

GRUNDTVIG WORKSHOPS

COMMON EUROPEAN ELIGIBILITY CHECKLIST

2013

The application has been submitted by the applicant organisation on 21 February 2013 at the latest (postmark date).

The application has been submitted using the correct application form.

The application has been submitted according to the instructions published by the National Agency.

The form is not handwritten.

The form has been completed in full and includes all the requested attachments.

The subject is relevant for a GRUNDTVIG Workshop on literacy issues for Adult Education teachers and staff.

The planned duration of the workshop is from 5 to 10 days (excluding travel).

It is envisaged that at least 10 participants from countries other than the host country of the workshop will participate.

The participants come from at least 3 LLP participating countries other than the country where the Workshop is to be held.

Not more than one third of the participants will come from one single country.

The Workshop will take place in the same country as the one where the applicant organisation is located.

The Workshop takes place within the eligible period.

The applicant organisation is a legal body and is eligible to receive funding from this National Agency to organise a Grundtvig Workshop.

The form has been signed by the legal representative of the applicant organisation or a person duly authorised by the legal representative.

The applicant organisation has fulfilled its contractual obligations in relation to any earlier grants received from the National Agency, i.e. the organisation has no outstanding repayments to the NA which should already have been made (exclusion criterion).

Only one application for Grundtvig Workshops per organisation will be permissible. In case an organisation submits more than one application, all applications submitted by that organisation will be

considered ineligible. Large organisations can submit per department.

Organisations which received a grant from the Grundtvig Workshop action in the 2012 Call for proposal are not eligible to apply in the 2013 Call for proposal.

Organisations must be able to prove experience in the field / content of the Workshop.