



Education and Culture DG

Lifelong Learning Programme

DATABASE ELIGIBILITY CHECKLIST

For a training event to be included in the Comenius and Grundtvig Training Database

Name of the institution			
Title of the training event			
Type of the training event		Programme (COM or GRU)	
Activity reference number <i>(to be added after validation)</i>			

	YES	NO
Application		
The training description form has been completed in full ; it has been signed and stamped by the legal representative of the training provider institution.		
The declaration of compliance has been attached; it has been signed and stamped by the legal representative of the training provider institution.		
Training provider		
The training provider is registered in the country where the National Agency is located.		
For centralised project courses, the submitting institution is either the project co-ordinator or a project partner who has been indicated by the project co-ordinator.		
Training Activity		
The subject of the training activity is in line with either the Comenius or the Grundtvig programme objectives accordingly.		
The proposed activity has the form of either: <ul style="list-style-type: none"> ○ a structured training course ○ more informal training such as job-shadowing, a placement, observation period, teaching visit or exchange (depending on the programme), or ○ a European conference or seminar organized by a Network or a Multilateral or an Accompanying Measures Comenius/Grundtvig project or a National Agency, or by a genuinely representative European association active in the field of adult education 		
A training activity targeted at Comenius grant holders results from a previous Socrates project or an LLP Multilateral Project or a Network ¹		
For structured courses, the activity programme covers minimum 5 days (travel days excluded).		
The maximum duration of an IST event is 6 weeks/for Grundtvig V&E is 12 weeks.		
The description of the activity (day-by-day) programme is detailed and exhaustive.		
The whole activity is held in the country/ies participating in the LLP.		

¹ Should the NA consider that a training event which results from other EU-funded projects is of good quality and it is relevant for Comenius grantholders, it can also be included in the database.

The training content is targeted towards the target groups it mentions (Comenius or Grundtvig).		
An evaluation session of the training activity is planned at the end of the training activity.		
Training activities and course materials are provided in one of the EU official languages.		
The course fee is not higher than 150 euro/day.		
The cancellations rules are clear and acceptable.		
The answers provided in the description form are clear and relevant.		
ELIGIBILITY CHECK RESULT		

N.B. A training event can be included in the Database only when all the criteria are complied with (all ticked Yes).

Observations/ Comments

I hereby declare to the best of my knowledge that I have no conflict of interest (including family, emotional life, political affinity, economic interest or any other shared interest) with the organisation(s) or any of the persons having submitted this grant application. Furthermore, I confirm that I will not communicate to any third party any information that may be disclosed to me in the context of my work as an evaluator.

Date

Name and signature