

July 16th - 18th

HANDS ON



BOOTCAMP GRANTS & GROW



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Taking the necessary steps to valorise the identity of your organisation, seek for valuable players of your network, and build long-term oriented alliances.

PART 1: Profiling your organisation

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1.1 Creating a compelling intro of your organisation

Micro and small organisations must be strategic and laser-focused in how they present their organisation, and the activities carried out.

Written format

- **Background** → what do you do
- **Mission** → the **impact** that you want to generate
- **Vision** → where you want to be in 3, 5, 7...years (**survive** or **grow**)
- **Field of action** → the work that you carry out
- **Expertise** → results achieved, and **benefits generated for others**
- **Assets** → what makes your organisation unique (including Staff)

Oral format (pitching style)

- *Who you are...*
- *What you do...*
- *Who you represent...*
- *What are you looking for...*
- *What is the mutual benefit...*
- **(bonus)** Keep everything under 2 mins at max!
- **(bonus)** Tailor your messaging and communication style based on the counterpart

1.2 Tips for a strong digital presence

Even with no budget, you can be visible and legitimate by framing a professional image online that supports your mission.

General recommendations

- Make great use of media material: let **pics** and **video** speak for themselves
- Brand media content with your official logo and use a **consistent messaging**
- Give short but very **comprehensive information** about the initiatives described by your posts
- Share **informative material**, summarise key takeaways and anticipate the follow up
- Engage **professionals and members of community of practice** operating in your same field (e.g., youth employment, women' socio-economic emancipation, etc.)
- Report **achievements** and keep you public informed about **progresses made**

Specific recommendations

- Start with a **clear, impactful sentence** that says what you do and for whom — *We are a youth-led NGO supporting digital skills and job-readiness for underrepresented communities in rural Colombia.*
- Adjust your tone and detail **depending on where it's published** — be conversational on LinkedIn, structured on funder portals, and storytelling-focused on your website.
- Avoid vague language like “empowerment” and instead **use concrete examples** — *We run coding bootcamps and mentoring for over 350 youth aged 16–25 in Brazil and Peru.*
- Add a logo, project links, strategic hashtags, and tag known partners — people browse before they read, so make **your profile visually credible at a glance.**

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 1m • 🔔

🌍 **Kicking Off CREATE: Strengthening Climate Resilience in Tanzania's Agricultural VET Sector** 🇹🇿
 🎉 We're excited to announce the official launch of the CREATE project (Climate Change Resilience for Tanzania's Agricultural VET Ecosystem), funded by the EU Erasmus+ Capacity Building in VET programme.

A special thank and kudo to the Tanzanian partners for their commitment, professionalism and warm welcome: Dabaga Institute of Agriculture (DIA), Kilacha Agriculture And Livestock Training Centre (KAL) and National Council for Technical and Vocational Education and Training (NACTVET)

👉 Over the course of 2 dynamic days of kick-off meetings, followed by 5 intensive days of workshops, seminars, and co-creation sessions, our consortium of 6 dedicated partners came together to tackle one pressing goal: building a more climate-resilient agricultural vocational education and training (VET) system in Tanzania.

🗺️ The engagement didn't stop at the conference room—3 insightful field trips brought us to VET institutions across Tanzania, where we met with educators, students, and local stakeholders to understand their needs and co-design sustainable, climate-smart solutions.

🌱 The journey has just begun, but the momentum is strong.
 📢 Stay tuned for updates as CREATE grows into a lasting impact for Tanzania's future.

#CREATEProject #ErasmusPlus #ClimateResilience #VET #Agriculture #Tanzania #CapacityBuilding #Sustainability #EducationForClimate

Mostra traduzione



IHF Europe
 8 aprile • 🌐

IHF Europe was proud to participate in the first Transnational Partner Meeting and Needs Alignment Training of the Erasmus+ Capacity Building project SEED – Capacity Building for Sustainable Community-based Enterprise Development (Project No. 101179588).

The event took place from 26–29 March 2025 in Kabwe, Zambia, hosted by Mulungushi University and Kwame Nkrumah University, and brought together partners from Europe, Malawi, and Zambia.

Funded by the European Union under the Erasmus+ Programme, SEED aims to foster sustainable development and social inclusion through micro-credential-based training, institutional strengthening, and multi-stakeholder collaboration.

IHF Europe contributed by leading sessions on Quality Assurance and Dissemination, supporting the project's long-term impact, visibility, and alignment with Erasmus+ standards.

🔥 A promising start to a truly transformative journey!

#ErasmusPlus #capacitybuilding #IHF #EUfunded #AfricaEU #communitydevelopment #highereducation #Sustainability #MicroCredentials #SEEDproject #101179588



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🌍 **INNOVET LATAM's First International Mobility: Brussels Edition** 🇧🇪

From March 16 to 21, 2025, the INNOVET LATAM Project, co-funded by the Erasmus+ Programme, successfully completed its first international mobility hosted by IHF in Brussels!

👉 Partners from Europe, Guatemala, Venezuela, Spain, Italy and the Canary Islands came together to boost Capacity Building and strengthen Vocational Education and Training (VET) systems in Latin America.

Through the share of best practices and EU resources for Venezuela and Guatemala, this mobility set the stage for real, sustainable change.

🌱 This event reinforced a shared vision: making VET systems more inclusive, innovative and resilient for rural and marginalized communities in Latin America.

🎉 And this is just the beginning — stay tuned for more to come!

#erasmusprojects
 Mostra traduzione



IHF Europe
 31 marzo • 🌐

🌍 IHF was in Brno for the MICRO4ASIA kick-off meeting and is proud to be part of this impactful Erasmus+ initiative! Excited to support universities in Vietnam and Laos in innovating their educational offerings through micro-credentials, fostering lifelong learning, and strengthening international collaboration.

#Micro4Asia #ErasmusPlus #HigherEducation #MicroCredentials



MICRO4ASIA
 25 marzo • 🌐

MICRO4ASIA has officially launched! We are proud to announce that MICRO4ASIA, an Erasmus+ project co-funded by the European Commission under the Capacity Building in Higher Education action, is now underway! 🎉

Our kick-off meeting on March 13-14, 2025, at Masaryk University, Czech Republic, brought together 10 partner institutions from Europe & Southeast Asia to enhance higher education in Vietnam & Laos.

- 💡 What is MICRO4ASIA?
- ✅ An Erasmus+ project modernizing education through micro-credentials
- ✅ Supporting lifelong learning & digital transformation
- ✅ Strengthening university-employer collaboration 🤝
- ✅ Aligning academic standards between Asia & Europe 🌍

With partners from Czech Republic, Italy, Croatia, Belgium, Vietnam, and Laos, this project will drive innovation and international cooperation in higher education.

📖 Follow our journey!
 #Micro4Asia #ErasmusPlus #HigherEducation #LifelongLearning #Microcredentials #CapacityBuilding

IHF Europe
 24 giugno alle ore 16:08 • 🌐

🌍 IHF hosted the BEST Project Training in Brussels! 🇧🇪

From June 16–18, IHF Europe had the pleasure of welcoming Cambodian and Vietnamese academic staff to Brussels for a key training event under the BEST project (Boosting Excellence in Second Tier HEIs).

As the local host and proud project partner, we facilitated three days of engaging workshops, peer exchange, and institutional networking, focused on one of BEST's priority areas: university-private sector cooperation.

📖 The programme included:

- Practical sessions on how to initiate and sustain international partnerships and build alumni networks.
- A visit to the European Parliament and participation in the Leonardo 4 Children Academy final conference.
- A rich networking agenda, including visits to the Embassy of Vietnam and the Royal Embassy of Cambodia in Brussels.

Lively exchanges on how to bridge the gap between academia and labour market needs.

🌍 As an EU-based partner, IHF Europe is committed to building capacities and fostering meaningful collaboration between European and Asian HEIs. This event reflected that mission in action.

🙌 A big thank you to all participants and speakers for their energy and insights!

#IHFEurope #BESTProject #ErasmusPlus #HigherEducation #CapacityBuilding #Cambodia #Vietnam #BrusselsTraining #UniversityIndustryCooperation #GlobalPartnerships #Internationalisation



1.3 Use templates in different styles and formats

Walk away with a ready-to-use organisational profile that you can send to partners, funders, and networks today.

Good practices to always keep in mind

- Draft your bio in **plain** and **simple language** (both in native and EN)
- State very clearly your **target groups** and focus on your impact
- Enrich your profile with **number-supported information** about results achieved
- Make sure that your bio document is **neat and clean**, free from typos and in a formatting that is pleasing to the eye

Key points to consider (beginner format)

- ✓ Full name of your organisation in EN and native
- ✓ Short description of your organisation
- ✓ Key contact person of the organisation + legal representative
- ✓ Info about the staff involved (role + function + expertise)
- ✓ List of previous projects where your organisation was involved
- ✓ Outreach and communication potentials of your media channels
- ✓ Associated partners (other relevant members of your network)

1.4 Errors to avoid in branding your organisation

Generic language, outdated bios, and vague missions turn partners away and make you look unprofessional.

Written format

- Overcomplicated wording of rather simple concepts (**K.I.S.S.**)
- Generic and **inflated claims**
- Lack of proper explanation of specific terms of **not immediate understanding** by general public
- No concrete and **impact-centred information** about previous projects and initiatives
- Bad-framed **bio of staff involved**
- Inconsistent formatting style of text (indicative of **poor attention to details**)

Oral format (pitching style)

- **Speaking too long without structure.** Many people ramble or overload their pitch with too many details, losing their listener's attention.
- **Reading or reciting a memorised paragraph.** Sounding overly scripted or robotic makes your pitch feel unnatural and unengaging.
- **Focusing only on activities, not impact.** Listing projects or tasks without showing the difference they make makes your pitch feel flat and unconvincing.
- **Hiding behind overly formal or passive language.** Phrases like "Our entity has been engaged in diverse interventions..." sound cold and distant
- **Talking too much about "what we need" too early.** Jumping into funding requests or partnership needs before building credibility can seem desperate or transactional.
- **Sounding too arrogant and self-centred!**

2.1 Guiding example to map and categorise partners

Identify partners who complete the puzzle and help you grow your impact: A practical example inspired by INCUBADORA' mission

	High interest	Low interest
High influence	<p><u>Key partners</u></p> <p>They care about your mission and can help you reach more people / open more doors.</p> <ul style="list-style-type: none"> • Local employment office or job centre staff • A municipality officer responsible for social services • A trusted micro-finance provider or local credit union 	<p><u>Relevant but not (yet) interested</u></p> <p>They have power or resources but aren't yet involved in your work.</p> <ul style="list-style-type: none"> • Chambers of commerce • A large company with a CSR department • Regional development agency
Low influence	<p><u>Active supporters</u></p> <p>They are enthusiastic and involved, even if they don't have formal power or big resources.</p> <ul style="list-style-type: none"> • Volunteer business mentors • Graduates of the incubator programme • Community leaders or social workers 	<p><u>General audience</u></p> <p>They're not involved yet but could benefit from or support your work in the future.</p> <ul style="list-style-type: none"> • Local residents • Youth or women interested in starting a business • Grassroots Facebook group or local radio station

- **influence** – how essential this partner is to achieve the goals of your activities?
- **Interest** – to what extent they are invested in your activities?

2.2 How to look for new partners

There are like-minded organisations out there — let's look at where, how, and with what tools you can connect with them.

“Generalist” approach

You can browse one of the many online platforms available where NGOs and Civil Society Organisations enlist to make themselves visible

- Civil Society Organizations (iCSO) System, by the UN: database with over **24.000 organisations**
- NGO base, global platform for the NGO/Charity sector. It has a comprehensive directory of NGOs, Charities, and Non-profits worldwide: database of over **250.000 organisations**
- Wango Worldwide NGO directory, a leading source of information for connecting NGOs from more than 190 countries: **over 54.000 entities included**

“Specialistic” approach

You can start from the funding portal you're targeting, identify organisations that have already implemented similar projects and reach out based on proven alignments.

This way, you're not just casting a wide net — you're scouting for the right match. **based on an evidence-based project experience and thematic focus.**

2.3 Template grid for monitoring of partners

Remember that: the greater the extent of your network → the greater the operational complexity to manage all expectation → the greater the resources needed

Project ABC - Partner list updated at gg/mm/aaaa

Partner name	Partner Category	Type	Influence	Interest	Engagement	Why They Matter	Why we need them	Next Action
Partner organisation A	Local community-based organisation	NGO	Low	High	Active	Strong local trust and outreach capacity	Participant recruitment, co-hosting activities	Plan joint awareness event
Partner organisation B	Public job center / employment office	Public	High	Medium	Light	Gatekeeper for potential beneficiaries	Referrals, recognition, access to job seekers	Schedule follow-up meeting
Partner organisation C	Business mentor network	NGO	Medium	High	Formal	Offers high-quality support to entrepreneurs	Business coaching and mentorship	Maintain active exchange of mentor updates
Partner organisation D	Local municipality (social inclusion unit)	Public	High	High	Formal	Institutional support and potential co-funding	Policy support, visibility, access to local infrastructure	Request support letter for upcoming proposal
...	Micro-finance institution / social bank	Private	High	Low	Light	Key player for supporting long-term business sustainability	Future financial access for participants	Share case studies of successful incubatees
...	Local university entrepreneurship hub	Academia	Medium	Medium	Light	Offers space, tools, or student volunteers	Shared events or toolkits	Reach out for collaboration on event
...	Former programme participant	Individual	Low	High	Active	Valuable peer role model and mentor	Sharing stories, informal support	Invite to next round as peer facilitator
...	Local radio station / media platform	Media	Low	Low	None	Dissemination and storytelling to local audience	Promotion and awareness	Share upcoming project milestone for coverage
...	Regional chamber of commerce	Public-Private	High	Low	None	Potential advocate with business links and influence	Recognition, business matching	Invite to final pitch event or info session
...	Local women's association	NGO	Medium	High	Active	Connects with underserved target groups	Recruitment, trust-building	Organise informal info session with their community

Pro tip: a very good practice is to keep one general partner list and one specific list per as many projects you have going on.

3.1 The ideal partners to collaborate with

Proactive communication style, “solution-making” mentality, and an empathic approach set the baseline for a fruitful and sustainable cooperation.

Essential features

- Technical **expertise** and **capacity** in delivering for the kind of results / impacts you expect – *are these organisations beneficial to my cause?*
- Commitment and **willingness to cooperate with others** – *are they interested in taking part in my network / initiatives?*
- No **trouble-makers** allowed – *is it easy to work with them?*

Additional supporting traits

- Awareness of **cultural differences and the diversity intrinsic within your network** (demographics of staff, institutional nature, expectations, etc.)
- Willingness to reach for **support** in case of need (i.e. no toxic pride)
- Openness to address promptly any misalignment, disagreement and misunderstanding **before the situation escalates further**
- Recognition of **the work of others**

3.2 DOs and DON'Ts of partnership behaviour...

There are many behaviours that silently erode your image and prevent your organisation (and you!) from being taken as a serious professional.

Desired behaviours ✓

- Prepare a **memorandum of understanding** settling the terms of the collaboration
- Communicate in **clear** and **simple terms**
- Ask for **clarification** in case needed
- Take initiative but do not fall into the trap of ***lone-wolf*** mentality
- Keep all interested partners in the loop of the conversation and progresses made, decision to be taken, other things of **common interest**

Undesired behaviours ✗

- Disappearing and **leaving your partners in the dark!**
- Disregarding **agreed internal protocols**
- Stepping over others' **responsibilities and roles**
- Not informing partners of **possible delays**
- Showing **passiveness (disengagement)**
- Working **below the expectations** that you built

3.3 MoU: what it is and what it is relevant for

The idea that people has of you can open more doors that you can imagine: remember to stick to the work, communicate with empathy, and act with grace.

Template: Memorandum of Understanding (MoU) – not official

Between: Incubadora CON VALORES
And: Riccardo Di Marco

1. Purpose of the MoU

This Memorandum of Understanding outlines the terms of collaboration between **Incubadora CON VALORES** and **Riccardo Di Marco**, in the context of supporting aspiring entrepreneurs from disadvantaged backgrounds through mentorship.

2. Roles and Responsibilities

The Social Incubator agrees to:

- Assign mentees based on mentor’s area of expertise and availability
- Provide basic orientation and programme guidelines
- Support mentor–mentee communication as needed
- Offer visibility and recognition for the mentor’s contribution

The Mentor agrees to:

- Provide voluntary mentorship to assigned mentees (e.g., 2 sessions per month)
- Share relevant knowledge and experience in a respectful and inclusive manner
- Inform the incubator of any issues, absences, or challenges
- Maintain confidentiality about mentees’ personal or business details

3. Duration

This MoU is valid for a period of [e.g., 6 months] starting from [Start Date] to [End Date], with the possibility of renewal upon mutual agreement.

4. Non-binding Agreement

This MoU is not a legally binding contract but a declaration of intent to collaborate in good faith and mutual respect.

5. Confidentiality

Both parties agree to handle any sensitive information shared during the mentorship process with confidentiality and care.

6. Recognition and Feedback

The incubator commits to acknowledging the mentor’s role through public recognition (e.g., certificates, testimonials) and to provide a feedback loop at the end of the cycle.

7. Amendments and Termination

Either party may withdraw from this understanding with [e.g., 14 days] written notice. Amendments may be made in writing and signed by both parties.

Riccardo Di Marco
 Signature
 Date

Incubadora CON VALORES
 Signature and stamp
 Date

Common elements to be included and why

- **Purpose:** Clarifies why the agreement exists (what the collaboration is about)
- **Partners involved:** Identifies all participating organisations and/or individuals
- **Roles and responsibilities:** Outlines what each party will do and contribute to (sets mutual expectations)
- **Duration and timeline:** provides for clear references about the time frame of the agreement
- **Nature of the agreement:** states whether it’s legally binding or not
- **Confidentiality clauses** (if any is needed at all)
- **Amendments and termination disclaimer**
- **Signatures by all people / partiers involved**

3.4 When things do not go as expected...

Despite your best-efforts partnerships might not of as smoothly as you wish —how you respond makes all the difference. Learn to manage tension before it becomes a rupture.

Partner is unresponsive

They do not reply, follow-up or show real engagement

1. **Politely re-state deadlines and expectations in writing**, copying key team members to ensure clarity and traceability.
1. **Use open-ended check-in messages to invite re-engagement** (e.g. “Just checking if everything is on track — anything you need from us?”). Suggest a short one-on-one call to reconnect and clarify roles without pressure.
1. **Ask for a status update through a neutral shared tool**, like a task tracker or joint calendar.
1. **Flag the issue with the coordinator** (if you're not in charge) to address it formally but constructively.

Partner is underperforming

They show up but their participation is messy

1. **Schedule a short alignment meeting** focused solely on expectations, roles, and timelines.
1. **Ask for deliverables in smaller pieces**, so misalignment is caught early instead of late.
1. **Share your own example or template** to model the quality or format you're expecting.
1. **Use “we” language in emails** (e.g. “Let’s try to realign...” instead of “You didn’t...”).
1. **Offer a structured feedback round**, focused on improvement and future actions, not blame

Partner is confrontational

They feel hostile and personal tensions are high

1. **Move from group chats to one-on-one conversations** to de-escalate emotionally charged exchanges.
1. **Acknowledge tensions openly but calmly**, stating your desire to move toward solutions.
1. **Stick to the facts and documentation**, not feelings or assumptions, when clarifying disputes.
1. **Propose a neutral third-party mediator** (e.g. project coordinator or external facilitator) if things escalate.
1. **Reframe the discussion around shared goals**, not past conflicts

Summing up...

1. Organisation profiling:

- It is not about the size, but rather: **clarity, relevance, and potentials** emerging from the information provided.
- Structure your bio in an **easy-to-interpret template**: use different frames (lengths and focus) and pay great attention to design and formatting features.
- Don't feel pressure to include everything in your bio: **say what matters most given the context**.
- Leverage on **digital media** to improve your perceived legitimacy
- Don't oversell: be **realistic** and **relatable**

2. Identify potential partners:

- The greater your network, **the greater the complexity and resources needed to manage it**: choose carefully the right trade off.
- Prepare and keep updated a simple **partner table**. Highlight brief bio, institutional nature, geographical action, contacts.
- Focus your energies and time on partners at **high impact and influence**.
- Make great use of **partners search engines** and online network
- If you can't picture a joint collaboration...**do not push**.

3. Being trustworthy and reliable:

- Trustworthiness and reliability has to do with **consistency, responsiveness** and **proactive-mentality**.
- A **bad partner** creates more damages than not having a partner at all.
- People do not remember the name of your organisation: they remember **how you made them feel as collaborators**.
- Carry yourself with **pride in what you do** and **empathy**.
- Partner relations can break: always maintain your **dignity** and a **professional attitude**.

Contact Details

For any questions ;)

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