

**2013 NATIONAL PRIORITIES FOR GRUNDTVIG PREPARATORY VISITS**

<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. Organisations can only apply if there is a clear and existing link with adult education (as understood by the Grundtvig programme) in the Flemish Community.</li> <li>2. Applications for Preparatory Visits come in at least 6 weeks before the start of the activity. For contact seminars the Flemish NA puts its own deadline which is communicated via the website etc.</li> <li>3. Normally only one person per organisation can participate in the Preparatory Visit or contact seminar. However, 2 or more persons are possible if it is clearly proved that this is necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Applications of new organisations (that have not participated in Preparatory Visits / Learning Partnerships / Senior Volunteering Projects in the 12 months before the Preparatory visit. (15 points)</li> </ol>
<b>BELGIUM – FRENCH SPEAKING COMMUNITY</b>	
<ol style="list-style-type: none"> <li>1. Les candidatures doivent être déposées soit en français soit en anglais. Si la candidature n'est pas déposée en français ou en anglais, celle-ci sera inéligible.</li> <li>2. Une institution ne peut déposer la candidature que pour 2 participants à la fois pour la même visite préparatoire. L'agence est seule juge de la pertinence de la participation d'une deuxième personne à la visite.</li> </ol>	<p>None</p>
<b>BELGIUM – GERMAN SPEAKING COMMUNITY</b>	
<p>None</p>	<p>None</p>
<b>BULGARIA</b>	

1. If the applicant organisation is currently involved in a Grundtvig project, it cannot apply for a preparatory visit. If the applicant organisation submits such an application, it shall be considered ineligible.	None
<b>CYPRUS</b>	
<ol style="list-style-type: none"> <li>The applicant organization should not have an on-going Grundtvig Learning Partnership.</li> <li>One person per application can be awarded.</li> <li>An organization cannot receive more than one LLP Preparatory Visit grant per year.</li> </ol>	<ol style="list-style-type: none"> <li>Priority to institutions which have never received a Grundtvig grant (6 points).</li> <li>Priority to institutions applying for participation in a Contact Seminar organised by a National Agency (6 points).</li> <li>Priority to applications from organizations which have never participated in Grundtvig Preparatory Visit (3 points).</li> </ol>
<b>CZECH REPUBLIC</b>	
1. National Agency will fund a maximum of one person from an institution/organisation within a particular Call.	1. The priority will be given to institutions without any previous participation in the Grundtvig programme; 15 points.
<b>GERMANY</b>	
1. Vorbereitende Besuche werden ausschließlich zu Einrichtungen gewährt, mit denen die antragstellende Einrichtung kein aktuell gefördertes Projekt durchführt.	1. Bei der Auswahl der deutschen Teilnehmer/-innen für Kontaktseminare werden neue Einrichtungen bevorzugt ausgewählt. (10 Punkte)
<b>DENMARK</b>	
<ol style="list-style-type: none"> <li>Normally only one person per organisation can participate in the Preparatory Visit or contact seminar. However, 2 or more persons are possible if clear and exceptionally good reasons are given for this.</li> <li>If an application is drafted in another language than English or Danish, the applicant must submit both the original application and a translation into English or Danish. If the application is not translated into Danish or English it will be rejected due to eligibility criteria.</li> </ol>	None
<b>ESTONIA</b>	
None	None
<b>SPAIN</b>	

None	None
<b>FINLAND</b>	
None	None
<b>FRANCE</b>	
None	None
<b>GREECE</b>	
1. Only one application for Preparatory Visits per institution and just for one person can be funded. Participants with special needs can be accompanied by one more person, if duly justified on submission of the application form. In case an institution submits more than one application, all will be considered ineligible.	1. In case of contact seminars, if the submitted applications are more than the available places, extra points will be given to applicant organisations that have not been involved in a Grundtvig Learning Partnership in the last 3 years. (5 points)
<b>CROATIA</b>	
1. Only one application per institution for the same contact seminar will be accepted. If an institution submits more than one application for the same contact seminar deadline, the National Agency will go back to the applicants and let them choose which application should be put forward.  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 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.	1. Preparatory visits to host organisations that are not intermediary organisations (15 points).
<b>HUNGARY</b>	
1. The participation of one person per organisation per visit will be supported. In case of a participant with special needs one accompanying person may be funded.  2. Only one application for participation at a preparatory visit can be approved per organisation per year. Moreover the application can only be approved if the organisation does not have an ongoing project in the action the preparatory visit aims to prepare.	None

3. One preparatory visit can be granted for the same planned project.	
<b>IRELAND</b>	
<p>1. An applicant whose institution has an active Grundtvig Learning Partnership cannot apply for a Grundtvig Preparatory Visit grant.</p> <p>2. Organisations can only apply if there is a clear and existing link with adult education as understood by the Grundtvig Programme.</p> <p>3. Normally only one person per organisation can participate in a Preparatory Visit or Contact Seminar. However, 2 or more persons may participate (e.g. special needs) if it is clearly outlined in the application why this is necessary.</p>	None
<b>ICELAND</b>	
None	None
<b>ITALY</b>	
<p>1. Only one application per institution for Preparatory visit will be accepted under the same sectoral programme.</p> <p>2. If the applicant school has already been granted for a preparatory visit/contact seminar in the 2013 call for proposal period, it cannot submit another application in the same call for proposal within the same Sectoral Programme</p>	<p>1. Applications from school institutions which have never received any grants for effecting a Preparatory Visits will be strongly encouraged (15 points).</p> <p>2. Applications from school institutions participating in a Contact Seminar organized by any National Agency will be strongly encouraged (15 points).</p> <p><i>An overall maximum of 15 points can be awarded to each applicant</i></p>
<b>LIECHTENSTEIN</b>	
None	None
<b>LITHUANIA</b>	
<p>1. Institutions, which received a grant for <i>Grundtvig Learning partnerships</i> in 2013 and submitted a <i>Preparatory visits</i> application in the Call for 2013, will be rejected as ineligible. If Preparatory visits application for <i>Grundtvig Learning partnerships</i> is submitted when the selection results of <i>Grundtvig Learning partnerships</i> for 2013 are not approved, the Preparatory visits application will be rejected as ineligible.</p> <p>2. Only one visit of the same person per year in LLP (except Erasmus programme). Several</p>	<p>1. An institution which has never been granted for a Grundtvig Learning Partnerships, Grundtvig Senior Volunteering project or Grundtvig Preparatory Visit in LLP (15 points).</p> <p>2. Adult education centres or adult secondary schools (15 points).</p> <p>The national award criteria will be applied during the quality assessment of applications.</p>

<p>persons from the same organization can apply for a Preparatory visit, however only one application can be granted per institution per LLP sub programme (except Erasmus) in the Call for 2013 and other applications will be rejected as ineligible.</p> <p>3. Organisation, which received a grant for Preparatory visit in 2012, but did not submit an application for Grundtvig Learning Partnership or Grundtvig Senior Volunteering projects in 2013, cannot be awarded a Preparatory visit grant in 2013.</p>	
<b>LUXEMBOURG</b>	
None	None
<b>LATVIA</b>	
1. Only one application for Preparatory Visit per institution will be accepted under sectoral programme.	1. New applicants who have never received Grundtvig Preparatory Visits grant and who participate in contact seminar are encouraged. (5 points )
<b>MALTA</b>	
<p>1. The CV of the applicant is to be attached to the application form.</p> <p>2. 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.</p>	None
<b>NETHERLANDS</b>	
<p>1. The institution applying for a preparatory visit may not be involved in a running partnership with the institution to be visited.</p> <p>The administrative rule is part of the Eligibility Check.</p>	<p>1. Applicants from a priority region, namely the provinces of Flevoland, Friesland, Limburg or Zeeland. (5 points)</p> <p>2. Activities aimed at improving language and/or mathematical skills of socio-economically disadvantaged learners. (5 points)</p> <p>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)</p> <p>The policy oriented national priorities are part of the Quality Assessment.</p>
<b>NORWAY</b>	

None	None
<b>AUSTRIA</b>	
None	None
<b>POLAND</b>	
<ol style="list-style-type: none"> <li>1. One Polish organisation may only have one Preparatory Visit mobility relating to the same Grundtvig action at the calendar year. In case an organisation submits at the same time more applications than can be accepted, 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. Any further applications submitted not at the same time, relating to the same Grundtvig action, above accepted one, will be considered ineligible.</li> <li>2. The original of the application in Polish or English, duly signed, must be submitted together with the relevant documents informing about the legal status of the organisation, persons duly authorized to represent the organisation and sign grant agreement and proving its adult educational profile in the sense of Grundtvig Programme, according to the detailed guidelines published on the website of Polish National Agency. In case relevant documents are not submitted, the application will be considered ineligible.</li> </ol>	None
<b>PORTUGAL</b>	
<ol style="list-style-type: none"> <li>1. The NA will only support one representative per institution to a single contact seminar.</li> <li>2. Only two grants for Preparatory Visits/Contact Seminar per institution are eligible under the same call (2013). The applications should be targeted to two different actions under the same programme or to two different sectoral programmes. If an institution submits more than two applications at the same time, the NA will go back to the applicants and let them choose which application should be put forward. Third and subsequent applications submitted at a later stage will be declared ineligible.</li> <li>3. For visits to potential partners, Preparatory Visit applications must be submitted at least 8 weeks before the visit starting date, before the relevant project deadline and before the 7<sup>th</sup> December 2013.</li> </ol>	None
<b>ROMANIA</b>	

None	None
<b>SWEDEN</b>	
None	None
<b>SLOVENIA</b>	
<p>In the call 2013</p> <p>1. :</p> <p>a. applicants who received a Preparatory visit grant in the Call 2011 or 2012 for the same action they are applying for a Preparatory visit grant</p> <p>b. applicants who were awarded a project grant in the Call 2012 in the same action they are applying for a Preparatory visit grant</p> <p>are ineligible.</p> <p>2. Only one Slovene organisation can be approved for the same preparatory visit.</p> <p>3. Same organisation can be awarded only one PV for certain action in the frame of Call 2013.</p>	None
<b>SLOVAKIA</b>	
None	None
<b>SWITZERLAND</b>	
None	None
<b>TURKEY</b>	
<p>1. An applicant institution can be funded only a single Grundtvig Preparatory Visit grant in the same Call for proposal. If a funded applicant organisation submits other applications within the same Call for proposals the latter will be considered ineligible. Additionally, applications from organisations currently running a Grundtvig Learning Partnership and/or two Senior Volunteering Projects will also be considered ineligible.</p>	<p>1. Applications from organisations which have never received a grant for Grundtvig Learning Partnership and/or Grundtvig Senior Volunteering Projects since the beginning of LLP. (5 points)</p> <p>2. Applications from organisations in provinces which have never been granted a Grundtvig Learning Partnership or Senior Volunteering Projects grant. The provinces</p>

<p>2. Applicant organisations which received a grant for a Grundtvig Preparatory visit in the 2012 Call for proposal but did not submit an application for Grundtvig Learning Partnerships or Grundtvig Senior Volunteering Projects in 2012, cannot apply for a Preparatory visit grant in the 2013 Call for proposal.</p> <p>3. Applicant organisations must have a clear link with adult education in the sense of the Grundtvig programme. 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 providing formal education, except for those which have a clear link with adult education, cannot apply in the 2013 Call for proposal. If the National Agency considers that the applicant organisation is not an adult education provider and is inappropriate for the preparatory visit, the application will be considered ineligible. Additionally, the applicant shall submit all documents required by the National Agency. These documents are: a duly signed confirmation from the host organisation (not required for contact seminars) and a language proficiency certificate for the main working language of the preparatory visit at the required language levels announced on the website of the NA in the context of the national call for proposals. Applicants not submitting any of the mentioned documents will be considered ineligible.</p>	<p>will be determined following the 2012 Grundtvig Learning Partnerships and Senior Volunteering Projects selection results. These provinces will be published in the National Call. (5 points)</p> <p>3. Applications from museums, libraries, prisons, nursing homes and others working with learners with special needs and disadvantaged groups. (5 points)</p>
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**UNITED KINGDOM**

<p>For Preparatory Visit applications submitted in preparation for the 2013 Call deadlines:</p> <p>1. A maximum of one Grundtvig Preparatory Visit application can be submitted per organisation per year. This application can either be for a centralised or a decentralised action. The first application submitted by an organisation will be funded if it meets the eligibility and assessment criteria. Subsequent applications from the same organisation will be rejected. If two applications are submitted at the same time the organisation will be contacted and asked to choose which application to put forward.</p> <p>2. For visits to potential partners Preparatory Visit applications must be submitted at least 8 weeks before the visit start date, before the 7 December 2012 and before the relevant project deadline.</p> <p>Please note that the UK NA is not in a position to provide information about preparatory visits in preparation for the 2014 Call deadlines as this will be subject to further notice from the European Commission.</p>	<p>For Preparatory Visit applications submitted in preparation for the 2013 Call deadlines:</p> <p>1. For Contact Seminars, priority will be given to applications from organisations that do not have a current Grundtvig Partnership or Senior Volunteering Project. (Maximum 15 points)</p> <p>Applications will be ranked based on the assessment score for quality and national priority points.</p>
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