



Education and Culture
Lifelong Learning Programme
GRUNDTVIG

Name of evaluator: _____

GRUNDTVIG
IN SERVICE TRAINING
COMMON EUROPEAN ELIGIBILITY CHECKLIST
2010

IST reference N°

Name of the applicant:

Family name:

First name:

	YES
The application has been submitted by the published deadline.	
The application has been submitted using the correct application form.	
The application form is not handwritten.	
The application form is completed in full and includes all the requested attachments.	
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.	EU lang <input type="checkbox"/> Other lang <input type="checkbox"/>
The application submitted to the National Agency bears the applicant's original signature.	
If the applicant is an employed person, the application form is also signed by the applicant's employer organisation.	
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).	
The applicant belongs to at least one of the staff categories eligible for a grant under the Grundtvig In-Service Training Action.	
The training activity is eligible under the Grundtvig In-Service Training Action and compatible with the objectives of the Grundtvig programme.	
The training activity takes place in one of the countries participating in the Lifelong Learning Programme.	
The training activity is organised by an institution/company which is located in a country participating in the LLP.	
The training activity takes place in a country other than the country where the applicant is living / working.	
The training activity takes place within the eligible period.	
The training activity is eligible in terms of duration (structured course from 5 working days up to 6 weeks) <i>(If applicable, NA to add national administrative criteria)</i>	

ASSESSMENT

The application is eligible: Yes
No

If the application is not eligible on the basis of one or several of the criteria above, please give details if necessary:

Date

Name and signature