

**2013 NATIONAL PRIORITIES FOR GRUNDTVIG IN-SERVICE TRAINING**

<b>ELIGIBILITY CRITERIA/ADMINISTRATIVE PRIORITIES</b> <i>N.B. MAXIMUM 3 NATIONAL CRITERIA CAN BE SET FOR THE 2013 CALL</i>	<b>AWARD CRITERIA/POLICY ORIENTED PRIORITIES</b> <i>N.B. MAXIMUM 5 NATIONAL CRITERIA CAN BE SET FOR THE 2013 CALL</i>
<b>BELGIUM – FLEMISH SPEAKING COMMUNITY</b>	
<ol style="list-style-type: none"> <li>1. At least 24 months have passed between the end of a former granted Grundtvig In-Service Training activity and the beginning of the future activity.</li> <li>2. The application has a clear and existing link with adult education (as understood in the Grundtvig programme); moreover, the organisation, if applicable, has a clear link with adult education in the Flemish Community.</li> <li>3. If 2 or more people of the same organisation apply for the same In-Service Training activity, it must be clear that there is an added value of the participation of 2 or more</li> </ol>	<p>The applicant has not received a Comenius, Grundtvig or Study visits (In-Service Training, Exchange or Visit) grant for the last 3 years (15 points).</p>
<b>BELGIUM – FRENCH SPEAKING COMMUNITY</b>	
<ol style="list-style-type: none"> <li>1. Le candidat a joint à la demande de subvention une preuve de pré-inscription à la formation pour laquelle il pose sa candidature.</li> <li>2. Un candidat ne peut bénéficier d'une bourse de formation continue Grundtvig que tous les 24 mois.</li> <li>3. Pour des raisons de budget limité et afin que la formation garde une réelle valeur ajoutée européenne, l'Agence n'acceptera pas plus de 2 candidats par institution/organisation pour une même session de formation.</li> </ol>	<p>None</p>
<b>BELGIUM – GERMAN SPEAKING COMMUNITY</b>	
<p>None</p>	<p>None</p>

<b>BULGARIA</b>	
<p>1. In addition to the application form, applicants should provide :</p> <ul style="list-style-type: none"> <li>• EUROPASS CV, EUROPASS language passport, both in Bulgarian;</li> <li>• Profile of the applicant institution - in Bulgarian;</li> <li>• Letter for pre-registration for the course /from the course organizer/; short description of the course; programme of the course – in the language of the in-service training</li> <li>• - Certificate, issued by the employer (if applicable)</li> </ul> <p>2. In 2013 applicants, who have already undergone a Grundtvig In-service training in the last two years (as from the starting date of the In-service training, till the deadline for submission of the application) can not apply for Grundtvig IST .. Such applicants, who have submitted their application nonetheless, will be considered ineligible.</p>	None.
<b>CYPRUS</b>	
<p>1. No more than two Cypriot participants can be selected for the same activity. The selection of participants will be based on the quality assessment ranking. In case more than two applicants have the same score for the same training activity, the selection will be based on the relevance of the activity to the needs of the applicant.</p> <p>2. Maximum two participants can be selected from one institution, provided that each will participate in a different activity. The selection of participants will be based on the quality assessment ranking.</p> <p>3. Identically written applications will be considered ineligible</p>	Priority to Adult educators who have not received an individual mobility grant under the Lifelong Learning Programme during the last 3 years – 15 points.
<b>CZECH REPUBLIC</b>	
<p>1. Applicants who already obtained a Grundtvig In-service grant within the current call (2013) and the last two Calls for proposals (2011, 2012) will be considered ineligible.</p> <p>2. Identically written applications will be considered ineligible.</p> <p>1. Applicants may submit only one application within one round and one Grundtvig action. If applicants submit more than one application, the NA will go back to the applicant and let him choose which application should be put forward. Should the applicant fail to do it</p>	<p>1. Applicants without any previous participation in the Grundtvig programme; 15 points</p> <p>2. Disadvantaged applicants and applicants with special needs; 15 points</p> <p>3. Applicants applying for a course that will be delivered in other language than English; 15 points.</p>

<p>in the time limit set by the National Agency, all the applications submitted by the applicant will be considered ineligible.</p>	
<b>GERMANY</b>	
<p>1. Textidentische bzw. weitgehend gleichlautende Anträge sind von der Förderung ausgeschlossen.</p> <p>2. Pro Einrichtung können maximal 2 Personen für dieselbe Maßnahme eine Förderung erhalten, insgesamt können bis zu 5 Personen aus Deutschland für dieselbe Maßnahme gefördert werden.</p>	None
<b>DENMARK</b>	
<p>1. At least 24 months have passed between the end date of a former granted Grundtvig In-Service Training or Visits and Exchanges activity and the start date of the future activity.</p> <p>2. No more than 2 applications from the same institution will be accepted by the National Agency and no more than 3 Danish participants from different institutions will be accepted to the same In-Service Training. If an institution submits more than 2 applications, the National Agency will ask the institution to prioritize their applications. If more than 3 Danes from different organizations apply for the same In-Service Training, only the 3 applications receiving the highest score will be awarded a grant.</p> <p>3. Danish applicants must submit in an appendix, or make sure it is part of the application, a brief presentation of their present provision of learning activities in the field of general adult education, including a clear profile of the applicant's adult learners / students in the home institution / home organisation</p>	None
<b>ESTONIA</b>	
<p>1. At least 24 months must be passed from the last participation in the in-service training course financed by the Grundtvig programme In-Service Training grant until applying in the new application round; when the applicant has attended in the above mentioned training activity within the last 24-month period, his/her application will be considered ineligible.</p>	<p>Priority will be given to the following applicants who:</p> <ol style="list-style-type: none"> <li>1. Have not received an in-service training grant under a Grundtvig programme in the previous 5 years (since 01.01.2008). (5 points)</li> <li>2. Are from non-higher education institutions. (10 points)</li> </ol>
<b>SPAIN</b>	
<p>1. Applicants who teach in formal Vocational Training or the University education level will not be considered eligible, except for those specialities dealing with training of</p>	<p>1. Priority will be given to applicants who have not received any Comenius or Grundtvig or</p>

<p>future teachers or from University programmes for Senior population.</p> <p>2. Only one application per person will be accepted for in-service training action. If two or more applications are sent all of them will be considered ineligible.</p>	<p>Study Visit individual grant in the last two calls. (10 points)</p>
<b>FINLAND</b>	
<p>1. Applicants having received a grant during the past two years will be eligible but can be awarded a grant only if there are no other applications of sufficient quality.</p>	<p>None</p>
<b>FRANCE</b>	
<p>None</p>	<p>None</p>
<b>GREECE</b>	
<p>1. Applicants who submit an application for another Grundtvig or Comenius mobility action under the same Call for Proposals will be considered ineligible</p> <p>2. Due to budgetary restrictions, the National Agency may not approve the participation of more than 2 applicants from the same organization to the same in-service-training activity. If there are more than 2 applicants from the same organization with the same score, the National Agency will ask the organization to prioritize their applications.</p> <p>3. The National Agency may not approve more than 3 Greek applicants to participate in the same in-service-training course, in order to assure the European dimension of the activity. If more than 3 applicants are scored equally, the National Agency will include them in a reserve list after reviewing their applications on the basis of:</p> <ul style="list-style-type: none"> <li>• The legal status of their organization (priority will be given to public organizations)</li> <li>• Region (priority will be given to rural against urban areas)</li> </ul>	<p>Priority will be given to applicants who:</p> <ol style="list-style-type: none"> <li>1. have not participated in a Grundtvig mobility action (Grundtvig In-Service training, Grundtvig Visits and Exchanges, Grundtvig Assistantships) in the last 4 years. (5 points)</li> <li>2. are involved in adult education teaching activities. (5 points)</li> <li>3. are involved in bodies which are members of the National Lifelong Learning Network (as described in Law 3879/2010). (5 points)</li> </ol>
<b>CROATIA</b>	
<p>1. The applicant persons who received a grant for Grundtvig In-Service Training from the Call 2011 onwards will be considered ineligible.</p> <p>2. 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</p>	<p>None</p>

<p>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.</p> <p>3. Only two applications per organization for the same In-Service Training deadline can be submitted. If an organization submits more than two applications for the same In-Service Training deadline, the National Agency will go back to the applicants and let them choose which applications should be put forward.</p>	
<b>HUNGARY</b>	
<p>1. Only one applicant from an organisation will be approved for any given course session. In case of more applications from the same organisation, the participants have to choose who shall participate.</p> <p>2. Trainings with the aim of participation in project management and/or proposal writing seminars are ineligible.</p> <p>3. At least 24 months must pass between two Grundtvig In-Service Training grants awarded to the same person.</p>	None
<b>IRELAND</b>	
<p>1. Applicants who were awarded Grundtvig In-Service Training or Grundtvig Visits and Exchanges grant under the Call for Proposals 2012 are not eligible to apply for funding under either of these actions under the Call for Proposals 2013.</p> <p>2. The application has a clear and existing link with adult education (as understood in the Grundtvig Programme); and the applicant organisation if applicable, has a clear link with adult education in Ireland.</p> <p>3. Identically written applications will be considered ineligible.</p>	
<b>ICELAND</b>	
None	None
<b>ITALY</b>	
<p>1. The applicant did not receive a Grundtvig In-Service Training grant under the 2012 and 2011 Calls.</p>	None

<b>LIECHTENSTEIN</b>	
None	None
<b>LITHUANIA</b>	
<p>1. The same applicant can be granted only once under the Call 2013.</p> <p>2. Maximum one person from the same institution can receive an In-Service Training grant for the same Grundtvig In-Service training activity within the same deadline. If more than one applicant from the same institution submits application for the same in-service training activity within the same deadline all applications will be rejected.</p> <p>3. The submitted application must include the following documents:</p> <ul style="list-style-type: none"> <li>- Working applicants must submit the copies of the relevant documents which prove that applicant's institution provides non-vocational adult education.</li> <li>- Applicants working in the higher education institutions must submit a relevant statement signed by a legal representative of the higher education institution, confirming that the applicant provides non-vocational education in the sense of the Grundtvig programme.</li> </ul>	<p>1. Applicants who have not received the Grundtvig in-service training grant during LLP (10 points).</p> <p>2. Applicants working in adult education centres (adult secondary schools) (5 points).</p> <p>Overall, maximum 15 points can be awarded to the applicant.</p>
<b>LUXEMBOURG</b>	
<p>1. Applicants who have benefited from an individual grant (In-service training for adult education staff, Visits and exchanges for adult education staff) under the call 2012 cannot apply for an IST grant under the call 2013. Their applications will be considered ineligible.</p> <p>2. Applicants who are active in adult education as self-employed persons, on a freelance basis or as volunteers have to include documents proving their activities in adult education (CV, contracts, ministerial approval ...). Applicants who have completed a qualification leading to adult education as well as students who have completed at least two years of study leading to a career in adult education have to enclose documents about related qualifications or on-going training activities. Applicants who are not formally employed by a Luxembourgish organisation have to prove that they have been resident in Luxembourg for at least 5 years.</p>	None

<b>LATVIA</b>	
<ol style="list-style-type: none"> <li>1. Only one application per person for participation in only one of the Grundtvig actions (IST, Visits and exchanges, Assistantships) will be accepted.</li> <li>2. Applications from applicants who have received the IST grant during last 5 years will be considered ineligible.</li> </ol>	<ol style="list-style-type: none"> <li>1. Initial general and vocational education teachers who teach non-formal adult education courses in their respective schools or elsewhere (5 points).</li> </ol>
<b>MALTA</b>	
<ol style="list-style-type: none"> <li>1. The applicant has to include with the application form a letter of acceptance/invitation and a CV. In the case that the original letter of acceptance/invitation is not available, electronic correspondence is also acceptable.</li> <li>2. The course details applied for have to be attached even if they form part of the training database, and the stated costs of the course to be attended are also to be included with the application form.</li> <li>3. The applicant is requested to provide a filled-in Financial Identification sheet with the institution's bank account details. This sheet has to be presented with the application form.</li> </ol>	<ol style="list-style-type: none"> <li>1. Priority will be given to activities addressing e-learning programmes.</li> <li>2. Priority will be given to applicants who have not received a Grundtvig In Service Grant during the last 2 last two calls.</li> </ol> <p>Projects addressing one National Priority will receive 5 points. Projects addressing both National Priorities will receive 10 points.</p>
<b>NETHERLANDS</b>	
None	<ol style="list-style-type: none"> <li>1. Applicants from a priority region, namely the provinces of Flevoland, Friesland, Limburg or Zeeland. (5 points)</li> <li>2. Activities aimed at improving language and/or mathematical skills of socio-economically disadvantaged learners. (5 points)</li> <li>3. Activities aimed at improving social skills of socio-economically disadvantaged learners, with a view to enhancing their participation in society and/or the labour market. (5 points)</li> </ol>
<b>NORWAY</b>	
<ol style="list-style-type: none"> <li>1. Applications should be submitted in Norwegian or English. If an application is drafted in another language, the applicant must submit both the original application and a</li> </ol>	<ol style="list-style-type: none"> <li>1. Job shadowing oriented training activities. (5 points)</li> </ol>

<p>translation into Norwegian or English. In any other case, the application will be considered ineligible.</p> <p>2. Only one application per person will be accepted in the same round. If a person submits more than the maximum number of applications, the National Agency will contact him or her who may in turn choose which application should be put forward. In case several applicants from the same institution apply for the same Grundtvig In-Service Training activity, a maximum number of two applicants from the same institution can be approved. Any institution submitting more than two applications will be asked to choose which two it wishes to proceed before any of the applications are assessed. If several applicants apply for the same activity in the same round, a maximum of 5 applications of the best quality will be supported. The remaining applications will be included in a reserve list.</p> <p>3. The national agency will accept applications only from applicants who have not received Grundtvig In-Service Training grant in the last 2 years.</p>	
<b>AUSTRIA</b>	
<p>1. Erwachsenenbildung muss eine Kernaufgabe der Organisation sein und der pädagogische Vermittlungsaspekt muss im Vordergrund stehen. (Ausnahme: zukünftiges Personal in der EB)</p> <p>2. Kulturelle,- Sport- und Freizeitangebote per se fallen nicht unter EB, außer sie werden methodisch/didaktisch/pädagogisch zur Wissensvermittlung eingesetzt.</p> <p>3. Maximal 5 österreichische Bewerberinnen und Bewerber pro Besuch/Austausch, wobei maximal 2 aus derselben Institution sein dürfen.</p>	<p>1. Organisationen, welche ein im Qualitätsrahmen anerkanntes externes Testat aufweisen, Ö-Cert oder vergleichbare Qualitätsauszeichnungen. (10)</p>
<b>POLAND</b>	
<p>1. One person may only have one mobility funded per two years in one of the two following actions: In-Service training for Adult Education Staff and Visits and Exchanges for Adult Education Staff, counting from the final date of the preceding activity he/she took part in till the beginning of the new activity. The application referring to the training taking place earlier will be considered ineligible. If the applicant submits more than one application within one of the above mentioned actions, the National Agency will ask the applicant which applications should be considered ineligible and if there is no such decision within the deadline given by the National Agency, all applications will be rejected.</p>	<p>None</p>

<p>2. The original version of the application in Polish or English must be submitted together with the relevant documents prepared according to the detailed guidelines published on the website of Polish National Agency:</p> <p>a) documents informing about the legal status of the home organisation and proving its adult educational profile in the sense of Grundtvig Programme,</p> <p>b) confirmation of pre-registration from the organiser of the training,</p> <p>c) materials describing the training, compulsory including the programme of the training,</p> <p>d) in case of employees of higher education institutions: relevant documentation confirming that the applicant works in a separated unit for non-vocational adult education situated in organisational structure of the higher education institution (e.g. University of the Third Age),</p> <p>e) in case of persons having no home organisation, i.e. who intend to re-start a career in adult education / persons who are re-entering adult education from another labour market situation / persons who have completed a qualification leading to a career in adult education and intend to start a career in this field: relevant documents proving these plans and intentions, and, if applicable, qualifications.</p> <p>In case relevant documents are not submitted, the application will be considered ineligible.</p>	
<b>PORTUGAL</b>	
<p>1. The applicant shall submit with the application proof of acceptance issued by the training activity organiser or a proof of the training activity pre-registration.</p> <p>2. The applicant must not have been beneficiary of an individual grant under the LLP in the two years immediately preceding the date of the activity he/she wants to attend (final date of the participation in the activity). Furthermore, he/she must not be submitting more than one application to individual mobility activities under the same programme or under different sectoral programmes, within the same deadline (e.g. Comenius, Grundtvig).</p> <p>3. To the same training activity, the National Agency shall select only the best applications, up to a maximum of two participants from the same institution (Comenius - Grundtvig) up to a maximum of five participants from Portugal. The remaining applications will be included in a reserve list under this national criterion ensuring that all applications with the same score are either approved or in the</p>	None

reserve list.	
<b>ROMANIA</b>	
<p>1. To be considered eligible the application must be submitted together with all of the following documents:</p> <ul style="list-style-type: none"> <li>a. Europass Curriculum vitae of the applicant</li> <li>b. Pre-registration provided by the organiser/ host institution</li> <li>c. Course description form from the database (if the course is from the COM/ GRU database)</li> </ul> <p>2. The application must be completed in the language of the training activity if this is English or French, otherwise must be completed in Romanian language.</p> <p>3. If the applicant is an employed person, the application form must be signed and stamped by his/her employer organisation.</p>	None
<b>SWEDEN</b>	
<p>1. Only one application per person will be accepted in the same round. If a person submits more than one application, the NA will contact him or her who may in turn choose which application should be put forward.</p> <p>2. A person can only have one application granted once every two years.</p>	None
<b>SLOVENIA</b>	
<p>1. An applicant can only be awarded one Grundtvig In-Service Training or Grundtvig Visits and Exchange grant in the Call 2013. If an applicant submits both/more applications, the NA will request the decision on one application to be put forward from the applicant. Other applications will be considered ineligible. In case of no reply all applications will be rejected as ineligible.</p> <p>2. Within one application round only two applicants from the same organisation can be approved but not for the same activity (only one applicant from an organisation can be approved for the same activity). No more than two of the best quality applications can be</p>	<p>1. Priority will be given to applicants who show concrete implementation of the results and impact of the training also out of the home organisation and region. (5 points)</p> <p>2. Priority will be given to applicants applying for activities related to (any of the following):</p> <ul style="list-style-type: none"> <li>- Use of new methods of work and information technology in Adult education;</li> <li>- Work with vulnerable groups on the topics: Young adults employment, Reducing early school leavers, Immigrants and older adults (50+)</li> <li>- Development of Key Competencies;</li> </ul>

<p>approved from different organisations for the same training activity. More applications for the same training activity (from different organisations) can be approved only if they have received over 85 quality points. Other applications will be put on the reserve list and selected according to the number of the awarded quality points.</p> <p>3. Applicants who were awarded Grundtvig In-Service Training or Grundtvig Visits and Exchange Exchange grant within calls for proposals 2011 or 2012 are not eligible to apply in 2013.</p>	<ul style="list-style-type: none"> <li>- Quality Assurance Process in Adult education;</li> <li>- Assessment and Recognition of previously acquired knowledge;</li> <li>- Improving the Quality of Guidance Systems;</li> <li>- Intergenerational cooperation. (10 points)</li> </ul>
<b>SLOVAKIA</b>	
<p>1. Applicants who were already awarded by Grundtvig In-Service Training grant within the current Call for proposals or previous Call (2012) will be considered ineligible.</p> <p>2. An applicant may submit application only for one training activity under current deadline; if applicant submits more than one application all applications will be considered ineligible.</p> <p>3. Maximum 5 Slovak applicants for the same training activity (course) with the same dates of duration can be funded. In the case of more than 5 applicants with the same score, all applications will be assessed by the third external expert who will establish the rank list.</p>	<p>1. Applicants applying for a language methodology course that will be delivered in other language than English (15 points).</p>
<b>SWITZERLAND</b>	
None	None
<b>TURKEY</b>	
<p>1. Applicants who have received a grant from any Grundtvig individual action (In-service training for adult education staff, Visits and exchanges for adult education staff, Assistantships) within the current and the last two Calls for proposals (2011, 2012, 2013) cannot apply in the 2013 Call for proposal and thus an applicant can submit only one application for any Grundtvig individual action within any round in the same Call for proposal. Applications not meeting these criteria will be considered ineligible.</p> <p>2. Applicants must have a clear and existing link with adult education. The National Agency may request further proof of the adult education link of the applicant. Applicants with no or limited link with adult education will be considered ineligible. Applicants working in formal education institutions (primary/secondary/higher education) can not normally apply in the 2013 Call for proposal. However, applicants working in these institutions involved particularly in adult education and in the case of applicants who have completed a qualification leading to a career in adult education and intend to start</p>	<p>1. Applicants who have never received a grant from any Grundtvig individual action since the beginning of LLP. (10 points)</p> <p>2. Applicants working in museums, libraries, prisons, nursing homes and others working with learners with special needs and disadvantaged groups. (5 points)</p>

<p>or re-start a career in adult education and applicants who are re-entering adult education from another labour market can apply subject to submitting documents which proves these plans, intentions and qualifications.</p> <p>3. The applicant will be required to submit all documents required by the National Agency. These documents are; a pre-registration confirmation from the organiser of the training activity, documents describing the content of the training activity including the daily programme for training activities not from the Grundtvig-Course Training Database and a language proficiency certificate for the main working language of the training at the required levels announced in the National Call and on the NA website. Applicants not submitting any of the mentioned documents will be considered ineligible.</p>	
<b>UNITED KINGDOM</b>	
<p>1. Non-eligible applications: Training related to the management of European projects or proposal writing.</p>	<p>1. Applications from participants, or the organisations they represent, that have not benefitted from In-Service Training funding in the past 2 years. (max. 15 points)</p>