

Application Form Workshop Third Innovative Actions Call

Brussels, 10 September 2024

8:30 – 9:00 Registration and Welcome Coffee

9:00 – 9:20 Introduction and workshop guidelines

Developing your project's strategy

9:20 – 9:40 Current picture: Describing the initial situation

9:40 – 10:10 Where do you want to go? Defining Objectives and Expected Results

10:10 – 10:30 Presenting your innovative solution: clarifying and benchmarking

10:30 – 10:50 Outputs: How to define the project's end products

10:50 – 11:10 Coffee Break

Developing your project's operational plan

11:10 – 11:30 Designing your workplan: identifying and connecting your key pillars

11:30 – 12:00 Zoom into a work package: from activities to outputs

12:00 – 12:20 Investments: key points to consider

12:30 – 13:30 Lunch

Focus sessions

13:30 – 14:30 Budget: building a solid budget and understanding key eligibility principles

14:30 – 15:15 Measuring success: Developing a strong Monitoring & Evaluation framework

15:15 – 15:45 Presenting your partnership and embedding participation and co-creation

15:45 – 16:15 Debrief and conclusion

Note: The workshop is not intended to provide support for generating project ideas or feedback on the content of individual application forms.

Due to limited capacity at the venue, we can only accept a maximum of two registrations per institution. Priority will be given to urban authorities. Applicants will receive a confirmation email upon successful registration. If the workshop reaches capacity before the deadline, any additional registrants will be placed on a waitlist and notified if a spot becomes available. Applicants are encouraged to register as soon as possible to secure their spot.

Venue: [Comet Louise Brussels](#)

Address: 20 Place Stéphanie, 1050 Bruxelles, Belgium

Metro - Tram

Louise
Stéphanie
8, 92, 93, 97

Parking

Inter-Parking Stéphanie-Louise (tarif préférentiel)
Q-Park Parking
ZenPark Parking

Bus

Louise 54, 71, N06, N08, N09, N10, N11
Quartier Saint-Boniface 54, 71, N09, N10
Stéphanie N11