



Education and Culture DG

Lifelong Learning Programme

ELIGIBLE GRUNDTVIG CANDIDATES

| GRUNDTVIG |
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| <p>* Staff working in any sector of adult education, including:</p> <ul style="list-style-type: none">➤ Teachers/trainers in adult education and the trainers of such teachers/trainers;➤ heads and managerial staff of organisations providing adult learning opportunities;➤ staff involved in intercultural adult education, or working with migrant workers and travellers;➤ staff working with adults with special educational needs;➤ staff working with adults at risk, for example, mediators and street educators;➤ counsellors or career advisors;➤ the inspectorate;➤ other education staff at the discretion of national authorities.➤ Former and unemployed teachers re-entering the profession after a period away from teaching <p>* For a PURE LANGUAGE training grant:</p> <ul style="list-style-type: none">➤ An adult education teacher of non-language subjects through a foreign language;➤ A teacher re-training as an adult education foreign language teacher;➤ A member of staff participating in a Grundtvig Partnership and requesting training in a Partnership language;➤ A member of adult education staff requesting training in a less widely taught and less used language for teaching purposes. |

HOW DO APPLICANTS APPLY FOR A GRANT ?

- Any candidate interested in your training event will contact you to express his or her interest and check that places are still available before applying to his LLP National Agency for Grundtvig grant. Applicants for a Grundtvig grant may be required to enclose with their application a confirmation of provisional registration.
- If the candidate is then awarded a grant by his/her National Agency, s/he will contact you to confirm this and to formally register for the training event. If the candidate has not been awarded a grant, it is his/her responsibility to contact you to cancel any pre-registration which may have been made. You may of course also contact pre-registered candidates yourself to ask them to confirm or cancel their participation.
- The duration of the selection process differs per each country and it can last between 7 and 10 weeks. This means that the selection results are communicated to the applicants around 2 months after the application deadline at the earliest.

- From the moment the candidate receives a grant from his/her National Agency and confirms his/her attendance at your training event, s/he has responsibilities towards you, the training provider. If s/he cancels her/his attendance, s/he will be responsible for paying any cancellation fee which you may claim. Only in very exceptional cases of *force majeure* (e.g. serious illness or death of the candidate or close family member) may his/her National Agency pay cancellation fees using grant funds.
- If you, the training provider, cancel the training at short notice, you may be asked by the candidate for compensation if s/he has already incurred costs.