

GRUNDTVIG
VISITS AND EXCHANGES
COMMON EUROPEAN ELIGIBILITY CHECKLIST
2012

The application has been submitted to the National Agency (NA) of the country where the applicant is resident. If the applicant works in a country other than that in which he/she is resident, the application has been sent to the NA in the country where the applicant works.
The application has been submitted on time.
The application has been submitted using the correct application form.
The application form is not handwritten.
The application form is completed in full and includes all the requested attachments, including notably the required letter of acceptance from the host organisation for the Visit (not needed if the purpose of the Visit is to attend a conference / seminar).
The application form has been completed using one of the official languages of the EU or, in the case of the EFTA/EEA or candidate countries, in the national language of the country concerned.
If submitted in the national language of an EFTA/EEA or candidate country, a translation into EN or FR or DE is supplied.
The application bears the applicant's original signature.
If the applicant is an employed person, the application form is also signed by the applicant's employer organisation.
The applicant is a national of a country participating in the Lifelong Learning Programme or a national of another country working or living in a participating country in compliance with that country's legal requirements (please refer to relevant National Agency website).
The applicant belongs to one of the staff categories eligible for a grant under the Grundtvig Visits & Exchanges Action.
The type of activity to be undertaken is eligible under the Grundtvig Visits & Exchanges Action.
The Visit will take place in one of the countries participating in the Lifelong Learning Programme.
The country of origin and/or the country of destination is a Member State of the EU, except in the case of applicants applying for a grant to participate in official Grundtvig events at European

level (category 8 of section 3.1.2 in the Application Form).
The Visit will take place in a country other than the country where the applicant is living / working.
The Visit will take place within the eligible period.
The Visit is eligible in terms of duration (from 1 full working day up to 12 weeks – maximum 84 days-).
Applicants who have received a grant from any Grundtvig individual action (In-service training for adult education staff, Visits and exchanges for adult education staff, Assistantships) within the current and the last two Calls for proposals (2010, 2011, 2012) can not apply in the 2012 Call for proposal and thus an applicant can only submit one application for any Grundtvig individual action within any round in the same Call for proposal. Applications not meeting these criteria will be considered ineligible.
Applicants must have a clear and existing link with adult education. The National Agency may request further proof of the adult education link of the applicant. Applicants with no or limited link with adult education will be considered ineligible. Applicants working in formal education institutions (primary/secondary/higher education) can not apply in the 2012 Call for proposal. However, applicants working in higher education institutions involved particularly in adult education and in the case of applicants who have completed a qualification leading to a career in adult education and intend to start or re-start a career in adult education and applicants who are re-entering adult education from another labour market can apply subject to submitting documents which proves these plans, intentions and qualifications.
The applicant will be required to submit all documents required by the National Agency. These documents are: a pre-registration confirmation from the organiser of the activity (except for seminars and conferences), documents describing the content of the activity including the daily programme (or weekly programme for periods longer than 2 weeks) for activities not from the Grundtvig-Comenius Course Training Database and a language proficiency certificate for the main working language of the activity at the required levels announced in the National Call and on the NA website. Applicants not submitting any of the mentioned documents will be considered ineligible.