LIFELONG LEARNING PROGRAMME
GRUNDTVIG
Application form 2012 for
Senior Volunteering Projects

[NA may include the submission deadline on the front page if they wish]

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 JOINTLY BY BOTH PARTNERS:

LLP Sub-Programme	Grundtvig	**Action Type**	Senior Volunteering Projects
Call for proposals	2012		
Working language of the project	[Table B – Languages]		
Title of the Project			
Acronym (if applicable)			
Project dates	[NA to prefill:] **Start date**: 01/08/2012 **End date**: 31/07/2014		

1.2 TO BE FILLED IN BY EACH APPLICANT ORGANISATION IN THE COPY THAT IT SENDS TO ITS OWN NATIONAL AGENCY:

Name of applicant organisation	

Before completing this form, please read the relevant sections in the *Lifelong Learning Programme Guide* and the 2012 Call for Proposals published by the European Commission. Please consult also the website of your National Agency, which contains additional information on closing dates, National Agency addresses to which the application must be sent, and any specific priorities for 2012. A link to the European Call for Proposals, the *Lifelong Learning Programme Guide* and further information such as "Tips and resources for a good project" (a manual describing good practice and containing references to additional materials available to organisations intending to launch a Senior Volunteering Project), can be found on the Lifelong Learning Programme website:

http://ec.europa.eu/education/programmes/llp/index_en.html

Parts 1.1 and 5 should be filled in jointly by both partners. Parts 1.2, 2, 3, 4 and 6 should be filled in separately by each of the applicant organisations on its respective copy of the form.

Each of the partners must submit the form to its National Agency by **30 March 2012 (date as postmark)**. Please note that the form should be completed well in advance before the deadline so that each participating organisation is able to post its copy of the application on time.

Please note that each National Agency may request applicants to submit additional information in support of a Senior Volunteering Project application. **Each applicant should check on the website of its National Agency before submitting the form.**

The application needs to be approved by both National agencies for the project to be funded.

Note: Throughout this document, the term "Project" refers to the overall project, including the exchange of volunteers. The term "partnership" refers solely to the cooperation process between the two organisations and their activities besides the exchange of volunteers.

CHECKLIST

Before submitting the application, please make sure that it fulfils the requirements listed below.

☐ [NAs which require electronic submission (online or offline / email) should indicate such requirements here.]

☐ The application has been submitted in compliance with the application procedures and closing dates set out in the Call for Proposals / *Lifelong Learning Programme Guide*.

☐ The form is not handwritten (except for the signature in the Declaration).

☐ Sections 1.1 and 5 of the form have been completed **jointly** by the Coordinator and its partner

☐ The form has been completed in full.

☐ Section 5.8 contains planned mobility activities of each organisation in the Project and the Requested EU funding table (section 6) contains grant requests in EURO for each partner.

☐ The form has been completed using the **communication language** of the Project (this must be one of the official languages of the EU).

☐ The Project involves organisations located in two different countries participating in the Lifelong Learning Programme. The eligible countries are the 27 Member States of the European Union, Norway, Liechtenstein, Iceland, Croatia, Switzerland and Turkey.

☐ At least one participating organisation is located in a Member State of the European Union at the starting date of the project.

☐ Each participating organisation has checked with the National Agency in its country that it is eligible to participate in a Grundtvig Senior Volunteering Project.

☐ The copy submitted to each National Agency has been signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation concerned (or a person duly authorised by the legal representative).

☐ Each participating organisation has fulfilled its contractual obligations in relation to any earlier grants received from the National Agencies concerned.

☐ Each participating organisation has checked with its National Agency whether there are any national eligibility criteria and/or national priorities in addition to the European ones (there are no European priorities for this Action in 2012) and whether the National Agency requires any additional information to be submitted in support of the application.

Sections 2 and 3 contain the details of each organisation participating in the Project. Please choose which of the two partners will act as Coordinator; this does not entail extra responsibilities but is necessary for the administrative processing of your application. The other organisation will be called "the partner" throughout this application.

2. COORDINATOR

2.1 ORGANISATION

Full Legal Name	[In national language and characters]				
	[In Latin characters - if original not in Latin characters]				
Type of Organisation	[Table C – Type of organisation]				
Legal Status	☐ Private	☐ Public	Number of staff: [Table D – Organisation size]		
			Any other statistic relevant for indicating the size of the organisation:		
Commercial orientation	☐ Profit	☐ Non profit			
Address	Street – Number				
Postcode		City		Region	
Country			Scope	[Table E – Geographical Scope]	
Organisation's national ID (if applicable)			National Agency of Coordinator	[Table A – National Agencies]	
Organisation's website			Organisation's e-mail		

2.2 CONTACT PERSON

Title		First name	
Family name			
Department			
Position			
Work Address	Street – Number (if different from above)		
Postcode		City	
Country			
Telephone 1		Telephone 2	
Mobile		Fax	
E-mail address			

2.3 PERSON AUTHORISED TO SIGN THE GRANT AGREEMENT

Title		First name	
Family name			
Organisation			
Department			
Position			
Work address	Street – Number		
Postcode		City	
Country			
Telephone		Fax	
E-mail address			

2.4 PREVIOUS PROJECTS

Does the organisation already have experience of participation in the Grundtvig programme or in European / international volunteering activities? Please indicate any such projects funded by the EU in the **last five years**.

Start Year	Type of Action	Agreement number	Title of the project

Add rows if necessary

2.5 COORDINATOR'S PROFILE

A. What are the main aims and main activities of the organisation? Which target groups does the organisation address?

B. Does the organisation have any previous involvement with local / international volunteers? Does the organisation have any experience in hosting / sending local or international volunteers? If so, please indicate numbers and profile of these volunteers.

C. What is the location and environment of the organisation (e.g. rural or urban, deprived area, isolated location, and the general geographical, social and economical environment)?

3. PARTNER

3.1 ORGANISATION

Full Legal Name	[In national language and characters]			
	[In Latin characters - if original is not in Latin characters]			
Type of Organisation	[Table C – Type of organisation]			
Legal Status	☐ Private	☐ Public	**Number of staff:** **[Table D – Organisation size]**	
			Any other statistic relevant for indicating the size of the organisation:	
Commercial orientation	☐ Profit	☐ Non profit		
Address	Street – Number			
Postcode		City		Region	
Country		Scope	[Table E – Geographical Scope]	
Organisation´s national ID (if applicable)		National Agency of the Partner	[Table A – National Agencies]	
Organisation's website		Organisation's e-mail		

3.2 CONTACT PERSON

Title		First name		
Family name				
Department				
Position				
Work Address	Street – Number (if different from above)			
Postcode		City		
Country				
Telephone 1		Telephone 2		
Mobile		Fax		
E-mail address				

3.3 PERSON AUTHORISED TO SIGN THE GRANT AGREEMENT

Title	First name	
Family name		
Organisation		
Department		
Position		
Work address	Street – Number	
Postcode	City	
Country		
Telephone	Fax	
E-mail address		

3.4 PREVIOUS PROJECTS

Does the organisation already have experience of participation in the Grundtvig programme or European / international volunteering activities? Please indicate any such projects funded by the EU in the **last five years**.

Start Year	Type of Action	Agreement number	Title of the project

Add rows to the table if necessary

3.5 PARTNER'S PROFILE

A. What are the main aims and main activities of the organisation? Which target groups does the organisation address?

B. Does the organisation have any previous involvement with local / international volunteers? Does the organisation have any experience in hosting / sending local or international volunteers? If so, please indicate numbers and profile of these volunteers.

C. What is the location and environment of the organisation (e.g. rural or urban, deprived area, isolated location, and the general geographical, social and economical environment)?

4. DECLARATION OF HONOUR

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation. This Declaration must be separately completed and signed by each applicant organisation in its copy of the application.

I, the undersigned,

Request from my National Agency a grant for my organisation as set out in section 6 of this application form.

Declare that:
- All information contained in this application, is correct to the best of my knowledge.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

OR
- The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely: It provides learning opportunities and
  - Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
  - Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that:

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify ;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate National Agency to which the form must be submitted. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. (http://www.edps.europa.eu/00_home.htm).

Signature: _____ Date: _____

Name of signatory: _____

Position within the organisation: _____

Name of the applicant organisation: _____

Stamp of the organisation (if required by your National Agency):

5. DESCRIPTION OF PROPOSED PROJECT

Please note that this section must be completed <u>jointly</u> by both organisations participating in the Project and must be identical in each copy submitted to each National Agency.

5.1 SUMMARY

Summary of the planned project. This description will be used by the European Commission and the National Agency in the Grundtvig Senior Volunteering Projects 2012 Compendium, to be published on the European union and National Agencies websites, so please be clear, complete and precise and do not exceed 200 words. This summary should be provided in English, French or German. If the language of the application is different, please provide an appropriate translation into one of the above languages. (The translated summary is to be put in the second box below and will not be included in the 200 words).

Translation of summary into English, French or German

5.2 RELEVANCE FOR THE OPERATIONAL OBJECTIVES OF THE PROGRAMME

Please tick in the table below the objectives of the Grundtvig programme that your project will address, if any, in addition to the first two (leave blank if none):

X	GRU-OpObj1	to improve the quality and accessibility of mobility throughout Europe of individuals involved in adult education and to increase its volume
X	GRU-OpObj2	to improve the quality and to increase the volume of cooperation between organisations involved in adult education throughout Europe
	GRU-OpObj3	to assist people from vulnerable social groups and in marginal social contexts, in particular older people and those who have left education without basic qualifications, in order to give them alternative opportunities to access adult education
	GRU-OpObj4	to facilitate the development of innovative practices in adult education and their transfer, including from a participating country to others
	GRU-OpObj5	to support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning
	GRU-OpObj6	to improve pedagogical approaches and the management of adult education organisations

5.3 BACKGROUND AND OBJECTIVES

Please describe
- The rationale, background, and motivation for this project.
- What/who your common activity / topic / target group is/are.
- The general and specific objectives of the project
- The project activities which you intend to develop during the course of the project besides the exchange of volunteers
- The expected results and outcomes

5.4   TOPICS

Please list the main thematic areas (maximum 3) of your project or complete under "other" if it is missing from the list.

Nr.	Topic *(maximum 3)* [Table F - Topics] Please insert code number and topic from Table F. If "other", please specify.	
	Code	*Topic*
1		
2		
3		

5.5   ORIGIN OF THE PROJECT

Is this project application the result of contact seminars / preparatory visits?

	Grant agreement number
☐ Preparatory visit ☐ Contact seminar ☐ Neither of the above	

5.6 PROJECT MANAGEMENT

Please keep in mind that the cooperation between the two organisations around a common topic / target group is an objective of the Grundtvig Senior Volunteering Projects as important as the exchange of volunteers.

Please describe how the Project will be managed, referring to the following aspects:

- summary of distribution of tasks between the partner organisations;
- timetable for the Project, setting out the main phases of work;
- indicative number and purpose of potential meetings between the participating organisations and any other key meetings relating to the Project;
- how effective cooperation and communication between the participating organisations will be organised throughout the Project
- potential web site / blog for the Project and other communication issues

5.7 NUMBER OF VOLUNTEERS AND STAFF INVOLVED IN THE PROJECT IN EACH OF THE PARTICIPATING ORGANISATIONS

	Total number of volunteers to be sent	Total number of volunteers to be hosted	Total number of staff involved in project activities
Coordinator			
Partner			

5.8 PROVISIONAL DATES OF VOLUNTEERING ACTIVITIES

Volunteer	Hosting organisation	Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)	Length of the activity (in weeks)
Volunteer 1				
Volunteer 2				
Volunteer 3				
Volunteer 4				

Add rows if necessary

Please make sure that the number of weeks matches the start and end dates (1 week = 7 days!). If these differ, the number of weeks will be considered as the correct figure.

Please indicate a round number of weeks, as this will be the basis for calculating your grant. If you indicate a number of weeks +/- a few days, the number of additional days will not be taken into account.

Please remember that the minimum duration of a volunteering period is 3 full weeks (i.e. 21 days), including travelling days.

5.9   VOLUNTEERS IDENTIFICATION

Please note that the volunteers need to be 50 years old or over when they undertake their volunteering placement

A. Please state whether you have already identified the potential volunteers (yes / no / partially). If the volunteers have been fully or partially identified, please describe profile (including age and gender), motivation and expectations.

B. If the volunteers have not yet been fully identified, please describe your recruitment plans (advertisement, selection criteria and process). If specific skills are required, please justify.

C. Please explain whether your project will / may involve volunteers with fewer opportunities (facing a situation that makes their inclusion in society more difficult) and/or special needs (mobility problems, health care, etc.). If so, describe how you will / may accommodate these special needs; if appropriate, justify any particular additional funding requested to cover these special needs.

5.10   VOLUNTEER ACTIVITIES

Even if the individual volunteers are not yet known, it is assumed that at the time of applying for a grant the participating organisations will have a clear idea of the type of volunteering envisaged in the Project. Please, therefore, describe the main aspects of each "volunteer placement" by answering the following questions:
- What will be the role and tasks of the volunteers? How will the volunteer be actively involved in the activity?
- How will the activities match the volunteer's profiles and interests?
- Please make clear the non profit-making nature of the activity and how you will avoid job substitution

In the Coordinating organisation

In the Partner organisation

Please note that the volunteers are expected to perform their voluntary activities in the Coordinating or in the Partner organisations themselves rather than in external placements, in order to reinforce the cooperation dimension of the project. If the participating organisations wish to do otherwise, this should be strongly justified.

5.11   TRAINING AND SUPPORT FOR THE VOLUNTEERS

A. How will the volunteers be prepared, trained and supported before departure, during the volunteering period and upon return after the volunteering activity?

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B. Please describe whether you foresee any linguistic difficulties regarding the implementation of the Project, for the volunteer participants or the participating organisations, and if so, how you plan to tackle these before and during the volunteering phases.

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C. How will you evaluate the volunteer's learning experience? What recognition will you give for this learning?

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D. The "mentor"[1] for the volunteers in the Coordinating organisation

- What role will the mentor play?

- Will the same person act as a mentor for both outgoing and incoming volunteers?

- Please provide the contact details for all the people who will play the role of mentor (family name, first name, e-mail):

E. The "mentor" for the volunteers in the Partner organisation

- What role will the mentor play?

- Will the same person act as a mentor for both outgoing and incoming volunteers?

- Please provide the contact details for all the people who will play the role of mentor (family name, first name, e-mail):

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[1] The mentor, or tutor is the person in the organisation who will be in charge of the preparation / support / follow-up of the volunteer. As a host organisation, the support given must be personal, social, cultural but also task-related; you may want to choose two different persons for these two different aspects.

5.12   PRACTICAL ARRANGEMENTS

Please describe the practical arrangements which you envisage putting in place during the volunteering period (working hours, days off, board, accommodation, local transport, insurance[2]).

Coordinating organisation

| |
| |

Partner organisation

| |
| |

5.13   IMPACT

What impact and benefits do you expect Project activities to have on the volunteers?

| Learning outcomes |
| Social and personal development of the volunteers |
| Other impacts and benefits |

What impact and benefits do you expect Project activities to have on the other persons involved, notably the staff at the participating organisations, on the organisations themselves, and on the local community?

| |
| |

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[2] The sending organisation should review the existing insurance cover of the volunteer before departure and subscribe to any extra insurance as necessary ; the host organisation should make sure that the volunteer is correctly insured for any particular task that s/he may be asked to perform (e.g. driving), and that the accommodation is well insured.

5.14   MONITORING AND EVALUATION

Describe what measures you will take, during and after the project:
1. to monitor the Project's implementation and
2. to evaluate whether the aims of the Project have been met and the expected impact has been achieved, including at the level of individual participants

5.15   DISSEMINATION AND USE OF RESULTS

A. How will you disseminate, use and share the results, experiences and, where applicable, products of the Project:
- in the participating organisations?
- in the local communities?
- in the wider lifelong learning / volunteering community? How will the volunteers be involved in these activities?

B. Please indicate your plans to make the Project sustainable after European funding.

6. REQUESTED EU FUNDING

The grant amounts for each item are defined at national level and vary from country to country. Please consult the NA's website in order to make sure that, for each of the participating organisations, you have selected the grant amounts for the Senior Volunteering Projects applicable in the country concerned.

6.1 COORDINATOR'S BUDGET

A. TRAVEL, SUBSISTENCE AND SPECIAL NEEDS	a Travel grant[3]	b Subsistence grant[4]	c Special needs[5]	a + b + c Requested funding based on estimated costs (in €)
Costs incurred for sending volunteers				
Volunteer 1		■		
Volunteer 2		■		
Costs incurred for hosting volunteers				
Volunteer 1 Number of volunteering weeks:	■			
Volunteer 2 Number of volunteering weeks:	■			
Total A: Travel, subsistence and special needs				

Add rows if you are planning to host and / or send more than 2 volunteers.

B. ORGANISATION OF MOBILITY[6]	a Number of volunteers	b Amount per person	a x b
Volunteers to be sent			
Volunteers to be hosted			
Total B: Organisation of mobility			

C. Total EU funding requested (Total A + Total B)	

6.2 PARTNER'S BUDGET

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[3] **Travel grant:** estimated real costs, subject to the rules of the NA in the sending country of the volunteer.

[4] **Subsistence grant:** see website of the NA in the country of the applicant organisation for the subsistence rates for this host country for the relevant number of volunteering weeks

[5] **Special needs:** real costs, subject to the rules of the NA in the sending / receiving country of the volunteer. To be justified in section 5.9.c

[6] **Organisation of mobility:** see website of the NA in the country of the applicant organisation for the national rates for this activity.

A. TRAVEL, SUBSISTENCE AND SPECIAL NEEDS	a Travel grant[7]	b Subsistence grant[8]	c Special needs[9]	a + b + c Requested funding based on estimated costs (in €)
Costs incurred for sending volunteers				
Volunteer 1		███		
Volunteer 2		███		
Costs incurred for hosting volunteers				
Volunteer 1 Number of volunteering weeks:	███			
Volunteer 2 Number of volunteering weeks:	███			
Total A: Travel, subsistence and special needs				

Add rows if you are planning to host and / or send more than 2 volunteers.

B. ORGANISATION OF MOBILITY[10]	a Number of volunteers	b Amount per person	a x b
Volunteers to be sent			
Volunteers to be hosted			
Total B: Organisation of mobility			

C. Total EU funding requested (Total A + Total B)	

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[7] **Travel grant:** estimated real costs, subject to the rules of the NA in the sending country of the volunteer.
[8] **Subsistence grant:** see website of the NA in the country of the applicant organisation for the subsistence rates for this host country for the relevant number of volunteering weeks
[9] **Special needs:** real costs, subject to the rules of the NA in the sending / receiving country of the volunteer. To be justified in section 5.9.c
[10] **Organisation of mobility:** see website of the NA in the country of the applicant organisation for the national rates for this activity.

ANNEX TO 2012 APPLICATION FORM
GRUNDTVIG SENIOR VOLUNTEERING PROJECTS
LLP REFERENCE TABLES

The tables below should be used when filling in the 2012 Grundtvig Senior Volunteering Projects application form. Whenever a field in the application form refers to a table, the options available for filling in the field can be found in the tables below. If a code is provided, please type in both the code and the description.

A.   National Agencies

Belgium German-speaking community
Belgium French-speaking community
Belgium Dutch-speaking community
Bulgaria
Czech Republic
Denmark
Germany
Ireland
Estonia
Greece
Spain
France
Italy
Cyprus
Latvia
Lithuania
Luxembourg
Hungary
Malta
Netherlands
Austria
Poland
Portugal
Romania
Slovenia
Slovakia
Finland
Sweden
United Kingdom
Iceland
Liechtenstein
Norway
Turkey
Croatia
Switzerland

B.   Languages

BG	Bulgarian
CS	Czech
DA	Danish
DE	German
EN	English
ET	Estonian
FI	Finnish
FR	French
GA	Irish
IS	Icelandic
GR	Greek
HU	Hungarian
IT	Italian
LV	Latvian
LT	Lithuanian
MT	Maltese
NO	Norwegian
NL	Dutch
PL	Polish
PT	Portuguese
RO	Romanian
SK	Slovak
SL	Slovenian
ES	Spanish
SV	Swedish
TR	Turkish
OT	Other

C. Type of organisation

CODE	DESCRIPTION
ASC-ADEdu	Adult education providers Association
ASC-ADLear	Adult Learners Association
ASC-LCA	Local community association
ASC-PAR	Parents' Association
ASC-TCH	Teachers association
CONS	Body providing guidance, counselling and information services
EDU-ADLT	Adult education provider
EDU-InISrvTr	Institution for in-service teacher training
EDU-InTTr	Institution for initial teacher training
EDU-LIB	Library
EDU-SCHNur	Pre-primary school
EDU-SCHPrm	Primary school
EDU-SCHSec	General secondary school
EDU-SCHVoc	Vocational or technical secondary school
EDU-SpNeed	Establishment for learners/pupils with special needs
EDU-UNIV	University or higher education institution (tertiary level)
EDU-VET	Vocational training centre or organisation
ENT-BC	Broadcasting company
ENT-COMPSer	Company (services)
ENT-PBL	Publisher
ENT-UNION	Social partner (trade union, employers association etc.)
NFP-ASC	Non-profit Association
NFP-CULT	Cultural organisation (e.g. museum, art gallery)
NFP-FND	Foundation
NFP-NGO	Non-governmental organisation ("NGO")
NFP-VOL	Voluntary body
PUB-HSP	Hospital
PUB-LOC	Public authority (local)
PUB-NAT	Public authority (national)
PUB-PRSN	Prison
PUB-REG	Public authority (regional)
RES-HE	HE Research centre
RES-PRV	Private Research Centre
RES-PUB	Public Research Centre (not HE)
OTH	Other

D. Organisation size (staff)

	Description		
S1	1 to 20	S5	501 to 2.000
S2	21 to 50	S6	2.001 to 5.000
S3	51 to 250	S7	more than 5.000
S4	251 to 500		

E. Geographical Scope

L	local
R	regional
N	national
E	European
I	international

F.   Topics

TOPIC-1	Active citizenship (also includes democracy and human rights)
TOPIC-2	Addressing target groups with special needs
TOPIC-3	Artistic education
TOPIC-4	Assessment, certification, valuing learning
TOPIC-6	Basic skills for adult learners
TOPIC-7	Combating failure in education
TOPIC-8	Comparing educational systems
TOPIC-9	Consumer education
TOPIC-10	Cultural heritage
TOPIC-11	Development of training courses
TOPIC-12	Education of occupational travellers, migrants, travellers, gypsies (also includes asylum-seekers and refugees)
TOPIC-13	Education in prisons or for social reinsertion of offenders
TOPIC-15	Environment / sustainable development
TOPIC-16	Ethics, religions, philosophy
TOPIC-17	European citizenship and European dimension
TOPIC-18	European project management
TOPIC-19	Family learning / parent education
TOPIC-20	Fight against racism and xenophobia
TOPIC-21	Foreign language teaching and learning
TOPIC-22	Gender issues, equal opportunities
TOPIC-23	Career guidance & counselling (also includes educational guidance)
TOPIC-24	Health education
TOPIC-25	New technologies, ICT
TOPIC-26	Inclusive approaches
TOPIC-27	Intercultural education
TOPIC-28	Intergenerational learning / learning in later life / senior citizens
TOPIC-29	Learning about European countries
TOPIC-30	Learning opportunities for people at risk of social marginalisation
TOPIC-31	Physical education and sport
TOPIC-32	Lifelong learning dimension of higher education institutions
TOPIC-33	Management of adult education
TOPIC-34	Methods to increase learner motivation
TOPIC-36	Pedagogy and didactics
TOPIC-37	History and social science
TOPIC-39	Media and communication
TOPIC-41	Mathematics
TOPIC-42	Natural sciences
TOPIC-45	Politics, theory, history of adult education
TOPIC-46	Pure foreign language skills
TOPIC-47	Quality and evaluation of education
TOPIC-48	Quality assurance strategies / indicators and benchmarking
TOPIC-49	Raising learner achievement
TOPIC-50	Regional identity
TOPIC-53	Second chance education
TOPIC-54	Social integration / exclusion
TOPIC-55	Strategies for funding adult education
TOPIC-56	Strategies for learning communities
TOPIC-57	Strategies for stimulating demand for learning
TOPIC-58	Teaching basic skills for adult learners
TOPIC-59	Training for inspectors
TOPIC-61	Volunteering

TOPIC-64	Economics, business, industry and commerce
TOPIC-65	Geography
TOPIC-68	Recognition of non-formal and informal learning
TOPIC-69	Reinforcing links between education and working life
TOPIC-35	Other