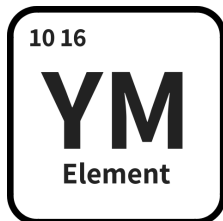




Erasmus+



Writing + Lab

.....

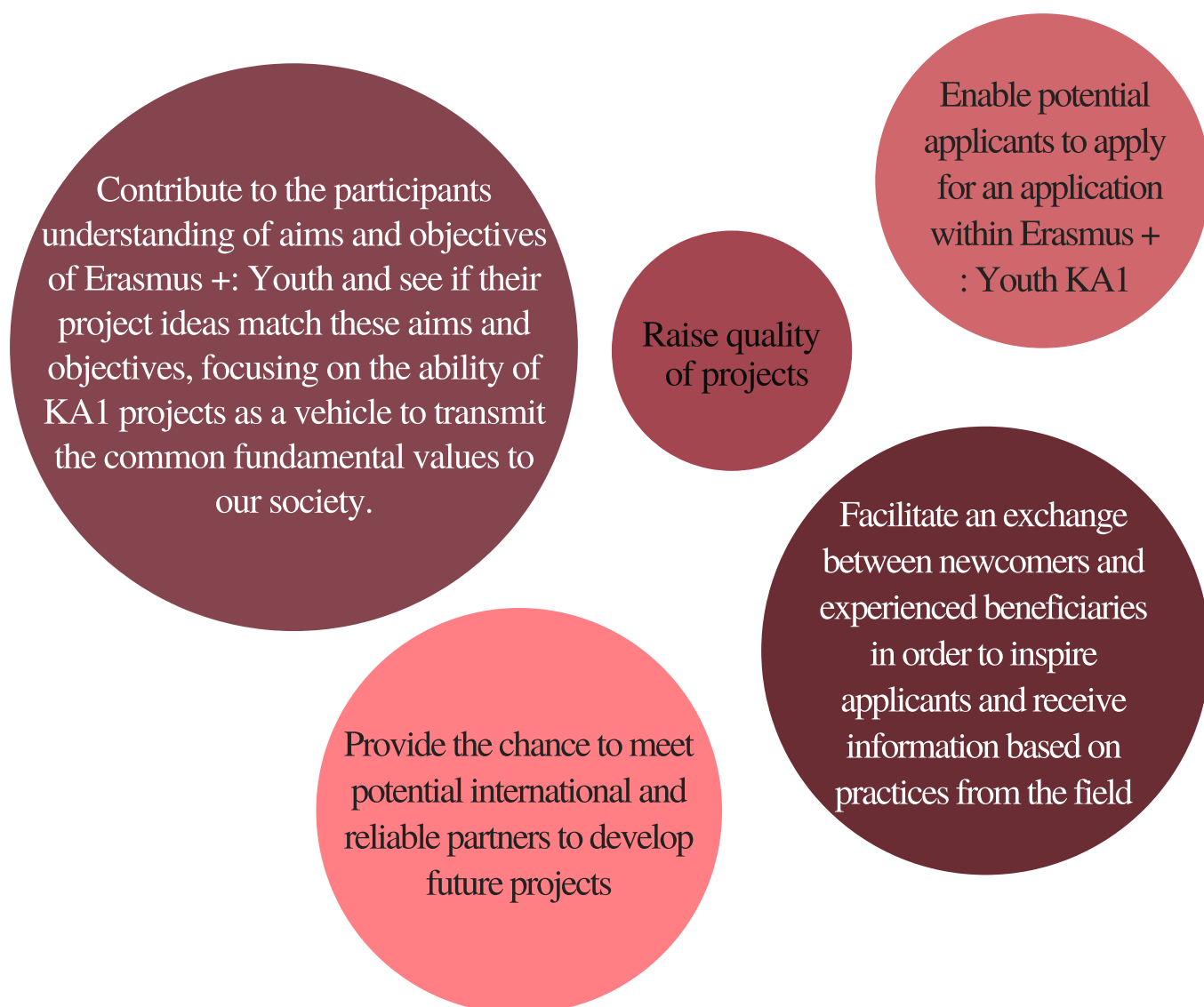
Logroño

10-17 october, 2018

Dear partners, dear friends!

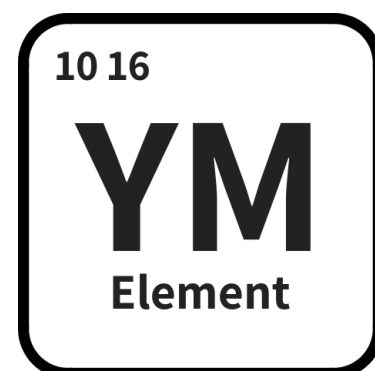
You already have a concrete project idea and plan to apply for a grant within Erasmus+: Youth but still need some input or advice to raise the quality of your project and fit the application criteria? Do you need to find suitable and reliable partners? This is the right activity for you!

“Writing+ Lab” aims at enabling potential applicants to hand in high quality applications in the frame of Erasmus+: Youth. It will give participants the chance to develop their project ideas in exchange with trainers, experienced beneficiaries and NGOs and get to know more about specific aims and objectives of the programme and how to write the application form, focusing on the ability of the projects as a vehicle to transmit the common fundamental values to our society (priority of the program in 2017).



About us:

Your Missing Element was created by a group of friends who believed in change. After many years of work and many people involved, we created an organization that sought to listen to young people and create a space where multiculturalism, respect, equality and human rights were protagonists.



Nowadays, we have experience preparing and implementing activities at European level that aim to improve youth involvement and help to promote the personal development of our young people, increasing their skills, independence and autonomy in order they grow into active and transformational agents of their society and local communities.

Who else will participate in this Training Course?

Below you can find the participant countries, organizations and number of participants

Spain	Your Missing Element	4
Bulgaria	WALK TOGETHER ASSOCIATION	2
Slovakia	YOUTHFULLY YOURS SR	2
Greece	Greek Odysseuses	2
Lithuania	ASOCIACIJA APKABINK EUROPA	2
Macedonia	ZDRUZENIE NA STUDENTI PO PRAVO I MLADI PRAVNICI PAVEL SATEV KOCANI	2
Poland	Stowarzyszenie Sztukater	2
Portugal	ADAMASTOR- ASSOCIACAO CULTURAL	2
Romania	Future in Progress	2
Turkey	KARASU GENCLIK, SANAT VE SPOR KULUBU DERNEGI	2

Requirements

- The activity is open for youth leaders, project managers and voluntary and professional youth workers, working directly with project management and capable of making decisions about partnership. They must have basic knowledge about Erasmus + and how to write and develop KA1 projects.
- Participants should be preferably between 20 and 35 years old, but we can host people over 18 y.o. and no upper age limit.
- Participants are expected to be part of the full duration of the activity
- Be aware that this activity will be in English.

Travel

- Travel costs: will be reimbursed according the received grants from the Erasmus + program, based on the results of the distance calculator supported by the European Commission.
- Travels will be buying by sending organizations or participants. If travel cost exceeds the amount set by Erasmus + the amount that exceeds shall be assumed by the participant or the sending organization.
- Reimbursement will be done after participants send us all the documents needed.
- Every participant needs to take care of his/her own insurance for the period of the TC and travel days. This cost will not be refundable.



Important

We will have a session the 10th during the afternoon, for that reason, you will need to book your trip according to this information.

Arrival day and hour: 10th, 17pm

Departure day and hour: 17th, after breakfast

Budget

Greece: 360€

Lithuania: 360€

Macedonia: 360€

Poland: 275€

Portugal: 180€

Romania: 360€

Bulgaria: 360€

Slovakia: 275€

How the process goes:

Participants should arrange their trip (but please, don't buy tickets before our approval). We will reimburse that cost when we receive all the documents we need (invoice, tickets, boarding passes, etc.).

Please note that it is not possible to reimburse without the original tickets and/or boarding passes. In addition one invoice that shows the name of the participants, date, route and price.

Original invoices and tickets must be delivered during the activity, except for those needed for the return trip, which should be sent by certified mail within 10 days after the end of the activity.

Please, for your local transportation (train, bus) buy RETURN ticket, in this case we can scan them while you are here. You will still need to send us your return boarding passes and tickets after the TC.

You will also need to ask invoice about your transport with the following data:

Asociación Your Missing Element
Calle Profesor Manuel Garzón Pareja Nº 9, 4ºC, 18008
Granada.
G19647445

Please remember: we are not able to reimburse if you can't give us **ticket** AND **Invoice** together.

What do I need to do before my travel?

Every participant needs to take care of his/her own insurance for the period of the TC and travel days. This is not going to be part of the reimbursement.

As a member of the European Union, Spain has agreements for the recognition of insurance systems. Those who possess a European insurance card should therefore be covered for illness and accidents in the same way as they are in their country, please bring with you this card.

Please keep in mind, even if you have EU Insurance card, this would not cover any travel incident. It is your own responsibility to arrange your own travel and health insurance. Please also check if your passport or National ID Card is still valid.

Entering to Spain

- Since Spain is EU member, if you are coming from another EU country, you will be allowed to travel with your ID card.
- However, you can bring your passport if you have just in any case.
- For those who do not come from a country of the EU, please check the requirements as soon as possible. If you need a letter of invitation let us know and we will send it you.

How to get to Logroño?

- Logroño has an international airport, but it is not too big: It can be difficult to find a flight with good connections / prices.
- We recommend you look at options for the airports of Bilbao, Pamplona or Vitoria.
- Also, you can fly to Madrid and then take a bus for 4 hours and approximately € 25 for a single trip.
- It is very important to buy all the tickets before arriving at the activity: return tickets included.



The contact number for travel days is:

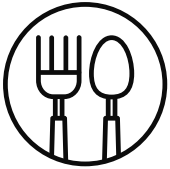
0034 695840771 (Sara)

Where are we going to stay?

- We will stay in a residence in Logroño: [click here for more information](#)
- Participants will share rooms with other participants from different country (but same gender). Two or three per room.
- Accommodation is fully covered by the Erasmus plus programme.

What we are going to eat?

Room and board are covered by the program, which means: you will receive food 3 times a day. This is on us. Please note Erasmus + Programme is not covering any alcohol, so if you want to have a glass of wine to your dinner, then you will have to pay for that. But please control yourself, drink moderately. If you have any [allergy or any medical diet](#), please let us know in advance in order to arrange you special food.



Currency

- In Spain you can pay by Euros. Bring some pocket money if you want to buy some souvenirs.
- Important note: You can barely pay with your credit/debit card. Make sure you have all the time cash with you, because in small places, shops, restaurants you will not be able to pay with cards. To withdraw money using a Spanish ATM and your national debit card can cost 4 euros/transaction.

More things:

- We will have intercultural nights/coffees, so, do not forget to bring your national food and drinks
- Bring comfortable clothes and shoes (we will walk).
- Bring your national flag, magazines, postcards what will help you to introduce your country.
- Bring your sending organization's leaflets and any kind of information what you might have.
- Please **find a nice mug from your city/town/country** and bring it to the activity. On the first day we will make a lottery and you will get a cup that you can use the whole week and later bring home with you as a memory.
Less plastic, more beauty!
- And your good mood. This is the most important



DON'T FORGET TO JOIN THE FACEBOOK GROUP
AND TO FILL THE FORM



<https://www.facebook.com/groups/1622914204494459/>



https://drive.google.com/open?id=1_AIgH_-GomMbTQzAVPDJQx5t5KzXN2TQWU_cB9iOOMc

