

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>MOBILITY</b>
<b>Action</b>	<b>GRUNDTVIG Preparatory Visits</b>
<b>Objectives and description of the action</b>	<p>The objective of the action is to help any organisation wishing to establish a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project to get to know suitable partner institutions and develop a workplan in order to prepare the project/partnership/network application form.</p> <p>Any organisation wishing to establish a cooperative activity of this kind may apply for a grant to enable staff members to undertake a preparatory visit. The visit may take either of the following forms:</p> <ul style="list-style-type: none"> <li>- a visit to a partner institution in another country participating in the Lifelong Learning Programme;</li> <li>- participation in a partner-finding 'contact seminar' organised by a National Agency.</li> </ul> <p>Details of the seminars are available on request from National Agencies.</p> <p>Preparatory visits allow potential partners to meet in order to:</p> <ul style="list-style-type: none"> <li>• define the aims, objectives and methodology of a future Partnership, Project or Network;</li> <li>• define roles, responsibilities and tasks among the partners which will be developing the Partnership, Project or Network;</li> <li>• develop a work plan for developing the envisaged Partnership, Project or Network, including methods for monitoring, evaluation and dissemination;</li> <li>• complete the appropriate joint application form</li> </ul>
<b>Who can benefit</b>	<p>Individuals working in an institution/organisation wishing to establish a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project.</p> <p>Usually a grant is awarded to just one person per visit, but in exceptional cases two staff from the same institution can be awarded a grant to undertake a visit together. Only one visit per potential project/partnership will be funded. Applications for preparatory visits are not eligible once the corresponding project/partnership application has been submitted</p>
<b>Who can apply</b>	Institutions/organisations wishing to establish a Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project.
<b>PRIORITIES</b>	There are no European priorities for Grundtvig Preparatory Visits. Please verify with the relevant National Agency whether national priorities apply.
<b>HOW TO APPLY</b>	Decentralised action, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
<b>Selection Procedure:</b>	NA1
<b>Application Form Code:</b>	PV
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	See NA website
<b>Duration</b>	
<b>Minimum Duration :</b>	1 day
<b>Maximum Duration:</b>	5 days
<b>Comment on Duration:</b>	All activities can start on January 1 <sup>st</sup> 2009 at the earliest and must end by April 30 <sup>th</sup> 2010 at the latest.
<b>FINANCIAL PROVISIONS</b>	
Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 1a
<b>Maximum Grant €:</b>	Not applicable
<b>Comment on Funding:</b>	No comments
<b>EVALUATION AND SELECTION PROCEDURES</b>	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
<b>Eligibility Criteria</b>	
<b>General eligibility rules:</b>	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
<b>Specific eligibility rules:</b>	Applications must be submitted by legal entities eligible to apply for a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Project, Network or Accompanying Measures project. Please verify with the relevant National Agency whether additional national requirements apply.

<b>Minimum number of Countries:</b>	Not applicable
<b>Minimum number of Partners:</b>	Not applicable
<b>Comment on participants:</b>	See "Who can benefit" and "Who can apply" above
<b>Award criteria</b>	<b>1. Content and duration</b>
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	<b>2. Relevance</b>
	There is a clear link between the activities and strategy of the applicant's home institution, the proposed Partnership/Project/Network and the purpose and content of the preparatory visit.
<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>	<a href="#">See NA website</a>
<b>Probable sending date of agreement to the beneficiaries</b>	<a href="#">See NA website</a>
<b>Probable starting date of the action</b>	<a href="#">See NA website</a>

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>MOBILITY</b>
<b>Action</b>	<b>GRUNDTVIG Visits and Exchanges for Adult Education Staff</b>
<b>Objectives and description of the action</b>	<p>The objective of this Action is to help improve the quality of adult learning in the broadest sense - formal, non-formal or informal - by enabling present or future staff working in this field, or persons who are engaged in the in-service training of such staff, to undertake a work-related visit to a country participating in the Lifelong Learning programme (LLP) other than that in which they normally live or work. In this way, participants are encouraged to gain a broader understanding of adult learning in Europe and, depending on the purpose of the visit, to improve their practical teaching / coaching / counselling / management skills and/or support the work of the host organisation by providing expertise in the area of teaching, management or other related activities.</p> <p>The duration of the visit will vary depending on its purpose, but may not exceed 3 months (visits lasting more than 3 months will normally be eligible under the "Grundtvig Assistantships" Action - see the relevant page in this Guide).</p> <p>The visits may be carried out singly or, where this is appropriate for the visit concerned, in small groups (in the latter case, a separate application must be submitted for each participant). They may be uni-directional or carried out as part of an exchange between organisations. Where appropriate, one grant may cover visits to several organisations.</p> <p>The visit activities for which grants are awarded must relate to the candidate's professional activities in any aspect of adult learning. This may, for example, have to do with:</p> <ul style="list-style-type: none"> <li>• Carrying out a teaching assignment at an adult education organisation;</li> <li>• Studying aspects of adult education/learning in the host country, such as: the content and delivery of adult education (course content and teaching methodology), the methods adopted to increase access opportunities to adult learning, the management of adult learning (governance at local and regional level, administration and leadership of organisations, budgeting, quality assurance etc.), support services such as counselling and guidance, developing community-based schemes for adult learning etc.;</li> <li>• Studying and/or providing expertise on system/policy-related aspects of adult education including all types of strategic issues, funding models, development of indicators and benchmarking etc.</li> <li>• Undergoing less formal types of training for adult education staff, such as a period of "job-shadowing" (observation) in an adult education organisation or a public or non-governmental organisation involved in adult education (grants to attend formal in-service training courses are available under the "Grundtvig In-Service Training for Adult education Staff" Action - see the relevant page in this Guide);</li> <li>• Attending a conference or seminar, where this will have a demonstrably strong added value for the candidate and thereby for his/her organisation, including the European Conferences relating to Grundtvig Learning Partnerships.</li> </ul> <p>While visits of this kind may, as a desirable side-effect, give rise to future cooperation between the participant's organisation and the organisation(s) visited abroad, applications where this is the primary purpose should be submitted under the "Preparatory Visits".</p>
<b>Who can benefit</b>	Teachers and other staff working in adult education, in-service trainers of such staff, former teachers (or other former educational staff) re-entering adult education in a professional capacity after a period away, graduates with a qualification in adult education / andragogy and advanced level students studying towards such a qualification (see "Specific eligibility rules" below for details).
<b>Who can apply</b>	Individuals belonging to one of the categories indicated in the "Specific eligibility rules" below. The application will normally be submitted through their home institution, which must be a legal entity, but where no such home institution exists (for example in the case of former teachers or other former educational staff re-entering the profession after a period away), the application may be submitted directly to the relevant National Agency).
<b>PRIORITIES</b>	Applicants should consult the website of the National Agency in their country in order to ascertain any national priorities. There are no European priorities in 2009 for Grundtvig Visits and Exchanges for Adult Education Staff.
<b>HOW TO APPLY</b>	Decentralised, application to be sent to the relevant National Agency for the applicant.
Please consult the relevant Agency website for further information.	
<b>Selection Procedure:</b>	NA1
<b>Application Form Code:</b>	iMBExch
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	See NA website
<b>Duration</b>	
<b>Minimum Duration :</b>	1 day (for certain activities)
<b>Maximum Duration:</b>	12 weeks

<b>Comment on Duration:</b>	All activities must end by 30 April 2010 at the latest.
<b>FINANCIAL PROVISIONS</b> Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 1a
<b>Maximum Grant €:</b>	See NA website
<b>Comment on Funding:</b>	Conference or seminar fees: A contribution may be granted on the basis of real costs, up to a maximum of 150 € per day. Pedagogic, linguistic and cultural preparation: A contribution may be granted up to a lump sum of maximum 500 € per participant. Please consult the NA for special rules on additional funds in the case of people with special needs.
<b>EVALUATION AND SELECTION PROCEDURES</b> Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
<b>Eligibility Criteria</b> <b>General eligibility rules:</b> The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
<b>Specific eligibility rules:</b>	<p>1) Individual applicants must be either:</p> <ul style="list-style-type: none"> <li>- nationals of a country participating in the Lifelong Learning Programme;</li> <li>- nationals of other countries, provided that they are either permanent residents, or registered as stateless persons or hold refugee status in a country which participates in the programme.</li> </ul> <p>2) Individual applicants must be one of the following:</p> <ul style="list-style-type: none"> <li>- Persons at any stage in their career who are already working on a part-time or full-time basis in any part of the adult education sector (formal, non-formal or informal), including volunteer staff as well as those who are formally employed. This includes notably: <ul style="list-style-type: none"> <li>o Teachers/trainers in adult education in the broadest sense (formal, non-formal and informal)</li> <li>o Heads and managerial / administrative staff of organisations directly or indirectly involved in providing adult learning opportunities</li> <li>o Staff involved in intercultural adult education, or working with migrant groups, travellers, occupational travellers and ethnic communities</li> <li>o Staff working with adults with special learning needs</li> <li>o Staff such as mediators and street educators working with adults at risk</li> <li>o Counsellors or career advisors</li> <li>o Staff working in local or regional authorities dealing with adult education, including the inspectorate</li> </ul> </li> <li>- Persons involved in the in-service training of adult education staff</li> <li>- Former teachers and other educational staff (see above) re-entering adult education</li> <li>- Persons who have completed a qualification leading to a career in adult education and intend to start or re-start a career in adult education</li> <li>- Persons who are recycling into adult education from other labour market situations (work, retirement, absence from professional life due to family responsibilities etc.)</li> <li>- Students who have completed at least two years of study leading to a degree or equivalent qualification in adult education / andragogy or who are enrolled in masters level studies in this field</li> <li>- Other education staff at the discretion of national authorities.</li> </ul> <p>In the case of persons re-entering adult education or recycling into adult education from another labour market situation, NA may give precedence to applicants who are able to demonstrate that their (re-)commencement of work in adult education is imminent.</p> <p>3)The organisation(s) or event(s) to be visited must be located in a country / countries participating in the LLP different from the one(s) in which the applicant is a resident and or working. Applications must contain confirmation from the organisation(s) to be visited that they are willing to receive the visitor.</p> <p>4)The sending and/or host country must be an EU Member State, except where the purpose of the visit is to attend a conference or seminar involving participants from several European countries.</p> <p>5)Please verify with the relevant National Agency whether additional national requirements apply.</p>
<b>Minimum number of Countries:</b>	Not applicable

<b>Minimum number of Partners:</b>	Not applicable	
<b>Comment on participants:</b>	See "Who can benefit" and "Who can apply" above	
<b>Award criteria</b>	<b>1. European added value</b>	
	The visit activity abroad will have positive effects which could not be derived from similar activity within the applicant's own country of residence/work.	
	<b>2. Content and duration</b>	
	The programme for the visit is clear and reasonable; its duration is realistic and appropriate.	
	<b>3. Impact and relevance</b>	
	It is clearly demonstrated that the applicant will benefit from this experience in terms of personal and professional development (and that - where applicable - his/her organisation will benefit from the added insights / knowledge / competences obtained), and/or that the organisation(s) to be visited will benefit significantly from the expertise of the applicant.	
	<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>		<a href="#">See NA website</a>
<b>Probable sending date of agreement to the beneficiaries</b>		<a href="#">See NA website</a>
<b>Probable starting date of the action</b>		<a href="#">See NA website</a>

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>MOBILITY</b>
<b>Action</b>	<b>GRUNDTVIG Assistantships</b>
<b>Objectives and description of the action</b>	<p>This Action enables present or future staff involved in adult education - whether formal, non-formal or informal - to spend a period of 12-45 weeks (see below) as a Grundtvig Assistant at an adult education organisation in another European country participating in the Lifelong Learning Programme (LLP).</p> <p>The objective is to give participants the opportunity to gain a better understanding of the European dimension to adult learning, to enhance their knowledge of foreign languages, other European countries and their education systems and to improve their professional and intercultural competences.</p> <p>The tasks to which an Assistant may contribute include:</p> <ul style="list-style-type: none"> <li>•assisting in facilitating learning or with regard to some aspect of managing adult education</li> <li>•providing support for adults with special educational needs</li> <li>•providing information on the Assistant's country of origin and assisting in the teaching of its language</li> <li>•introducing or reinforcing the European dimension in the host institution</li> <li>•initiating, developing and assisting in the implementation of projects.</li> </ul> <p>Assistants should be fully integrated into the host organisation's life. As the Assistantships are open to all adult education staff, the level of experience and seniority of the participants varies considerably. Depending on their specific profile, the Assistant may either:</p> <ul style="list-style-type: none"> <li>•play a mainly ancillary role at the host organisation, assisting in various teaching or management activities;</li> <li>•take full responsibility for one or more courses or a particular aspect of management at the host organisation (such cases are known as Expert Assistantships).</li> </ul> <p>Prior to submitting their application for an Assistantship, Applicants must have identified the host organisation at which they wish to carry out the Assistantship. Applications must contain confirmation from this organisation that it is willing to receive the Assistant.</p> <p>Organisations wishing to host an Assistant in future years, are invited to register with the European database available for this purpose, details of which are available from NA on request.</p> <p>Assistants must be affiliated with one specific host organisation during their Assistantship. They may, however, carry out activities at several host organisations, either to give variety to their work or to meet particular needs of neighbouring adult learning organisations in the area.</p> <p>Assistants are selected by the National Agencies in their home country. They receive a grant which contributes towards travel and subsistence costs. Grundtvig Assistantship grants are not normally awarded more than once to the same person within a period of 3 years.</p>
<b>Who can benefit</b>	Teachers and other staff working in adult education, in-service trainers of such staff, former teachers (or other former educational staff) re-entering adult education in a professional capacity after a period away, graduates with a qualification in adult education / andragogy and advanced level students studying towards such a qualification (see "Specific eligibility rules" below for details).
<b>Who can apply</b>	Applications can be submitted by any individual who complies with the eligibility criteria mentioned in this section.
<b>PRIORITIES</b>	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for Grundtvig Assistantships.
<b>HOW TO APPLY</b>	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
<b>Selection Procedure:</b>	NA1
<b>Application Form Code:</b>	iMBass
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	31-March-2009
<b>Duration</b>	
<b>Minimum Duration :</b>	12 weeks
<b>Maximum Duration:</b>	45 weeks
<b>Comment on Duration:</b>	None
<b>FINANCIAL PROVISIONS</b>	
Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 1a
<b>Maximum Grant €:</b>	See NA website

<b>Comment on Funding:</b>	<p>Pedagogic, linguistic and cultural preparation: A contribution may be granted up to a lump sum of maximum 500 € per participant.</p> <p>The grant covers travel and subsistence costs. Where appropriate, additional grant can be awarded for linguistic preparation and/or other induction course (see Part I of this Guide for details)</p> <p>Please consult the NA for special rules on additional funds in the case of Assistantship applicants with special needs.</p>
<p><b>EVALUATION AND SELECTION PROCEDURES</b></p> <p>Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures</p> <p><b>Eligibility Criteria</b></p> <p><b>General eligibility rules:</b></p> <p>The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.</p> <p>Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"</p>	
<b>Specific eligibility rules:</b>	<p>Applications can be submitted by individuals.</p> <p>1) Individual applicants must be either:</p> <ul style="list-style-type: none"> <li>- nationals of a country participating in the Lifelong Learning Programme;</li> <li>- nationals of other countries, provided that they are either permanent residents, or registered as stateless persons or hold refugee status in a country which participates in the programme.</li> </ul> <p>2) Individual applicants must be one of the following:</p> <ul style="list-style-type: none"> <li>- Persons at any stage in their career who are already working on a part-time or full-time basis in any part of the adult education sector (formal, non-formal or informal), including volunteer staff as well as those who are formally employed. This includes notably: <ul style="list-style-type: none"> <li>o Teachers/trainers in adult education in the broadest sense (formal, non-formal and informal)</li> <li>o Heads and managerial / administrative staff of organisations directly or indirectly involved in providing adult learning opportunities</li> <li>o Staff involved in intercultural adult education, or working with migrant groups, travellers, occupational travellers and ethnic communities</li> <li>o Staff working with adults with special learning needs</li> <li>o Staff such as mediators and street educators working with adults at risk</li> <li>o Counsellors or career advisors</li> <li>o Staff working in local or regional authorities dealing with adult education, including the inspectorate</li> </ul> </li> <li>- Persons involved in the in-service training of adult education staff</li> <li>- Former teachers and other educational staff (see above) re-entering adult education</li> <li>- Persons who have completed a qualification leading to a career in adult education and intend to start or re-start a career in adult education</li> <li>- Persons who are recycling into adult education from other labour market situations (work, retirement, absence from professional life due to family responsibilities etc.)</li> <li>- Students who have completed at least two years of study leading to a degree or equivalent qualification in adult education / andragogy or who are enrolled in masters level studies in this field</li> <li>- Other education staff at the discretion of national authorities.</li> </ul> <p>In the case of persons re-entering adult education or recycling into adult education from another labour market situation, NA may give precedence to applicants who are able to demonstrate that their (re-)commencement of work in adult education is imminent.</p> <p>3) The organisation where the Assistantship is to be carried out must be located in a country participating in the LLP different from the one in which the Assistant is a resident and or currently working. Applications must contain confirmation from the host organisation that it is willing to receive the Assistant.</p> <p>4) The sending and/or host country must be an EU Member State.</p>
<b>Minimum number of Countries:</b>	Not applicable
<b>Minimum number of Partners:</b>	Not applicable
<b>Comment on participants:</b>	See "Who can benefit" and "Who can apply" above
<b>Award criteria</b>	<p><b>1. Quality of the Mobility (Assistantship)</b></p> <p>The assistant provides a convincing explanation of his/her contribution to the work of the host institution and community life.</p> <p><b>2. Impact and relevance</b></p> <p>The expected impact on personal and professional competences including languages and intercultural benefits is clearly defined by the candidate assistant. The activity of the assistant is relevant to the work of the host organisation.</p>

<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>	May
<b>Probable sending date of agreement to the beneficiaries</b>	June
<b>Probable starting date of the action</b>	August



<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>MOBILITY</b>
<b>Action</b>	<b>GRUNDTVIG In-Service Training for Adult Education Staff</b>
<b>Objectives and description of the action</b>	<p>The objective of this Action is to help improve the quality of lifelong learning by enabling persons working in the field of adult learning, in the broadest sense, or who are engaged in the in-service training of such persons, to undertake a training course in a country other than that in which they normally live or work. In this way, participants are encouraged to improve their practical teaching / coaching / counselling / management skills and to gain a broader understanding of adult learning in Europe. The course concerned must have a strong European focus in terms of the profile of trainers and participants.</p> <p>Note: Grants for more informal training such as a placement or observation period in an adult education organisation or a public or non-governmental organisation involved in adult education (job-shadowing), are available under the Grundtvig Visits and Exchanges for Adult Education Staff (see the relevant page in this Guide).</p> <p>The training for which grants are awarded must relate to the candidate's professional activities in any aspect of adult learning, whether formal, non-formal or informal. This may have to do with:</p> <ul style="list-style-type: none"> <li>• The content and delivery of adult education, in particular course content and teaching methodology;</li> <li>• The accessibility of learning opportunities for adults, in particular for disadvantaged social groups;</li> <li>• The management of adult learning, including governance at local and regional level, administration, quality assurance, support services such as counselling and guidance, developing community-based schemes for adult learning etc.;</li> <li>• The system/policy-related aspects of adult education including all types of strategic issues, funding models, development of cooperation between providers in the context of learning regions, indicators and benchmarking etc.</li> </ul> <p>Grants will only be awarded for participation in training which is suitable for achieving the applicant's demonstrated training objectives, which complies with the necessary quality criteria and which presents an added value through the European dimension of the proposed course compared with training in the applicant's home country.</p> <p>An on-line database of training activities, known as the Grundtvig Course Catalogue, is available to help applicants identify training which is eligible for funding under this Action and which best meets their training needs: <a href="http://ec.europa.eu/education/trainingdatabase/">http://ec.europa.eu/education/trainingdatabase/</a>. However, applicants may also choose training which is not listed in the database, provided that it meets the necessary criteria. This will be determined by the relevant National Agency.</p> <p>At the website for the Grundtvig Course Catalogue indicated above, organisations wishing to register a course in the Catalogue will find details on how to do so.</p>
<b>Who can benefit</b>	Teachers and other staff working in adult education, in-service trainers of such staff, former teachers (or other former educational staff) re-entering adult education in a professional capacity after a period away, and graduates with a qualification in adult education / andragogy (see "Specific eligibility rules" below for details).
<b>Who can apply</b>	Individuals belonging to one of the categories indicated in the "Specific eligibility rules" below. The application will normally be submitted through their home institution, which must be a legal entity, but where no such home institution exists (for example in the case of former teachers or other former educational staff re-entering the profession after a period away), the application may be submitted directly to the relevant National Agency).
<b>PRIORITIES</b>	Applicants should consult the website of the National Agency in their country in order to ascertain any national priorities. There are no European priorities in 2009 for Grundtvig In-service Training for Adult Education Staff.
<b>HOW TO APPLY</b>	Applications should be sent to the National Agency of the country where the applicant lives. In case the applicant works in a country other than that in which he/she is resident, the application must be sent to the National Agency of the country where he/she is working.
Please consult the relevant Agency website for further information.	
<b>Selection Procedure:</b>	NA1
<b>Application Form Code:</b>	iMBinST
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	16-January-2009
	30-April-2009
	15-September-2009
<b>Duration</b>	
<b>Minimum Duration :</b>	5 working days
<b>Maximum Duration:</b>	6 weeks
<b>Comment on Duration:</b>	For the deadline of 16/01/2009 training activities must start on or after 1 April 2009 For the deadline of 30/04/2009 training activities must start on or after 1 September 2009 For the deadline of the 15/09/2009 training activities must start on or after 1 January 2010 All training activities must end by 30 April 2010 at the latest.

<b>FINANCIAL PROVISIONS</b>	
Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 1a
<b>Maximum Grant €:</b>	See NA website
<b>Comment on Funding:</b>	Course fees: A contribution may be granted on the basis of real costs, up to a maximum of € 150 per day. Linguistic preparation. A contribution may be granted – see Guide, Part I, Section 4 C.C.-Other costs. (Note: a grant for linguistic preparation is not allowable where the training itself is oriented exclusively or predominantly towards the improvement of language skills.) Please consult the NA for special rules on additional funds in the case of people with special needs.
<b>EVALUATION AND SELECTION PROCEDURES</b>	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
<b>Eligibility Criteria</b>	
<b>General eligibility rules:</b>	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
<b>Specific eligibility rules:</b>	<p>1 ) Individual applicants must be either:</p> <ul style="list-style-type: none"> <li>- nationals of a country participating in the Lifelong Learning Programme;</li> <li>- nationals of other countries, provided that they are either permanent residents, or registered as stateless persons or hold refugee status in a country which participates in the programme.</li> </ul> <p>2) Individual applicants must be one of the following:</p> <ul style="list-style-type: none"> <li>- Persons at any stage in their career who are already working on a part-time or full-time basis in any part of the adult education sector (formal, non-formal or informal), including volunteer staff as well as those who are formally employed. This includes notably: <ul style="list-style-type: none"> <li>o Teachers/trainers in adult education in the broadest sense (formal, non-formal and informal)</li> <li>o Heads and managerial / administrative staff of organisations directly or indirectly involved in providing adult learning opportunities</li> <li>o Staff involved in intercultural adult education, or working with migrant groups, travellers, occupational travellers and ethnic communities</li> <li>o Staff working with adults with special learning needs</li> <li>o Staff such as mediators and street educators working with adults at risk</li> <li>o Counsellors or career advisors</li> <li>o Staff working in local or regional authorities dealing with adult education, including the inspectorate</li> </ul> </li> <li>- Persons involved in the in-service training of adult education staff</li> <li>- Former teachers and other educational staff (see above) re-entering adult education</li> <li>- Persons who have completed a qualification leading to a career in adult education and intend to start or re-start a career in adult education</li> <li>- Persons who are recycling into adult education from other labour market situations (work, retirement, absence from professional life due to family responsibilities etc.)</li> <li>- Other education staff at the discretion of national authorities.</li> </ul> <p>In the case of persons re-entering adult education or recycling into adult education from another labour market situation, NA may give precedence to applicants who are able to demonstrate that their (re-)commencement of work in adult education is imminent.</p> <p>3) The course organiser must be an organisation located in a country participating in the LLP.</p> <p>4) The course applied for is taking place in a country participating in the LLP in which the applicant is not a resident and in which he or she is not working.</p> <p>5) Grants will only be awarded for the purpose of attending "pure language courses", i.e. training aimed exclusively at developing competence in a foreign language, where the applicant fulfils at least one of the following conditions:</p> <ul style="list-style-type: none"> <li>- the applicant is a teacher requesting training in less widely taught and less used languages (see the Glossary of terms in Part I of this Guide);</li> <li>- the applicant is engaged in teaching a non-language subject through the medium of a foreign language;</li> <li>- the applicant is re-training as a foreign language teacher;</li> <li>- the applicant is participating in a Grundtvig Learning Partnership and needs foreign language training for this purpose.</li> </ul> <p>Please verify with the relevant National Agency whether additional national requirements apply.</p>
<b>Minimum number of Countries:</b>	Not applicable

<b>Minimum number of Partners:</b>	Not applicable	
<b>Comment on participants:</b>	See above	
<b>Award criteria</b>	<b>1. European added value</b>	
	The training activity abroad will have a greater potential value than similar training in the applicant's home country and it is clearly demonstrated that the applicant will benefit from this experience in terms of personal and professional development.	
	<b>2. Content and duration</b>	
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.	
	<b>3. Impact and relevance</b>	
	There is a clear match between the training selected and the applicant's training needs. The training activity can be expected to have a positive impact on the professional development of the staff member concerned and on his/her institution/organisation.	
	<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>		<a href="#">See NA website</a>
<b>Probable sending date of agreement to the beneficiaries</b>		<a href="#">See NA website</a>
<b>Probable starting date of the action</b>		<a href="#">See NA website</a>

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>MOBILITY</b>
<b>Action</b>	<b>GRUNDTVIG Workshops</b>
<b>Objectives and description of the action</b>	<p>The objective of this Action is to enable adult learners to participate in Workshops (learning events and seminars) taking place in another European country participating in the LLP. This is a completely new form of mobility offered to adult learners in the Lifelong Learning / Grundtvig programme.</p> <p>Workshops bring together individual or small groups of learners from several countries for an innovative multinational learning experience relevant for their personal development and learning needs, in which learners are also encouraged to share their competences and insights actively with others. Each Workshop will have a minimum of 10 learners and usually up to 20 learners (this figure may be exceeded, but the Grundtvig grant will not relate to more than 20). No more than 1/3 of the participants should originate from the same country. Nationals of the country where the Workshop takes place are eligible to participate in these Workshops but cannot be funded from Grundtvig and should not account for more than 1/3 of the total participants in the Workshop.</p> <p>Workshops may be organised on any topic. Initially, it is anticipated that the following topics may be among those frequently chosen by Workshop organisers:</p> <ul style="list-style-type: none"> <li>- topics such as visual arts, music, creativity, numeracy, mathematics, science, and other topics which are not too heavily dependent on foreign language competence</li> <li>- language-learning, particularly for people wishing to build on basic competence (or improve such competence in specialised areas) in the language of the country where the Workshop is organised, notably where this is a less widely used and less taught language</li> <li>- discussion groups on issues of common European interest, with a view to stimulating greater interest in European affairs among the adult population</li> <li>- active citizenship and intercultural dialogue.</li> </ul> <p>However, applications to organise Workshops on other topics will also be welcome.</p> <p>A catalogue of approved Workshops will be available to help potential learners identify a learning opportunity of interest to them. However, Workshop organisers will be expected to advertise their Workshop widely, once it has been approved, in order to ensure an adequate number of learners.</p> <p>The Action is open to any institution wishing to organise activities for adult learners. Applications for a grant to organise a Workshop must be submitted to the National Agency in the country of the Workshop organiser, and the Workshop itself must take place in that country.</p> <p>The Grundtvig grant will relate both to the organisation of the Workshop itself and to the financing of the learners' participation, including their travel and subsistence.</p> <p>The adult learners wishing to participate in a Workshop apply (either individually or in small groups) directly to the Workshop's organiser, who will organise their stay and cover their travel and subsistence costs. Local adult education organisations may assist learners in making their applications.</p> <p>The Workshop organiser selects the candidates according to the guidelines defined in its application to the NA. Among the learners, particular attention is given to including people from <u>disadvantaged social groups where possible</u>.</p>
<b>Who can benefit</b>	<p>Workshop organiser: any organisation interested in providing adult learning opportunities of this kind.</p> <p>Learners: any adult person from countries participating in the programme, subject to the conditions set out in "Specific eligibility criteria" below, selected by an approved Workshop organiser.</p>
<b>Who can apply</b>	<p>Workshop organiser: any organisation which is a legal entity and can demonstrate a capability to organise such a Workshop effectively.</p> <p>Learners: all adult persons from countries participating in the programme, whether or not they are already involved in adult learning, subject to the conditions set out in "Specific eligibility criteria" below.</p>
<b>PRIORITIES</b>	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for Grundtvig Workshops.
<b>HOW TO APPLY</b>	Decentralised action, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
<b>Selection Procedure:</b>	NA1
<b>Application Form Code:</b>	iMBhost
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	20-February-2009

<b>Duration</b>	
<b>Minimum Duration :</b>	5 days
<b>Maximum Duration:</b>	10 days
<b>Comment on Duration:</b>	
<b>FINANCIAL PROVISIONS</b>	
Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 1a & Table 3a Section C (Other costs) in Chapter 4
<b>Maximum Grant €:</b>	See NA website
<b>Comment on Funding:</b>	Pedagogic, linguistic and cultural preparation: A contribution may be granted up to a lump sum of maximum 500 € per participant. The Grundtvig grant will relate both to the organisation of the Workshop itself and to the financing of the learners' participation, including their travel and subsistence. It is paid to the Workshop organiser by the NA in the country of that organisation, which is also the country where the Workshop is held. See NA website for further details. Please consult the NA for special rules on additional funds in the case of people with special needs.
<b>EVALUATION AND SELECTION PROCEDURES</b>	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
<b>Eligibility Criteria</b>	
<b>General eligibility rules:</b>	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
<b>Specific eligibility rules:</b>	Applications to organise a Workshop must be submitted by bodies which are legal entities. Individual adult learners applying to participate in a Workshop must be aged 18 or above and either: - nationals of a country participating in the Lifelong Learning Programme; - or nationals of other countries, provided that they are either permanent residents, or registered as stateless persons or hold refugee status in a country which participates in the programme.  Application Procedure for adult learners wishing to participate in a Workshop: Applications should be submitted directly to the Workshop's organiser, in accordance with the deadline specified by the organiser, and copied to the NA in the adult learner's country of residence. Local adult education organisations may assist learners in making their applications.  Please verify with the relevant National Agency whether additional national requirements apply.
<b>Minimum number of Countries:</b>	Not applicable
<b>Minimum number of Partners:</b>	Not applicable
<b>Comment on participants:</b>	See above
<b>Award criteria</b>	<b>1. Quality and relevance of the Workshop</b> The Workshop's objectives are clear and realistic and the subject is relevant for a Grundtvig Workshop. The objectives are therefore relevant to the operational objectives of the Grundtvig programme. The methodology is appropriate for achieving the objectives. The pedagogical and didactical approach is clearly described. The Workshop will provide a stimulating learning experience and something significantly new in terms of learning opportunities, skills development, access to information, etc. for the participating learners.
	<b>2. Quality of the organisation of the project</b> The tasks are clearly defined. The work programme is appropriate for organising a good quality Workshop within the time-frame envisaged. The logistics of the Workshop are clear and appropriate to the target group (including as regards the arrangements for handling the travel and accommodation of participants and the hosting of participants with specific needs).
	<b>3. Impact and European added value</b> The benefits of organising a European Workshop are clear and well defined. The results envisaged are relevant and will have a demonstrable potential impact on the learning experience of the participants in the subject area concerned. Possible additional benefits and spin-offs are indicated. The potential for repeating the Workshop in future (sustainability), if successful, is convincingly demonstrated.
	<b>4. Quality of the communication plan</b> The communication plan for advertising and publicising the Workshop is well defined and ensures optimal use of European funds to organise and recruit participants.

<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>	April
<b>Probable sending date of agreement to the beneficiaries</b>	May
<b>Probable starting date of the action</b>	September

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>PARTNERSHIPS</b>
<b>Action</b>	<b>GRUNDTVIG Learning Partnerships</b>
<b>Objectives and description of the action</b>	<p>The Grundtvig Learning Partnership is a framework for practical co-operation activities between organisations working in the field of adult learning in the broadest sense - formal, non-formal or informal. Compared with the generally larger-scale Grundtvig multilateral co-operation projects, which are more 'product' - or outcome-oriented, the partnerships focus more on process, and aim to broaden in particular the participation of smaller organisations wishing to include European co-operation in their education activities.</p> <p>In a Grundtvig Learning Partnership trainers and learners from at least three participating countries work together on one or more topics of common interest to the co-operating organisations. This exchange of experiences, practices and methods contributes to an increased awareness of the varied European cultural, social and economic scene, and to a better understanding of areas of common interest in the area of adult learning.</p> <p>One of the participating organisations must act as coordinator. It is strongly advised to indicate at application stage which of the partners volunteer to act as replacement coordinators, should the original coordinator be rejected in the selection procedure.</p> <p>The participating organisations are encouraged to monitor and evaluate their transnational work and to interconnect it with the initiatives of their local community. They are also encouraged to cooperate with organisations and authorities at the national level, to ensure a sound basis for their ideas and activities and open up channels for dissemination. This will maximise the value of the transnational exchange, promote the circulation of good practice, and thus ensure the wider impact of results.</p> <p>The following activities may be supported:</p> <ul style="list-style-type: none"> <li>• Partner meetings and seminars between all institutions involved in the Partnership</li> <li>• Exchanges of staff and adult learners involved in project activities</li> <li>• Exchanges of experience and good practice, by all appropriate means and in particular using information and communication technology (e.g. websites, e-mail, video-conferencing)</li> <li>• Making of technical objects, drawings and arts objects related to the project</li> <li>• Fieldwork, project research, etc.</li> <li>• Preparation of performances (e.g. theatre plays, musicals, etc.)</li> <li>• Linguistic preparation for persons involved in the Partnership to ensure they possess the necessary competence in the working language(s) of the partnership</li> <li>• Co-operation with other projects in related subject areas (in particular Partnerships, projects and networks supported by Grundtvig) and sharing experience with other institutions in the region, etc., including mobility to relevant events organised by these</li> <li>• Self-evaluation activities</li> <li>• Organisation of exhibitions, production and dissemination of information material or documentation on the co-operation activities</li> <li>• Dissemination of project experience and outcomes</li> </ul> <p>In Grundtvig Learning Partnerships focusing on learner participation, learners should be actively involved in the project and their mobility should be encouraged as much as possible. Partnerships in the most mobility-intensive category, i.e. those with at least 24 "mobilities", must involve mobility for a minimum of 16 adult learners.</p> <p>Learning Partnerships focusing on management of adult education and/or teaching methods provide teachers, trainers and other adult education staff with the opportunity to exchange experience and information, to develop together methods and approaches which meet their needs, and to test and put into practice new organisational and pedagogical approaches.</p> <p>In all cases, projects can involve co-operation with bodies from the local community, such as local authorities, social services, associations and enterprises.</p> <p>Among the learners, particular attention is given to including people from disadvantaged social groups where possible.</p>
<b>Who can benefit</b>	Staff and learners of participating institutions and organisations as well as the local community.
<b>Who can apply</b>	All kinds of institutions and organisations working in adult learning, whether formal, non-formal or informal.
<b>PRIORITIES</b>	Please verify with the relevant National Agency whether national priorities apply. There are no European Priorities for GRUNDTVIG Learning Partnerships.
<b>HOW TO APPLY</b>	This is a decentralised action and applications have to be sent to the relevant National Agency.
Please consult the relevant	Agency website for further information.
<b>Selection Procedure:</b>	NA1
<b>Application Form Code:</b>	PA
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application</b>	20-February-2009

<b>Deadline(s):</b>	
<b>Duration</b>	
<b>Minimum Duration :</b>	2 years
<b>Maximum Duration:</b>	2 years
<b>Comment on Duration:</b>	
<b>FINANCIAL PROVISIONS</b>	
Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 4
<b>Maximum Grant €:</b>	See Table 4
<b>Comment on Funding:</b>	<p>Funding for Learning Partnerships is based on pre-defined flat rate amounts that depend on the countries involved and the number of "mobilities" planned by the applicant institutions. The term "mobility" refers to travel abroad by staff and learners to participate in Partnership activities in the partner countries. Each institution involved in the same Partnership can apply for a different amount, depending on its own possibilities for sending out learners and staff and on its degree of involvement in the Partnership activities.</p> <p>If a partner organisation's mobility activities involve staff or learners with special needs, or travel to or from the "Overseas countries and Territories" (see Part I of this Guide), its mobility activities during the partnership period may be reduced by up to 50% of the minimum mobility number for the partnership category in question, upon prior request to and approval by the NA.</p>
<b>EVALUATION AND SELECTION PROCEDURES</b>	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
<b>Eligibility Criteria</b>	
<b>General eligibility rules:</b>	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
<b>Specific eligibility rules:</b>	<p>Applications must be submitted by institutions/organisations which are legal entities.</p> <p>The mobility planning table includes the planned mobility actions of each participating organisation.</p> <p>The number of mobility actions planned by each participating organisation respects the minimum number required for the grant amount (Partnership category) in question.</p> <p>Learning Partnerships consist of a minimum of 3 partners each located in a different country participating in the LLP, at least one of which one must be an EU Member State.</p> <p>Please verify with the relevant National Agency whether additional national requirements apply.</p>
<b>Minimum number of Countries:</b>	3
<b>Minimum number of Partners:</b>	3
<b>Comment on participants:</b>	See above
<b>Award criteria</b>	<p><b>1. Relevance</b></p> <p>The objectives of the Partnership are clear, realistic and in line with those of the Grundtvig programme. The Partnership addresses a subject which is relevant for adult learning in the countries participating in the Partnership.</p> <p><b>2. Quality of the Partnership</b></p> <p>The participating organisations are appropriate for the topic on which the Partnership will be working. There is an appropriate balance between partners in terms of their involvement in the activities to be carried out. Appropriate measures have been planned to ensure effective communication and cooperation. The relevant staff and learners will be involved in the planning, implementation and evaluation of project activities.</p> <p><b>3. Impact and European added value</b></p> <p>The impact and benefits of European cooperation on the participating institutions and the participating staff and learners are clear and well defined, and the methodology for evaluating the impact and benefits is clear. The project is integrated into the activities of the participating institutions/organisations. The application shows that the different partners will work in close cooperation and achieve results which would not be attained at a purely national level.</p> <p><b>4. Quality of the work programme</b></p> <p>The work programme is appropriate for achieving the objectives and suitable for the partnership type in question. The tasks are clearly defined and distributed among the partners in such a way that the results can be achieved within the time-frame envisaged. All partners are actively involved.</p> <p><b>5. Dissemination and exploitation of results</b></p> <p>The activities planned for dissemination and exploitation of results are relevant and well defined. They involve all the participating organisations and, if possible, the wider community.</p>



<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>	July
<b>Probable sending date of agreement to the beneficiaries</b>	July
<b>Probable starting date of the action</b>	August

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>MOBILITY</b>
<b>Action</b>	<b>GRUNDTVIG Senior Volunteering Projects</b>
<b>Objectives and description of the action</b>	<p>"GIVE" (Grundtvig Initiative on Volunteering in Europe for Seniors) is a new initiative which will be implemented from 2009 on. It consists of a scheme of grants to support Senior Volunteering Projects between local organisations located in two countries participating in the Lifelong Learning Programme (LLP).</p> <p>The Lifelong Learning programme aims to offer various kinds of educational opportunities to people of all ages, in order to facilitate formal, non-formal or informal learning. Volunteering is increasingly recognised as a very valuable informal learning experience, for people of all ages. In particular, it has been recognised as a way of offering new learning opportunities to senior citizens in Europe, promoting the process of active ageing and emphasising the contribution of seniors to our societies. Indeed, senior citizens are a rich source of wisdom and experience from which society should derive far greater benefit than has usually been the case in the past. This Action therefore offers a new form of mobility to European senior citizens and will allow them to learn, to share knowledge and experience - and to "give" - in a European country other than their own.</p> <p>The term "volunteering" refers to all forms of voluntary activity, whether formal or informal. It is undertaken of a person's own free-will, choice and motivation, and is without concern for financial gain. It benefits the individual volunteer, communities and society as a whole. It is also a vehicle for individuals and associations to address human, social or environmental needs and concerns, and is often carried out in support of a non-profit organisation or community-based initiative. Thus voluntary activities add value to society, but do not replace professional, paid employees.</p> <p>This new form of mobility is also a new form of cooperation within Grundtvig, fostering collaboration between the organisations which will send and host volunteers. It should allow new types of organisations to join the Grundtvig programme, enrich their work, through the exchange of good practice, and create sustainable European collaboration between them.</p> <p><b>Objectives</b></p> <p>The new Action pursues the following interlinked objectives:</p> <ol style="list-style-type: none"> <li>1. To enable senior citizens to volunteer in another European country for any kind of non-profit activity, as a form of informal (and mutual) learning activity (learning / sharing knowledge).</li> <li>2. To create lasting cooperation between the host and sending organisations around a specific topic or target group, and thanks to the exchange of volunteers.</li> <li>3. To enable the local communities involved in the exchange of volunteers to draw on the potential of senior citizens as a source of knowledge, competence and experience.</li> </ol> <p><b>Expected outputs</b></p> <ul style="list-style-type: none"> <li>• For the volunteers: 1) increase of personal, linguistic, social and intercultural skills and competences, 2) contribution to the development and implementation of non-profit activities, and beyond this, contribute to the community as an active citizen, 3) acquisition / development / transmission of specific task-related skills (the learning and competence development outcomes of the mobility period for the volunteers will be given appropriate recognition by the participating organisations, i.e. validation of informal learning);</li> <li>• For the sending and hosting organisations and the local communities in which the volunteers spend their mobility period abroad: 1) exchange and mutual acquisition of experience, knowledge and good practice, 2) development of European collaboration around a particular theme, 3) intensified European outlook.</li> </ul> <p><b>Bilateral and reciprocal cooperation</b></p> <p>Projects should involve two organisations, i.e. one from each of the two LLP countries participating in the project. One of these countries must be an EU Member State. Each organisation will be expected to send 2-6 volunteers and to host 2-6 volunteers during the grant period. 2 volunteers are regarded as an absolute minimum. Organisations may send/receive more than 6 Volunteers, but this will not lead to an increase in Grundtvig funding. Volunteers may move in a group or individually. If, after the two-year funding period is over, a further grant is awarded to the Project to continue the exchange, the individual volunteers involved must be different (each individual person can only participate as a volunteer once). Sending and hosting may take place at the same time but does not necessarily have to do so.</p> <p><b>Profile of volunteers</b></p> <p>The action is open to all adult citizens aged 50 or above, subject to the conditions set out in the Specific Eligibility Criteria below. Particular emphasis will be given to encouraging the participation of volunteers from socially disadvantaged groups and ethnic minorities, thereby helping to strengthen their integration in Europe and to combat racism and xenophobia. Equal participation of both genders should be encouraged.</p> <p>It is expected that in many cases volunteers will be experienced local volunteers, and this will</p>

	<p>enhance the exchange of experiences between the host and sending organisations. However, this is not compulsory, and volunteers may also be people wishing to volunteer for the first time.</p> <p>Profile of sending and hosting organisations and of the volunteering activity</p> <p>Any organisation may send and host volunteers, provided that it can show that it has the necessary capacity to do so in an effective manner. It should, however, be noted that:</p> <ul style="list-style-type: none"> <li>- the activities in which the volunteers will be involved must be non-profit making and should provide real learning opportunities - whether formal, non-formal or (most usually) informal - for the volunteers;</li> <li>- the sending and hosting organisations who are the project partners are expected to build a lasting cooperation around a specific theme / activity / target group, through the exchange of volunteers. They should therefore have similar or complementary profiles.</li> </ul> <p>Duration of the activity</p> <p>The volunteering activity in the other country is carried out in one continuous period of 3-8 weeks, not including the necessary preparation and debriefing phases. 3 weeks are an absolute minimum. The volunteering period may extend beyond 8 weeks, but this will not lead to an increase in the Grundtvig funding. Both the volunteering activities as such and the preparatory and debriefing activities, should be clearly described in the application.</p> <p>Further information</p> <p>Additional information and documentary resources for project partner organisations and volunteers are available on the National Agency's website and on the LLP / Grundtvig website on <a href="http://ec.europa.eu">ec.europa.eu</a>.</p>
<b>Who can benefit</b>	<ul style="list-style-type: none"> <li>• All adult citizens aged 50 and above, subject to the conditions set out in the Specific Eligibility Criteria below. See also "Profile of volunteers" above.</li> <li>• Hosting and sending organisations can be any legal entity, provided they offer non-profit making tasks to the volunteers and place this exchange of volunteers within the framework of a European cooperation process.</li> </ul>
<b>Who can apply</b>	<ul style="list-style-type: none"> <li>• Hosting and sending organisations: any organisation, as long as it is a legal entity and the volunteering activities are non-profit making.</li> <li>• Volunteers: adult citizens aged 50 or above, whether or not they are already involved in adult education, can apply to the organisations participating in a Grundtvig Senior Volunteering Project to become a volunteer, subject to the conditions set out in the Specific Eligibility Criteria below.</li> </ul>
<b>PRIORITIES</b>	Please verify with the relevant National Agency whether national priorities apply. There are no European-level priorities for GRUNDTVIG Senior Volunteering Projects.
<b>HOW TO APPLY</b>	Decentralised, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
<b>Selection Procedure:</b>	NA1
<b>Application Form Code:</b>	PA
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	31-March-2009
<b>Duration</b>	
<b>Minimum Duration :</b>	2 years
<b>Maximum Duration:</b>	2 years
<b>Comment on Duration:</b>	Volunteering activities: 3-8 weeks.
<b>FINANCIAL PROVISIONS</b>	
Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 1a & Table 3b
<b>Maximum Grant €:</b>	
<b>Comment on Funding:</b>	<p>Funding for Senior Volunteering Projects is provided in the form of a lump-sum grant to each of the two organisations participating in the Project concerned. The level of the grant is based on pre-defined flat rate amounts which depend on the number of volunteers the applicant organisation envisages sending and receiving, the duration of the mobility periods, and the countries involved. It is designed to help cover both the travel and subsistence costs of the volunteers and the costs incurred by the organisations involved in the Project.</p> <p>The "Other costs" relating to the individual volunteers participating in the projects are covered in section 4.D of the Guide, Part I.</p> <p>Please consult the NA for special rules on additional funds in the case of people with special needs.</p>
<b>EVALUATION AND SELECTION PROCEDURES</b>	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
<b>Eligibility Criteria</b>	
<b>General eligibility rules:</b>	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3.	
Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	

<b>Specific eligibility rules:</b>	Applications must be submitted by bodies which are legal entities. The Project partnership must consist of 2 organisations, each located in a different country participating in the LLP, at least one of which one must be an EU Member State.
	Individual adults participating in a Project as volunteers must be aged 50 or above and be either: - nationals of a country participating in the Lifelong Learning Programme; - or nationals of other countries, provided that they are either permanent residents, or registered as stateless persons of hold refugee status in a country which participates in the programme.  Please verify with the relevant National Agency whether additional national requirements apply.
<b>Minimum number of Countries:</b>	2
<b>Minimum number of Partners:</b>	2
<b>Comment on participants:</b>	See above
<b>Award criteria</b>	<b>1. Quality of the project:</b> The application contains a clear presentation of the participating (sending and hosting) organisations; the volunteers or the guidelines for volunteers' selection; the volunteering activities and their learning value; and the cooperation to which the project will give rise between the two organisations, beyond the exchange of volunteers.
	<b>2. Quality of the Project Partnership:</b> The participating organisations are appropriate for the topic on which the Project will be working. There is an appropriate balance between partners in terms of their involvement in the activities to be carried out. Appropriate measures have been planned to ensure effective communication and cooperation, and the sustainability of the cooperation where possible.
	<b>3. Impact and European added value:</b> The impact and benefits of European cooperation on the participating institutions and the participating volunteers are clear and well defined, and the methodology for evaluating the impact and benefits is clear. The project is integrated into the activities of the participating institutions/organisations. The application shows that the participating organisations will work in close cooperation and achieve results which would not be attained at a purely national level.
	<b>4. Quality of the work programme:</b> The work programme is appropriate for achieving the objectives of the Senior Volunteering Project in question. The tasks are clearly defined and distributed among the partners in such a way that the results can be achieved within the time-frame envisaged. Both partners are actively involved.
	<b>5. Dissemination and exploitation of results:</b> The planned activities for dissemination and exploitation of results are relevant and well defined. They involve all the participating organisations and, if possible, the wider community.
<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>	June
<b>Probable sending date of agreement to the beneficiaries</b>	June
<b>Probable starting date of the action</b>	August

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>MULTILATERAL PROJECTS</b>
<b>Action</b>	<b>GRUNDTVIG Multilateral Projects</b>
<b>Objectives and description of the action</b>	<p>Grundtvig Multilateral Projects are undertaken by institutions/organisations from different participating countries working together, pooling knowledge and experience, in order to achieve concrete and innovative results/products with indisputable European value. In many cases, this will involve piloting experiences in strategic areas and producing teaching products of high quality. These projects also seek to strengthen the European dimension in the field of adult learning.</p> <p>Within the priorities announced in the general call for proposals, the following activities may be supported:</p> <p>Improving the content and delivery of adult education, e.g.:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • the production, testing, comparative appraisal/dissemination of innovative curricula, methodologies and modules for adult learners;</li> <li><input type="checkbox"/> • the development of Grundtvig training courses to improve the availability and quality of European training courses available to adult education teachers, managers or other adult education staff;</li> <li><input type="checkbox"/> • innovative initiatives for the initial or further training of adult educators;</li> </ul> <p>Improving adult education at a system/policy level, e.g.:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • comparative analyses of policy initiatives for the adult education field;</li> <li><input type="checkbox"/> • development of qualitative and statistical indicators, tools and databases of good practice in the field of formal, non-formal or informal adult learning;</li> <li><input type="checkbox"/> • developing/disseminating innovative funding models for adult education;</li> <li><input type="checkbox"/> • organising awareness-raising activities to promote lifelong learning (such as information campaigns);</li> </ul> <p>Improving the accessibility of learning opportunities for adults, e.g.:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • developing/disseminating strategies to stimulate demand for learning among adults reluctant to engage in lifelong learning;</li> <li><input type="checkbox"/> • developing the lifelong learning dimension of educational establishments in the formal sector, such as higher education institutions and secondary schools;</li> <li><input type="checkbox"/> • practical application and testing of methods for valuing knowledge and competencies acquired through informal and non-formal learning;</li> <li><input type="checkbox"/> • promoting the development of multi-purpose learning centres and regional networks of learning providers;</li> <li><input type="checkbox"/> • developing innovative guidance and counselling tools and methods;</li> <li><input type="checkbox"/> • promoting interaction between formal and non-formal adult education and workplace-based general learning;</li> </ul> <p>Improving the management of adult education, e.g.:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • measures addressing the non-teaching staff of adult education institutions;</li> <li><input type="checkbox"/> • measures to develop the learning dimension of organisations not primarily concerned with adult education (e.g. cultural organisations);</li> <li><input type="checkbox"/> • measures addressed to other bodies with an important role to play in this regard such as labour or welfare organisations, trade unions etc.;</li> <li><input type="checkbox"/> • comparative analysis of management models and approaches.</li> </ul> <p>Projects are encouraged to involve adult learners in their activities, and to take learners' needs and experiences into account. To this end, learners may take part in project meetings and all other appropriate events and activities within the project.</p> <p>All projects must include plans for the evaluation and dissemination of project results.</p> <p>Even where the development of Grundtvig Training Courses is not the primary focus of the project, applicants are strongly encouraged to include the organisation of such courses in their proposal wherever appropriate as a means of disseminating the results of the project actively to adult education teachers, managers or other adult education staff. The costs of organising such courses can be offset through the award of Grundtvig In-Service Training grants to the participants, provided the courses are approved for this purpose by the relevant National Agencies.</p>
<b>Who can benefit</b>	<p>Any organisation in the field of adult learning, whether formal, non-formal or informal, notably:</p> <ul style="list-style-type: none"> <li>• Adult education providers belonging to the formal or non-formal system (e.g. primary and secondary schools giving courses for adults, folk high schools, community schools);</li> <li>• Other adult education providers, such as non-profit foundations and associations, trade unions and employers' organisations, libraries and museums, hospitals, prisons and youth detention centres, sports associations, neighbourhood organisations</li> <li>• Higher education institutions carrying out research and/or adult curriculum development activities or providing educational opportunities for adult learners;</li> <li>• Organisations training adult educational staff;</li> <li>• National, regional and local authorities;</li> <li>• European umbrella organisations in the adult education field;</li> </ul>

	<ul style="list-style-type: none"> <li>Professional organisations and private sector enterprises whose activities are not limited to vocational training;</li> <li>Other 'players' providing adult learning opportunities or responding to demands for individual learning;</li> <li>Other bodies, provided that they contribute complementary expertise. They include publishers, media, research institutes etc. Mixed consortia involving different kinds of organisations are particularly encouraged, where this is appropriate to achieving the aims of the project concerned.</li> </ul>
<b>Who can apply</b>	Co-ordinating organisation on behalf of the consortium.
<b>PRIORITIES</b>	The priorities for this Action can be found in the Lifelong Learning 2008-2010 General Call for Proposals.
<b>HOW TO APPLY</b>	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
<b>Selection Procedure:</b>	COM
<b>Application Form Code:</b>	MP
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	27-February-2009
<b>Duration</b>	
<b>Minimum Duration :</b>	1 year
<b>Maximum Duration:</b>	3 years
<b>Comment on Duration:</b>	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks, Studies and Comparative Research, Accompanying measures is possible only in exceptional cases. Total Grant will not change.
<b>FINANCIAL PROVISIONS</b>	
Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 5 & Table 1a
<b>Maximum Grant €:</b>	150.000/year. However, maximum Community contribution to projects will be 300.000€.
<b>Comment on Funding:</b>	Maximum Community Grant 75%
<b>EVALUATION AND SELECTION PROCEDURES</b>	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
<b>Eligibility Criteria</b>	
<b>General eligibility rules:</b>	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
<b>Specific eligibility rules:</b>	Applications must be submitted by bodies which are legal entities.
<b>Minimum number of Countries:</b>	3
<b>Minimum number of Partners:</b>	3
<b>Comment on participants:</b>	At least one country must be an EU Member State.
<b>Award criteria</b>	<b>1. Relevance</b>
	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where relevant, at least one of the priority areas of the Call for Proposals for the action concerned is addressed.
	<b>2. Quality of the Work Programme</b>
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget.
	<b>3. Innovative Character</b>
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.
	<b>4. Quality of the Consortium</b>
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.
	<b>5. European Added Value</b>
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.
	<b>6. The Cost-Benefit Ratio</b>
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.
	<b>7. Impact</b>

	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.
	<b>8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)</b>
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.
<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>	June
<b>Probable sending date of agreement to the beneficiaries</b>	September
<b>Probable starting date of the action</b>	October

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>MULTILATERAL NETWORKS</b>
<b>Action</b>	<b>GRUNDTVIG Multilateral Networks</b>
<b>Objectives and description of the action</b>	<p>The aims of Grundtvig Networks are to strengthen the link between the various 'actors' involved in adult education in the broadest sense, to improve the quality, European dimension and visibility of activities or issues of common interest in the field of adult learning and to help make lifelong learning opportunities more widely known and available to citizens.</p> <p>Grundtvig Networks are large-scale networks providing a forum or a common platform for discussion and exchange of information on key issues, policy shaping and/or research in the area of adult learning.</p> <p>Each Grundtvig Network addresses one particular thematic area, sector or set of key issues chosen from the broad field of adult learning as a whole. Priorities are mentioned in the call for proposals. Within its specific area of work, each network should seek to:</p> <ul style="list-style-type: none"> <li>• Further the debate on important aspects of policy and practice</li> <li>• Provide an overview of a field (through comparative studies and analyses) within a European context</li> <li>• Consider the various definitions used in different countries in terms of content and methodology, thereby contributing to the construction of a shared terminology at European level in the key areas of adult learning</li> <li>• Identify present, emergent and future needs, and in particular pinpoint aspects where European co-operation could be especially beneficial</li> <li>• Promote the dissemination of findings and recommendations and their implementation in relevant fields</li> <li>• Make a major contribution to the dissemination of good practice available at national or European level.</li> </ul> <p>In overall terms, each Grundtvig Network should therefore perform three functions:</p> <ol style="list-style-type: none"> <li>1. It should provide a common platform and 'reference point' for discussion and exchange of information on key issues, policy shaping and research in the specific area of adult learning addressed</li> <li>2. It should actively assist in the networking of Grundtvig projects on subjects of common interest with the aim of promoting European co-operation and innovation</li> <li>3. It should disseminate results, insights and best practice derived from former Grundtvig projects and other initiatives conducted at the European, national or regional level in the chosen thematic area.</li> </ol> <p>Each Network should therefore become a key player in the promotion of European co-operation in its specific area of adult learning.</p> <p>In accordance with the type of work to be carried out by the Networks, the co-ordinating institution and core partners are organisations active in policy formulation and/or research concerning formal, non-formal or informal adult learning.</p> <p>Co-ordination of a Grundtvig Network should be undertaken by an organisation with a solid infrastructure and strong links with the relevant national and regional representative bodies in its country in the subject area concerned. Appropriate European organisations, including associations, working in the field concerned may also be well equipped to take on this task. Similarly, the other non-co-ordinating partners should be suitable organisations for representing their respective countries actively and comprehensively in the Network's development and the implementation of its activities. In cases where a Network is addressing the learning needs of a particular 'target group' in society, representatives of this section of the population should be actively involved in planning and conducting the Network's activities.</p> <p>A typical network consists of:</p> <ul style="list-style-type: none"> <li>• The co-ordinating institution, selected by the partners to be responsible for the overall organisation, management and co-ordination of the activities throughout the duration of the project period</li> <li>• Other core institutions, many of which are likely to have been present from the start of the Network and which are particularly actively involved in carrying out the Network's tasks</li> <li>• A number of other organisations acting as permanent channels for relaying information</li> <li>• Occasional correspondents that take part in the Network's activities.</li> </ul> <p>Within the priorities announced in the call for proposals, the activities carried out by Networks, and for which a grant may be used, typically include the following:</p> <ul style="list-style-type: none"> <li>• Activities to facilitate and enhance European co-operation, such as exchanging information, training of project co-ordinators, promoting new projects, disseminating project results and good practice</li> <li>• Activities to promote educational innovation and best practice in the thematic area concerned, such as comparative analyses, case studies, formulating recommendations and organising working groups, seminars or conferences</li> <li>• Activities relating to project co-ordination and management.</li> </ul>



	<p>As a minimum, each Network will be expected to:</p> <ul style="list-style-type: none"> <li>• Establish and maintain a good quality website to support information exchange and dissemination;</li> <li>• Produce an annual report on the state of innovation in its area of activity;</li> <li>• Inform the 'players' in Grundtvig fully about the 'Network's events and activities;</li> <li>• Organise at least one annual meeting of Grundtvig projects in the thematic area of the Network. This meeting can also be in the form of an open seminar or conference;</li> <li>• Have a sound strategy for sustaining the Network after the co-financing by Grundtvig has been terminated or substantially reduced;</li> <li>• Set in place appropriate mechanisms for internal assessment of progress and for quality assurance and dissemination of results.</li> </ul>
<b>Who can benefit</b>	<p>Any organisation concerned with adult learning, whether formal, non-formal or informal, notably:</p> <ul style="list-style-type: none"> <li>• Adult education providers belonging to the formal or non-formal system (e.g. primary and secondary schools giving courses for adults, folk high schools, community schools);</li> <li>• Other adult education providers, such as non-profit foundations and associations, trade unions and employers' organisations, libraries and museums, hospitals, prisons and youth detention centres, sports associations, neighbourhood organisations;</li> <li>• Higher education institutions carrying out research and/or adult curriculum development activities or providing educational opportunities for adult learners;</li> <li>• Organisations training adult educational staff;</li> <li>• National, regional and local authorities;</li> <li>• European umbrella organisations in the adult education field;</li> <li>• Professional organisations and private sector enterprises whose activities are not limited to vocational training;</li> <li>• Other 'players' providing adult learning opportunities or responding to demands for individual learning;</li> <li>• Other bodies, provided that they contribute complementary expertise. They include publishers, media, research institutes etc. Mixed consortia involving different kinds of organisations are particularly encouraged, where this is appropriate to achieving the aims of the project concerned.</li> </ul>
<b>Who can apply</b>	Co-ordinating organisation on behalf of the network.
<b>PRIORITIES</b>	The priorities for this Action can be found in the Lifelong Learning 2008-2010 General Call for Proposals.
<b>HOW TO APPLY</b>	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
<b>Selection Procedure:</b>	COM
<b>Application Form Code:</b>	TN
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	27-February-2009
<b>Duration</b>	
<b>Minimum Duration :</b>	
<b>Maximum Duration:</b>	3 years
<b>Comment on Duration:</b>	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks, Studies and Comparative Research, Accompanying measures is possible only in exceptional cases. Total Grant will not change.
<b>FINANCIAL PROVISIONS</b>	
Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 5 & Table 1a
<b>Maximum Grant €:</b>	150.000/year
<b>Comment on Funding:</b>	Maximum Community Grant 75%
<b>EVALUATION AND SELECTION PROCEDURES</b>	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
<b>Eligibility Criteria</b>	
<b>General eligibility rules:</b>	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
<b>Specific eligibility rules:</b>	Applications must be submitted by bodies which are legal entities. None
<b>Minimum number of Countries:</b>	10
<b>Minimum number of Partners:</b>	10
<b>Comment on participants:</b>	At least one country must be an EU Member State.
<b>Award criteria</b>	<b>1. Relevance</b>

	The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where relevant, at least one of the priority areas of the Call for Proposals for the action concerned is addressed.
	<b>2. Quality of the Work Programme</b>
	The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget.
	<b>3. Innovative Character</b>
	The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.
	<b>4. Quality of the Consortium</b>
	The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.
	<b>5. European Added Value</b>
	The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.
	<b>6. The Cost-Benefit Ratio</b>
	The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.
	<b>7. Impact</b>
	The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.
	<b>8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)</b>
	The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.
	For the renewal of Multilateral networks, the quality of past performance will also be taken into account.
<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>	June
<b>Probable sending date of agreement to the beneficiaries</b>	September
<b>Probable starting date of the action</b>	October

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>ACCOMPANYING MEASURES</b>
<b>Action</b>	<b>GRUNDTVIG Accompanying Measures</b>
<b>Objectives and description of the action</b>	<p>The aim is to support various activities which, though not eligible under the main Actions of the Grundtvig Programme, will clearly contribute to achieving its objectives. Accompanying Measures will be aiming at:</p> <ul style="list-style-type: none"> <li>• raising awareness of relevant target groups or the general public on the importance of European cooperation in the field of adult education / adult learning more generally;</li> <li>• helping to improve the implementation of the Grundtvig programme, in particular through training activities and analysis;</li> <li>• maximising the impact of European cooperation in the field of adult learning, by disseminating and giving a high profile to the results and methods of such cooperation;</li> <li>• fostering trans-sectoral synergies between the Actions of the Lifelong Learning Programme, for example around activities bringing together projects supported under Grundtvig, Comenius, Erasmus, Leonardo da Vinci, etc. on precise themes;</li> <li>• implementing activities specifically concerning aspects of policies in which the Grundtvig programme is called on to play a part, including in particular, the implementation of follow-up activities pursuant to the Action Plan on Adult Learning, as well as transversal policies, notably promotion of equality between women and men, the integration of disabled persons and other people with special educational needs, and the promotion of intercultural education and the fight against racism;</li> <li>• carrying out other activities focussing on specific themes, target groups or contexts, as justified by the needs of the current educational situation in adult learning in the participating countries.</li> </ul> <p>Activities which can be supported include for example:</p> <ul style="list-style-type: none"> <li>• organisation of conferences and seminars concerning European cooperation in adult learning;</li> <li>• awareness-raising activities, such as targeted promotional and information campaigns;</li> <li>• competitions etc.;</li> <li>• setting up and consolidating European bodies such as associations, in particular as a means for the dissemination and exchange of information and experiences about innovatory initiatives;</li> <li>• developing, publishing, disseminating products and processes resulting from cooperation (documents, publications, teaching modules, videos, CD-ROMs, innovatory methodologies, organisational measures in institutions, educational strategies). Dissemination via networks of bodies involving 'players' in the field with a potential for relaying such information, will be given particular encouragement;</li> <li>• teaching with materials concerning European themes;</li> <li>• organisation of training activities for persons responsible at their respective institutions for European cooperation;</li> <li>• publications relating to European educational cooperation in adult learning, including the analysis of internationalisation strategies for education, programme implementation and obstacles;</li> <li>• action-research in the field of adult learning.</li> </ul> <p>The following activities, in particular, may not be covered by the funding awarded:</p> <ul style="list-style-type: none"> <li>• activities eligible under another part of Grundtvig or the LLP programme;</li> <li>• research activities.</li> </ul>
<b>Who can benefit</b>	<p>Any organisation concerned with adult learning, whether formal, non-formal or informal, notably:</p> <ul style="list-style-type: none"> <li>• Adult education providers belonging to the formal or non-formal system (e.g. primary and secondary schools giving courses for adults, folk high schools, community schools);</li> <li>• Other adult education providers, such as non-profit foundations and associations, trade unions and employers' organisations, libraries and museums, hospitals, prisons and youth detention centres, sports associations, neighbourhood organisations;</li> <li>• Higher education institutions carrying out research and/or adult curriculum development activities or providing educational opportunities for adult learners;</li> <li>• Organisations training adult educational staff;</li> <li>• National, regional and local authorities;</li> <li>• European umbrella organisations in the adult education field;</li> <li>• Professional organisations and private sector enterprises whose activities are not limited to vocational training;</li> <li>• Other 'players' providing adult learning opportunities or responding to demands for individual learning;</li> <li>• Other bodies, provided that they contribute complementary expertise. They include publishers, media, research institutes etc. Mixed consortia involving different kinds of organisations are particularly encouraged, where this is appropriate to achieving the aims of the project concerned.</li> </ul>
<b>Who can apply</b>	Coordinating organisation on behalf of the consortium.
<b>PRIORITIES</b>	The priorities for this Action can be found in the Lifelong Learning 2008-2010 General Call for Proposals.
<b>HOW TO APPLY</b>	Centralised, application to be sent to the Executive Agency
Please consult the relevant Agency website for further information.	
<b>Selection Procedure:</b>	COM
<b>Application Form Code:</b>	MP

<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	27-February-2009
<b>Duration</b>	
<b>Minimum Duration :</b>	
<b>Maximum Duration:</b>	1 year
<b>Comment on Duration:</b>	Extension of the eligibility period by up to a maximum of 6 months on request for Multilateral Projects and Networks, Studies and Comparative Research, Accompanying measures is possible only in exceptional cases. Total Grant will not change.
<b>FINANCIAL PROVISIONS</b>	
Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 5 & Table 1a
<b>Maximum Grant €:</b>	150.000/year
<b>Comment on Funding:</b>	Maximum Community Grant 75%
<b>EVALUATION AND SELECTION PROCEDURES</b>	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
<b>Eligibility Criteria</b>	
<b>General eligibility rules:</b>	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
<b>Specific eligibility rules:</b>	Applications must be submitted by bodies which are legal entities.
<b>Minimum number of Countries:</b>	Not applicable
<b>Minimum number of Partners:</b>	Not applicable
<b>Comment on participants:</b>	
<b>Award criteria</b>	<p><b>1. Relevance</b> The grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Programme. The objectives are clear, realistic and address a relevant issue / target group. Where relevant, at least one of the priority areas of the Call for Proposals for the action concerned is addressed.</p> <p><b>2. Quality of the Work Programme</b> The organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget.</p> <p><b>3. Innovative Character</b> The project will provide innovative solutions to clearly identified needs for clearly identified target groups. It will achieve this either by adapting and transferring innovative approaches which already exist in other countries or sectors, or by developing a brand new solution not yet available in any of the countries participating in the Lifelong Learning Programme.</p> <p><b>4. Quality of the Consortium</b> The consortium includes all the skills, recognised expertise and competences required to carry out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners.</p> <p><b>5. European Added Value</b> The benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated.</p> <p><b>6. The Cost-Benefit Ratio</b> The grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen.</p> <p><b>7. Impact</b> The foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved. The results of the activities are likely to be significant.</p> <p><b>8. Quality of the Valorisation Plan (Dissemination and Exploitation of Results)</b> The planned dissemination and exploitation activities will ensure optimal use of the results beyond the participants in the proposal, during and beyond the lifetime of the project.</p>
<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>	July
<b>Probable sending date of agreement to the beneficiaries</b>	October
<b>Probable starting date of the action</b>	November

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>KA1 POLICY</b>
<b>Action Category</b>	<b>MOBILITY</b>
<b>Action</b>	<b>KA1 Study Visits for Education and Vocational Training Specialists</b>
<b>Objectives and description of the action</b>	<p>The objective of the action is to support policy development and cooperation at European level in lifelong learning, notably in the context of the Lisbon process and Education and Training 2010 Work Programme, as well as the Bologna and Copenhagen processes and their successors.</p> <p>A study visit is normally a short-term visit of three to five days for a small group (ideally 10-15 people) of specialists and decision makers representing various groups of education and vocational training stakeholders with the purpose of examining a particular aspect of lifelong learning in another participating country.</p> <p>The visits are organised locally or regionally under the coordination at the national level by the National agency and at the European level by Cedefop on behalf of the Commission.</p> <p>The study visits provide a forum for discussion, exchange and mutual learning on themes of common interest and of European and national priorities, contributing to the exchange of innovative ideas and practices and promoting the quality and transparency of education and training systems of the participating countries.</p> <p>For each call a framework of themes is defined following the priorities agreed by the Lifelong Learning Programme Committee; however, the national authorities can choose topics according to their national priorities. Study visits will examine the themes from:</p> <ul style="list-style-type: none"> <li>• the general education perspective,</li> <li>• the vocational education and training perspective,</li> <li>• a comprehensive lifelong learning perspective.</li> </ul> <p>Furthermore, during the study visits participants have an opportunity to establish professional contacts that might potentially be used for developing new projects and creating networks. For more information please visit the study visits programme website <a href="http://studyvisits.cedefop.europa.eu">http://studyvisits.cedefop.europa.eu</a></p>
<b>Who can benefit</b>	<ul style="list-style-type: none"> <li>• Representatives of local, regional and national authorities;</li> <li>• directors of education and vocational training institutions, centres or providers;</li> <li>• directors of guidance centres;</li> <li>• directors of validation or accreditation centres;</li> <li>• heads of departments;</li> <li>• head teachers, teacher trainers;</li> <li>• educational and vocational training inspectors;</li> <li>• representatives of education and training networks and associations;</li> <li>• pedagogical or guidance advisers;</li> <li>• representatives of educational services, labour offices or guidance centres;</li> <li>• human resource managers;</li> <li>• company training managers;</li> <li>• representatives of chambers of commerce/ industry/crafts;</li> <li>• representatives of employers' organisations;</li> <li>• representatives of trade unions;</li> <li>• owners/managers of SMEs;</li> <li>• researchers;</li> <li>• other.</li> </ul>
<b>Who can apply</b>	Individuals.
<b>PRIORITIES</b>	The priorities for this Action can be found in the Lifelong Learning 2008-2010 General Call for Proposals.
<b>HOW TO APPLY</b>	Decentralised, application to be submitted online at the Cedefop website ( <a href="http://studyvisits.cedefop.europa.eu">http://studyvisits.cedefop.europa.eu</a> ). After receiving an acknowledgement of receipt and a code, application to be printed out, signed and sent to the relevant National Agency
Please consult the relevant Agency website for further information.	
<b>Selection Procedure:</b>	NA1
<b>Application Form Code:</b>	SV
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	09-April-2009
<b>Duration</b>	
<b>Minimum Duration :</b>	3 days
<b>Maximum Duration:</b>	5 days
<b>Comment on Duration:</b>	
<b>FINANCIAL PROVISIONS</b>	
Please consult <b>Part I</b> of this Guide, Chapter 4 Financial Provisions for more information.	
<b>Applicable Grant Table(s):</b>	Table 1a

<b>Maximum Grant €:</b>	
<b>Comment on Funding:</b>	
<b>EVALUATION AND SELECTION PROCEDURES</b>	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
<b>Eligibility Criteria</b>	
<b>General eligibility rules:</b>	
The general eligibility criteria for applications in the LLP Programme are outlined in Part I of this Guide, Chapter 3. Participating countries: please refer to Part I of this Guide, section "Which countries participate in the Programme?"	
<b>Specific eligibility rules:</b>	Applications may be submitted by individual applicants. The applicant applies for a study visit in a country participating in the LLP in which the applicant is not a resident. The applicant identifies himself/herself as belonging to one of the target groups as stated in the LLP Decision.
<b>Minimum number of Countries:</b>	Not applicable
<b>Minimum number of Partners:</b>	Not applicable
<b>Comment on participants:</b>	
<b>Award criteria</b>	<b>1. Content and duration</b>
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	<b>2. Quality of the valorisation plan (dissemination and exploitation of results)</b>
	The likely multiplier capacity of the trained person and/or his/her institution is clear and well defined, and is accompanied by a commitment to disseminate the results of the training activity.
	<b>3. European added value</b>
	The applicant demonstrates the potential of participation in the activity to contribute to exchange, cooperation and innovation in education and vocational training policies in Europe
	<b>4. Impact and relevance</b>
	The applicant makes a clear link between his/her professional activities and the activities of his/her home institution and the content of the study visit foreseen.
<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of pre-information on the results of the selection process</b>	See NA website
<b>Probable sending date of agreement to the beneficiaries</b>	See NA website
<b>Probable starting date of the action</b>	September 2009