



Training on Funding Opportunities, Fundraising and Grant Application Writing

Introduction

The training on Funding Opportunities, Fundraising and Grant Application Writing is delivered within REC Framework Program on Ukraine and in particular within the Ukraine LEAPs Project funded by the U.S. Department of State and LINK project funded by Royal Norwegian Ministry of Climate and Environment.

The main objective of the training is to strengthen capacity of Ukrainian municipalities to identify, develop and prepare investment projects for financing, and to communicate those projects to the external financing community as quite often the availability of well-developed viable projects can be a bottleneck even when financing is available. During the training course, participants will develop skills and attitudes that are necessary for assuming an active role in developing and implementing projects at the local and regional level and learn to overcome any difficulties in developing and submitting their project proposals. For the training, representatives of the funding institutions will be invited to train participants about the essential requirements for the development of successful project proposal and to inform the audience about the current and coming calls for proposals.

After having completed the training course the participants will be able to:

- Transfer project ideas (measure from developed plans) into high quality project proposals;
- Develop the logical framework;
- Use the tools that facilitate project preparation (problem tree, objective tree);
- Draft the project budget;
- Develop a project proposal document;
- Apply the basic principles of project cycle management
- Get acquainted with evaluation systems of project proposals;
- Make a contribution to their communities.

The training course is designed especially for local governments. 50 participants from 7 municipalities in Ukraine are planned to be invited for the training.

The training course is implemented using interactive teaching methods, involving active participation in the lectures, as well as the application of acquired knowledge in practice by means of examples and tasks set for the participants. The tasks are solved in small work-groups (4-6 attendees per group). The participants are provided with special hand-outs and the material and exercises used in the course, so that they could follow and master the topics and areas covered by the training course.

Duration of the training course: 2 days

Upon successful completion of the training course, the participants will be awarded a certificate by the Regional Environmental Center for Central and Eastern Europe as a proof of attendance. The REC's expert team will be available for consultation during the training course, as well as after its completion.



PROGRAM OF THE TRAINING

Venue: Radisson Blu Hotel, Kyiv, Podil
Address: Bratska St, 17-19, Kyiv, Ukraine, 04070

Wednesday, February 22nd, 2017 - Arrival

19:00 - Dinner

Thursday, February 23rd, 2017

Day 1

Session 1: The Essence of the Project

| Time | Activity |
|---------------|---|
| 08:30 - 09:00 | Registration of participants |
| 09:00 - 09:20 | <p>Opening and welcome</p> <p><i>Mr. Mykola Kuzio, Deputy Minister, Ministry of Environment and Natural Resources of Ukraine</i></p> <p><i>H.E. Mr. Ole T. Horpestad, Ambassador Extraordinary and Plenipotentiary, Royal Norwegian Embassy</i></p> <p><i>Ms. Aine Shiozaki, Environment, Science, Technology, and Health (ESTH) Analyst, Economic Office, U.S. Embassy Kyiv</i></p> |
| 09:20 - 09:30 | <p>Presentation of the training program. What can you expect in the coming 2 days</p> <p><i>Mr. Matthias Puhlinger, Director for International Cooperation and Strategy, REC, Project Director of LINK and Ukraine LEAPs Projects</i></p> |
| 09:30 - 10:00 | <p>Project Cycle Management Methodology</p> <ul style="list-style-type: none"> • Definition of a project and project management • Project design stages and typical documents • Project success qualities <p><i>Ms. Ellen Baltzar Mossop, Expert, Environmental Financing Topic Area, REC</i></p> |
| 10:00 - 11:00 | <p>Overview of Logical Framework Approach and Matrix</p> <ul style="list-style-type: none"> • Analysis phase: problems and objectives • Planning phase: project strategy, indicators, assumptions • Logical Framework Matrix |



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| | <i>Ms. Venelina Varbova, Environmental Financing Topic Area Leader, REC</i> | |
| 11:00 - 11:15 | Coffee break | |
| 11:15-11:30 | Project strategic context <i>Ms. Venelina Varbova, Environmental Financing Topic Area Leader, REC</i> | |
| 11:30-11:50 | Stakeholder involvement aspects <i>Ms. Ellen Baltzar Mossop, Expert, Environmental Financing Topic Area, REC</i> | |
| 11:50 – 12:45 | Group work <i>Participants are forming small groups (5-6 participants), where all groups develop their project idea, conducts stakeholder analysis, problem and strategic analysis</i> <i>Facilitated by Ms. Ellen Baltazar Mossop and Ms. Venelina Varbova</i> | |
| 12:45 - 13:15 | Presentation of the group work results <i>Representatives from each of the groups</i> | |
| 13:15 - 14:15 | Lunch | |
| 14:15 – 14:45 | Project development and proposal writing <ul style="list-style-type: none"> <i>Project proposal document as a primary communication tool</i> <i>Purpose, rationale and key elements of a proposal document</i> <i>Mr. Dino Babic, Director, European Academy for Education and Social Research</i> | Presentation of the identified problems, goals, targets and proposed measures: <ul style="list-style-type: none"> <i>Presentation by five municipalities (10 min. per presentation)</i> <i>Feedback to the presented plans</i> <i>Discussion</i> |
| 14:45 - 15:45 | Group work <i>Interactive session on project proposal development/writing</i> <i>Q&A Session</i> <i>Facilitated by Mr. Dino Babic, Director, European Academy for Education and Social Research</i> | Local Action Planning Towards Energy Security and Sustainability (for energy managers): Overview of the Local action plans developed under LINK program <i>Mr. Eduardas Kazakevicius, Clean Energy and Climate Change Topic Area Leader, REC</i> |
| 15:45 - 16:00 | Coffee break | |



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| 16:00 - 16:30 | Presentation of results of the group work <i>Representatives from each of the groups</i> | Development trends in energy sector in Ukraine and its implications for local authorities <i>Mr. Roman Podolets, Expert, Institute for Economics and Forecasting, Ukrainian NAS</i> |
| 16:30 - 17:00 | | Facilitated discussion on the needs for capacity development in energy sector on local level <i>Mr. Eduardas Kazakevicius, Clean Energy and Climate Change Topic Area Leader, REC; Mr. Roman Podolets, Expert, Institute for Economics and Forecasting, Ukrainian NAS</i> |
| 17:00 - 17:15 | Closing of the first day of training | |

18:00 - Dinner



Friday, February 24th, 2017

Day 2 Developing a Project Proposal Document

| Time | Activity |
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| 09:00 - 09:30 | <p>Overview of funding programs and investment initiatives for Ukrainian municipalities</p> <p><i>Ms. Ellen Baltzar Mossop, Expert, Environmental Financing Topic Area, REC</i></p> |
| 09:30-10:10 | <p>Basic rules of budgeting, budget items, narrative part of the budget</p> <p><i>Mr. Dino Babic, Director, European Academy for Education and Social Research</i></p> |
| 10:10 - 11:30 | <p>Group work</p> <p><i>Participants are filling the budget form in accordance to their project ideas</i></p> <p><i>Facilitated by Mr. Dino Babic, Director, European Academy for Education and Social Research</i></p> |
| 11:30 - 11:45 | Coffee break |
| 11:45 - 12:15 | <p>Major mistakes and challenges in development of a project proposal document. Reasons for accepting or denial</p> <p><i>Ms. Julia Shevchuk, Head of Representative Office, NEFCO</i></p> |
| 12:15 - 13:15 | <p>Financing of Projects from an Investor's Perspective. Green Economy Transition and EBRD's Green Cities Programme</p> <p><i>Mr. Mikko Venermo, Associate Director, EBRD</i></p> |
| 13:15 - 14:00 | <p>From a project idea to a project proposal. Development of a project proposal for receiving a grant under the LINK project. What are the next steps?</p> <p>Q&A</p> <p><i>Ms. Zorica Korac, Senior Expert, Participatory Governance Topic Area, REC</i></p> |
| 14:00 - 15:00 | Lunch |
| 15:00 - 16:00 | <p>Project ideas for receiving of a grant under the LINK project</p> <p><i>Ivano-Frankivsk municipality</i></p> <p><i>Poltava municipality</i></p> <p><i>Lubny municipality</i></p> <p><i>Berdychiv municipality</i></p> <p><i>Fastiv municipality</i></p> <p><i>Nizhyn municipality</i></p> |



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| | <i>Cherkasy municipality</i> <i>Facilitated by Ms. Zorica Korac, Senior Expert, Participatory Governance Topic Area, REC; Mr. Eduardas Kazakevicius, Clean Energy and Climate Change Topic Area Leader, REC</i> |
| 16:00 - 16:30 | Energy audit: Introduction to the training for local energy experts <i>Mr. Vadym Lytvyn, Head of the Training Centre for Energy Management, Association of Energy Auditors</i> |
| 16:30 - 16:45 | Closing of the training, afternoon coffee |

Participants' departure home