Programme	**LIFELONG LEARNING**
Subprogramme	**GRUNDTVIG**
Action Category	**MOBILITY**
Action	**GRUNDTVIG Preparatory Visits**
Objectives and description of the action	The objective of the action is to help any organisation wishing to establish a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project to get to know suitable partner institutions and develop a work plan in order to prepare the project/partnership/network application form. Any organisation wishing to establish a cooperative activity of this kind may apply for a grant to enable staff members to undertake a preparatory visit. The visit may take either of the following forms: - a visit to a partner institution in another country participating in the Lifelong Learning Programme; - participation in a partner-finding 'contact seminar' organised by a National Agency. Details of the seminars are available on request from National Agencies. Preparatory visits allow potential partners to meet in order to: • define the aims, objectives and methodology of a future Partnership, Project or Network; • define roles, responsibilities and tasks among the partners which will be developing the Partnership, Project or Network; • develop a work plan for developing the envisaged Partnership, Project or Network, including methods for monitoring, evaluation and dissemination; • complete the appropriate joint application form Grundtvig preparatory visits may be extended to prepare for actions in the field of adult education under the successor programme of the LLP, which is expected to start in 2014, once adopted. Please contact the relevant National Agency for the applicant for further information.
Who can benefit	Individuals working in an institution/organisation wishing to establish a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project. Usually a grant is awarded to just one person per visit, but in exceptional cases two staff from the same institution can be awarded a grant to undertake a visit together, provided that the division of responsibility between them justifies this. Only one visit per potential project/partnership will be funded. Applications for preparatory visits are not eligible once the corresponding project/partnership application has been submitted. Individuals working in an institution/organisation wishing to prepare for actions in the field of adult education under the successor programme of the LLP, once adopted.
Who can apply	Institutions/organisations wishing to establish a Learning Partnership, Senior Volunteering Project, Multilateral Cooperation Project, Network or Accompanying measures project. Institutions/organisations wishing to prepare for actions in the field of adult learning under the successor programme of the LLP, once adopted.
PRIORITIES	There are no European priorities for Grundtvig Preparatory Visits. Please verify with the relevant National Agency whether national priorities apply.
HOW TO APPLY	Decentralised action, application to be sent to the relevant National Agency for the applicant
Please consult the relevant Agency website for further information.	
Selection Procedure:	NA1
Application Deadline(s):	See NA website
Duration	
Minimum Duration:	1 day
Maximum Duration:	5 days
Comment on Duration:	All activities can start on 1 January 2013 at the earliest and must end by 30 April 2014 at the latest.
FINANCIAL PROVISIONS Please consult **Part I** of this Guide, Chapter 4 Financial Provisions for more information.	
Applicable Grant Table(s):	Table 1a
Maximum Grant €:	Not applicable
Comment on Funding:	No comments

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:	Applications must be submitted by legal entities eligible to apply for a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Project, Network or Accompanying Measures project. Please verify with the relevant National Agency whether additional national requirements apply. As preparatory visit grants (contact seminars included) aim at supporting organisations to develop future projects/partnerships, the country of origin and the country of destination must be countries participating in the LLP although not necessarily Member States of the EU. Nevertheless, applicants/beneficiaries of a preparatory visit grant should pay attention to the following requirement: at least one partner organisation of the future partnership/project application - that will be prepared as a result of the preparatory visit grant - has to be located in an EU Member State for the grant application relating to the partnership/project to be formally eligible. Preparatory visits aiming at establishing a Grundtvig Learning Partnership, Senior Volunteering Project, Multilateral Project, Network or Accompanying Measures project must take place before the latest application deadline of the respective actions under the 2013 Call for proposals.
	Please verify with the National Agency to which you will apply if any additional national requirements exist.
Minimum number of Countries:	Not applicable
Minimum number of Partners:	Not applicable
Comment on participants:	See "Who can benefit" and "Who can apply" above
Award criteria	**1. Content and duration**
	The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
	2. Relevance
	There is a clear link between the activities and strategy of the applicant's home institution, the proposed Partnership/Project/Network/action in the field of adult education under the successor programme of the LLP and the purpose and content of the preparatory visit.

CONTRACTING PROCEDURES	
Probable sending date of notification of the results of the selection process	See NA website
Probable sending date of agreement to the beneficiaries	See NA website
Probable starting date of the action	See NA website