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Fit-IN Rehab



Sport as a tool for successful rehabilitation of seniors

Fit-IN Rehab

Grant Agreement no:

Project: 101089483 — Fit-IN Rehab — ERASMUS-SPORT-2022-SCP

D.1.1 MANAGEMENT HANDBOOK

Instructions to the operation of the partnership and the implementation of all project activities, preparing deliverables and reports

LEAD BENEFICIARY: URI-Soča, Slovenia

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GLOSSARY OF TERMS

The following Glossary of Terms will help in understanding the terminology used throughout this Handbook:

Applicant:

The organization, which submits the proposal. Depending on the requirements of each call, the Applicant may submit an application on its own or in partnership with Partners and/or Associate Partners.

Partner: The organization, which, in cooperation with the Applicant, participates in designing the project activities and participates in the partnership, which submits the application. The Partner (unlike the Associate Partner) aims to receive Union co-financing for the costs it incurs during the implementation of the project. At application stage, the Partner must sign the Partner Declaration Form.

Terminology applicable in the implementation stage when the grant is awarded:

Coordinator: When an application is submitted on the behalf of more than one entity and the grant is awarded, the Applicant becomes the Coordinator. The coordinator receives mandates from all-co-beneficiaries participating in the project to act on their behalf.

Co-beneficiary: When an application is submitted on the behalf of more than one entity and the grant is awarded, then all partners became “co-beneficiaries”. The Co-beneficiary aims to receive Union co-financing for the costs it incurs during the implementation of the project. Each Co-beneficiary provides a mandate to the Coordinator authorizing him to act on its behalf and undertakes contractual and financial responsibility towards the Commission for the implementation of the project.

Project/Action: A structured group of activities aiming to achieve concrete results, which are in line with the priorities of the respective call.

Action grant: A grant awarded to finance a project

1. INTRODUCTION AND LEGAL FRAMEWORK

The purpose of this document is to provide an overview of the management and administrative processes of the Fit-IN Rehab project to ensure efficient project implementation and high quality of project outcomes.

The document will provide the project coordinator and partners (listed as other beneficiaries in the grant agreement EACEA, Erasmus+, EU Solidarity Unit A.3 – Erasmus Mundus, Sport) a concise description of the project management structure, tasks and responsibilities at all levels of project implementation.

By signing the contract, the beneficiaries accept the grant and agree to carry out the campaign at their own risk and in accordance with the contract, with all the obligations and conditions stipulated by it.

2. PROJECT FIT-IN REHAB SUMMARY, MAIN GOALS AND OBJECTIVES

2.1. Summary

The main target group are disabled people 60+ after rehabilitation or treatment, who are often left to fend for themselves and are not motivated enough to perform movement exercises that are extremely important for maintaining their health. They face many problems in their environment, often having certain movement limitations related to their illness or disability. This causes certain psychological problems and decreased self-confidence. In Fit-IN Rehab project, student volunteers will gain appropriate professional skills to encourage and enable older people with disabilities 60+ to participate in many sports activities after rehabilitation and treatment and maintain mobility. Two main target groups will benefit from the project results: a) seniors with disabilities 60+ and b) student volunteers from non-medical field, who will gain the appropriate knowledge to work with the disabled. Special attention will be paid to the individual approach to disabled seniors 60+ and the acquisition of relevant skills in the field of health and sport. Particularly important will be the co-operation with the sports organizations, clubs and the medical and the medical profession. To this end, we will create a special on-line training program for volunteers that will include specifics important for the activation of people with disabilities in movement. It is crucial to consider their condition (physical and mental) by publishing various simple sport exercises on e-portal that seniors with disabilities will be able to perform at home. With the right approach, their autonomy and motivation for sport will increase. The descriptions of the exercises will be simple, supplemented by illustrative videos. To raise awareness, we will issue a manual with information about sports exercises for seniors and injury prevention. We plan to train 100 student volunteers from non-medical field and test the developed Fit-IN Rehab exercises with

at least 150 disabled seniors 60+. The Fit-IN Rehab project is easy to replicate and multiply and can become a model for promoting sports for the seniors.

2.2 Project objectives based on needs analysis

The project based on research and expertise, which showed that the target group of the seniors in general and disabled persons are less motivated for sport exercise. This was especially evident during the Covid epidemic, that is this target group particularly vulnerable and are physically inactive and do not move enough.

The main objective of project is therefore to motivate seniors with disabilities 60 + after rehabilitation or treatment to perform sports exercises regularly, taking into account their condition (physical and mental by creating sports exercises to maintain mobility and health.

For the above reasons and facts, in this project we also focused on the appropriate training of volunteers for non-medical students, who will help the elderly with the right performance of sports exercises and motivate them for daily exercise.

Develop a set of sport exercises for disabled persons 60+ after rehabilitation or treatment, respecting the results of online research, best practices and professional experiences of involved project partners' staff. However, we will keep in mind that they will be suitable for people with disabilities who are physically handicapped and have beside that many diseases such as diabetes, muscular and neuromuscular diseases, spinal cord lesions, brain injury with multiple sclerosis, rheumatologic diseases, stroke etc.. Therefore, we will work beside sport experts also with the medical profession.

The on-line application will be created and adapted for use for the persons with disabilities, and will include a range of different simple sports exercises for seniors which will be able to perform at home. Special attention will be paid to protection against injuries.

The final users of the developed exercises and learning material will be also wider audience in the European Union who will be interested, because excess will be free.

2.3 Specific project objectives and appropriate indicators for measuring achievement

- Collect researches, expertise and good practices about disabled persons sport/ movement activation after rehabilitation or treatment to explore their needs and interests and any problems associated with performing exercise. Identify which physical activities elderly prefer, their expectations, problems and negative consequences their outlook on sports/exercises and health problems which occur due to not being physically active. Collection of min. 10 articles (NA, EU), and analysis the results. Preparation of summary report and recommendations.
- Survey research among volunteer students, from non-medical fields, to determine the necessary knowledge they need for sports activation of the disabled and support for the correct implementation of exercises. At least 25 students from each partner country will be surveyed, with a total of 125 participants at a minimum.
- Develop a set of sport exercises for disabled persons after rehabilitation or treatment, respecting the results of online research, best practices and professional experiences of involved project partners' staff, sport and other experts/stakeholders. Select the best motivation strategy to motivate seniors to be more physically active. Cooperation with sport organizations/associations, fitness and group exercises organizations and other sport clubs is an important aspect. Innovative approaches are necessary in order to attract the target group to raise their inclusion in sport activities;
- Curriculum and learning material development for student volunteers is the core of student volunteers training. We will design the curriculum for student volunteers training Fit-IN Rehab, develop digital learning platform for education and information and prepare the learning material. The digital learning platform will be intent for the training of student volunteers (blended learning) and also for informational purpose for the disabled seniors and other interested public, as it will include sports exercises for the elderly after rehabilitation / treatment. Learning material for student volunteers will include topic psychological support and empowerment of people with disabilities for sports, motivation senior in sport, and materials as important aspect at dealing with the sports activities of the elderly, like injury prevention, disability and sport and similar.
- Train min. 100 student volunteers from non-medical fields (20/per partner) by programme Fit-IN Rehab, to learn sport exercises for disabled persons after rehabilitation and other topics as individual approach to disabled seniors, psychological support and the acquisition of relevant skills in the field of health and sport. Particularly important will be the co-operation with the sports organizations and clubs and medical profession as well.

Preparation the structure of workshop and learning material. The training will be implemented with the support of the e-learning platform and developed learning material.

- Pilot implementation of the innovative sport programme Fit-IN Rehab with persons with disabilities after rehabilitation/treatment and student volunteers support in all 5 partners' countries (Slovenia, Croatia, Austria, Italy and Serbia) min (30 persons per partner), all together 150. Pilot training will lead by experienced student volunteers successfully finished the training workshop Fit-IN Rehab.
- Dissemination activities: The project consortium will prepare dissemination activities plan. It will include measurable and realistic objectives, timetable and resources. The main goal is to reach the greatest possible number disabled persons after rehabilitation/treatment, student volunteers, trainers, coaches and other relevant public. Where we are going to promote the developed sports and exercises for disabled persons for potential users, relevant stakeholders and wide public.

3. PROJECT FIT-IN REHAB CONSORTIUM

The coordinator:

1. UNIVERZITETNI REHABILITACIJSKI INSTITUT REPUBLIKE SLOVENIJE-SOCA (URI), PIC 996013849 Linhartova cesta 51, Ljubljana 1000, Slovenia,

and the following **other beneficiaries:**

2. SPORT VIV (SPORT VIV), PIC 924891121, GUSTAVA KRKLECA 9, SAMOBOR 10430, Croatia

3. AUSTRIAN ASSOCIATION OF INCLUSIVE SOCIETY (AIS) - VEREIN FUR EINE OFFENE GESELLESCHAFT (AIS), PIC 908500352, DOBLERGASSE 1/13, WIEN 1070, Austria

4. MINE VAGANTI NGO (MVNGO), PIC 950837360 VIA DEL FIORE BIANCO 13/A, SASSARI 07100, Italy

5. UNIVERZITET U BEOGRADU (U. Beograd), PIC 999641843, STUDENTSKI TRG 1, BEOGRAD 11000, Serbia

PARTNERS LOGOS:



4. GENERAL OBLIGATIONS AND ROLES OF PROJECT CONSORTIUM

Roles and contribution of each partner in the project:

Partners will cooperate in all WP, in which they will have special assignments in tasks and deliverables. Project activities will lead experienced professionals, researchers, sport trainers, sport volunteers, who will be previously appropriately trained. Responsibilities and all partners tasks are listed, bellow:

University Rehabilitation Institute, Republic of Slovenia, URI-Soča (coordinator)

Responsible for management, coordination, establish project consortium, organisation transnational partners meetings and virtual meetings, monitor the progress of project and plan the quality assurance indicators. Cooperation in NA research, selection the best practices and concepts for seniors with disabilities motivation in sport, development the optimal set of training exercises for seniors with disabilities. Implementation NA workshops training for student volunteers and pilot implementation of sport programme for seniors with disabilities 60+ in Slovenia, adjustment and finalisation the programme, evaluation, promotional activities and networking (local, regional, NA, international level).

Coordinator/leader of WP1 and digital learning platform preparation.

SPORT VIV Croatia

He is responsible for the dissemination area of the project. Participation in transnational partner meetings and virtual meetings. Participation in NA research, selection of best practices and concepts of motivation of older disabled people in sports. Also in the development of an optimal set of training exercises for the elderly with disabilities and the implementation of the NA workshop for the training of student volunteers and the pilot implementation of the sports program for the elderly with disabilities in Croatia. He will participate in the adaptation and finalization of the program, evaluation, promotional activities, integration (local, regional, NA,

international level). Responsible for overall coordination of pilot implementation with seniors over 60, post-event research and dissemination plan and coordination of dissemination activities.

WP4 Coordinator/Leader and co-ordination of pilot implementation with seniors 60+ with post-event survey.

AIS Austria

Responsible for pre-event survey research in all partners' countries with student volunteers and collection of 10 articles of researches, expertise and good practice about disabled after rehabilitation and sport, prepare recommendations. Cooperation on transnational partners meetings and virtual meetings. Contributes at development the optimal set of training exercises for elderly to increase their physical activities. Implementation NA training with student volunteers and pilot implementation with seniors with disabilities 60+ in Austria. Cooperation at adjustment and finalization the programme, evaluation, promotional activities, networking (local, regional, NA, international level), dissemination.

Coordinator/leader of WP2 and pre-event survey research with students including recommendations.

MVNGO Italy

Participation in transnational partner meetings and virtual meetings. Participation in NA research, selection of best practices and concepts of motivation of older disabled people in sports. Also under development is an optimal set of training exercises for elderly disabled people 60+, the implementation of workshops for training student volunteers and the pilot implementation of a sports program for elderly disabled people in Italy. Responsible for the overall combined training of student volunteers and teaching materials for student volunteers. He will participate in the adjustment and finalization of the program, evaluation, promotional activities, integration (local, regional, NA, international level), dissemination.

Coordinator/task manager of the combined training of student volunteers and teaching materials for student volunteers.

UB Serbia

Responsible for the development of sports training for the elderly disabled 60+ and the adaptation and finishing of the program. He is responsible for the curriculum for student volunteers. Participation in transnational partner meetings and virtual meetings. Participation in NA research, selection of best practices and concepts of motivation of older disabled people in sports. He will also participate in the implementation of NA combined training for student volunteers and the pilot implementation of a sports program for elderly disabled people in

Serbia. He will participate in evaluation, promotional activities, networking (local, regional, NA, international level), dissemination.

Coordinator/Head of WP3 and Curriculum for Student Volunteers.

5. COMMUNICATION OF THE PROJECT CONSORTIUM FOR THE QUALITY OF OPERATION

The coordinator will organize and prepare partner meetings (TC meetings, Zoom meeting every 2 months), remind about the deadlines for tasks and monitor the implementation of the planned tasks of each partner as well as project tasks and results. Partners are responsible for carrying out their tasks (according to their WP competencies) and meeting deadlines.

Partners will communicate via email, phone, online meetings and physically during TC partner meetings. An internal communication memory of the project (Google drive) will be created for communication and sharing of project documentation.

The coordinator will prepare a quality plan with the following objectives: setting standards and procedures for the implementation of the project. Each partner's project managers will be responsible for the plan and for ensuring that project tasks and deliverables conform to its requirements, ensuring that all deliverables are properly reviewed before they are released, used or exploited. Control procedures are necessary to maintain and maintain project quality records.

We will use questionnaires and monitoring forms to monitor and evaluate the quality of the project. The questionnaire will include quantitative and qualitative indicators to assess the planned objectives and results of the project. The consortium (consisting of representatives of all project partners) will be responsible for quality control, their experience and knowledge is relatively high in education and training, guidance for vulnerable groups and transnational cooperation.

Transnational meetings of partners will be necessary to build cooperation and understanding, to exchange concepts and methods, and to plan each activity in detail in order to achieve clear and optimal results. Quality control will be completed with a questionnaire after each TC meeting of the project partners.

The project partners will constantly check the quality of the project results in their work areas, since they come to work in areas related to the project topic - consulting and education, formal and informal training, sports organizations, consultants for vulnerable groups, and therefore with their daily work directly into the "situation". The project coordinator will take care of the coordination of the consortium and its activities.

6. MILESTONES

Before important project decisions (milestones), we will organize 3 transnational project meetings: in Ljubljana, Belgrade and Sassari, which will be aimed at:

- Confirmation of the range of outdoor sports and exercises for disabled people after rehabilitation or treatment,
- Validation of the curriculum structure and e-learning platform with learning materials for student volunteers and
- Analyze the pilot results with the adaptation and finalization of the "Fit-IN Rehab" sports program.

7. DISSEMINATION

Dissemination activities will be aimed at disseminating the successes and results of the project. Project partnership will create **Dissemination plan**.

The following channels are planned:

- Project interactive website with an e-learning platform;
- Links to the website of the project from the homepages of the project partners;
- leaflet and poster;
- Local and regional meetings with relevant stakeholders, representatives of training organisations, rehabilitation organisations, NGOs working with the elderly and sports organizations (sports clubs/fitness clubs/aerobics clubs), local, regional and national public authorities) for presentation and use of project results;
- Opportunities to discuss training programs for older disabled people at national/international workshops, seminars, round tables;
- Reports, newsletters, articles, press releases;
- Audio-visual media and products (video clips, pictures, flyers, billboards);
- Social media pages (Facebook, Twitter, LinkedIn, etc.)
- Facebook awareness campaign
- Brand and logo of the project;
- through existing contacts and networks.

Dissemination activities will aim to expand and use project results, transfer them to new areas and influence future policy and practice in the field of sport.

The developed project results, including the "Fit-IN Rehab" exercise training program for the elderly with special needs, with the "Fit-IN Rehab" guidelines, will be available on the project website and can be downloaded by all for free on mobile phones.

The project partners, the project consortium and sports and other relevant stakeholders will provide the interested public with the developed training model for elderly disabled persons 60+ in several organizations/associations for training and sports (sports clubs, fitness clubs, etc.), rehabilitation centres, health care organizations, homes for the elderly, local, regional and NA authorities, non-governmental organizations in project partner countries and for selected EU institutions related to the sports activation of the elderly and the popularization of mass sports and physical activity for all citizens.

8. WORK PACKAGES FIT-IN REHAB

We will develop a **programme of sports and exercises for seniors with disabilities 60+** in collaboration of all actors in project consortium and relevant stakeholders on local, regional and national level. On regional, national and transnational level, we will guarantee the consistency of developed programme and allow synergies and a comprehensive analysis of effectiveness of newly developed training.

List of work packages (WP / DELIVERABLES):

WP1 Project management and implementation

- Project management Handbook
- Quality control plan
- Project web site

WP2 Preparation activities for Fit-IN Rehab programme for seniors with disabilities

- Pre event survey research report with student volunteers
- Research report on selected good practices
- Curriculum for student volunteers training
- Digital learning platform for education and information
- Learning material for student volunteers

WP3 Development and implementation Fit-IN Rehab programme for seniors with disabilities 60+

- Sport exercises programme for seniors with disabilities 60+ with instructions
- Instructions for blended learning training for student volunteers
- Post event survey report and adjustment of sports exercises for seniors with disabilities 60+

WP4 Dissemination

- Dissemination activities plan
- Dissemination material/information

9. DELIVERABLES FIT-IN REHAB

The project activities are defined for the duration of **24 months**, and will be carried out by **5 partners from 5 countries** (including coordinator as well). Responsibility for different project activities are divided between partners, depending on the partner's expertise and the available resources. We will hold regular communication via email and online meetings with partners, to agree how to implement activities and have specific roles and tasks in them on the common tasks of the work programme. This ensures a clear distribution of project responsibilities and it ensures that each partner can successfully implement the project activities.

Work Package No	Deliverable Related No	Deliverable No	Deliverable Name	Lead Beneficiary	Due Date
WP1	D1.1	D1	Management handbook	URI	31 Mar 2023
WP1	D1.2	D2	Quality control plan	URI	31 May 2023
WP1	D1.3	D3	Project web site	URI	31 May 2023
WP2	D2.1	D4	Pre event survey research report for student volunteers	AIS	28 Feb 2023
WP2	D2.2	D5	Research report on selected good practices about inclusion of persons with	AIS	31 Mar 2023

			disabilities in sport with recommendations		
WP2	D2.3	D6	Curriculum for student volunteers training	U. Beograd	31 Jul 2023
WP2	D2.4	D7	Digital learning platform for education and information	URI	30 Nov 2023
WP2	D2.5	D8	Learning material for student volunteers	MVNGO	30 Nov 2023
WP3	D3.1	D9	Sport exercises programme for seniors with disabilities 60+ with instructions	U. Beograd	31 Mar 2024
WP3	D3.2	D10	Instructions for blended learning training for student volunteers	MVNGO	31 Mar 2024
WP3	D3.3	D11	Post event survey report and adjustment of sports exercises for seniors with disabilities 60+	SPORT VIV	31 Oct 2024
WP4	D4.1	D12	Dissemination plan	SPORT VIV	30 Apr 2023
WP4	D4.2	D13	Dissemination material/information	SPORT VIV	30 Nov 2024

10. TRANSNATIONAL PROJECT MEETINGS

10.1 First TC partners' meeting in Ljubljana Slovenia

It will be aimed at validating the structure of the training program for student volunteers, e-learning platforms and teaching materials. Suggested scheme:

- Curriculum for a 3-day online program course for volunteer students to acquire knowledge about sports exercises for disabled people after rehabilitation and other topics such as an individual approach to disabled elderly people, psychological support and acquiring relevant skills in the field of health and sports. Cooperation with sports organizations and clubs and the medical profession (physiatrists, psychologists) will be particularly important.
- E-learning platform for blended learning of sports volunteer students. Offer of sports exercises for the elderly and disabled 60+ and other interested users. The e-learning platform is intended for the training of volunteer students (mixed learning) and disabled elderly people and other interested public, as it will include sports exercises for the elderly after rehabilitation/treatment. It will also serve for informational purposes.

- Educational materials for student volunteers on the topic of psychological support and empowerment of disabled people for sports, motivation of the elderly in sports, and materials as an important aspect when dealing with the sports activities of the elderly, such as injury prevention, disability and sports, etc. Information on more severe types of disabilities and diseases such as diabetes, muscular and neuromuscular diseases, spinal cord lesions, multiple sclerosis brain injuries, rheumatic diseases, stroke, etc.

The trainer and the project manager related to the topic of the project will participate.

10.2 Second TC partners' meeting in Belgrade Serbia

A set of sports and exercises, especially in nature for elderly disabled people 60+, will be approved.

Taking into account the results of best practice recommendations and the professional experience of the involved staff of project partners, sports and other experts/stakeholders, we will develop:

- Innovative approaches to attract the target group for greater involvement in sports activities;
- Choose the best motivational strategy for motivating the elderly to be more physically active;
- Developed a variety of simple sports exercises that the elderly will be able to perform. We will consider their health status.
- We will cooperate with sports organizations/societies, organizations for fitness and group exercises and other sports clubs;
- We will cooperate with medical professionals (physiatrists, psychologists, physiotherapists and others).

We will prepare instructions for carrying out sports training for the elderly with disabilities. Instructions for carrying out the exercises are a necessary part and complement the application. They must be clear and easy to understand.

A sports expert and a project manager related to the topic of the project will participate.

10.3 Third TC partners' meeting in Sassari, Italy

The last international meeting will be aimed at:

- Analysis of the results of the pilot with the adaptation and finalization of the sports program for disabled seniors 60+;
- Partners will make suggestions for adjusting and finishing the Fit-IN Rehab sports program;
- The partners will discuss the implementation of the final report and other financial issues.

Sports experts/researchers and the manager of projects related to the topic of the project will participate.

11. BLENDED LEARNING TRAINING FOR STUDENT VOLUNTEERS

Conducting blended learning training for 14-15 student volunteer participants in each partner country for the Fit-IN Rehab program. Trained student volunteers from non-medical field will achieve the appropriate knowledge to work with the disabled persons. They will assist with learning materials in the field of psychological support and empowerment of people with disabilities for sports (which we will develop in the project).

The curriculum for the 3-day online program course for student volunteers will be aimed at acquiring knowledge about sports exercises for the disabled after rehabilitation and other topics, such as an individual approach to the elderly with disabilities, psychological support and acquiring relevant knowledge in the field of health and sports. Cooperation with sports organizations and clubs and the medical profession (physiatrists, psychologists) will be particularly important.

Educational materials for student volunteers on the topic of psychological support and empowerment of disabled people for sports, motivation of the elderly in sports, and materials as an important aspect when dealing with the sports activities of the elderly, such as injury prevention, disability and sports, etc. Information on more severe types of disabilities and diseases such as diabetes, muscular and neuromuscular diseases, spinal cord lesions, multiple sclerosis brain injuries, rheumatic diseases, stroke, etc.

The digital learning platform is intended for the training of student volunteers (blended learning) and elderly disabled people and other interested public, as it will include sports exercises for the elderly after rehabilitation/treatment. It will also serve for informational purposes.

12. PILOT FIT-IN REHAB PROGRAMME WITH SENIORS 60+ AFTER REHABILITATION OR TREATMENT

The Fit-IN Rehab pilot test program with 30 older disabled people in each partner country (1 - day) will be led by trained student volunteers who have successfully completed the Fit-IN Rehab workshop with relevant skills to support older disabled people in sports activation after rehabilitation/treatment.

Taking into account the results of best practice recommendations and the professional experience of the involved staff of project partners, sports and other experts/stakeholders, we will aim to:

- Innovative approaches to attract the target group for greater involvement in sports activities;
- Choose the best motivational strategy for motivating the elderly to be more physically active;
- Developed a variety of simple sports exercises that the elderly will be able to perform. Respect their state of health;
- Worked with sports organizations/societies, fitness and group exercise organizations and other sports clubs;
- Worked with medical professionals (physiatrists, psychologists, physiotherapists and others).

We will prepare instructions for carrying out sports training for the elderly with disabilities. Instructions for performing exercises are necessary for the correct performance of sports exercises. They will be clear and easy to understand for the older population.

We will conduct a pilot test of the Fit-IN Rehab sports program with elderly disabled people 60+ and the support of qualified student volunteers in all 5 partner countries (Slovenia, Croatia, Austria, Italy and Serbia).

The pilot test will be led by trained student volunteers who have successfully completed a workshop with relevant skills to support older disabled people in sports activation after rehabilitation/treatment.

Each partner will perform the developed sports exercises for the elderly disabled 60+ with a minimum of 30 participants.

The digital learning platform is intended for the training of student volunteers (blended learning) and elderly people with disabilities and other interested public, as it will include sports exercises for the elderly after rehabilitation/treatment. It will also serve for informational purposes.

13. CONTINUOUS REPORTING

Beneficiaries must continuously report on the progress of the action (e.g. results, milestones, results/results, critical risks, indicators, etc.; if any) in the portal's continuous reporting tool and according to the time frame and conditions set by (as agreed with to the authority that grants the aid). Standardized deliverables (eg non-payment progress reports, cumulative expenditure reports, special reports, etc. if any) should be submitted using the templates published on the portal.

14. FINAL PAYMENT — FINAL GRANT AMOUNT — REVENUES AND PROFIT — RECOVERY

The relationship between the coordinator and the partners regarding the implementation of project tasks, results, deadlines and payments is governed by the concluded partnership agreements.

The final payment (difference) shall reimburse the remaining eligible lump sum contributions required for completed work packages.

The final payment depends on the confirmation of the final periodic report and submitted work packages. Their approval implies recognition of the conformity, authenticity, completeness or correctness of their content. The final grant amount for the action will be calculated in the following steps: Step 1 — Calculation of the total accepted EU contribution Step 2 — Limitation to the maximum grant amount and Last step - Calculation of the total accepted contribution.

EU The granting authority will first calculate the 'accepted EU contribution' for the measure for all reporting periods by calculating the flat-rate contributions for the approved work packages. After this, the granting authority will take into account reductions in the grant (if any). The resulting amount is the 'Total EU Contribution Accepted'.

The balance (final payment) is then calculated by deducting the total amount of pre-financing and interim payments (if any) already made from the final amount of the grant. If the balance is positive, it is paid to the coordinator.

15. TIMETABLE FIT-IN REHAB PROJECT

Timetable (projects up to 2 years)																									
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i>																									
Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.																									
ACTIVITY	MONTHS																								
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24	
Task 1.1 - Coordination of the entire project and activities, reporting to sport officer																									
Task 1.2 - Quality control of project tasks and planned deliverables																									
Task 2.1 - On-line pre event survey research with student volunteers																									
Task 2.2 - Research and good practices, recommendations for seniors with disabilities 60+ in sport activation																									

Task 2.3 - Preparation the Curriculum for student volunteers training																								
Task 2.4 - Create digital learning platform for education and information																								
Task 2.5 - Preparation of learning materials for training of student volunteers																								
Task 3.1 - Development of sport programme Fit-IN Rehab for seniors with disabilities																								
Task 3.2 - Prepare the instructions for proper implementation the sport exercises																								
Task 3.3 - Coordination & implementation of Blended learning training for student volunteers																								
Task 3.4 - Implementation Pilot test sport exercises with seniors with disabilities																								
Task 3.5 - Post event survey research report and adjustment of sports																								

