



Erasmus+

CASTLE kick-off meeting

Tuesday 14 and Wednesday 15

November 2017

Wolverhampton, UK

University of Opportunity

23,000 students

2,500 staff

Walsall
Campus

Telford
Campus

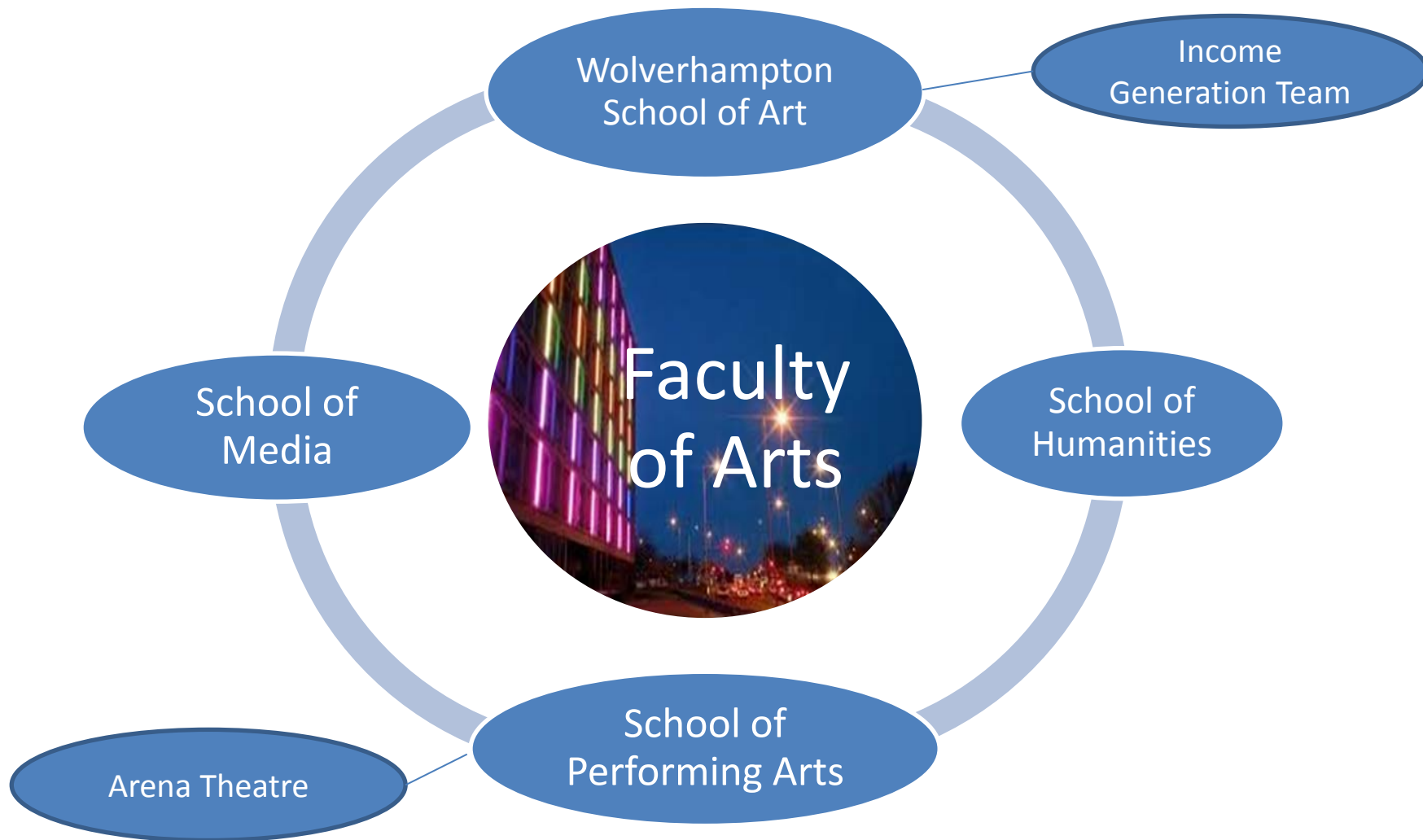
Wolverhampton
Campus

Faculty of
Education, Health
and Wellbeing

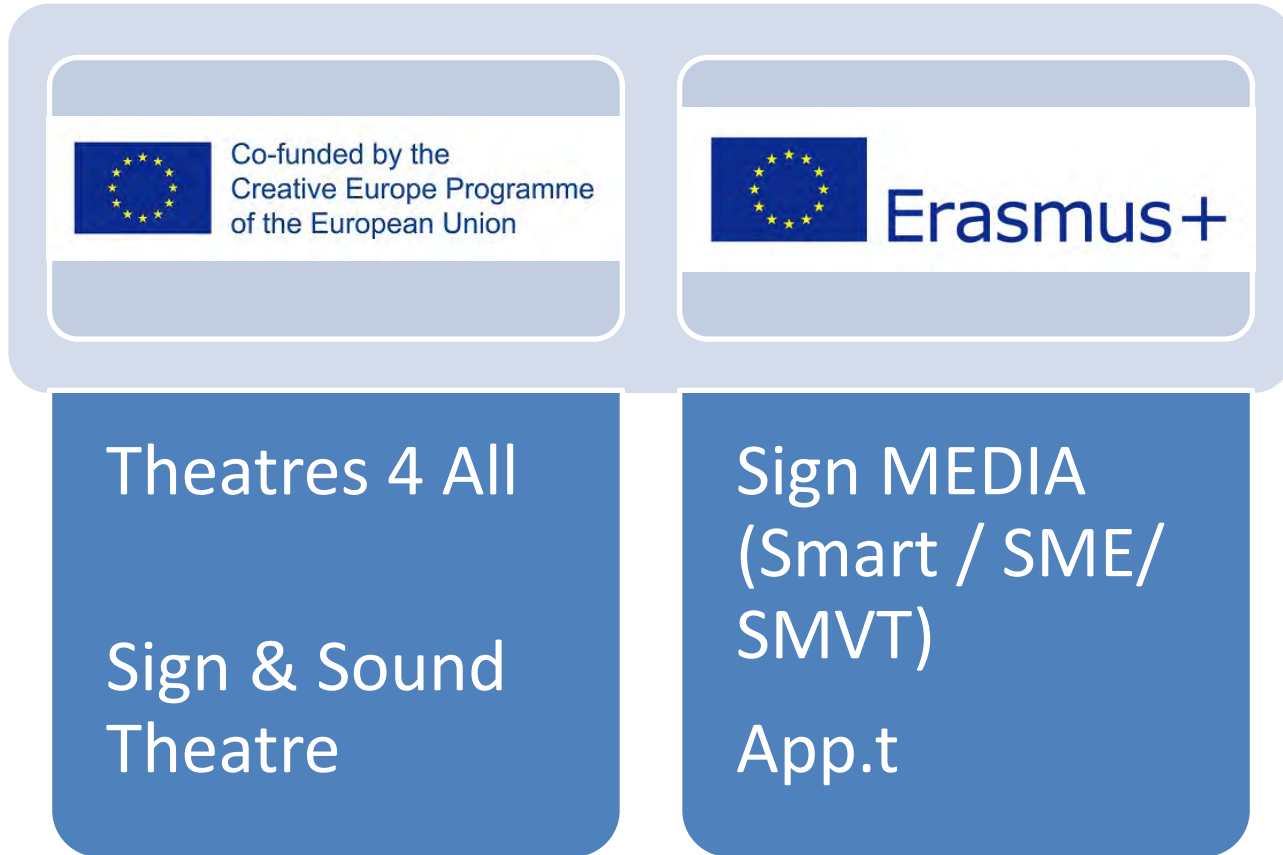
Faculty of Science
and Engineering

Faculty of Arts

Faculty of Social
Sciences



Other relevant projects



CASTLE Timetable

	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
	MONTHS	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
Project activity*																									
Partner meetings		UK					SI										PL								IT
C1 - JSTE - HOW TO START A BUSINESS IN THE CREATIVE AND CULTURAL SECTOR																									
C1/a - Joint identification of training programme																									
C1/b - Selection of trainers																									
C1/c - Implementation of training																									
C1/d - Evaluation of the training																									
C2 - JSTE - HOW TO MAKE YOUR BUSINESS SUSTAINABLE OVER TIME																									
C2/a - Identification of training programme																									
C2/b - Implementation of the workshop																									
C2/c - Evaluation of the workshop																									
O1 - Start-up Practical Handbook																									
O1/a - Establish working group																									
O1/b - Research phase																									
O1/c - Drafting of handbook																									
O1/d - Final version																									
O2 - Interactive Platform																									
O2/a - Technical draft of platform																									
O2/b - Collection of material																									
O2/c - Testing																									
O2/d - Final version																									
A6 - Elaboration of transnational and local communication strategies																									
E1-E4 - National Conferences																									
E5 - International Conference in IT																									



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Project No: 2017-1-UK01-036688

Project background and key objectives

CASTLE Timetable – Year 1

	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13
	MONTHS	N	D	J	F	M	A	M	J	J	A	S	O	N
Project activity*														
Partner meetings		UK					SI							
C1 - JSTE - HOW TO START A BUSINESS IN THE CREATIVE AND CULTURAL SECTOR														
C1/a - Joint identification of training programme														
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O1 - Start-up Practical Handbook														
O1/a - Establish working group														
O1/b - Research phase														
O1/c - Drafting of handbook														
O1/d - Final version														
A6 - Elaboration of transnational and local communication strategies														

CASTLE key objectives

Increase basic enterprise skills of artists/ cultural operators working as audio describers/ subtitlers

Develop practical tools for business start-up / management

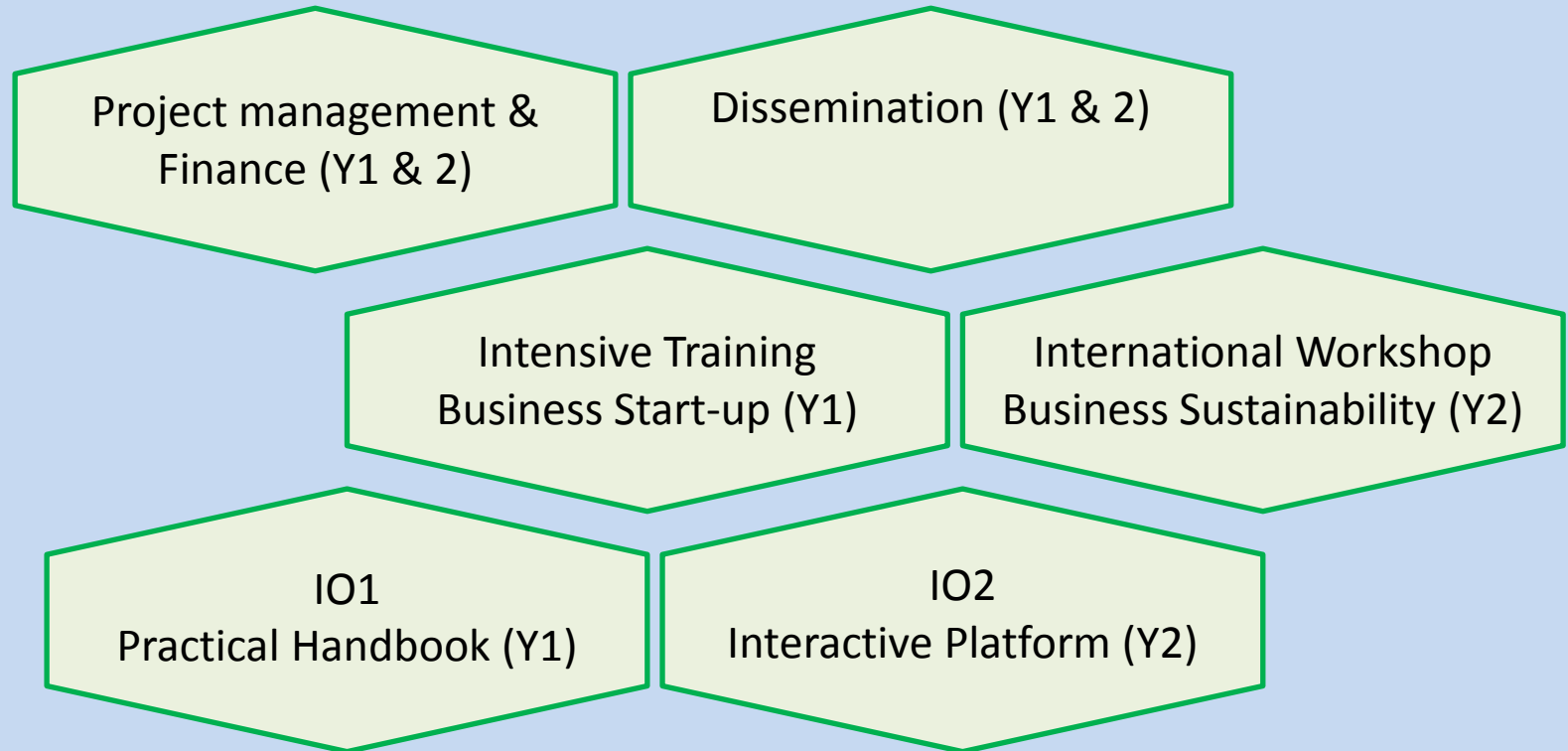
Professionals

Amateurs and volunteers

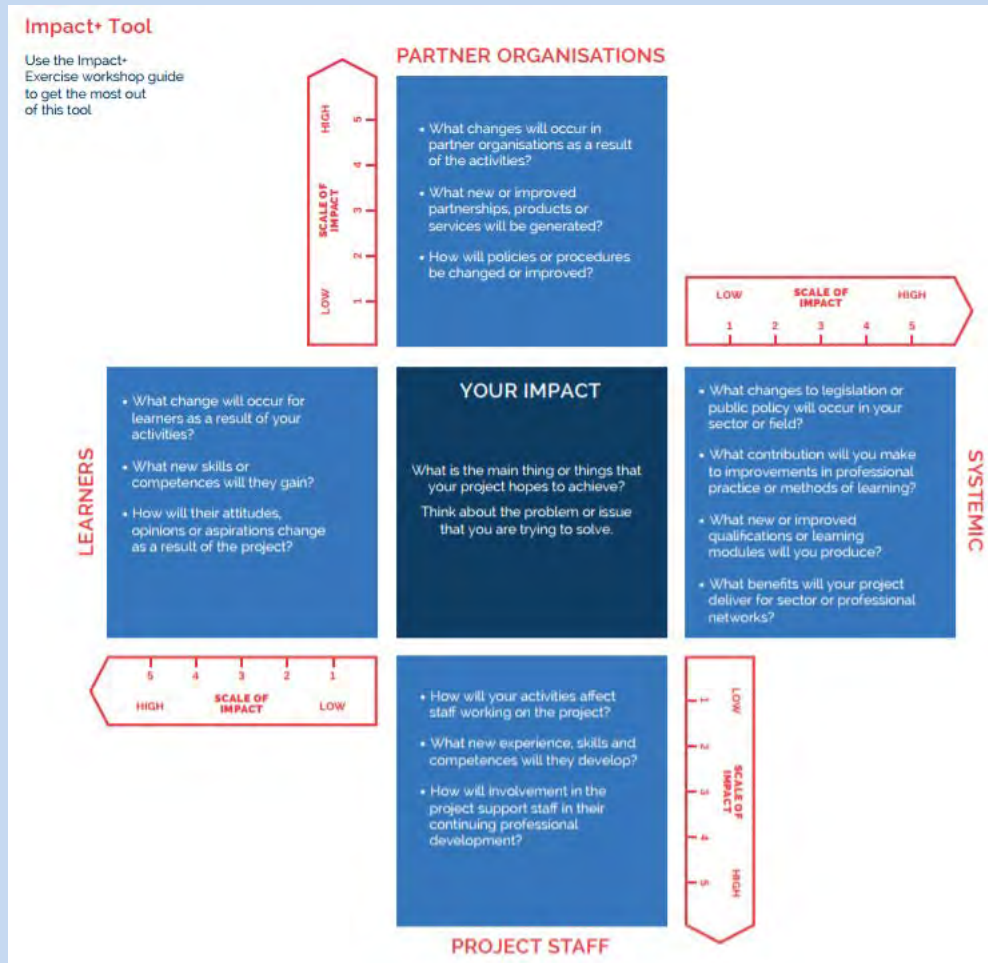
Cultural institution directors

Theatre and culture professionals

CASTLE outputs



CASTLE impact



Erasmus+

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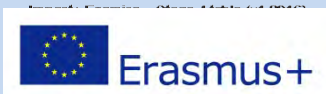
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CASTLE impact

IMPACT+ EXERCISE SUMMARY TABLE

AREA OF IMPACT	IMPACTS / OUTCOMES	INDICATORS	DATA SOURCES	TIMESCALE		
				SHORT TERM	MEDIUM TERM	LONG TERM
SYSTEMIC	Best practice about audiodescription and subtitling in Europe	Best practice section of handbook	Handbook downloads	Y	Y	Y
	Specific training materials available	Completed handbook and platform	Handbook downloads, platform visits (200)		Y	Y
	Professionalisation of audiodescription and subtitling	Feedback from users and cultural institutions	Survey at project end?			Y
ORGANISATIONS	Increased European links	Project work, dissemination	NA final report, dissemination logs		Y	Y
	New project ideas	Number of proposals submitted	Proposals		Y	Y
	New training opportunities	New courses offered, no. participants	Organisational records			Y
LEARNERS (Audiodescribers and subtitlers)	Business start-up skills	Workshop participants (50), handbook downloads, new businesses started	Workshop records and feedback, platform, survey at project end?	Y		Y
	Links with cultural institutions	Number of users and cultural institutions on platform, participants at multiplier events (300)	Platform subscribers and visits (200), ME attendance sheets and feedback		Y	Y
	More AD / subtitled performances	Users have more work than in previous years, theatres increase their offering	Survey at project end?		Y	Y
STAFF	Management and finance experience	Successful completion	NA interim and final report		Y	Y



WP4 – Development of a Start-up Practical Handbook (IO1)

University of Wolverhampton (Lead)

IO1 Practical Start-up Handbook

Output – eBook to support people working in the audiodescription/subtitling sector in starting up their own business

- MUST focus on cultural accessibility, not be generic information.
- MUST contain concrete and feasible solutions for audiodescribers/subtitlers.
- MUST be suitable for audiodescribers/ with no business background.

IO1 Practical Start-up Handbook

Content agreed in proposal:

Strategic Thinking

- clarify if their business idea in this sector is suitable
- evaluate if there is a clear project vision
- analyse financial implications, level of commitments

Business Plan Development

- level of accessibility and awareness, methodology used
- analysis of policies, assessment of political and cultural contexts
- level of professionalism, level of competition

Business Management

- human resources and marketing
- decision making and risk management
- business systems and organization,, financing

Different Models

- audiodescription/ subtitling models commonly used in the partner countries

Not in proposal but nice to have: Networking / How to find work / How to persuade potential employers that the service is required



Where will the information come from?

Strategic Thinking

- checklist or evaluation template?

Business Plan Development

- Is this national only for each language version?

Business Management

- We could adapt some info from the App.t project (social enterprise)
- Do partners have other resources?

Different Models

- data available from T4ALL project for UK, Italy, Spain? Include French model?
- Template/info required for Slovenia and Poland?

App.t topics

Vision, values and mission

You will know the difference between vision, mission and values.
You will understand how to write a vision statement and have prepared one.
You will understand how to write and prepare a mission statement.
You will identify key values

Market research

You will know why market research is useful.
You will know how to start market research for your social enterprise.
You will know some of the tools you can use for market research.
You will know the difference between primary and secondary research

Analysis

You will know why organisational analysis is useful.
You will know how to do a SWOT analysis.
You will know how to do a PESTLE analysis.

Resources

You will know what kind of resources are needed to run a social enterprise

Feasibility

You will know whether your social enterprise idea is feasible.
You will know how to create a contingency plan.

Income generation

Practical elements of creating a budget for your enterprise
How to identify and calculate costs
How to prepare a cashflow

Business Plan

Set up a business plan based on your own idea.
Understand how the elements of the enterprise come together.
Understand the different roles and skills required by enterprise members.



IO1 Practical Start-up Handbook

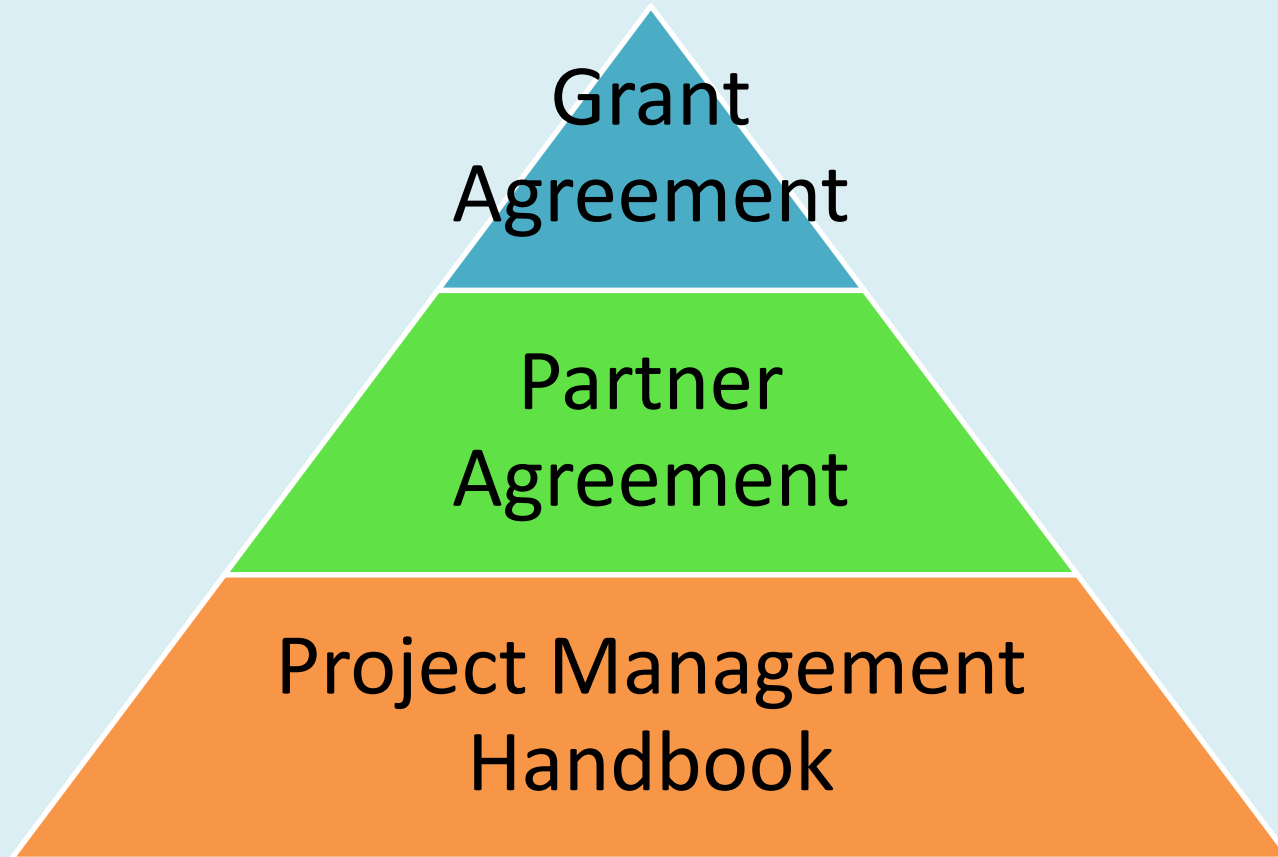
Format

- PDF
- Epub
- Any others?

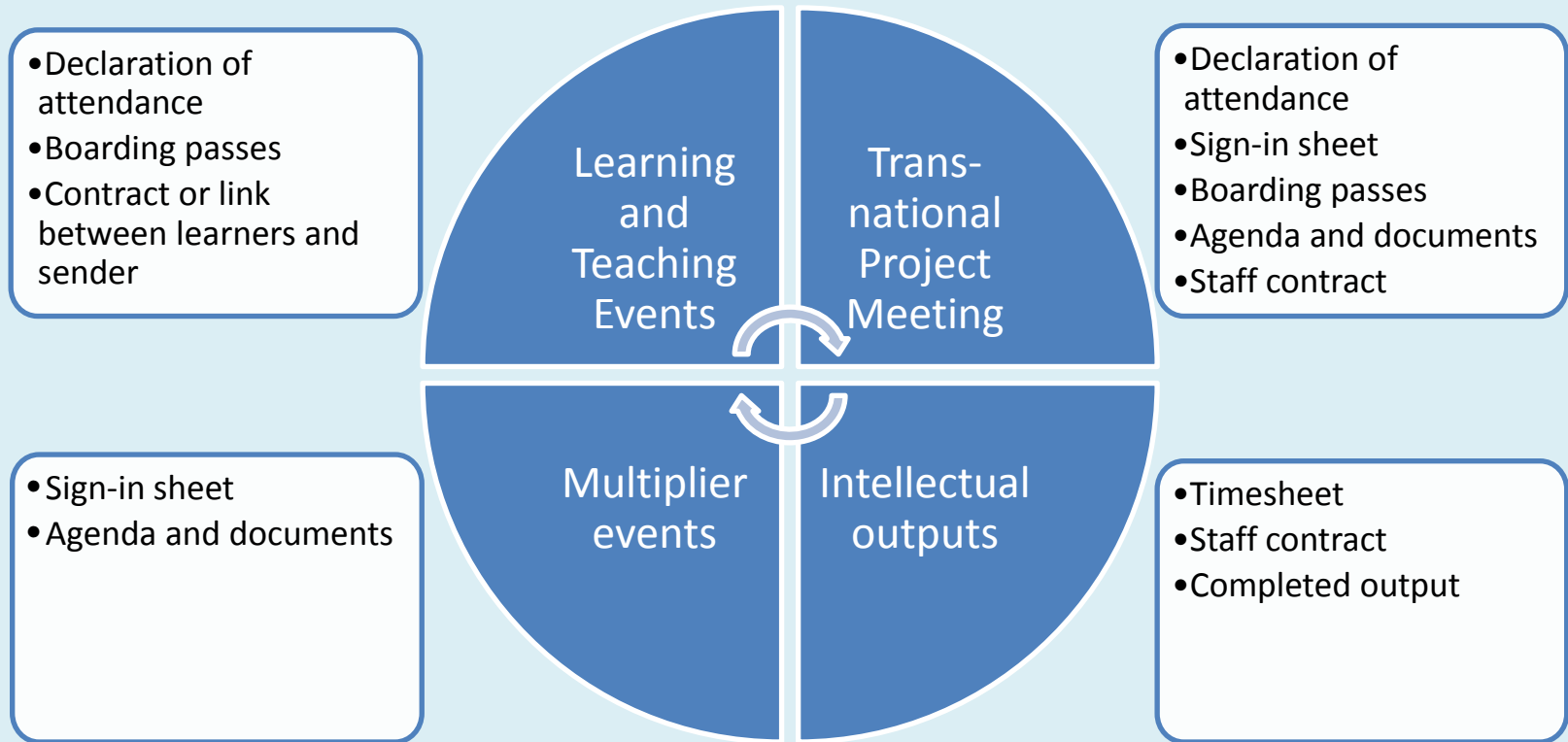
Project Management and Finance

University of Wolverhampton (Lead)

Project Management



Rules and Evidence



Project Management – no evidence required.

Exceptional costs – certified original receipts

Mobility+ Tool

ARGO di Donda Andrea e C. snc	Andrea	Donda	Founder & Executive Director	donda@argoproject.eu
ARGO di Donda Andrea e C. snc	Ognjen	Tomic	Founder & Managing Director	tomic@argoproject.eu
CENTRO DIEGO FABBRI DI STUDI DI RICERCHE E FORMAZIONE SUL TEATRO	Raffaella	Baccolini	President	raffaella.baccolini@unibo.it
CENTRO DIEGO FABBRI DI STUDI DI RICERCHE E FORMAZIONE SUL TEATRO	Paolo	De Lorenzi	Director	info@centrodiegofabbri.it
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Centrum Kultury Wroclaw Zachod	Dabrowka	Petrow	Project manager	d.petrow@ckwz.art.pl
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Producciones Audiosigno SRLU	Raul	Ordonez Flores	Project manager	raulof@audiosigno.com
SASA INKUBATOR, DRUZBA ZA PODJETNIŠKO IN POSLOVNO SVETOVANJE, DOO	Karla	Sitar	Director	karla.sitar@sasainkubator.si
SASA INKUBATOR, DRUZBA ZA PODJETNIŠKO IN POSLOVNO SVETOVANJE, DOO	Ana	Anžej	PR and Project Manager	ana.anzej@sasainkubator.si









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Project Management and Implementation

Search in 6 records

selection |  export | bulk operations

	Participating Organisation	Role	Total Amount (Adjusted)
<input type="radio"/>	ARGO di Donda Andrea e C. snc	Partner	0,00 € 
<input type="radio"/>	UNIVERSITY OF WOLVERHAMPTON	Beneficiary	0,00 € 
<input type="radio"/>	Producciones Audiosigno SRLU	Partner	0,00 € 
<input type="radio"/>	SASA INKUBATOR, DRUZBA ZA PODJETNISTKO IN POSLOVNO SVETOVANJE, DOO	Partner	0,00 € 
<input type="radio"/>	Centrum Kultury Wroclaw Zachod	Partner	0,00 € 
<input type="radio"/>	CENTRO DIEGO FABBRI DI STUDI RICERCHE E FORMAZIONE SUL TEATRO	Partner	0,00 € 
	<i>Total</i>		<i>0,00 €</i>



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Mobility+ Tool

Transnational Project Meetings

Search in 1 records

selection | | bulk operations

	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)
<input type="radio"/>	36688-TPM-00001	TPM1 - Kick-off	14/11/2017	15/11/2017	UNIVERSITY OF WOLVERHAMPTON	United Kingdom	WOLVERHAMPTON	10	5.750,00 €	5.750,00 €
Total								10	5.750,00 €	5.750,00 €

Participants

Search in 5 records

selection | | bulk operations

	Number of Participants	Sending Organisation	Sending Country	Sending City	Distance Band	Grant per participant	Total (Calculated)
<input type="radio"/>	2	Centrum Kultury Wroclaw Zachod	Poland	Wroclaw	100 - 1999 km	575	1.150,00 €
<input type="radio"/>	2	Producciones Audiosigno SRLU	Spain	Merida	100 - 1999 km	575	1.150,00 €
<input type="radio"/>	2	ARGO di Donda Andrea e C. snc	Italy	Faenza	100 - 1999 km	575	1.150,00 €
<input type="radio"/>	2	CENTRO DIEGO FABBRI DI STUDI RICERCHE E FORMAZIONE SUL TEATRO	Italy	FORLI	100 - 1999 km	575	1.150,00 €
<input type="radio"/>	2	SASA INKUBATOR, DRUZBA ZA PODJETNISO IN POSLOVNO SVETOVANJE, D OO	Slovenia	VELENJE	100 - 1999 km	575	1.150,00 €
Total							5.750,00 €



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Legal Name	Leading?	Country	Staff Category													Totals			
			Managers			Teachers/Trainers/Researchers/Youth Worker			Technicians			Administrative support staff							
			No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Calculated)				
<input type="radio"/>	SASA INKUBATOR, DRUZBA ZA PODJETNISO IN P OSLOVNO SVETOVANJE, DOO	✗	Slovenia	0	0,00 €	0,00 €	0	137,00 €	0,00 €	0	0,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	Centrum Kultury Wroclaw Zachod	✗	Poland	0	0,00 €	0,00 €	0	74,00 €	0,00 €	0	0,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	CENTRO DIEGO FABBRI DI STUDI RICERCHE E FORMAZIONE SUL TEATRO	✗	Italy	0	0,00 €	0,00 €	0	214,00 €	0,00 €	0	0,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	Producciones Audiosigno SRLU	✗	Spain	0	0,00 €	0,00 €	0	137,00 €	0,00 €	0	0,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	UNIVERSITY OF WOLVERHAMPTON	✓	United Kingdom	0	0,00 €	0,00 €	0	214,00 €	0,00 €	0	162,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	ARGO di Donda Andrea e C. snc	✗	Italy	0	0,00 €	0,00 €	0	214,00 €	0,00 €	0	0,00 €	0,00 €	0	0,00 €	0,00 €	0,00 €	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total				0		0,00 €	0		0,00 €	0		0,00 €	0		0,00 €	0,00 €			



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Mobility+ Tool

Multiplier Events

Search in 5 records

selection | | bulk operations

<input type="checkbox"/>	Event Identification	Event Title	Intellectual Outputs Covered	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	No. of Local Participants	Grant Rate per International Participant	No. of International Participants	Total (Calculated)
<input type="radio"/>	E1	National Conference in Wolverhampton	2	01/11/2017	31/10/2019	United Kingdom	100,00 €	0	200,00 €	0	0,00 €
<input type="radio"/>	E2	National Conference in Velenje	2	01/11/2017	31/10/2019	Slovenia	100,00 €	0	200,00 €	0	0,00 €
<input type="radio"/>	E3	National Conference in Merida	2	01/11/2017	31/10/2019	Spain	100,00 €	0	200,00 €	0	0,00 €
<input type="radio"/>	E4	National Conference in Wroclaw	2	01/11/2017	31/10/2019	Poland	100,00 €	0	200,00 €	0	0,00 €
<input type="radio"/>	E5	International Conference in Bologna	2	01/11/2017	31/10/2019	Italy	100,00 €	0	200,00 €	0	0,00 €
Total								0		0	0,00 €



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Mobility+ Tool

Participant

Participant Email

value required

First Name

value required

Last Name

value required

Mobility ID

DURATION

Project Duration

01/11/2017

31/10/2019

Start Date

10/11/2017



End Date

12/11/2017



Duration Calculated (days)

3

3 — 60

Travel Days (max 2)

0

Interruption days (Please justify in comments)

0

Funded Duration (days)

3

FROM / TO

Sending Organisation

value required

Sending Country

value required

Sending City

value required

Receiving Organisation

Receiving Country

Receiving City

Distance Band [Link to distance calculator](#)



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Project Management

- *Quarterly progress report*
- *Quarterly dissemination log and evidence*
- *Quarterly virtual meeting*
- *Risk register*
- *Issue and change control log*
- *Timesheets*
- *Finance claims*



Timesheets

		Monthly Timesheet - November 2017																	
Name		ENTER YOUR NAME		Project R				Academic / APT&C				APT&C							
		Project														Non - Project Work	Total Hours Worked	Absence / Leave	
		CASTLE	CASTLE	Select From List	Select From List	Select From List	Select From List	Select From List	Select From List	Select From List	Select From List	Select From List	Select From List	Select From List	Select From List				
Work stream/ Intellectual Output		1	2																
Date	Day	Description of Activities	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	Hrs: Mins	
01/11/2017	###																7:30	7:30	
02/11/2017	Thu	Non-project															7:30	7:30	
03/11/2017	Fri	Non-project															7:30	7:30	
04/11/2017	Sat																0:00	0:00	
05/11/2017	Sun																0:00	0:00	
06/11/2017	Mon																7:30	7:30	
07/11/2017	Tue																7:30	7:30	
08/11/2017	###																7:30	7:30	
09/11/2017	Thu																7:30	7:30	
10/11/2017	Fri																7:30	7:30	
11/11/2017	Sat																0:00	0:00	
12/11/2017	Sun																0:00	0:00	
13/11/2017	Mon																7:30	7:30	
14/11/2017	Tue	CASTLE project meeting	01:00	01:00													5:30	7:30	
15/11/2017	###																7:30	7:30	
16/11/2017	Thu																7:30	7:30	
17/11/2017	Fri																7:30	7:30	

- We will provide our template
- IO time, not project management



Finance claims

Claim No	Period Covered	Claim Deadline	NA Report Deadline	Release of Payment ¹
0	Pre-financing	n/a		1 st Payment – 15% of total budget
1	01.11.17 – 28.02.18	23.03.18		2 nd Payment – 15% of total budget
2	01.03.18 – 30.06.18	20.07.18		3 rd Payment – 15% of total budget
3	01.07.18 – 31.10.18	16.11.18	Interim Report Due 31.11.18	4 th Payment – 15% of total budget - Upon approval of Interim report by NA and receipt of second pre-financing payment
4	01.11.18 – 28.02.19	22.03.19		5 th Payment – 10% of total budget
5	01.03.19 – 30.06.19	19.07.19		6 th Payment – 10% of total budget
6	01.07.19 – 31.10.19	08.11.19	Final Report Due 31.12.19	Final payment – up to 20% of total budget - Upon approval of final report and receipt of final balancing payment*

***Final payment to partners is likely to be made a minimum of 90 days after project end date.**

Finance claims

	A	B	C	D	E	F	G	H	I	J	K	L
1	Intellectual Outputs											
2	Name of Organisation	Country of Organisation	Output Identification	Output title	Output type	Staff Category						
Managers						Teachers/ Trainers/ Researchers		Technicians		Administrative staff		
Number of working days						Cost	Number of working days	Cost	Number of working days	Cost	Number of working days	
5	University of Wolverhampton	UK	O1	Start-up Practical Handbook	Other	0.0	280	2	214	21	162	0
6	University of Wolverhampton	UK	O2	Interactive Platform	Other	0.0	280	3	214	8	162	0
7												
8												
9												
10												
11												
12	Timesheet breakdown											
13	Staff name	Category	Month	IO	Days							
14	Alison Carminke	Researcher	Feb-15	O1	0.54							
15	Alison Carminke	Researcher	Mar-15	O2	0.51							
16	Alison Carminke	Researcher	Mar-15	O1	0.41							
17	Alison Carminke	Researcher	May-15	O1	0.34							
18	Alison Carminke	Researcher	Aug-15	O2	1.28							



Finance claims

2				
3	Sum of Days	Column Labels ▾		
4	Row Labels ▾	Researcher	Technician	Grand Total
5	O1	1.62	21.43	23.05
6	O2	2.97	8.29	11.25
7	Grand Total	4.59	29.71	34.30
8				
9				
10				
11				
12	Proposal	Researcher	Technician	Grand Total
13	O1	90	35	125
14	O2	45	15	60
15	Grand Total	135.00	50.00	185.00
16				
17	Difference	Researcher	Technician	Grand Total
18	O1	88.38	13.57	101.95
19	O2	42.03	6.71	48.75
20	Grand Total	130.41	20.29	150.70
21				