KICK OFF MEETING IN UK
(IT TOOK PLACE VIRTUALLY DUE TO COVID-19)

PROJECT: High IMpact CUlture and ART incubatOR with Erasmus+

Agreement number: 2020-1-UK01-KA227-ADU-094716

Venue of the meeting: Virtual (Preston (UK))

Date: 21-22 of April 2021

Participants:
Steve Egan from Creativity Works Preston (UK)
Oscar Argumosa and Arantxa Aguirre from Permacultura Cantabria (Spain)
Sillian Ferrari from Oriel (Italy)

Content

AGENDA

Wednesday 21.04.2021 (9.00-17.00)

09.00-9.15 | **Welcome speech**
Steven Egan (Creativity Works Preston)

09.15-9.45 | **Participants' introduction**
Steven Egan (Creativity Works Preston)
Oscar Argumosa (Permacultura Cantabria)
Arantxa Aguirre (Permacultura Cantabria)
Sillian Ferrari (Oriel)

09.45-10.15 | **Project Overview and goals**
Steven Egan (Creativity Works Preston)
Q&A from other partners

10.15-10.30 | **Coffee Break**

10.30-12.45 | **Main activities**
Steven Egan (Creativity Works Preston)

Work team, task distribution and deadlines
All partners

12.45-13.00 | **Payment plan**
Steven Egan (Creativity Works Preston)

13.00-14.30 | **Lunch Break**

14.30 -15.00 | **Financial control**
Steven Egan (Creativity Works Preston)

15.30-16.00 | **Reporting**
Steven Egan (Creativity Works Preston)
Q&A from other partners

16.00-16.30 | **Potential problems and solutions**
Steven Egan (Creativity Works Preston)
Q&A from other partners

16.30-17.00 | **Risk Evaluation (Risk Map)**
Oscar Argumosa (Permacultura Cantabria)
Q&A from other partners

Thursday 22.04.2021 (9.00-13.00)

09.00-9.45   **Grant Agreement and Internal agreements**
Steven Egan (Creativity Works Preston)
Q&A from other partners

09.45-10.15   **Quality Assurance**
Steven Egan (Creativity Works Preston)
Q&A from other partners

10.15-10.30   **Coffee Break**

10.30-11.00   **Dissemination campaign and branding**
Sillian Ferrari (Oriel)

11.00-11.30   **Impact plan**
Oscar Argumosa (Permacultura Cantabria)

11.30-12.00   **Selection Process**
All partners

12.00-12.30   **Review of the working plan, timeline and commitments**
All partners

12.30-13.00   **Evaluation and closing (certificates delivery)**
Steven Egan (Creativity Works Preston)

DETAILED AGENDA
(FOR THE MEETING PREPARATION AND INTERIM REPORT)

PROJECT SUMMARY

The Project runs for 18 months
Starting date: 01/03/2021
End date: 31/08/2022

United Nations states "The growing COVID-19 crisis threatens to disproportionately hit developing countries...as a devastating social and economic crisis over the months and years to come".

According to the European Centre for Disease Prevention and Control, UK, Spain and Italy are in the top of the 5 European countries that have been the most affected by COVID-19 with a high number of cases and deaths reported since the beginning of the pandemic.

The OECD unemployment rate edged down to 8.4% in May 2020, after an unprecedented increase of 3.0 percentage points in April, to 8.5%, the highest unemployment rate in a decade. This situation will get worse in the months to come.

According to the Study, Culture shock: COVID-19 and the cultural and creative sectors developed by the OECD, "The Cultural and Creative Sectors are among the hardest hit by the pandemic...containing the greatest share of jobs at risk." Andrew Lloyd Webber, English composer of music from The Phantom of the Opera and other relevant musical theatres, warns arts are at the "point of no return" following damage from the coronavirus pandemic. During the first months of the pandemic, arts and culture sector organisations in most of the countries restricted their activities or closed completely. Cultural heritage organisations, arts events, galleries, libraries, museums, cinemas, theatre, concerts, orchestra performances, festivals, television/music productions, etc., were closed.

Rural areas, particularly in the developing world, are much less prepared to deal with the direct and indirect impact of this crisis. Adults, especially from rural areas, will become a vulnerable piece in the Post-COVID society. The arts and culture sector will be more affected in rural areas than in cities.

Our Strategic Partnership carried out a Context Analysis and Focus Groups (with adult trainers and adult learners) that demonstrate the alarming situation adult communities are being through. We consider that one of the relevant keys to confront this situation is Entrepreneurship. However, in both analyses, we identified different reasons of entrepreneurship failure in adults, such as: lack of knowledge and capacities in entrepreneurship (project definition and implementation, financial, team management, etc.), lack of confidence, lack of innovation and digital skills, etc.

CWP, Permacultura Cantabria and Oriel are in the need take urgent recovery measures to minimize the long-term impact, particularly for vulnerable and marginalized groups, and help societies to recover better. We want to carry out this project, to help tackling this situation, through the creation of the H_imCUbARTor Methodology. It will be composed by a framework of <u>4 priority key areas in entrepreneurship</u> (during and after COVID):

- – Innovation
- – Creativity
- – Circular Economy-Sustainability
- – Digital (Tools for efficiency and project visibility)

The main <u>objectives</u> of the project are:

- – To engage adult trainers and adults in the creation of social projects that contributes to the COVID-19 recovery process in the culture and arts sector.
- – To design the H_imCUbARTor Methodology for innovative entrepreneurship.
- – To empower adult communities with the H_imCUbARTor Methodology.

To reach these objectives we will carry out these <u>main activities</u>:

-COURSE IN SPAIN: 3 adult trainers, 3 adult learners and 2 mentors per organisation will attend a Course in Spain to acquire the innovation process by using Dragon Dreaming (DD), for cultural, digital and social projects, in an expert level.

-ONLINE MENTORING: 3 teams/country composed by 1 adult trainer and 1 adult learner will work together to transform and incubate the dreams into 9 projects. They will receive support from the mentors through online sessions, which topics are Creativity, Circular Economy-Sustainability, Digital tools for project efficiency and high visibility.

-CREATION OF THE METHODOLOGY AND INTERACTIVE BOOK: Mentors will create the H_imCUbARTor Methodology and will document it in an interactive book that will be available in English, Spanish and Italian.

-PARTICIPATORY VISIT IN UK: Mentors will design a course to transfer the new methodology. 1 mentor and 1 adult trainer multiplier will attend to a Participatory Visit in UK in which mentors will share/validate the new course and test the book with associated partners.

-3 MULTIPLIER EVENTS for further distribution and dissemination and the opportunity for stakeholders and attendees to receive guidance on implementation of our IO.

-INTERNAL WORKSHOPS will be led by

MAIN ACTIVITIES

The main activities in the Project include:

(a) Transnational Meetings

We will carry out 3 transnational meetings, attended by 2 persons from each entity (project coordinator + dissemination coordinator):
1. International project meeting in UK (Kick off)
2. International project meeting in Italy
3. International online project meeting (Final assessment)

(b) Intellectual output

H_imCUbARTor Methodology and Interactive book: "H_imCUbARTor: How to design High Impact projects?"
The Course in Spain and the Online Mentoring will be relevant activities for mentors to test the tools with the participants. Mentors will discuss the results from the tools provided at each training session, the feedback from the participants, how the tools are being incorporated to their projects, etc. After the positive validation from all mentors, the tool will be incorporated to the H_imCUbARTor Methodology and documented in the interactive book. The interactive book will be produced with the use of the collaborative research.

(c) Two learning activities:

c.1) An 8-day course in Spain
c.2) A 3-day participatory visit to UK

(d) Multiplier events:
Each partner will organize 1 multiplier event with 40 people in their country to disseminate the IO. We will invite important stakeholders and media.

e) Other supplementary activities without specific budget:

e.1) **Online mentoring:** 3 teams per country composed by 1 adult trainer and 1 adult learner will work together to transform and incubate the dreams into projects. They will receive support from the mentors through online sessions.

e.2) Development of Social Projects: 9 projects will be developed.

e.3) Development of Advices in Active Citizenship: to increase active citizenship in our local communities.

e.4) Internal workshops: Adults who formed part of the training organised in Spain will organise an internal workshop for adult trainers from their organisation, so they will also be able to benefit from the course results. This will imply the participation of the organisations: selection of participants, internal workshop, support and tutorship, if necessary, and final evaluation.

PARTICIPANT'S SELECTION, PREPARATION AND RECOGNITION

Participants Selection

Participants are structured into 3 main groups:

Group 1: Coordinators (previously selected)
      1 project coordinator
      1 dissemination campaign coordinator

Group 2: 2 Intellectual Output Developers who are also Mentors (previously selected)

Group 3: 3 adult trainers & 3 adult learners from our organisations, to be selected:

The **Participants Selection Plan** is composed by the following tasks:

1.Call Preparation: It will include a project overview, main roles and responsibilities in the project, selection process/documents to register, deadline, and selection criteria:

*Adult Trainers
3 Adult trainers who are part of our organisation and work with our adult learners on a daily basis.
Age: older than 18
Commitment to provide internal workshops
Commitment to continue transferring the H_imCUbARTor Methodology, through frequent trainings, after the end of the project.

*Adult Learners
3 Adults who are learners in our organisations.
Age: older than 30
Commitment to continue working on their projects, after this project ends.
Be a positive influencer in their communities.

*Adult trainers & adult learners:
Face fewer opportunities (Economic obstacles, Geographical obstacles, Cultural differences, Educational difficulties, Social obstacles)
Live in rural areas.
Capacity to communicate in English.
Available to Participate in the Course in Spain
Strong motivation to participate in the project.
Friendly and motivated to establish long term relationships.
Motivated to travel abroad and meet new cultures.
Commitment and interest to:
-develop a project for the arts and culture sector
-participate in the online mentoring sessions for the development of the project

-collaborate actively in the project activities
-expand new activities within our organisations, for our communities
-contribute to the COVID recovery process
-acquire, apply and transfer the H_imCUbARTor Methodology
-contribute actively to the dissemination campaign
-provide internal workshops
-participate at the conference
-facilitate social inclusion

2. <u>Dissemination of the Call of Participants</u>: Each partner will carry out an online meeting (if there are no lockdowns, it will be face-to-face) to explain all the details of the project and the call. We will disseminate the call by email to our list of learners and trainers. We will share the call in our social networks and websites, to increase the visibility of the project and the interest of new adults to join our organisations, so they can become candidates in future projects.

3. <u>Assistance Service</u>: The project coordinators will answer all the candidates' questions. They will provide the necessary assistance, especially to disadvantaged adults that may have more complications, in gathering their documents or filling their application.

4. <u>Participants Selection</u>: This task must guarantee the principles of transparency and equal competitive opportunities for all participants. To make this process efficient, we will have 2 filters:

Filter 1: Each organisation will check the documents (ID, document that demonstrates their address, CV, etc.) from the candidates, to see if they comply with the requirements (live in rural areas, age, etc.). Each partner will make a list of the candidates who comply with the selection criteria and will pass to filter 2.

Filter 2: The 3 participating entities will carry Zoom interviews to the candidates. With this, the Evaluation Committee will be able to analyse their CV and evaluate them individually, according to the profile needed for the project. We will take into consideration, the following principles:

- Fewer opportunities: Our project looks forward to fostering inclusion. For this reason, people who face fewer opportunities will have preference. At least 50% of the participants will face social obstacles.

- Gender Balance: To have the same number of women and men as participants. We will encourage equal participation in all the activities, so all ideas can be heard.

- Diversity: We will include people from different backgrounds (migrants, ethnic minorities, etc.).

5. <u>Notification of Results</u>: We will notify all candidates the results of the selected participants. A 15-day appeal period will be opened. We will encourage those candidates who were not selected, to participate in the internal workshops.

At least half of the project participants will have fewer opportunities.

The participants are facing the following types of situations:
-Economic obstacles: adults with a low standard of living, low income, dependence on social welfare system, long-term unemployed, financial problems, etc.
-Geographical obstacles: will have to live in rural areas.
-Cultural differences: adult immigrants or descendants from immigrants, adult people belonging to a national or ethnic minority, adults with linguistic adaptation and cultural inclusion problems, etc.
-Educational difficulties : adults with learning difficulties, early school-leavers, lowly or non-qualified persons, adults who didn't find their way in the school system.
-Social obstacles : adults facing discrimination (because of gender, ethnicity, religion and sexual orientation.). Adults with limited social skills or in a precarious situation.

Note: The people facing disadvantaged situations should be specified in the Mobility Tool for all learning activities. We'll need this data for the reporting, so we will collect it in the activity memory. However, no sensitive information is required, just informing about general obstacles each person is facing (economic, geographical, cultural obstacles… or health problems).

Participants Preparation

HOSTING ORGANISATION'S (HO) PREPARATORY ACTIVITIES

During the mobilities, including the kickoff meeting, each participating organization will therefore act as the host organization by becoming responsible for the following previous preparation tasks:

*Information and Guidance: HO will send an info pack that will include the best options to arrive to the venue place, information about the venue town, weather, accommodation, budget available, etc.

*Learning Plan: We will draw up a learning agreement that will describe the objectives, training programme, expected outcomes, and evaluation. Participants should sign this agreement before arranging all the logistical tasks for them.

*Personalisation: The learning programmes for the learning activities are designed to respond to the needs identified in the Focus Groups and Context Analysis. We will make sure these activities comply with the project objectives and these needs.

*Mentoring: HO will provide mentoring to advise and help participants throughout their stay, also to ensure their integration and interaction with local people.

*Logistics: This includes:

– Accommodation: HO will be in charge of looking and booking the participants' accommodation. These facilities should be accessible to people with special needs, etc.
– Kitchen Service: HO will be in charge of breakfast, lunch, dinner and coffee breaks. We will consider participants' special needs (vegan, allergies, etc.).
– Protection and Safety Measures: HO will define and inform participants safety measures to prevent accidents. We will include a safety protocol that responds to COVID-19. These measures are defined in the question regarding the participants safety.

SENDING ORGANISATION'S (SO) PREPARATORY ACTIVITIES

*Logistical support: The SO will arrange the participants travel tickets to arrive to the venue place. They will issue travel insurances and will ask participants to issue the EU Health Insurance Cards.

*Preparation: Before departure, participants will receive the following preparation: tailored to their specific needs and covering linguistic, pedagogical, legal, cultural or financial aspects.

-Linguistic Preparation: After selecting the participants, we will issue the Europass Language Passport which will help to assess their English Level and provide English support for those who need it. As, in UK, foreigner residents with fewer opportunities could be selected, CWP will issue this certificate for everybody. Each partner will be responsible in providing tools or English classes to increase their English skills.

-Pedagogical Preparation: We will carry out online preparatory meetings so participants can know in-depth the project, objectives, main activities, learning outcomes, intellectual output, etc. We will also explain them basic concepts about entrepreneurship, an overview of the current situation of entrepreneurship in our countries, how the arts and culture sector is being affected by COVID-19, the challenges and opportunities during the pandemic, etc.

Participants will carry out all the necessary tasks required previously the training. For example, Oriel will organize preparatory sessions so participants from each partner organisation can prepare games/theatre plays to transfer EU values. Participants will also prepare cultural nights.
Dissemination coordinators will work together with participants, so the activities in-situ are properly disseminated.

*Internal workshops will be carried out at the end of the project. Project participants will transfer the H-imCUbARTor methodology to adult trainers, multiplier organisations and other adults from our communities.

*Reintegration and evaluation: on returning to their country of origin, participants will receive guidance on how to make use of the competences acquired during their stay. Participants will carry out daily&final evaluations of

the learning activity.

*Commitments and Responsibilities: the responsibilities arising from these tasks were agreed before writing the project. These commitments will be in the internal agreements

Participant's involvement and recognition:

Group 1:
Project coordinators: the project coordinator from each organisation will be responsible for management tasks. All coordinators will contribute in all the project management.
Dissemination coordinators: each partner will have a dissemination coordinator so the campaign is adapted to the national context and distributed to each of the partners' network.

Group 2:
2 Intellectual Output Developers who are also Mentors
- Creation of the H_imCUbARTor Methodology
- Creation of the interactive book
- Participate in the Course in Spain
- Provide Online Mentoring
- 1 will attend to the Participatory Visit in UK
- Participate in the conference
- Support the Adult Trainer Multiplier to transfer the new methodology to the participants, before the internal workshops.
- Support adult trainers and adult learners to provide the internal workshops

Group 3:
3 adult trainers and 3 adult learners from our organisations (UK, Spain and Italy)

Adult trainers and adult learners will:
    Participate in the Course in Spain
    Participate in all online mentoring sessions
    Create together social projects for the arts and culture sector
    Work with associated partners to provide advices to increase active citizenship in our local communities.
    Present their projects in the conference.
    Transfer H_imCUbARTor in the internal workshops.
    Help in preparatory activities.
    Participate in the creation of the interactive book: Provide feedback of their learning for the definition of the H_imCUbARTor methodology.
    Participate actively in dissemination campaign

Adult trainers will:
    Support adult learners in the creation of their projects
    Training Service: Transfer the H_imCUbARTor methodology to our communities after the project ends.

*<u>Adult trainer multiplier</u>: Each organisation will select 1 of the 3 adult trainers to attend the Participatory Visit in UK. He/She will be responsible to transfer the new methodology to the participants, before the internal workshops. In addition, these adult trainers will lead the internal workshops.

Adult learners will:
Continue developing their project after the action ends. (More info. in Sustainability section)

We will issue the following <u>certificates for participants</u>:

- Europass language passport
- Europass Mobility
- Certificate issued by hosting organisations after each mobility

Europass CV: we will encourage participants to create their Europass CV with the knowledge acquired during the entire project, as well as their professional background. We will provide them with recommendations and will carry out a peer review between participants.
We will include a special section in the course in Spain to describe each of the certificates and their benefits.

TRAINING MOBILITIES

C1: Course in Spain

Date: June 2021 (According to the Application)
Host organisation: Permacultura Cantabria
8 days course

Participants

GROUP 2 (Mentors-IO Developers)

PERMACULTURA CANTABRIA
Julia Ramos
Inma Martínez

CWP
Vedad Rusidovic
Peter Hall

ORIEL
Manuel Berto
Francesco Bugnola

GROUP 3 (Adult trainers and adult learners)

3 adult trainers and 3 adult learners from each organization to be selected.

This participatory visit responds to our first specific objective: "To engage adult trainers and adults in the creation of social projects that contributes to the COVID-19 recovery process in the culture and arts sector".

Permacultura Cantabria, as the hosting organisation, will be in charge of the organisation of the 8-day course, including all the preparatory activities assigned, in the Timeline attached.

Schedule:

DAY 1: PROJECT DESIGN INTRODUCTION

S (SESSION) 1 Participants' Presentation and Project Overview
S2 Europass Certificates (Europass Language Passport, Europass Mobility and Europass CV) and their benefits. Learning outcomes expected in the course.
S3 History, culture and tools for dragon dreaming
S4 Deep listening and charismatic communication
S5 The 4 phases of dragon dreaming wheel to boost innovation
S6 The dragon dreaming wheel in 12 steps and force field
Daily Evaluation
Dinner
Walking tour around Ramales de la Victoria

DAY 2: BUILDING TEAMS
S1 Self organized groups
S2 What is a group? Building groups
S3 Knowing us better
S4 Project curve and motivation. Team development
S5 What profiles do we need in a team to develop a project for the arts and culture sector?
Daily Evaluation
Dinner
Cultural Night: Spain

DAY 3: PLANNING PROJECTS FOR THE ARTS AND CULTURE SECTOR PART 1
S1 Knowledge of innovation and dragon dreaming
S2 Dream circles
S3 Set goals to reach innovation
S4 Meta goal of the project
S5 Work planning: Karabirt
Daily Evaluation
Dinner
EU Values Theatre Play presented by Oriel

DAY 4: PLANNING PROJECTS FOR THE ARTS AND CULTURE SECTOR PART 2
S1 Budget creation
S2 Regenerative economy and fundraising
S3 Conception of project ideas for the Arts and Culture Sector

S4 Round table with European Affairs Office and New Life Evangelical Association: Is the EU a Union of Values? Led by Oriel
Daily Evaluation
Dinner
Cultural Night: UK

DAY 5: ACTION PHASE THEORY
S1 The pacific warrior: 7 things we can do for change the world.
S2 Action and supervision theory
S3 Roles and participatory leadership
S4 Celebration
Daily Evaluation
Dinner
Game: EU Values that should be considered in arts. Presented by Permacultura Cantabria

DAY 6: GROUP DYNAMICS
S1 Facilitation, conflict resolution.
S2 Team work space
S3 Group process
S4 Collect learning processes and feedback work (Europass Mobility)
Daily Evaluation
Dinner
Cultural night: Italy

DAY 7: 21ST CENTURY ORGANISATION
S1 Check-in - check out
S2 Innovation in people and organisations
S3 Innovation and sustainability planning in arts and culture
S4 Systemic organisations
S5 Round table with the Rural Development Agency from the Pasiegan Valleys, PECCA, Culturea and COCIN: Best practices and challenges for the sustainable development the arts
and culture sector in rural areas.
Daily Evaluation
Game: EU Values that should be considered in culture. Presented by CWP

DAY 8: COLLABORATIVE IDEAS IN THE ARTS AND CULTURE SECTOR
S1 Agile methodologies and design for intelligent action view
S2 Funding opportunities: Erasmus +
S3 Presentation of project ideas to be developed in the mentoring sessions
S4 Final evaluation
S5 Communication channels and celebration
Final Evaluation
Certificates Delivery
Dinner
Farewell Party

C2: Participatory visit in UK

Date: March 2022 (according to the application)
Host organisation: Creative Works Preston
3 days visit

Participants

2 persons from each organization will participate:
1 Mentor-IO developer
1 Adult trainer multiplier

This participatory visit responds to our first specific objective: "To design the H_imCUbARTor Methodology for innovative entrepreneurship".

CWP, as the hosting organisation, will be in charge of the organisation of the 3-day participatory visit, including all the preparatory activities assigned, in the Timeline attached.

Schedule:

DAY 1
S (Session) 1: Project Overview
S2 INNOVATION PROCESS BY USING DRAGON DREAMING FOR CULTURAL, DIGITAL AND SOCIAL PROJECTS
      History, culture and tools for dragon dreaming
      The 4 phases of dragon dreaming wheel
      Building innovation with our teams
      Goals to reach innovation: Set goals and meta goals
      Karabirt for work planning
      Innovation in people and organisations
S3 CREATIVE THINKING TECHNIQUES PART 1
      Idea Generating Questions
      The Journalistic Six
      Historical Examination
      Blocking and Block Busting
      Sources of Blocking
      Block Busting Techniques
      Uses for
      Improvements to.
      What-Iffing
      Attribute Analysis.
S4 Interactive Book Evaluation: Comments and Suggestions
S5 Round table with Arts Lancashire, Preston Creative Partnership, Preston Arts Association: Challenges and opportunities in the arts and culture sector in the next years
Dinner
Walking tour around Preston

DAY 2

S1 CREATIVE THINKING TECHNIQUES PART 2
>Morphological Analysis.
>Reversals.
>Analogy and Metaphor.
>Trigger Concepts
>Checklists
>The Five Senses
>Human Needs
>Physical Attributes
>Aristotle's Categories

S2 SUSTAINABILITY IN CULTURAL, SOCIAL AND DIGITAL ENTREPRENEURSHIP
Introduction to Circular Economy
The Seven Pillars of the Circular Economy for the definition of sustainable projects
S3: Round table with Selnet, LESEP, Bootroom Academies Limited: The importance of Active Citizenship in our local communities. Review and discussion of Chapter 5 of the interactive book.
S4 Interactive Book Evaluation: Comments and Suggestions
Dinner
Presentation of the projects developed during the project.

DAY 3
S1 TOOLS TO BOOST EFFICIENCY AND VISIBILITY IN THE DIGITAL WORLD
Useful tools and apps to improve daily work through ICT's:
>Tools for efficient communication and virtual meetings
>Remote work tools
>Organise Daily Tasks
>Ensure gender balance in daily tasks
S2 The Visibility Strategy: Main steps
>Digital Tools to increase the projects' visibility:
>Interactive Presentations
>Online portal
>Website
>Online store
>Photo editing and graphic design
>Video editing
>Social Media Management
S3 Interactive Book Evaluation: Comments and Suggestions
S4 Future Steps 1: Work on Future KA2 Initiatives

INTELLECTUAL OUTPUT

Title IO: H_imCUbARTor: How to design High Impact projects?

Start date: 2021-06-01

End date: 2022-06-30

CONTENT

1. INNOVATION PROCESS BY USING DRAGON DREAMING FOR CULTURAL, DIGITAL AND SOCIAL PROJECTS

> History, culture and tools for dragon dreaming
> The 4 phases of dragon dreaming wheel
> Building innovation with our teams
> Goals to reach innovation: Set goals and meta goals
> Karabirt for work planning
> Innovation in people and organisations

2. CREATIVE THINKING TECHNIQUES

> Idea Generating Questions
> The Journalistic Six
> Historical Examination
> Blocking and Block Busting
> Sources of Blocking
> Block Busting Techniques
> Uses for
> Improvements to.
> What-Iffing
> Attribute Analysis.
> Morphological Analysis.
> Reversals.
> Analogy and Metaphor.
> Trigger Concepts
> Checklists
> The Five Senses
>
> Human Needs
> Physical Attributes
> Aristotle's Categories

3. SUSTAINABILITY IN CULTURAL, SOCIAL AND DIGITAL ENTREPRENEURSHIP

> Introduction to Circular Economy
>
> The Seven Pillars of the Circular Economy for the definition of sustainable projects

4. TOOLS TO BOOST EFFICIENCY AND VISIBILITY IN THE DIGITAL WORLD

4.1 Useful tools and apps to improve daily work through ICT's:

> Tools for efficient communication and virtual meetings
> Remote work tools
> Organise Daily Tasks
> Ensure gender balance in daily tasks

4.2The Visibility Strategy: Main steps

Digital Tools to increase the projects' visibility:
Interactive Presentations
Online portal
Website
Online store
Photo editing and graphic design
Video editing
Social Media Management

5.ADVICES TO INCREASE ACTIVE CITIZENSHIP IN OUR LOCAL COMMUNITIES

Section to be developed by adults in collaboration with the associated partners from each country.

Length

The interactive book will be 70-80 pages long.

INTERACTIVE LAYOUT

PC will proceed with the design of the interactive layout.

PC will make 1 interactive layout for the 3 languages: English, Spanish and Italian.

Testing

The book testing will be carried out in the participatory visit in UK. This evaluation involves IO developers, adult trainers and associated partners. Participants will assess the coherence of the interactive book with the course. The interactive features will also be tested. We will carry out daily sessions, so participants can share their suggestions and evaluations in common. With this, we will assess the effectiveness on the new methodology and the book.

Translation:

Once the English version is authorized by all partner entities, Permacultura Cantabria and Oriel will translate the book into Spanish and Italian accordingly.

DISSEMINATION CAMPAIGN

The dissemination and exploitation of the project is divided into the following stages:

Stage 1: Dissemination before the creation of the intellectual output

Activities to disseminate:
- Transnational Meetings: Kick off and intermediate
- Course in Spain
- Online Mentoring

–   Participatory Visit in UK
–   Interactive Book Creation Process
–   Participants' project ideas to be developed, etc.

We will make 3 different dissemination materials for each activity:
1.Before its implementation
2.During the activity
3.After the activity.

The dissemination materials that we will create are:
• Information pills (information messages accompanied by pictures)
• Newsletters
• Articles
• Facebook page for the project that will be used in all the project lifecycle

Stage 2: Dissemination of the project's results

Activities to disseminate:
–   Interactive Book
–   Conferences
–   Internal workshops
–   Final Transnational Meeting
–   Projects Developed by Participants
–   Results
–   Impact

The dissemination materials that we will create are:
• Information pills (information messages accompanied by pictures)
• Newsletters

-Internal Workshops: organized by the participants of the project after the creation of the interactive book. The knowledge and tools acquired during the project will be further transferred onto other adult trainers and learners.

-Multiplier Events: Each organisation will organize 1 day long local conference in their country to share the interactive book. We will invite relevant stakeholders and media.

-Success Stories and Awareness Posts: Participants will share their projects developed and success stories. They will explain their experience after using the H_imCUbARTor Methodology and how the project has changed their lives. Participants will also create posts to raise awareness of the importance of recovering arts and culture during/after COVID and develop projects in this sector.

For the dissemination campaign management, we will use the dissemination monitoring system shared in the Drive folder of the project: https://docs.google.com/spreadsheets/d/1xlKCrS7eazhHGSePd12gx8bgmDBM UzZ7ae_CjoxTqxk/edit?usp=sharing

WORK TEAM, TASK DISTRIBUTION AND DEADLINES

CWP
Project Coordinator (PC): Steve Egan
Dissemination Coordinator (DC): Anita McGreevy

Permacultura Cantabria
Project Coordinator (PC): Arantxa Aguirre
Dissemination Coordinator (DC): Begoña Cueli

ORIEL
Project Coordinator (PC): Sillian Ferrari
Dissemination Coordinator (DC): Manuel Berto

Please, review the names of your team. So they can be updated in the kick off minutes. The project timetable can be checked on Annex II and the working plan will be agreed during the meeting.

If any changes, please complete the partners information file:
https://docs.google.com/spreadsheets/d/1tQOv-T8n_oGOCSDtKxy4O2ivAnTVuUavvp7MpcmBidQ/edit?usp=sharing

FINANCIAL CONTROL

*CWP will be responsible for financial control. Permacultura Cantabria will support CWP in these tasks.

*Each entity will be responsible for managing their budget.

*Each partner must report their expenses at the end of each month with supporting documents (scanned invoices issued to their organisation) to Permacultura. Thus, we can plan possible revisions between budget items.

*IO developers will be responsible of creating their timesheets. They will record their activities and the amount of working days for development of the interactive book.

*Original documents may be requested during the controls; the Partner is liable to submit original copies of the documents and to keep accounting reports.
The Commission may initiate such checks, audits or evaluations during the implementation of the Agreement and during a period of five years starting from the date of payment of the balance, as it is a project which grant is more than EUR 60 000.

*Partners are allowed to adjust the estimated budget by transfers between the different budget categories. The Coordinator and the Partners are allowed to transfer up to 20% of the funds allocated for project management and transnational project meetings, intellectual outputs, multiplier events, learning/teaching/training activities and exceptional costs to any budget category <u>except project management and implementation costs and</u>

exceptional costs.

Transfers may result with 20**%** increase at most on the amount set out in the following table. Approval of the Coordinator is required for each budget transfer.

Budget Items	Grant
Project Management and Implementation	18.000,00 EUR
Transnational Project Meetings	4.600,00 EUR
Intellectual Outputs	37.860,00 EUR
Multiplier Events	12.000,00 EUR
Learning, Teaching, Training Activities	29.404,00 EUR
Total Grant	101.864,00 EUR

*Budget details per Participating Organisations (Annex II)

Budget allocation per organisation as indicated in this section is not obligatory and may be modified by the beneficiary under the condition that the activities and outputs of the project are realised and delivered in accordance with this Grant Agreement and the work plan presented in the corresponding application form.

*If any deduction is made in the budget due to a failure by the partner to fulfil its obligations and/ or of negligence, this amount shall be deducted from the budget of the partner. In case the next payment to be made does not suffice for the deduction, the Partner hereby accepts and undertakes to make this payment in cash.

PAYMENT PLAN AND REPORTING

It will be discussed during the kickoff meeting, since the Grant Agreement was not signed yet.

CWP will distribute the partners' budget according to the payments from the National Agency:

*1st pre-financing payment: It will be done once the partners sign the Internal Agreements.

*Intermediate payment: This will be done upon receipt of the second payment from the NA (after approval of the interim report, if any) or at the time of the 2nd transnational Project meeting..

*Final payment: CWP will make a final transfer when the NA approves the final report, and the payment of the balance is received.

Payments to partners will be subject to the correct financial control and implementation of the project.

SUPPORTING DOCUMENTS

A. Project management and implementation

Triggering event: the event that conditions the entitlement to the grant is that the beneficiary implements the activities and produces the outputs.

Supporting documents:
Proof of activities undertaken and outputs produced will be provided in the form of a description of these activities and outputs in the final report. In addition, outputs produced will be uploaded by the coordinator in the Erasmus+ Project Results Platform.

Reporting:
On behalf of the Project as a whole, the coordinator must report on the final distribution of funds and on undertaken activities and results.

B. Transnational project meetings

Supporting documents:

Travel: Proof of attendance of the activity in the form of an attendance list and individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date.
Proof of attendance of the transnational project meeting in the form of a participants list signed by the participants and the receiving organisation specifying the name, date and place of the transnational project meeting, and for each participant: name and signature of the person, name and address of the sending organisation of the person;

Reporting:

The coordinator must report on the venue of the meeting, the date and the number of participants.

Detailed agenda and any documents used or distributed at the transnational project meeting.

In all cases, the beneficiaries must be able to demonstrate a formal link with the persons participating in transnational project meetings, whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as learners of the beneficiary organisations.

C. Learning, teaching and training activities

Supporting documents:

- Travel

Travel: Proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation and specifying the names of the participants, the purpose of the activity, as well as its starting and end date;

Individual support: Proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date;

The coordinator must report on the venue of all learning, teaching and training activities, the date and the number of participants.

Reporting: The coordinator must report on the venue of all learning, teaching and training activities, the date and the number of participants.

D. Intellectual outputs

Beneficiaries must not subcontract any activities funded from the budget category Intellectual outputs.

Supporting documents:

-Proof of the intellectual output produced, which will be uploaded in the Erasmus+ Project Results Platform

-Proof of the nature of the relationship between the person and the beneficiary concerned (such as type of employment contract, voluntary work, SME ownership, etc.), as registered in the official records of the beneficiary. In all cases, the beneficiaries must be able to demonstrate the formal link with the person concerned, whether he/she is involved in the Project on a professional or voluntary basis. Persons working for a beneficiary on the basis of service contract (e.g. translators, web designer etc.) are not considered as staff of the organisation concerned.

-Poof of the staff time invested in the production of the intellectual output in the form of a time sheet per person, identifying the name of the person, the category of staff in terms of the 4 categories specified in Annex IV, the dates and the total number of days of work of the person for the production of the intellectual output.

Reporting:

On behalf of the Project as a whole, the coordinator must report on the activities undertaken and results produced. The coordinator must include information on the start and end date and on the number of days of work per category of staff for each of the beneficiaries cooperating directly on the development of intellectual outputs.

E. Multiplier events

Supporting documents:

- Proof of attendance of the multiplier event in the form of a participants list signed by the participants and the receiving organisation, specifying the name, date and place of the multiplier event, and for each participant: name and signature of the person, name and address of the sending organisation of the person (if applicable);

- Detailed agenda and any documents used or distributed at the multiplier event.

Reporting:

On behalf of the Project as a whole, the coordinator must report on the description of the multiplier event, the intellectual outputs covered, the leading and participating organisations, the venue of the meeting and the numbers of local and international participants
In the case that the beneficiaries do not develop the intellectual outputs applied for and approved by the NA, the related Multiplier events will not be considered eligible for grant support either.

PROBLEMS IN REPORTING OR IMPLEMENTATION

Conflict resolution and risk management during the project implementation were discussed before the application time and the agreements were included in the application form.

Poor, partial or late implementation

Poor implementation of the Project may be established by the NA on the basis of:
- The final report submitted by the coordinator;
- The products and outputs produced by the project;

Termination of the Agreement

According to grant agreement.

ANNEX I: BUDGET DISTRIBUTION

Project Title: High IMpact CUlture and ART incubatOR with Erasmus+ (2020-1-UK01-KA227-ADU-094716)

Summary	Economic Distribution (eur)
CWP (applicant - UK)	37632
Permacultura Cantabria (partner 1 - Spain)	30742
Oriel (partner 2- Italy)	33490
	101864

Item 1	Organisation	Eur	Months	Application total
	CWP (applicant - UK)	500	18	9000
Project Management and Implementation: planning, finances, coordination and communication, dissemination	Permacultura Cantabria (partner 1 - Spain)	250	18	4500
	Oriel (partner 2- Italy)	250	18	4500
				18000

Item 2	Organisation	Eur*	Nº pax	Application total
	Kick off UK to UK	0	2	0
	Kick off Spain to UK	575	2	1150
	Kick off Italy to UK	575	2	1150
	Intermediate UK to Italy	575	2	1150
Transnational Project Meetings for implementation and coordination purposes. There are 3 project meetings: kick off, intermediate and final evaluation.	Intermediate Spain to Italy	575	2	1150
	Intermediate Italy to Italy	0	2	0
	Online Final Meeting	0	2	0
	Online Final Meeting	0	2	0
	Online Final Meeting	0	2	0
				4600

Item 4	Organisation	Eur per pax***	Participants	Application total
	CWP (applicant - UK)	100	40	4000
Multiplier Events: conferences, seminars, events sharing and disseminating the intellectual outputs	Permacultura Cantabria (parntner 1 - Spain)	100	40	4000
	Oriel (partner 2- Italy)	100	40	4000

			12000
Item 5.1.	**Organisation**	**Eur****** **Nº pax**	**Application total**
	P.Visit UK: UK to UK	0	2	0
	P.Visit: Spain-UK	275	2	550
	P.Visit Italy - UK	275	2	550
	Course Spain: UK-Spain	275	8	2200
Learning activities (travel). There will be 2 learning activities: a course in Spain 8 days (C1), a 3 days participatory visit to UK (C2),	Course Spain: Spain-Spain	20	8	160
	Course Spain: Italy-Spain	275	8	2200
				5660

Item 5.2	Organisation PAIS DE LA ACTIVIDAD	Days	Eur per day..	Participants	Application total
	P.Visit UK: UK to UK	0	106	2	0
	P.Visit: Spain-UK	4	106	2	848
	P.Visit Italy - UK	4	106	2	848
Learning activities (Individual Support). There will be two learning activities: a course in Spain 8 days (C1), and a 3 days participatory visit to UK (C2),					
	Course Spain: UK-Spain	9	106	8	7632
	Course Spain: Spain-Spain	8	106	8	6784
	Course Spain: Italy-Spain	9	106	8	7632
					23744

Item 3	Output	Activities	Organisation		Eur per day**	Working days	Application total	Total
Intellectual Outputs: Book	IO1 Book	WRITING	2 Trainers	UK	214	40	8560	13650
		INFORMATION ANALYSIS		UK	214	10	2140	
		CONTENT REVIEW AND CORRECTIONS		UK	214	10	2140	
		TRANSLATION	Technician	UK	162	0	0	
		INTERACTIVE LAYOUT	Technician	UK	162	5	810	
		WRITING	2 Trainers	Spain	137	30	4110	11600
		INFORMATION ANALYSIS		Spain	137	5	685	
		CONTENT REVIEW AND CORRECTIONS		Spain	137	5	685	
		TRANSLATION	Technician	Spain	102	20	2040	
		INTERACTIVE LAYOUT	Technician	Spain	102	40	4080	
		WRITING	2 Trainers	Italy	214	30	6420	12610
		INFORMATION ANALYSIS		Italy	214	5	1070	
		CONTENT REVIEW AND CORRECTIONS		Italy	214	5	1070	
		TRANSLATION	Technician	Italy	162	20	3240	
		INTERACTIVE LAYOUT	Technician	Italy	162	5	810	

PROJECT TIMETABLE

Project activity*	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18
						2021								2022				
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
A1 (Project management)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
A2 (Project publicity)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
A3 (Preparatory activities for transnational activities)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
M1 (Kick off meeting in UK)		■																
M2 (Intermediate meeting in Italy)										■								
M3 (Final meeting online)																		■
A4 (Online mentoring sessions)					■	■	■	■	■	■	■	■						
A5 (Development of social projects)				■	■	■	■	■	■	■	■	■						
A6 (Development of Advices in Active Citizenship)										■	■	■						
C1 (Course in Spain)				■														
A7 (Interim report writing)								■										
C2 (Participatory visit to UK)													■					
O1 (IO Creation)				■	■	■	■	■	■	■	■	■	■	■	■	■		
O1.1 (Information analysis)				■	■	■	■	■	■	■	■	■						
O1.2 (Writing)				■	■	■	■	■	■	■	■	■	■	■	■	■		
O1.3 (Interactive layout)										■	■	■	■	■	■	■		
O1.4 (Content Review and Corrections)					■	■	■	■	■	■	■	■	■					
O1.5 (Translation)														■	■	■		
A8 (IO dissemination)																	■	■
E1 Conference in UK																	■	
E2 Conference in Italy																	■	
E3 Conference in Spain																	■	
A9 (Internal workshops)																	■	■
A10 (Final report writing)																		■

NOTE: Some pictures will be taken during the virtual kick off meeting for dissemination. We assume you give your permission for dissemination on social media and project website, but let us know if you prefer not to publish your pictures.
Arantxa Aguirre will be taken notes for the kick off minutes. The document will be shared through Google Drive so you can make comments or add missing information.

THANK YOU FOR YOUR ATTENDANCE
AND CONTRIBUTION TO THE MEETING