READ A FURTHER REVIEW ABOUT THE METHODOLOGICAL DESIGN

(Supplementary text about the designing of a project in Pdf).

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THE METHODOLOGICAL DESIGN:

- The methodological design of a project will always depend on the nature of the project. A **practice-based** project will usually differ from an **analysis-oriented** project, insofar that participants and collection of data sources will require different methodological approaches. However, some projects may include both sides if one chooses to initiate a project with a **needs analysis** among participants in the primary target group.

- The methodological design of a project will basically be about clarifying and describing how to **realize step-by-step the objectives** that the project must meet.

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THE METHODOLOGICAL DESIGN:

- Usually, one can choose many different methods and tools to fulfill the objectives in a project. However, it always require a critical reflection on the coherence between the method, the objectives and the prerequisites of the target group.

- If you want to work creatively with a group of vulnerable young people, it is obvious to introduce methods to promote safe relationships between the young people and between the artists and the young people.

- Therefore, one must first clarify the theoretical-methodological approach when selecting the working methods. For example, in your project description you can use perspectives as an approach to the methodological design and construct, for instance:

  - Artistic perspective using artistic methods etc.
  - A narrative perspective using narrative methods
  - A relational perspective using relational methods

READ A FURTHER REVIEW ABOUT THE TIMETABLE

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THE TIMETABLE:

- The time schedule is an important management tool in the planning, implementation and follow-up of all projects. A good schedule shows when specific project activities need to be completed. Among other things, this can be done on the basis of established **milestones**, for example the exact time for the completion of a training course etc.

- Scheduling can be **tentative and flexible**. But in any case, it is a management tool that visualizes the necessary flow in the project tasks and maintains the attention to this flow.

- There are many different models of schedules in projects. In EU projects, for example, the so-called **GANTT** form is often used. But other, more simple templates can also be useful.

READ A FURTHER REVIEW ABOUT THE DOCUMENTATION

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THE DOCUMENTATION AND EVALUATION:

- You will often be required to account for a documentation- and evaluation plan, when submitting an application. Sometimes you meet requirements for an **external** evaluation, conducted by external evaluation experts. In other application contexts, an **internal** evaluation will be sufficient.

- The documentation may be just an overview of the planned reporting, which will generally be a **formal requirement** attached to grants, for example quarterly progress reports and a more thorough final instance.

- However, especially in **artistic** projects, it is obvious to provide a more diverse documentation where **artistic/creative expressions** are included, for example films or videos documenting the project's process results, portfolios and aesthetic diaries from the participants, etc.

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THE DOCUMENTATION AND EVALUATION:

- As a benchmark, it can be a good idea to distinguish between desired **results** and desired **impact** of project activities.

- It may be advisable to distinguish between a **performance measurement** that corresponds to the project objectives. In contrast, an **impact evaluation** will usually to a greater extent focus on the effect that the project's activities had on the participants or participative organisations.

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THE DOCUMENTATION AND EVALUATION:

One approach is to combine three analyses within the evaluation:

- **THE OUTCOME ANALYSIS** will relate to the fulfillment of the objectives, for instance the recruitment of a certain number of young participants to a socially engaged art performance.

- **THE IMPACT ANALYSIS** will relate to the impact of the project activities on the participants, for instance the young peoples´experience of being empowered through the performing acts.

- **THE FUNCTIONAL ANALYSIS** will focus on the effective elements in the methods used, thus to explain and learn why and how the effects were achieved.

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THE DOCUMENTATION AND EVALUATION:

An example of the combined evaluation plan:

EVALUATION LEVEL	EVALUATION FOCUS	EVALUATION PERSPECTIVE
THE **OUTCOME** ANALYSIS	The fulfillment of criteria for overall aims and concrete objectives	The **OUTCOME** and measurable result perspective
THE **IMPACT** ANALYSIS	Intended and unintended consequenses of the activities	The **CHANGE** perspective
THE **FUNCTIONAL** ANALYSIS	The functionality in activities and methods to explain the results and the impact	The **LEARNING** and **TRANSFER** perspective

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THE DISSEMINATION AND SUSTAINABILITY PLAN:

- Many foundations and co-financing authorities will show great interest in having supported project results disseminated to a wider circle of stakeholders, thus to utilize new good practice experiences and methods used. Therefore, the **dissemination plan** often plays a major role in obtaining a grant.

- A dissemination plan is basically about explaining to **whom, how, when and how often** you will in practice inform about the project and the results and effects achieved.

- Furthermore, **sustainability** is an expression of how to ensure that the project's results can be **anchored and utilized** in a future perspective. This may be, for example, through the maintenance of a website presenting the project methodology. Or it may be a firm anchoring of the project, for example the establishment of a permanent offer of participatory theatre activities for vulnerable young people.

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THE DISSEMINATION AND SUSTAINABILITY PLAN:

Examples of activities:

- Project website, project logo, pictures and other announcements on social media.

- Brief newsletters or bulletins disseminated to relevant stakeholders such as cultural and artistic institutions, public authorities in the artistic, creative, pedagogical and social domain etc.

- Articles in press and magazines.

- Brochures and presentations on relevant conferences, seminars, workshops etc.

READ A FURTHER REVIEW ABOUT THE BUDGETING

(Supplementary text about the designing of a project in Pdf).

THE BUDGETING:

- The budgeting of a project is a key task in the applying process. The budget must, **on the one hand**, ensure that, in the case of a grant, there are sufficient financial resources to carry out the project. But the budget, **on the other hand**, must also have a content and scope in accordance with the given tender.

- An important budget line is the **setting of salaries**. Here, it may be a good idea to examine the general salary level within the profession or similar professions, for example salary rates for participating teachers, educators, actors, performers, musicians and other employees within creative professions. Sometimes there are lists of rates used. But it is important to be aware of the foundation policy that may include funding of production, but not imply the possibility of salaries.

- It is also important to obtain price offers from **external participants** as for instance external evaluators or creative designers for websites and logos - who may have to receive a **fee** based on a number of working hours and an hourly rate, possibly with tax on top of that.

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THE BUDGETING:

The budgeting also includes vital items such as budget lines for:

- Rental of premises incl electricity etc., if you do not have premises in advance.
- Performance of project activities and materials, for example for costumes, paintings, posters, instruments etc.
- Office supplies and possibly PCs and special programmes.
- PR and marketing, for instance website, seminars and workshops with catering, etc.
- Transportation and excursions etc.
- Possibly salaries or fees for guest teachers, instructors, external evaluators etc.