



Lifelong Learning Programme

## **INSTRUCTIONS FOR SEARCHING IN THE COMENIUS-GRUNDTVIG TRAINING DATABASE AND FOR APPLYING FOR A TRAINING EVENT:**

**<http://ec.europa.eu/education/trainingdatabase/>**

This database contains information on events submitted by training providers to National Agencies and selected by Agencies as conforming to the criteria defined in the “Instructions for providers of Comenius and Grundtvig In-Service Training”, available on the database homepage. Only training providers are responsible for the content and accuracy of the information about their event(s).

### **Are you eligible to apply for a Comenius (school education) or Grundtvig (adult education) In-Service Training grant?**

Check the website of your Lifelong Learning Programme National Agency:

**[http://ec.europa.eu/education/programmes/llp/national\\_en.html](http://ec.europa.eu/education/programmes/llp/national_en.html)**

### **How to search the database:**

Click on “Enter the search form”.

If you already know the title or the reference number of the course you are looking for, you can enter this in the related field and go directly to the course details. Otherwise, you can search by training theme, date, target audience, language used, etc. It is not necessary to complete all these fields before searching. **Note that fewer search criteria means more results!**

To use this application you need as minimum requirement Microsoft Internet Explorer 4.0, Netscape Communicator 6.2, Opera 6.0 or later releases of these web browsers.

### **How to apply for a grant:**

1. Contact your own National Agency to obtain information on the grant application procedures and to check the deadline for submitting your application. National Agency contact details can be found at:  
**[http://ec.europa.eu/education/programmes/llp/national\\_en.html](http://ec.europa.eu/education/programmes/llp/national_en.html)**
2. Once you have selected a training event (and a concrete session), either from this database or from elsewhere, contact the training organiser to check that places are still available. You may need to enclose confirmation of your provisional

registration for the training with your grant application. If the organiser requires payment of a pre-registration fee, contact your National Agency since the training providers included in the training database are not allowed to charge pre-registration fees.

3. Send your grant application form to your National Agency following the defined application procedure.
4. Your National Agency will inform you if you have been awarded a grant, normally 7-10 weeks after the application deadline.
5. You should then immediately contact the training provider to formally register for the course or to confirm your pre-registration. If you have not been awarded a grant but made a pre-registration, it is your responsibility to cancel this.
6. From the moment your National Agency confirms that you have been awarded a grant, you have responsibilities towards the training provider. If you cancel your attendance at the event, you will be responsible for paying any cancellation fees which the training provider may claim. Only in very exceptional cases of *force majeure* (e.g. serious illness or death of the grant applicant or a family member) may your National Agency pay cancellation fees using grant money.
7. If the training organiser cancels the training at short notice, you may ask him/her for compensation if you have already incurred costs. Neither your National Agency nor the European Commission can be liable. However, in justified cases your National Agency may decide to cover these costs using the grant awarded. If your training event is cancelled, your National Agency may give you the opportunity to select another one (contact your Agency for further details).
8. At the end of the training event, the organisers must hold an evaluation session. Your opinion on the quality of the training is important; training which is considered to be of poor quality can be further investigated by the National Agency.
9. At the end of the training event, the organisers should distribute a course attendance certificate, which is proof of having carried out the training activity.
10. Within 30 calendar days after the end of the activity you must send the Final Report to your Agency. Approval of the Final Report is the basis for formal settlement of the awarded grant. The Final Report form is provided by your National Agency.

Should you need any further information, please contact your National Agency.