

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>LEONARDO DA VINCI</b>
<b>Action Category</b>	<b>MOBILITY</b>
<b>Action</b>	<b>LEONARDO DA VINCI Preparatory Visits</b>
<b>Objectives and description of the action</b>	<p>The objective of the action is to help institutions eligible for the Leonardo da Vinci Programme wishing to establish a new Mobility project, Partnership project, Transfer of Innovation Project, Development of Innovation project, Thematic Network project or Accompanying Measure project to contact and meet suitable partner institutions and/or develop a workplan in order to prepare the project/partnership application.</p> <p>Any institution wishing to establish a new project in the Leonardo da Vinci actions concerned 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 potential 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 project;</li> <li>• define partner roles, responsibilities and tasks within a future project;</li> <li>• develop a work plan for a future project, including methods for monitoring, evaluation and dissemination;</li> <li>• complete the project/partnership application form.</li> </ul>
<b>Who can benefit</b>	<p>Individuals working in an institution wishing to establish a Leonardo da Vinci project in Mobility, Partnership, Transfer of Innovation, Development of Innovation, Thematic Network or Accompanying Measure</p> <p>Usually a grant is awarded to just one person per visit, only 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>	Any institution wishing to establish a new Leonardo da Vinci project in Mobility, Partnership, Transfer of Innovation, Development of Innovation, Thematic Network or Accompanying Measure.
<b>PRIORITIES</b>	There are no European priorities for LEONARDO DA VINCI Preparatory Visits. Please verify with the relevant National Agency whether national priorities apply.
<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>	PV
<i>Please make sure you use the application form showing this code in the header.</i>	
<b>Application Deadline(s):</b>	Deadlines set by each National Agency
<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> 2010 at the earliest and must end by April 30th 2011 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?"	

