

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

**GRUNDTVIG SENIOR VOLUNTEERING PROJECTS  
COMMON EUROPEAN QUALITY ASSESSMENT FORM  
2013**

**Project reference N°**

<b>Name of coordinating organisation:</b>	
<b>Project title:</b>	

**Note on the points system:** Each criterion should be rated on the scale proposed. The ratings of the quality criteria result in a total number of points out of a maximum of 100. Each application is rated by 2 assessors (at least one of whom must be external to the NA) and the average of the marks will be used as the final marking for quality. Experts should use numbers with decimals (e.g. 4.2) when giving points for one or more of the items in the quality assessment form in order to avoid too many assessments with the same total number of points.

Please note that applications scoring less than 60 points in the quality assessment will not be selected for funding.

**Scale of evaluation:**

<i>Maximum score</i>	<i>Very good</i>	<i>Good</i>	<i>Fair</i>	<i>Weak</i>
<b>5</b>	5	3-4	2	0-1
<b>10</b>	8-10	6-7	4-5	0-3
<b>15</b>	12-15	8-11	3-7	0-2

Question	Ref. in the application form	Max. points	Points given
<p><b>The partners</b></p> <p>The main aims and activities of the two partner organisations are clearly described.</p> <p>The partner organisations have clear interest in the topic of the project and clear expertise in working with the target groups.</p> <p>They demonstrate capacity to both host and send volunteers.</p> <p>Both organisations are appropriate for the topic of the project.</p>	Sections 2 and 3	10	
<p><b>Objectives</b></p> <p>The project is relevant to the Grundtvig programme and objectives.</p> <p>The concrete objectives of the Project and the approach chosen to achieve them are clear and realistic.</p> <p>There is a clear rationale for the project.</p> <p>The partnership activities beyond the exchange of volunteers are well described and relevant to the objectives of the project.</p> <p>The results envisaged are relevant for the project in question.</p>	5.2 and 5.3	15	
<p><b>Project management</b></p> <p>The work programme is appropriate for achieving the project's objectives. The planned activities and volunteering activities are relevant for the project in question.</p> <p>The tasks have been clearly defined and allocated in such a way that the results envisaged can be achieved within the time-frame foreseen.</p> <p>Appropriate measures have been foreseen to ensure effective communication and cooperation.</p>	5.6	15	
<p><b>Volunteers identification</b></p> <p>There is a clear and acceptable presentation of the volunteers' profile or guidelines for selection of volunteers.</p> <p>The project intends to involve volunteers from a disadvantaged background and is planning relevant measures to accommodate the volunteers' needs.</p>	5.9	10	

Question	Ref. in the application form	Max. points	Points given
<p><b>Volunteer activities</b></p> <p>The content of the volunteering activities, including the aims, theme, and the specific tasks of the volunteers, are clearly described and relevant to the project's objectives.</p> <p>The volunteering activities are clearly non-profit making and are not job substitution.</p> <p>Their value in terms of learning for the participants is clearly described and convincing.</p> <p>If the volunteers are hosted in different organisations, there is a clear rationale for it and clear arrangements.</p>	5.10	15	
<p><b>Training and support</b></p> <p>The preparation / training / debriefing cycle before, during and after the volunteering placement are clearly described and appropriate to the (foreseen) volunteers' profile and activities.</p> <p>This includes the linguistic and cultural preparation. It is clear how the language barrier will be overcome</p>	5.11	10	
<p><b>Practical arrangements</b></p> <p>The practical arrangements are clearly described and appropriate to the (foreseen) volunteers' profile and activities.</p>	5.12	5	
<p><b>Impact</b></p> <p>Expected impacts and benefits of the project on the volunteers are well defined.</p> <p>Expected impacts and benefits of the project on both institutions are well defined. The project is integrated into the activities of the applicant institutions / organisations.</p>	5.13	5	
<p><b>Monitoring and evaluation</b></p> <p>The partners have defined an approach to evaluate whether the aims and the expected impact of the project will be achieved in the course of the project lifecycle.</p> <p>The applicants have clear plans on how to recognise the volunteers' learning experience and on how to evaluate the impacts.</p>	5.14	5	

Question	Ref. in the application form	Max. points	Points given
<b>Dissemination and use of results</b> The planned activities for dissemination and exploitation of results are relevant and well defined. They involve both organisations, the volunteers, and the wider community.	5.15	5	
<b>Sustainability</b> Appropriate measures have been foreseen to ensure sustainability of the cooperation.	5.15	5	
<b>TOTAL POINTS FOR THE QUALITY ASSESSMENT</b>	-	<b>100</b>	

### National priorities for 2013

<i>NAs to insert the national criteria and priorities here</i>	Max. Points	Points Given
The applicant organisation is a Regional Authority or Municipality: <b>Yes = 3 extra points</b> , No = 0 extra points	<b>3</b>	
The applicant organisation has not participated in a Grundtvig Senior Volunteering Project before. <b>Has not participated = 7 points</b> , Has participated = 0 points ( <b>NB.</b> If the applicant organisation has participated in a Grundtvig Senior Volunteering Project already, please mention below the grant agreement reference number: .....)	<b>7</b>	
<b>TOTAL POINTS FOR NATIONAL PRIORITIES</b> ( <i>taken into consideration only for applications scoring <math>\geq 60</math> points in the quality assessment – c.f. p.1. Note on the points system</i> )	<b>10</b>	

<b>TOTAL POINTS FOR QUALITY ASSESMENT <u>AND</u> NATIONAL PRIORITIES</b>	Max. Points	Points Given
<i>Please write the sum of total points = points for quality assessment + points for national priorities.</i>	<b>110</b>	

**OVERALL COMMENTS:**

*Please be as specific and clear as possible. In the case of less good quality applications, please explain points which you feel could be improved (these comments may be sent as feedback to unsuccessful applicants). Please complete this section in the language of the Project proposal, or in English.*

*I hereby declare to the best of my knowledge that I have no conflict of interest (including family, emotional life, political affinity, economic interest or any other shared interest) with the organisation(s) or any of the persons having submitted this grant application. Furthermore, I confirm that I will not communicate to any third party any information that may be disclosed to me in the context of my work as an evaluator.*

*I agree that my name and current position will be communicated to National Agencies managing Grundtvig in other countries.*

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Date

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Name and signature