



Education and Culture  
Lifelong Learning Programme  
GRUNDTVIG

Name of evaluator: \_\_\_\_\_

**GRUNDTVIG**  
**IN SERVICE TRAINING**  
**COMMON EUROPEAN ELIGIBILITY CHECKLIST**  
**2012**

**IST reference N°**

**Name of the applicant:**

**Family name:**

**First name:**

	<b>YES</b>
<b>The application has been submitted by the published deadline.</b>	
<b>The application has been submitted using the correct application form.</b>	
<b>The application form is not handwritten.</b>	
<b>The application form is completed in full and includes all the requested attachments.</b>	
<b>The application form has been completed using one of the official languages of the EU or, in the case of the EFTA/EEA or candidate countries, in the national language of the country concerned.</b>	<b>EU lang</b> <input type="checkbox"/> <b>Other lang</b> <input type="checkbox"/>
<b>The application submitted to the National Agency bears the applicant's original signature.</b>	
<b>If the applicant is an employed person, the application form is also signed by the applicant's employer organisation.</b>	
<b>The applicant is a national of a country participating in the Lifelong Learning Programme or a national of another country working or living in a participating country in compliance with that country's legal requirements (please refer to the relevant National Agency website).</b>	
<b>The applicant belongs to at least one of the staff categories eligible for a grant under the Grundtvig In-Service Training Action.</b>	
<b>The training activity is eligible under the Grundtvig In-Service Training Action and compatible with the objectives of the Grundtvig programme.</b>	
<b>The training activity takes place in one of the countries participating in the Lifelong Learning Programme.</b>	
<b>The training activity is organised by an institution/company which is located in a country participating in the LLP.</b>	
<b>The training activity takes place in a country other than the country where the applicant is living / working.</b>	
<b>The training activity takes place within the eligible period.</b>	
<b>The training activity is eligible in terms of duration</b> (structured course from 5 working days up to 6 weeks)	
<i>(If applicable, NA to add national administrative criteria)</i>	
<b>Erwachsenenbildung ist Kernaufgabe der Institution der Antragstellerin/des Antragstellers und der pädagogische Vermittlungsaspekt steht im Vordergrund (Ausnahme: zukünftiges Personal in der Erwachsenenbildung)</b>	
<b>Kulturelle-, Sport- und Freizeitangebote per se fallen nicht unter Erwachsenenbildung, außer sie werden methodisch/didaktisch/pädagogisch zur Wissensvermittlung eingesetzt</b>	

<b>Maximal 4 österreichische Bewerberinnen und Bewerber_ werden pro Fortbildung zugelassen, wobei maximal 2 aus derselben Institution kommen dürfen.</b>	
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**ASSESSMENT**

The application is eligible: Yes   
No

<b>If the application is not eligible on the basis of one or several of the criteria above, please give details if necessary:</b>
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\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and signature