

GRUNDTVIG
IN SERVICE TRAINING
COMMON EUROPEAN ELIGIBILITY CHECKLIST
2013

The application has been submitted by the published deadline.
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.
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.
The application submitted to the National Agency 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 the relevant National Agency website).
The applicant belongs to at least one of the staff categories eligible for a grant under the Grundtvig In-Service Training Action.
The training activity is eligible under the Grundtvig In-Service Training Action and compatible with the objectives of the Grundtvig programme.
The training activity takes place in one of the countries participating in the Lifelong Learning Programme.
The training activity is organised by an institution/company which is located in a country participating in the LLP.
The training activity takes place in a country other than the country where the applicant is living / working.
The training activity takes place within the eligible period.

The training activity is eligible in terms of duration
(structured course from 5 working days up to 6 weeks)

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 submit only 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 training, documents describing the content of the training including the daily programme for training events not from the Grundtvig-Course Training Database and a language proficiency certificate for the main working language of the training 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.