



Education and Culture DG

Lifelong Learning Programme

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

## PREPARATORY VISITS

### Common European eligibility checklist 2012

<b>Reference N°/Submission ID:</b>	
<b>Name of applicant organisation:</b>	
<b>LLP Sub-programme and Action</b>	<input type="checkbox"/> <b>COMENIUS</b> - SCHOOL PARTNERSHIP (MULTILATERAL OR BILATERAL) - COMENIUS REGIO - INDIVIDUAL PUPIL MOBILITY - MULTILATERAL PROJECT - COMENIUS NETWORK - ACCOMPANYING MEASURES <input type="checkbox"/> <b>ERASMUS</b> - NEW INTER-INSTITUTIONAL AGREEMENTS RELATING TO STUDENT AND/OR STAFF MOBILITY - INTENSIVE PROGRAMMES - STUDENT PLACEMENTS - NETWORKS - MULTILATERAL PROJECTS - ACCOMPANYING MEASURES <input type="checkbox"/> <b>LEONARDO DA VINCI</b> - MOBILITY PROJECT - PARTNERSHIP PROJECT - TRANSFER OF INNOVATION PROJECT - DEVELOPMENT OF INNOVATION PROJECT - THEMATIC NETWORK - ACCOMPANYING MEASURES <input type="checkbox"/> <b>GRUNDTVIG</b> - LEARNING PARTNERSHIP - SENIOR VOLUNTEERING PROJECT - MULTILATERAL COOPERATION PROJECT - NETWORK - ACCOMPANYING MEASURES
<b>Type of visit:</b>	<input type="checkbox"/> Preparatory visit to future partner organisation <input type="checkbox"/> Participation in contact seminar

<b>European eligibility criteria</b>	<b>YES</b>	<b>NO</b>
1. The grant application has been submitted by the applicant organisation in compliance with the submission procedures in the 2012 LLP Guide and respecting the closing date(s) set out by the National Agency.		
2. The grant application has been submitted using the correct 2012 application form.		
3. The grant application is completed in full.		
4. The grant application has been drawn up in one of the official languages of the EU/in the national language of the applicant in case of grant applications submitted to National Agencies in EFTA/EEA and candidate countries.		
5. The grant application includes a grant expressed in Euro.		
6. The applicant and the host organisation(s) are located in countries participating in the Lifelong Learning Programme. (Institutions located in Cyprus, Germany, Ireland and the United Kingdom are not eligible for a Preparatory Visit grant for the preparation of a Comenius Individual Pupil Mobility grant application, as these countries are not participating in the Comenius Individual Pupil Mobility action)		
7. The visit destination(s) is/are located in one/maximum two countries.		
8. In the case of participation in a contact seminar, the contact seminar is organised by a LLP NA.		
9. The grant application has been signed and stamped (only if applicable), in original, by the person legally authorised to sign on behalf of the applicant organisation.		
10. The applicant organisation is a legal body.		
11. The applicant organisation has not submitted another grant application for the activity intended to be prepared during the preparatory visit.		
<b>National eligibility criteria</b>		
<i>If applicable, add national eligibility criteria</i>		

