 and KA220 structures, programme priorities and quality criteria.
15.30 - 17.30	**Learning from Successful Erasmus+ Projects** Analysing real cases: relevance, project logic and good-practice patterns.

DAY 2 — 24 NOVEMBER — Needs Analysis & Problem Solving

09.30 - 11.30	**Needs Analysis & Stakeholder Mapping** Identifying young people's needs and collecting meaningful evidence.
12.00 - 14.00	**Problem Tree & Solution Tree Workshop** Exploring root causes and turning challenges into possible solutions.
15.30 - 17.30	**From Needs to Project Relevance** Defining target groups, the project rationale and its European added value.

DAY 3 — 25 NOVEMBER — From Ideas to Project Design

09.30 - 11.30	**Objectives, Results & Impact Indicators** SMART objectives, expected results and measurable indicators.
12.00 - 14.00	**Designing Activities & Learning Methods** Matching activities to aims using youth-centred non-formal approaches.
15.30 - 17.30	**Project Phases, Timeline & Monitoring** Preparation, implementation, management, evaluation and dissemination.

26 November 2026 – Free day for rest and exploring Braga (no formal training sessions).

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TRAINING PROGRAMME 2/2

DAY 4 — 27 NOVEMBER — Strong Partnerships & Erasmus+ Priorities

09.30 - 11.30	**NGO Marketplace & International Partner Matching** Organisation pitches, partner profiles, SALTO and OTLAS tools.
12.00 - 14.00	**Partnership Management & Shared Roles** Communication, accountability, division of tasks and decision-making.
15.30 - 17.30	**Inclusion, Digital, Green & Youth Participation** Embedding cross-cutting Erasmus+ priorities into project activities.

DAY 5 — 28 NOVEMBER — Application Writing & Quality

09.30 - 11.30	**Application Form & Award Criteria** Understanding evaluation logic and writing convincing project narratives.
12.00 - 14.00	**Guided Proposal Writing Lab** Writing core application sections in international project teams.
15.30 - 17.30	**Impact, Dissemination & Sustainability Planning** Indicators, evaluation tools, visibility and long-term use of results.

DAY 6 — 29 NOVEMBER — Project Clinic & Future Cooperation

09.30 - 11.30	**Project Drafting & Trainer Mentoring** Finalising project concepts, roles, work plans and outline sections.
12.00 - 14.00	**Project Presentations & Peer Review** Pitching concepts and giving structured feedback against quality criteria.
15.30 - 17.30	**90-Day Action Plans, Reflection & Youthpass** Next steps, cooperation milestones, self-assessment and course evaluation.

Training days: 23 - 25 and 27 - 29 November 2026 | Arrival: 22 Nov | Departure: 30 Nov.

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TRAVEL DAYS

All participants' flight tickets will be purchased by TÜGVA in advance, according to the travel arrangements agreed with the organising team. Please communicate your preferred travel options clearly before tickets are issued.



THE STANDARD TRAVEL DATES

Arrival in Porto / Braga: 22 November 2026

Departure from Porto / Braga: 30 November 2026

Recommended airport: Francisco Sá Carneiro Airport (OPO), Porto

IMPORTANT NOTES

- Once tickets are issued, changes requested by participants may not be possible.
- Additional costs resulting from participant-requested changes are their own responsibility.
- Please obtain written confirmation from the organising team before making independent bookings.

Project venue: Centro de Juventude de Braga, Rua de Santa Margarida 6, 4710-306 Braga, Portugal.

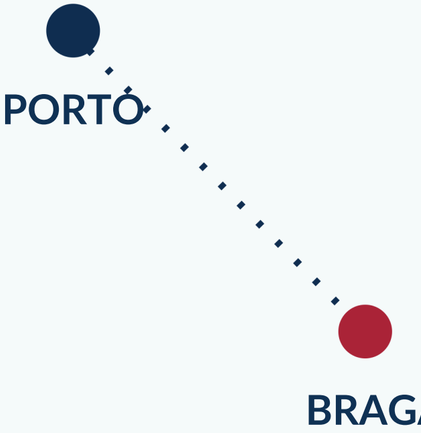
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TRAVEL ARRANGEMENTS

The main arrival and departure airport for PROJECT CRAFT is **Francisco Sá Carneiro Airport (OPO), Porto**. This airport provides convenient access to Braga, where the training and accommodation will take place.

PORTO AIRPORT → BRAGA

A direct airport coach service (GetBus) operates between Porto Airport and Braga Bus Station. According to the Braga Youth Centre's transport guidance, this journey takes approximately **50 minutes**. Participants should follow the individual travel instructions provided by the organisers.



~50 minutes by direct airport coach

After arriving in Braga, participants will proceed to **Centro de Juventude de Braga**. The organising team will share up-to-date instructions for the transfer from Braga Bus Station to the venue before the project.

All approved flight bookings will be arranged and covered in advance by TÜGVA. Please follow the confirmed travel plan, retain your boarding passes and other travel documentation, and contact the project team promptly in case of delays or disruptions.

Venue transport information: centrojuventudebraga.pt

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LOCAL TRANSPORT & REIMBURSEMENT PROCESS 1/2

Participants are kindly requested to keep all travel-related documents from the start of their journey, including travel to and from their departure airport.

Local transportation to the airport

If you travel by bus, train, metro or other public transport to your departure airport, please keep proof of payment for each journey.

- Collect all tickets, invoices and receipts.
- Keep printed originals whenever possible.
- Take clear digital photographs or scans as a backup.

Required travel documents

- Local transport tickets and receipts (both outward and return journeys).
- Flight boarding passes (outward and return flights).
- Any other approved travel documents or invoices requested by the organising team.

Reimbursement process

TÜGVA buys flights directly. The organisers check eligible local transport costs against original documents and reimburse them in EUR on the final day. Reimbursement depends on eligible actual costs, supporting documents and the project's travel conditions.

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LOCAL TRANSPORT & REIMBURSEMENT PROCESS 2/2

Responsibility and coordination

Each participant is responsible for collecting, checking and submitting complete travel documents. Please contact the Project Coordinator as early as possible if any travel document is missing or you encounter problems with your journey.

Important note

Incomplete or invalid documentation can result in partial or no reimbursement, in line with the applicable project rules and the travel arrangements approved by the organising team.

Taxi usage policy

Individual taxi trips are generally not covered. Taxi costs may be considered only when approved in advance and when they meet both of the following conditions:

- The taxi is shared by at least three participants.
- The total cost is comparable to a reasonable public transport option.

Please use public transport whenever practical. Expensive or unnecessary taxis, or costs not approved by the organisers, will not be reimbursed.

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PROJECT VENUE









Centro de Juventude de Braga

Rua de Santa Margarida 6, 4710-306 Braga, Portugal

Official venue website: www.centrojuventudebraga.pt

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PROJECT VENUE

Centro de Juventude de Braga is located near the historic centre of Braga, within a short walk of the city's main cultural areas. Opened in 2019, the centre combines accommodation with spaces designed for training, non-formal education and activities for youth organisations.

The accommodation for PROJECT CRAFT consists of the following room types:

- 2 Double Rooms
- 1 Triple Room
- 4 Quadruple Rooms
- 1 Room for 5 people

Rooms will be separated by gender, and room allocations will be determined randomly by a draw.

The centre also has a fully equipped auditorium, a common lounge, a terrace and dining facilities. These spaces support workshops, small-group work, peer learning, project clinics and informal exchanges between participants.

GENDER-BASED
Separate rooms by gender

RANDOM DRAW
Room allocation by lottery

CENTRAL LOCATION
Near Braga historic centre

Venue details verified at www.centrojuventudebraga.pt

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DISSEMINATION OF THE PROJECT

Dissemination is an important part of PROJECT CRAFT. We want the knowledge, practical tools, project drafts and partnerships developed during the training to benefit not only the direct participants, but also other youth organisations in Europe.

During and after the mobility, participants will share what they have learned, apply project-development tools within their own organisations and support colleagues or volunteers who want to prepare Erasmus+ cooperation projects.

OUR MAIN DISSEMINATION ACTIVITIES

- Sharing selected photos, short videos and learning highlights from the training.
- Preparing a practical Project Development Toolkit with reusable templates.
- Organising internal knowledge-sharing activities within partner organisations.
- Sharing developed project concepts and good-practice examples within relevant youth networks.
- Each partner organisation reaching at least three additional youth organisations with useful materials.
- Communicating project results through partner websites, professional networks and SALTO channels.
- Following up on new international partnerships and project drafts through online meetings.

Every participant is a multiplier. The main objective is to turn learning into stronger projects and more sustainable cooperation after returning home.

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WHAT TO PACK?

Essential Documents

- Valid passport or ID card
- Tickets and boarding passes
- Travel insurance documents
- Visa papers, if applicable
- Emergency contact details
- Copies of important documents

Clothing

- Comfortable daily outfits
- Warm jumper or hoodie
- Waterproof jacket or raincoat
- Comfortable walking shoes
- Extra socks and layers
- Small umbrella for November

Personal Items

- Toiletries and medication
- Reusable water bottle
- Phone charger and power bank
- Small backpack
- Earphones / headphones
- Personal hygiene products

Project Activities

- Laptop or tablet if available
- One real youth work challenge
- Your organisation's PIF
- Examples of previous projects
- Materials requested by trainers
- Openness to teamwork

Important Notes

- Check airline baggage limits
- Keep key documents in hand luggage
- Inform organisers about accessibility needs
- Declare allergies before arrival
- Respect project code of conduct
- Come prepared to take part actively

Digital Preparation

- Access to your email account
- Shared-document editing tools
- Organisation logo / basic profile
- Digital copies of relevant data
- Access to SALTO / OTLAS
- A project idea to discuss

Networking Materials

- Organisation profile / PIF
- Previous projects to present
- Partner search priorities
- Ideas for future cooperation
- Contact details for follow-up
- Examples of local youth needs

Money & Payment

- A payment card
- Some cash in euros
- Budget for personal extras
- Retain local transport receipts
- Avoid carrying large amounts of cash
- Check your bank travel settings

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FOOD

Food

During the project, three meals per day (breakfast, lunch and dinner) will be provided by the organisers. We aim to offer balanced meals for all participants.

Allergies

If you have a serious food allergy, please inform the organising team before arrival.

Important notes

- Three meals per day are planned during the mobility.
- Please respect the scheduled meal times.
- Help us reduce food waste.
- You may bring personal snacks if needed.



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AFTER THE TRAINING COURSE

PROJECT CRAFT does not end on 30 November. Participants and partner organisations are expected to apply their new knowledge and continue turning promising ideas into international cooperation projects.

Within the first month

- Share a short post about the training and its learning outcomes through your organisation's channels.
- Organise a short internal knowledge-sharing session for colleagues or volunteers.
- Review your project concept and confirm responsibilities with potential partners.

Within 1 - 3 months

- Use the methods and templates acquired during the course in real youth work activities.
- Join online follow-up meetings to review progress and develop the proposal further.
- Report progress on partnerships, project drafts and any submitted Erasmus+ applications.

Follow-up principle: Each international group prepares a realistic 90-day action plan with agreed milestones, responsibilities and communication channels. Training results will also be reflected through Youthpass and personal learning reflection.

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Join with Tavo Europa!

The Educator Pass 2026 - 2027!

You are welcome to join our new educational programme for 2026 - 2027!

Dive into non-formal learning exploration for a 75 € fee that will unlock your potential to join all training courses in Lithuania and abroad for one year from purchase date, and also support 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

TAVO EUROPA



Contact Us!

Project Coordinator in Lithuania

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