

HOW TO APPLY FOR A EUROPEAN UNION COMENIUS OR GRUNDTVIG GRANT FOR AN INTERNATIONAL STUDY PROGRAMMES TEACHERS' COURSE

I.S.P.'s In-service Teacher Training Courses are listed in the Comenius-Grundtvig Training Database. All our courses are eligible for European Union (Comenius or Grundtvig) funding.

Comenius or Grundtvig grants cover most or all of the travel costs, course fees, accommodation and meals.

Teachers of English and other subjects, Headteachers, Teacher Trainers, Inspectors and Advisers from EU countries, plus Croatia, Iceland, Liechtenstein, Norway, Turkey and Switzerland are eligible for Comenius grants, or if working in Adult Education, for Grundtvig grants.

How to apply

1. **Select one International Study Programmes' Course.**

Send an email to discover@international-study-programmes.org.uk asking us to reserve a place for you, quoting the course reference number, location and dates.
(If you are not sure which course to select, please contact us for advice.)

We will send you a confirmation that you have pre-registered on the course, with details of your course and a pre-registration form.

2. Go to the website of your Lifelong Learning Programme National Agency (http://ec.europa.eu/education/lifelong-learning-programme/doc1208_en.htm). **Download an application form for a Comenius In-Service Teacher Training grant (or for teachers in Adult Education a Grundtvig grant).**

Allow plenty of time before the deadline to prepare your grant application.

Read the guidelines very carefully and make sure that you answer all the questions fully and do not use the same words as a friend or colleague.

On the website of your Lifelong Learning Programme National Agency, you should find details of **how points are awarded to grant applicants**. (We will send you the English version of this document when you pre-register). You need to score a high number of points in order to be awarded a grant.

Please note that all I.S.P.'s teachers' courses result from a Socrates or LLP centralised project and this gives you an automatic addition of 10 points.

I.S.P.'s teachers' courses fulfil all the requirements in terms of:

- Content and Duration
- Relevance and Impact
- European added value

However it is essential that you study the detailed description of your course and make it clear in your grant application how the course will benefit you as a teacher, and how it will benefit your school/college and your learners.

- Dissemination of results.

Participants on I.S.P. courses return home with many ready-to use teaching materials. This makes it easier for participants to pass the teaching ideas gained on the course on to colleagues at home.

Submit your grant application to your Lifelong Learning Programme National Agency before the deadline, and if possible about 2 weeks before the deadline (in which case some National Agencies will advise you of any technical errors which would disqualify you, so that you can correct them and re-submit).

The next deadline is 14 January 2011 for courses starting after 01 May 2011.

This is the last opportunity to apply for a grant for Summer 2011.

It is a good idea to apply for a grant for September - November 2011 courses by 14 January 2011, but for autumn courses you can wait until the 29 April 2011 deadline.

3. Send the registration form to discover@international-study-programmes.org.uk to indicate that you have applied for a grant.
4. When you hear the result of your grant application, send an email to discover@international-study-programmes.org.uk to confirm or cancel your reservation. (There is no cancellation fee at this stage).
5. 2 months before your course starts, we will send you the I.S.P. application form to complete, and details of how to pay (by bank transfer 8 weeks before your course starts or as soon as you receive your Comenius/Grundtvig grant).
6. You can then make your travel arrangements to the U.K..
7. One week before your course begins, you will receive a finalised course programme and details of your accommodation.

Tell your host family your arrival time and place and they will usually be able to collect you from the local railway or bus station.