

# **GRUNDTVIG**

*“Lifelong learning paths  
in alternative environments”*

**14<sup>th</sup> – 17<sup>th</sup> October de 2009**

**Benalmádena, Málaga - SPAIN**

## GRUNDTVIG Learning Partnerships

- This is a framework for practical co-operation activities between organisations working in the field of adult learning.
- The partnerships focus more on process, and aim to broaden in particular the participation of smaller organisations.

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## Learning Partnerships



- Trainers and learners work together on one or more topics of common interests.
- This exchange of experiences, practices and methods contributes to:
  - an increased awareness of the varied European cultural, social and economic scene;
  - a better understanding of area of adult learning.

## GRUNDTVIG Learning Partnerships



The participating organisations are encouraged:

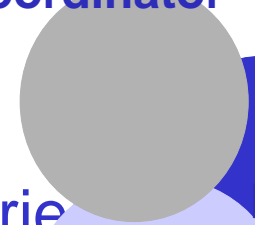
- to interconnect it with the initiatives of their local community;
- to cooperate with organisations and authorities at the national level;
- to ensure a sound basis for their ideas and activities;
- to involve in the project learners;
- to involve learners in mobility as much as possible.
- to monitor and evaluate their work

# How to build a partnership



1. Which partners should I have?  
-organisations from at least three countries

Coordinator



Partner

Partner

2. Coordinator or partner?

It is a team effort with people depending on each other.

- Chance to be actively influencing and managing the project
- A contact and management role
- Collates the reports and proposes any amendments
- Overall responsibility for the whole project

## Parts of the application:

Programa de aprendizaje permanente



- 1. Submission data
  - General information and checklist (to be read carefully)
- 2. Coordinator data
- 3. Partner data
- 4. Declaration by the legal representative of each Applicant Organisation
- 5. Description of proposed partnership
- 6. Proposed Activity Data
- 7. Request EU funding



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		<p><b>GRUNDTVIG PARTNERSHIPS</b></p>
<p>Education and Culture DG Lifelong Learning Programme</p>		



**LIFELONG LEARNING PROGRAMME  
GRUNDTVIG  
Application form 2009 for  
Learning Partnerships**

PLEASE NOTE THAT THE TABLES REFERRED TO IN CERTAIN FIELDS OF THIS FORM CAN BE FOUND IN THE ANNEX.

**1. SUBMISSION DATA**

1.1 TO BE FILLED IN BY THE COORDINATOR:

LLP Sub-Programme	Grundtvig	Action Type	Partnerships
Call	2009		
Working language of the partnership	[Table B - Languages]		
Title of the Partnership			
Acronym (if			

## 5. Description of the proposed partnership



- 5.1. Summary
- 5.2. Context
- 5.3. Objectives of the partnership
- 5.4. Partnership and distribution of tasks
- 5.5. Cooperation and Communication
- 5.6. European added value
- 5.7. Relevance for the objectives of the programme
- 5.8. Evaluation
- 5.9. Active involvement
- 5.10. Integration into learning and/or other ongoing activities
- 5.11. Dissemination and use of results
- 5.12. Topics
- 5.13. Educational fields

## 5. DESCRIPTION OF PROPOSED PARTNERSHIP

Please note that this section must be completed **jointly** by all organisations participating in the Partnership and must be identical in each copy submitted to each National Agency.

### 5.1 SUMMARY

Summary of the planned Partnership. This description may be used by the European Commission and/or the National Agency when providing information on selected projects, so please be clear and precise and do not exceed 200 words.

### 5.2 CONTEXT

What is the general context of **each organisation** involved in the proposed Partnership? Is there a specific context as for example: Are the organisations in disadvantaged areas? Do the organisations have learners, staff or other groups with specific needs, e.g. learners at risk of social exclusion, older learners, learners with disabilities or other special needs, migrants, refugees? If so, please explain.

### 5.3 OBJECTIVES OF THE PARTNERSHIP

- What are the concrete objectives of the partnership?
- Explain what subjects or problems you intend to address.
- What approach will you take to achieve your objectives.

### 5.4 PARTNERSHIP AND DISTRIBUTION OF TASKS

Please explain the distribution of tasks between participating organisations and the competences required from each of them. Also explain how you will ensure the active involvement of all partners in common partnership activities.

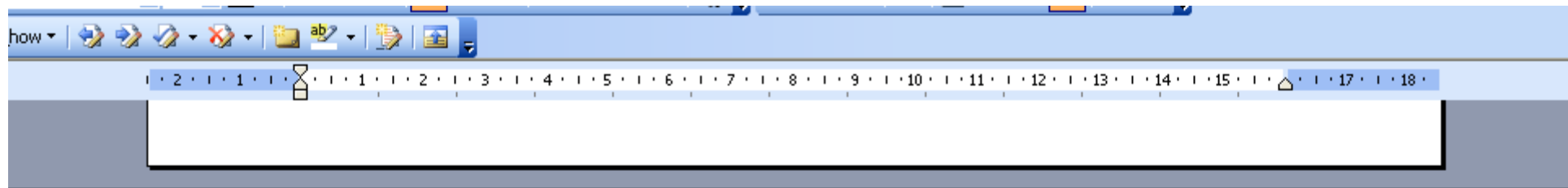
### 5.5 COOPERATION AND COMMUNICATION

Please explain how effective cooperation and communication between participating organisations will be organised.

### 5.6 IMPACT AND EUROPEAN ADDED VALUE

## 6. Proposed activity data

- 6.1. Work Programme:
  - Planned activities, including mobility activities, of each participant organisation (dates, description, destination, partners involved)
- 6.2. Number of people (staff, pupils) involved in each participant organisation
- 6.3. Expected results, including products



## 6. PROPOSED ACTIVITY DATA

### 6.1 WORK PROGRAMME: PLANNED ACTIVITIES, INCLUDING MOBILITY ACTIVITIES, OF EACH PARTICIPATING ORGANISATION

Please summarise in the table below the planned Partnership activities and mobilities for all organisations in the Partnership. Please present the activities for both years (2009/10 and 2010/11), in chronological order. The eligibility period of activities starts on 1 August 2009 and ends on 31 July 2011.

Please note that mobility activities can only take place between organisations receiving funding to participate in the Partnership or to events organised by Lifelong Learning (or predecessor) Programme projects or networks (e.g. Grundtvig Network conferences). Mobility can be undertaken by staff and learners of the participating organisations and - in the case of mobility involving persons with special needs - accompanying persons such as parents, guardians or carers. What is counted as "a mobility" is one trip abroad by one person. Only transnational mobility<sup>1</sup> (i.e. travel abroad) counts for the calculation of the minimum mobility numbers.

Please note: if an organisation's mobility activities involve staff or learners with special needs, or travel to or from the Overseas Countries and Territories, its mobility activities during the partnership period may be reduced by up to 50% of the minimum mobility number for the grant amount in question, in order to take into account the higher costs involved. This reduction must be requested by the organisation either before the signature of the grant agreement or during the grant agreement period and approved by the National Agency.

Approx. starting date	Activity/Mobility description	Destination country (for mobility only)	Which partners involved
mm/yyyy			

## What makes a good application?

- Meet the objectives and priorities
- Elements in your application:
  - ✓ Summary of the project
  - ✓ Aims and objectives
  - ✓ Project content and a clear and coherent work programme
  - ✓ Project organisation
  - ✓ Follow up and evaluation of the project
  - ✓ Dissemination of experiences and results
  - ✓ Budget – a separate budget

## Financial Conditions of Partnerships



- Grants shall be awarded in the form of a lump sum to each partner as a contribution to all eligible partnership costs:
  - travel;
  - subsistence during mobility periods;
  - local project activities.
- Lump sum amount depends on the number of mobility activities;
- One mobility - travel abroad by staff and learners;
- Each institution can apply for a different grant amount.

... what if we do not respect the minimum number of mobilities?

...the final grant amount will be reduced and the institution will have to reimburse the difference.

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## Evaluation of partnership projects

1. Application to be sent by each partner to his relevant National Agency;
2. Eligibility check;
3. Quality assessment;
4. Matching procedure;
5. Recommendation of Evaluation Committee;
6. Grant award decision by the legal body of National Agency.

For other information, lump sums, application forms and deadlines please visit your NA or EC websites  
[http://ec.europa.eu/education/index\\_en.htm](http://ec.europa.eu/education/index_en.htm)

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## Award criteria



1. Relevance;
2. Quality of the Partnership;
3. Impact and European added value;
4. Quality of the work programme;
5. Dissemination and exploitation of results.

## Working groups



- **Task 1:** Discussion on “Lifelong learning paths in alternative environments” recommended topics:
  - . Personal introduction
  - . Introduction of institution
  - . Experience in Project activities/International cooperation
  - . Experience in the field of social inclusion
  - . Target group for possible project
- **Task 2:** To lead a brainstorming on ideas for potential Grundtvig learning partnership project “Lifelong learning paths in alternative environments” and to provide as many examples as possible.

# Selection and entering into the contract



- Each country participating in Grundtvig Partnerships is allocated a budget
- Annual budget
- Single assessment
- The selection based on the criteria (“Guidelines for applicants” and “Call for proposals”)
- Contract is concluded between each of the partners and its National Agency

## Selection Process (1)



- 19 February 2010 - Deadline for all coordinators to submit proposals on behalf of partnerships in the common language of the partnership.
- Paper copies are sent by each participant organisation to its NA

## Selection process (2)

- **Eligibility** check and administrative national priorities by each National Agency.
- Single **quality assessment** organised by the National Agency of the coordinating country.

## Selection process (3)

- Award criteria applicable to all countries (common European rate system)
- Awarded points (max 100)
- Budget allocation tool produces a list
- Approx 20% of applications on top are accepted
- Less than 50 points means rejection
- Middle band will receive national assessment

## Selection process (4)



- Middle band partnerships will receive up to 15 points of national priorities.
- Budget allocation tool produces another list for middle band.
- Projects will be selected according to available budget in each country
- Each NA Director will adopt the final decision.

## How should the project be organised?

- Frequent communication
- Clarity
- Commitment
- The will to compromise

## How should the project be organised? (2)

1. What needs to be considered when starting a project
2. The project must be made part of the domestic plans
3. Language(s) used
4. ICT to be used in the project

## Monitoring progress and evaluation

- Continuously **reflect** on processes and outcomes, and monitor and integrate project activities
- Websites:
  - QAS: Basic quality monitoring  
<http://qas.programkontoret.se>
  - NAVIGATOR  
<http://www.oapee.es/oapee/inicio/pap/grundtvig/documentos.htm>
  - SEALLL  
[www.sealll.eu](http://www.sealll.eu)



## Dissemination and “valorisation”

- 1. What is meant by dissemination?
- 2. What would you like to achieve?
- 3. Why is dissemination important and for whom?
- 4. What needs disseminating?
- 5. Do you have the support of your own organisation?
- 6. Do you have several target groups and, hence, different dissemination strategies and tools?
- 7. What needs to be avoided in your dissemination activities?

## Possible problems and how to deal with them

- 1. Withdrawal of a partner
- 2. Unclear division of tasks
- 3. Lack of time and resources
- 4. Language and communication problems
- 5. Lack of support from your own organisation
- 6. Unexpected problems

## Recommendations (1)

- What to take into consideration?
  - Organisation structure
  - Curriculum in each country
  - ICT facilities
  - Holidays

## Recommendations (2)

- **Topics**
  - Choose topic related to your interest
  - [http://ec.europa.eu/dgs/education\\_culture/publ/pdf/grundtvig/success-stories\\_en.pdf](http://ec.europa.eu/dgs/education_culture/publ/pdf/grundtvig/success-stories_en.pdf)
- **Project proposal**
  - Take a critical look at the proposal: anything you would change and why
  - Give the final version to an unbiased friend/partner (i.e. person who is not involved in project planning/preparation) for any comments
- **Further advice**
  - Go online to NA and EC web pages
  - Contact your NA always you have doubts

## Recommendations (3)



- At least 2 people in the organisation engaged in the project management
- Plan the collaboration well ahead of time
- Educators should inform each other about their working conditions
- Agree on ways and frequency of communications
- When you have received an e-mail, reply as soon as possible. Above all do reply!
- Keep each other informed about irregularities (illness, holidays, etc.)
- Correctness of the written material

## Recommendations (4)

### ...and some more

- Submission of application does not guarantee a project approval
- Check the deadline - applications sent after the deadline will be rejected
- Make sure that all fields in the application are filled in and are correct
- No hand written applications will be accepted

Good work and good luck!!!!

Our team wishes you many successful projects !