

<b>Programme</b>	<b>LIFELONG LEARNING</b>
<b>Subprogramme</b>	<b>GRUNDTVIG</b>
<b>Action Category</b>	<b>MOBILITY</b>
<b>Action</b>	<b>GRUNDTVIG Preparatory Visits</b>
<b>Objectives and description of the action</b>	<p>The objective of the action is to help any organisation wishing to establish a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project to get to know suitable partner institutions and develop a workplan in order to prepare the project/partnership/network application form.</p> <p>Any organisation wishing to establish a cooperative activity of this kind 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 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 Partnership, Project or Network;</li> <li>• define roles, responsibilities and tasks among the partners which will be developing the Partnership, Project or Network;</li> <li>• develop a work plan for developing the envisaged Partnership, Project or Network, including methods for monitoring, evaluation and dissemination;</li> <li>• complete the appropriate joint application form</li> </ul>
<b>Who can benefit</b>	<p>Individuals working in an institution/organisation wishing to establish a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project.</p> <p>Usually a grant is awarded to just one person per visit, but in exceptional cases two staff from the same institution can be awarded a grant to undertake a visit together , provided that the division of responsibility between them justifies this. 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>	Institutions/organisations wishing to establish a Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project.
<b>PRIORITIES</b>	There are no European priorities for Grundtvig Preparatory Visits. Please verify with the relevant National Agency whether national priorities apply.
<b>HOW TO APPLY</b>	Decentralised action, 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>	See NA website
<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 30 <sup>th</sup> 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?"	

<b>Specific eligibility rules:</b>	<p>Applications must be submitted by legal entities eligible to apply for a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Project, Network or Accompanying Measures project.</p> <p>Please verify with the relevant National Agency whether additional national requirements apply.</p> <p>As preparatory visit grants (contact seminars included) aim at supporting organisations to develop future projects/partnerships, the country of origin and the country of destination must be countries participating in the LLP although not necessarily Member States of the EU.</p> <p>Nevertheless, applicants/beneficiaries of a preparatory visit grant should pay attention to the following requirement: at least one partner organisation of the future partnership/project application - that will be prepared as a result of the preparatory visit grant - has to be located in an EU Member State for the grant application relating to the partnership/project to be formally eligible.</p>
<b>Minimum number of Countries:</b>	Not applicable
<b>Minimum number of Partners:</b>	Not applicable
<b>Comment on participants:</b>	See "Who can benefit" and "Who can apply" above
<b>Award criteria</b>	<p><b>1. Content and duration</b></p> <p>The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.</p> <p><b>2. Relevance</b></p> <p>There is a clear link between the activities and strategy of the applicant's home institution, the proposed Partnership/Project/Network and the purpose and content of the preparatory visit.</p>
<b>CONTRACTING PROCEDURES</b>	
<b>Probable sending date of notification of the results of the selection process</b>	See NA website
<b>Probable sending date of agreement to the beneficiaries</b>	See NA website
<b>Probable starting date of the action</b>	See NA website