



GRUNDTVIG WORKSHOPS

GUIDELINES FOR WORKSHOP ORGANISERS

DRAFT 5 October 2012

*Education
and Culture*

INTRODUCTION

This document is for organisations/institutions organising a Grundtvig Workshop on literacy related issues for teachers and staff working within the field of adult literacy, taking place any time between 1 September 2013 and 31/08/2014. It contains useful information on:

1. Grundtvig Workshops
2. Organising your Workshop
3. Funding available
4. The Application Form
5. The assessment process
6. The selection of participants
7. Workshop programme
8. Reporting (Final Report & Participant Report)
9. Useful documents

1. GRUNDTVIG WORKSHOPS

The Grundtvig Workshops bring together, present and future **teachers and staff** working on **literacy** issues, in order to give the opportunity to better understand the European dimension in teaching adults with literacy problems. The action aims to enhance the knowledge of teachers and staff of other European countries' adult literacy education systems and their provision of adult literacy and to improve the specific skills they require to teach literacy to adults. Participants come from several countries for a multinational, collaborative learning opportunity relevant for their **professional** development. Participants are encouraged to share their competences and insights actively with others.

It is the objective of a Grundtvig Workshop to **provide professional** development opportunities, teacher training activities for adult educators in the field of literacy.

Who can apply for organising a Grundtvig Workshop and receive funding?¹

Any **organisation** (legal entity) in the field of Adult Education, interested in improving **adult literacy provision** (with a focus on basic reading and basic writing skills) having acquired expertise in the topic, from countries participating in the Lifelong Learning Programme can apply to run a Grundtvig Workshop to be organised in your country. Applicant organisations must also be able to demonstrate that they have the financial and operational capacity to deliver a Workshop effectively.

What should a Grundtvig Workshop focus on?

¹ This document is intended for organisations wishing to apply to run a Grundtvig Workshop. Teachers and staff interested in attending a Workshop are to contact the Workshop Organisers directly (The contact details of the Workshop Organisers will be published in the Grundtvig Workshops Catalogue 2013-14).

Workshops are related to adult literacy issues and aim **to increase the quality of literacy teaching** to adults through **improving the skills of teachers and staff working in the field**. Workshop topics could include:

Basic reading skills, basic writing skills, numeracy (basic), functional literacy, discussion groups amongst teachers and staff in the field on issues (obstacles, methodologies, difficulties) related to adult literacy of common European interest, with a view to develop, improve or enhance the adult literacy provision in Europe. The Workshop action aims to contribute to the improvement of the quality of adult literacy teaching, with a special focus on professionals teaching adults **lacking basic reading and writing skills**.

2. ORGANISING YOUR WORKSHOP

Who is eligible to attend my Grundtvig Workshop?

All teachers and staff working within the field of adult literacy, from countries participating in the Lifelong Learning Programme (LLP) can attend the Workshop.

The programme is open to participants from the 33* participating countries:

- 27 Member States
- EFTA/EEA countries – Iceland, Liechtenstein, Norway and Switzerland
- 2 candidate countries – Croatia and Turkey
- "Overseas countries and territories" defined by Council Decision 2001/822/EC (amended by Council Decision 2007/249/EC). These can be found in the LLP Guide 2012: Part I General Provisions.

How many participants can attend my Grundtvig Workshop?

Workshops must involve 10-20 participants from other European countries. Participants from Croatia may also attend but will not be eligible for funding. The minimum of 10 participants relates to the Grundtvig funded foreign participants. To ensure that there is a strong European dimension; participants need to be from at least three different foreign countries, with no more than one third of participants being from the same country. So if the maximum 20 participants are recruited from other European countries, no more than 7 from any one country, including the additional national participants may participate.

Can participants from my own country attend my Grundtvig Workshop?

Yes, to a limited extent. We encourage national candidates to participate in Workshops but please note that Grundtvig funding is **NOT** available for any adult participants attending a Workshop in his/her own country. It is expected that these would be local participants and so would not generate travel/subsistence costs. They could be additional to the maximum 20 foreign participants, but must not comprise more than one third of the total number of foreign participants.

How long can my Participant Workshop be?

* or a national of another country who is enrolled in regular courses in schools, organisations of higher education or vocational training, or in adult learning organisations in a participating country, or employed in a participating country.

Workshops must be 5-10 subject-related working days in length (excluding travel days). Participants normally arrive the day before and depart the day after the Workshop. Participants must attend the whole duration of the Workshop. Those who wish to/can attend only part of the Workshop are **not** eligible.

How do I find participants for my Workshop?

It is the responsibility of the Workshop Organiser to advertise the Workshop widely to ensure that sufficient participants are interested and attend. **In addition** to this independent promotional work, the European Commission will produce a Catalogue of all approved Grundtvig Workshops across Europe to help promote opportunities to a wide range of professionals working in the field of adult literacy. Candidates will be able to browse the Catalogue, identify a suitable Workshop and then apply directly to the relevant Workshop Organiser.

What if my application is approved but I am unable to recruit the minimum of 10 participants for my Workshop?

It is the responsibility of the Workshop Organiser to ensure that a minimum of 10 foreign participants participate in the Workshop. If the number of non-national participants recruited is below this minimum level the Workshop will be cancelled. In the event of a Workshop being cancelled the Workshop Organiser can request reimbursement of costs incurred in the setting up and promotion of the Workshop. Such expenses would have to be supported by receipts and could include items such as cancellation of venue hire, costs for placing advertisements, printing costs for marketing materials, etc. Staff costs will not be considered eligible.

3. FUNDING

The grant available for a Grundtvig Workshop relates to the organisation of the Workshop and the number of foreign participants participating.

What funding is available?

1. Organisational Costs (lumpsum):

The 2012 lumpsum grant for organising a Croatia Workshop is € **6.630,00**. This covers costs such as venue hire, production of materials, staff costs/time, field trips, translation, etc. More details are provided in the application form.

2. Travel and Subsistence Costs (flat-rate):

Travel and subsistence costs for 10 to 20 participants can be funded as long as they are coming from participating countries other than Croatia. The participant 'Travel and Subsistence' flat-rate grant is to cover all costs for travel, accommodation, entry and exit visas, and travel insurance. Note that nationals from some of the countries participating in the programme need a visa. Make sure to request the visa on time, administrative issues might take longer than expected.

The amount depends on the duration of the Workshop and the number of participants, as shown in the table below. Please note that the minimum duration of a Workshop is 5 full subject-related working days and the maximum is of 10 full subject-related working days.

Workshop held in Croatia								
Duration including travel days	5 days	6 days	7 days	8 days	9 days	10 days	11 days	12 days
Travel / Subsistence flat rate per foreign* participant	560,00€	672,00€	784,00€	828,86€	873,72€	918,58€	963,44€	1.008,30€

For example, a Workshop of 5 working days with one day either side to allow for travel would mean a participant Travel and Subsistence flat-rate of € 784,00 € for 7 days. If there were 12 foreign participants, the TOTAL budget requested should be 12 x € 784,00 = € 9.408,00. Remember to include the flat-rate sum inclusive of travel days in your application. If your application is successful the grant you are awarded cannot be more than the amount you requested in your application form.

3. Special Needs Costs (real/actual costs):

Participants with special needs may benefit from an additional grant towards both subsistence and travel costs. A person with special needs is defined as someone whose individual physical situation is such that his/her participation in the Workshop would not be possible without extra financial support.

If you wish to claim an additional grant we advise you to discuss this with your National Agency in advance. The additional grant will be assessed case-by-case and based on real costs incurred. The individual situation should be described and the particular needs and extra costs attached to it should be detailed and justified in the application. Based on these explanations and on the availability of funding, we will then judge whether extra support can be granted.

4. Other Costs (lump sum):

You can apply for a contribution towards pedagogical, linguistic and cultural preparation for the total number of planned participants. The amount is of € 150,00 per foreign participant who attends the Workshop. See NA website for further details. <http://www.mobilnost.hr/index.php?id=639>. The grant will be assessed case-by case. The envisaged preparation activities for the participants should be clearly described and justified in the application form. Based on these explanations the National Agency will then judge whether extra financial support can be granted. This part of the grant shall be transferred to the participants.

* No funding for national participants available

What are the benefits of using lumpsums?

The lumpsum is designed to make the funding easy to manage. This simplification offers huge benefits to Workshop Organisers. Of course, for some participant's air fares will take up a larger percentage of the flat-rate than others. Workshop Organisers should not discriminate against applicants on the basis of travel costs and/or visa requirements and try to find a good balance of travel costs amongst the selected participants.

What documentation should I retain in order to evidence costs and activities?

It is recommended to retain everything (documentation on advertising and publicity made, selection criteria, number of applicants, proof of transport & accommodation, preparatory costs, daily attendance list, programme implemented) in order to evidence costs and activities. These documents may be consulted during an in situ visit of the National Agency. However, these receipts do not need to be sent to the National Agency together with the Final Report at reporting stage.

Who is responsible for organising arrangements for participant's travel, food and accommodation?

Workshop Organisers should manage all the travel arrangements for participants and preferably pay for them in advance, to facilitate their participation in the event. In addition, Workshop Organisers should arrange and pay for all necessary accommodation and meals for the duration of the Workshop. Participants must be well informed about the accommodation facilities before arrival. In case participants arrive earlier or leave later than the duration of the Workshop, this should in no circumstances increase the cost of their participation in the Workshop.

Can I charge a Workshop fee or a deposit?

NO. You **cannot charge** participants attending your Workshop as their participation is already being funded through the Grundtvig Workshop grant.

If I am approved, when can I expect my first payment?

We expect to contract with successful applicants from May 2013. A pre-financing payment of 80% will be made at that stage. The Grundtvig grant will be paid directly to the Workshop Organiser and not to any individual participants.

4. THE APPLICATION FORM

For applications submitted to the Croatian National Agency, Workshops must take place in Croatia and the applicant organisation must be from Croatia. The application form can be found on our website. Please take care when completing it; incomplete applications are likely to be rejected.

Should I spend more time on any particular section of the application form?

We advise that **ALL** sections of the application form are completed fully with as much detail and description given as possible. Make sure the title of your Workshop reflects the content. We would like to emphasise that the **Main activities / programme of the Workshop** (Section 4.1) is an important section. The daily subject-related programme activities should be clearly described. The text should be concise and reflect the **European added value** of the activities. You are requested to formulate it carefully, avoiding spelling mistakes and repetitions, as this text (either in English, French or German) will be copied by the European Commission to advertise your Workshop in the 2013-2014 Grundtvig Workshops Catalogue in case your application is successful.

How do I fill out the sections of the application form relating to the Daily Plan of Activities (Section 5.1) and Expected Numbers of participants (Section 5.2)?

In your application you will need to estimate the number of participants you expect to participate in your Workshop. Your budget request will be based on these estimates and in your Final Report you will be required to provide details of the actual number of participants so that a final grant calculation can be made. The National Agency will recalculate the final grant amount according to the final number of selected participants in case the number is lower than the initially planned number (the minimum requirement of 10 participants must be respected).

What eligibility checks should I carry out BEFORE submitting my application?

You must carry out a number of **eligibility checks** to ensure that your application will meet the National Agency's eligibility criteria. Before submitting the application, please make sure that it fulfils the requirements listed below.

- The electronic version of the application is submitted to the e-mail address grundtvig@mobilnost.hr
- The application has been submitted in compliance with the application procedure and the closing dates set out in the Call for Proposals / *Lifelong Learning Programme Guide*.
- The form is not hand written (except for the Declaration).
- The form has been completed in full.
- The requested EU funding table (section 6) contains a grant request in EURO.
- The Workshop Organiser has checked with the National Agency in its country that it is eligible to participate in the Grundtvig Workshops action.
- The Application has been signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation (or a person duly authorised by the legal representative).
- The applicant organisation has fulfilled its contractual obligations in relation to any earlier grants received from its National Agency.
- The Workshop Organiser has checked with its National Agency whether there are any national eligibility criteria and/or national priorities in addition to the European ones (there are no European priorities for this Action in 2013) and whether the National Agency requires any additional information to be submitted in support of the application.

- Only one application for Grundtvig Workshop per organisation will be eligible. If an organisation submits more than one application, the NA will go back to the applicant organisation and let it choose which application should be put forward.
- If the application is drafted in another language than English or Croatian, the applicant must submit both the original application and a translation into English or Croatian. If the translation is not provided, the applicant will be asked to deliver the translation; should the applicant fail to do this by the date specified by the NA, the application will be considered ineligible.

How many application forms can I submit?

Organisations/institutions should only submit one Workshop application for the 2013 Call. If an organisation submits more than one application, we will contact the applicant to ask which application should go forward to assessment stage.

Where do I send my Application Form?

1. Post one original hard copy of your application (with original signatures) to:
Agencija za mobilnost i programe EU, Gajeva 22, 10 000 Zagreb
Please ensure you pay the correct amount for postage.
2. Send one copy of your application per e-mail to:
grundtvig@mobilnost.hr
Please include "Workshop application form" in the subject field of your e-mail.

5. THE ASSESSMENT PROCESS

What happens after I have submitted my application form?

Once your application form has been submitted, and the deadline for applications has passed, the Grundtvig National Agency will undertake an eligibility check on your application (as outlined in the checklist you will have completed above).

<http://www.mobilnost.hr/index.php?id=639>

All eligible applications will be assessed and only those scoring at least 50 out of 100 points will be considered for funding. The decision of the National Agency also depends on the available budget; therefore a waiting list will be used for those eligible Workshops for which there is no funding available.

Following checks to confirm your application form meets the Eligibility Criteria (as outlined above) the National Agency will then undertake a qualitative assessment of your application which will cover the following areas:

<http://www.mobilnost.hr/index.php?id=639>

1. Quality and relevance of the Workshop

Ensure that the Workshop's objectives are clearly set out and realistic. Your work addresses the educational challenges of teachers and staff working in adult literacy education and/or helps provide them with pathways to improving their knowledge, skills and competences in the field. Ensure that there is a clear link to **adult literacy teaching** (priority should be given to basic reading and writing skills) and that your target group is exclusively professionals whether employed or unemployed, current or future teachers. Explain clearly how your proposed methodology for the Workshop is appropriate and will achieve your objectives. Explain the preparation, recognition and follow-up for participants.

2. Quality of the organisation of the Workshop

Expertise of the Workshop Organiser should be clearly demonstrated. Tasks, activities and key milestones should be clearly defined, and the work programme appropriate for organising a good quality Workshop. The logistical arrangements should be clearly explained, including how the accommodation and travel for foreign participants will be managed. Please also explain any specific arrangements for hosting participants with special needs. The possible need for linguistic preparation of participants also needs to be taken into account.

3. Impact and European added value

Explain clearly how the benefits of a European Workshop outweigh those of a national event. The results envisaged are relevant to the Grundtvig Programme and will have a demonstrable potential impact on the participants' professional profile and organisation. Dissemination and exploitation of the Workshop's results should be clear and appropriate to the target audience. Please indicate any additional benefits and spin-offs e.g. networking, continued cooperation, language and intercultural learning. Address sustainability and the potential for running the Workshop again (without funding) in the future if successful.

4. Quality of the communications plan

Ensure that the communications plan for advertising and publicising the Workshop is well defined and ensures the optimal use of European funds to organise and recruit participants. Please make sure your description of the proposed Workshop gives a clear, concise description of the event. This is important for assessors to gain a good understanding of your Workshop and, if your application is successful, it will be used to advertise your Workshop in the 2013 Grundtvig Workshop Catalogue.

Administrative Priorities

Only one application for Grundtvig Workshop per organisation will be eligible. If an organisation submits more than one application, the NA will go back to the applicant organisation and let it choose which application should be put forward.

If the application is drafted in another language than English or Croatian, the applicant must submit both the original application and a translation into English or Croatian. If the translation is not provided, the applicant will be asked to deliver the translation; should the applicant fail to do this by the date specified by the NA, the application will be considered ineligible.

If you have any questions or would like further advice on applying for a Grundtvig Workshop please email us to grundtvig@gmail.com or call us on +358 (0)1 555 6880.

6. THE SELECTION OF PARTICIPANTS

Workshop Organisers are requested to provide the candidate applicants with the **application form for participants at the Workshop** which you will find on the website of your National Agency. You may want or need additional information from the applicant however the information in the application form is the minimum required information; no questions should be deleted. This application form signed by the participant might avoid drop-outs.

<http://www.mobilnost.hr/index.php?id=639>

The standard Commission application form for WS participants should be used. Persons not having participated in a Grundtvig Workshop on literacy issues before should be prioritised. The limited number of participants that can be financed under the Grundtvig Programme for the 2013 Call justifies this approach. We advise Workshop Organisers to put candidates having already been selected on a waiting list and only accept them in case of availability. **Priority** must be given to newcomers.

Workshop Organisers must select their participants respecting the rules of **equal and fair treatment** for all candidates; candidates should **not** be selected **on a first come, first served basis**. Therefore, we suggest **fixing an application deadline** before which prospective participants submit their application. Once the deadline has passed, the Workshop Organiser can start the selection procedure **taking into account all** received applications **within the deadline**. **All** applicants should receive feedback as regards the selection results.

In addition to sending the application form to the candidates, it is suggested to inform the candidates about the accommodation modalities foreseen for those who will be selected.

Arrangements regarding travel costs must be made clear to the potential candidates. Check immediately whether any of the selected participants need an exit and/or entry VISA as this may take longer than expected!!! (e.g. for candidates from Turkey)

While selecting candidates it is important to select candidates **corresponding** to the target group initially mentioned in your application form.

7. WORKSHOP PROGRAMME

The programme of the Workshop should correspond to the programme which has been approved by your National Agency. Make sure your Workshop clearly explains which aspects related to literacy education will be treated and how. Also explain the **added value** of the **European dimension** of the programme activities.

National Agency staff will do at random on the spot checks of the Workshops.

8. REPORTING

What must participants do at the end of the Workshop?

The participants must complete and sign a final evaluation form at the end of the Workshop and send a copy of it to the National Agency of his/her country. The final **evaluation** form is part of the Final Report form. This form is very **important** as it will be used as information material for carrying out a study on the outcomes of the 2013 Workshops on literacy.

<http://www.mobilnost.hr/index.php?id=639>

National Agency staff will carry out random on the spot checks and monitoring visits of the Workshops.

What do I have to do AFTER the completion of my Workshop?

First of all you have to complete the standard Final Report form and submit it together with all the supporting documents (mentioned above) to your National Agency within 60 calendar days from the end date of the Workshop. You may be obliged to submit the original documents related to your Workshop if your Final Report is selected for a desk check. The remaining 20% balance will be paid to your organisation or you may be requested to pay back a certain amount if the total amount of your costs is below the amount pre-financed, after the assessment of your Final Report.

You will be sent a closure letter by your National Agency after all payments are finalised. You will have to keep all Workshop documents for five years.

<http://www.mobilnost.hr/index.php?id=639>

9. USEFUL DOCUMENTS

We recommend that you read the following official European Commission documents available on the European Commission's website:

http://ec.europa.eu/education/llp/official-documents-on-the-llp_en.htm

- General Call for Proposals 2013 – Official announcement of the Call for Proposals
- Strategic Priorities
-
- LLP Guide 2013: Part I – General provisions
Part II – Sub-programmes and actions
Part III. – Explanations by action

Please contact the National Agency in your country for more information and guidance related to the Grundtvig Workshop action.

Agencija za mobilnost i programe EU, Gajeva 22, 10 000 Zagreb
00 385 1 5005 635
08.00 – 16.00.
www.mobilnost.hr