

Programme	LIFELONG LEARNING
Subprogramme	GRUNDTVIG
Action Category	MOBILITY
Action	GRUNDTVIG Workshops
Objectives and description of the action	<p>The objective of this Action is to enable adult learners to participate in Workshops (learning events and seminars) taking place in another European country participating in the LLP. This is a new form of mobility offered to adult learners in the Lifelong Learning / Grundtvig programme.</p> <p>Workshops bring together individual or small groups of learners from several countries for a multinational learning experience relevant for their personal development and learning needs, in which learners are also encouraged to share their competences and insights actively with others. It is not the purpose of Workshops to provide further vocational training.</p> <p>Each Workshop will be composed of a minimum of 10 and a maximum of 20 learners, funded by Grundtvig, from countries other than the country in which the Workshop takes place. No more than 1/3 of the participants should originate from the same country. Learners should come from at least 3 different countries other than the country where the Workshop takes place. Nationals of the country where the Workshop takes place are eligible to participate in these Workshops but cannot be funded from Grundtvig and should not account for more than 1/3 of the total participants in the Workshop.</p> <p>Workshops may be organised on topics relevant to the Grundtvig Programme objectives. It is anticipated that the following topics may be among those frequently chosen by Workshop organisers:</p> <ul style="list-style-type: none"> - topics such as eco-friendly behaviour, numeracy, literacy, health education, active aging, inter-generational learning, digital competences, family learning, intergration of migrants, gender equality, visual arts, music, creativity, mathematics, science, and other topics which are not too heavily dependent on foreign language competence - language-learning, particularly for people wishing to build on basic competence (or improve such competence in specialised areas) in the language of the country where the Workshop is organised, notably where this is a less widely used and less taught language - discussion groups on issues of common European interest, with a view to stimulating greater interest in European matters among the adult population - active citizenship and intercultural dialogue. <p>Applications relating to teacher training activities or training courses for adult education staff will be ineligible. Similarly, Workshops which consist primarily of leisure or tourism activities in which the necessary learning dimension is insufficiently emphasized will be considered ineligible.</p> <p>A catalogue of approved Workshops for the period between 01.09.2012 to 31.08.2013 will be available to help potential learners identify a learning opportunity of interest to them. However, Workshop organisers will be expected to advertise their Workshop widely, once it has been approved, in order to ensure an adequate number of learners. The Action is open to any institution wishing to organise activities for adult learners. Applications for a grant to organise a Workshop must be submitted to the National Agency in the country of the Workshop organiser, and the Workshop itself must take place in that country.</p> <p>The Grundtvig grant will relate both to the organisation of the Workshop itself and to the financing of the learners' participation, including their travel and subsistence. The Workshop organiser will organise the learner's stay and cover their travel and subsistence costs. Local adult education organisations may assist learners in making their applications.</p> <p>The Workshop organiser selects the candidates according to the guidelines defined in its application to the NA. Among the learners, particular attention is given to including people from disadvantaged, vulnerable social groups and in marginal contexts, in particular those who have left education without basic qualifications, in order to give these social groups alternative opportunities to access adult education.</p>
Who can benefit	<p>Workshop organiser: any organisation interested in providing adult learning opportunities of this kind.</p> <p>Learners: any adult person and particularly those of disadvantaged groups from countries participating in the programme, subject to the conditions set out in "Specific eligibility criteria" below, selected by an approved Workshop organiser.</p>
Who can apply	<p>Workshop organiser: any organisation which is a legal entity and can demonstrate a capability to organise such a Workshop effectively.</p> <p>Learners: all adult persons and particularly those of disadvantaged groups from countries participating in the programme, whether or not they are already involved in adult learning, subject to the conditions set out in "Specific eligibility criteria" below.</p>
PRIORITIES	Please verify with the relevant National Agency if national priorities apply. There are no European priorities for Grundtvig Workshops.
HOW TO APPLY	<p>Decentralised action, application to be sent by the Workshop organiser to the relevant National Agency.</p> <p>Adult learners wishing to participate in a Workshop apply (either individually or in small groups) directly to the Workshop organiser.</p>

Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s): 21 February 2012	
Duration	
Minimum Duration:	5 days (without travel)
Maximum Duration:	10 days (without travel)
Comment on Duration:	All activities must take place between 1/9/2012 and 31/8/2013
FINANCIAL PROVISIONS	
Please consult Part I of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a & Table 3a Section C (Other costs) in Chapter 4
Maximum Grant €:	See NA website
Comment on Funding:	The Grundtvig grant will relate both to the organisation of the Workshop itself and to the financing of the learners' participation, including their travel and subsistence. It is paid to the Workshop organiser by the NA in the country of that organisation, which is also the country where the Workshop is held. Pedagogic, linguistic and cultural preparation: A contribution may be granted up to a lump sum of maximum 500 € per participant. See NA website for further details. Please consult the NA for special rules on additional funds in the case of people with special needs.
EVALUATION AND SELECTION PROCEDURES	
Please consult Part I of this Guide, chapter WHAT IS THE LIFECYCLE OF A PROJECT for further information about the evaluation and selection procedures	
Eligibility Criteria	
General eligibility rules:	
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?"	
Specific eligibility rules:	Workshops must comply with the 'Objectives and description of the action' above. Applications to organise a Workshop must be submitted by bodies which are legal entities. Applications for Workshops relating to further vocational training, and in particular those addressing teachers, trainers, adult education staff as the main target group, will be declared ineligible. Please verify with the relevant National Agency whether additional requirements apply.
	Individual adult learners applying to participate in a Workshop must be aged 18 or above and either: - a national of a country participating in the Lifelong Learning Programme; - a national of other countries enrolled in regular courses in schools, institutions of higher education or vocational training, or in adult learning organisations in a participating country, or employed or living in a participating country, under the conditions fixed by each of the participating countries, taking into account the nature of the programme (please refer to relevant National Agency website). Application Procedure for adult learners wishing to participate in a Workshop: the Workshop organiser will provide candidate learners with a learner application form. Applications should be submitted directly to the Workshop organiser, in accordance with the deadline specified by the organiser, Local adult education organisations may assist learners in making their applications. Nationals/residents from the country where the Workshop is organised can participate but are not eligible for funding. Please verify with the relevant National Agency whether additional national requirements apply.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	See above
Award criteria	1. Quality and relevance of the Workshop
	The Workshop's objectives are clear and realistic and the subject is relevant for a Grundtvig Workshop. The objectives are therefore relevant to the operational objectives of the Grundtvig programme. The methodology is appropriate for achieving the objectives. The pedagogical and didactical approach is clearly described. The Workshop will provide a stimulating learning experience and an added value in terms of learning opportunities, development of key competences, skills development, access to information, etc. for the participating learners, in particular those of disadvantaged groups.
	2. Quality of the organisation of the project
	The tasks are clearly defined. The work programme is appropriate for organising a good quality Workshop within the time-frame envisaged. The logistics of the Workshop are clear and appropriate to the target group (including as regards the arrangements for handling the travel and accommodation of participants and the hosting of participants with specific needs).

	The possible need of cultural and/or linguistic preparation needs to be taken into account.
	3. Impact and European added value
	The benefits of organising a European Workshop are clear and well defined. The results envisaged are relevant to the Grundtvig Programme and will have a demonstrable potential impact on the learning experience of the participants in the subject area concerned. The European added value and possible additional benefits contributing to personal development and spin-offs are indicated. The potential for repeating the Workshop in future (sustainability), if successful, is convincingly demonstrated.
	4. Quality of the communication plan
	The communication plan for advertising and publicising the Workshop is well defined and ensures optimal use of European funds to organise and recruit participants.
CONTRACTING PROCEDURES	
Probable sending date of pre-information on the results of the selection process	April
Probable sending date of agreement to the beneficiaries	May
Probable starting date of the action	September