

1. [Mobility](#)
2. [Partnerships](#)

Question	Answer
1. Mobility	
1.1. I am migrant from an African country and trainee in a Spanish VET school. Is it possible for me to take part in the LdV programme as the other trainees of my class?	YES: If you have a legal residence in Spain and are inscripted regularly in the vocational training of your school you can take part.
1.2. I have the Turkish nationality and pass my vocational training in Germany. My company has a close cooperation with a Turkish enterprise. Can I pass a practical time in this Turkish enterprise with Leonardo da Vinci (LdV) funding?	In general: NO: But in every other participating country, this is possible only in very exceptional cases . It must be explicitly justified and be accepted by the National Agency.
1.3. Is it possible that a trainee in IVT uses the programme twice during his traineeship?	NO, he can use it again after finishing the Initial Vocational Training. Priority is given to first participation in the Leonardo Programme.
1.4. I would like to pass a practical time in another country during my initial vocational training but my VET school doesn't offer this possibility. The enterprise doesn't have the capacity to apply. What can I do?	You should inform the director and your teachers about this possibility (information documents can be asked for by the NAs) and repeat your wish whenever it is possible. Please contact your chamber as well.
1.5. Is it possible to change the host organisation after having started the mobility project?	This depends on the reasons for changing. The coordinating institution should contact the NA.

Question	Answer
1.6. Is Monaco an eligible country in the LdV programme?	NO. Monaco is not a member country of EU, EEA or an associated country and therefore ineligible. The same is true for the Channel Islands, Andorra, San Marino and similar territories which are not official members of the EU.
1.7. Is the US Embassy an eligible host organisation?	The LdV Programme can not fund a student placement in a US Embassy: 1 - Formally, a US Embassy is outside the European territory (or the territories of the 31 participating countries). 2 - If the student is a US Citizen, we can not send trainees in foreign representations of his country.
1.8. Which tasks have the host organisation?	Responsibilities, tasks and conditions of each partner are agreed in the training commitment and contract.
1.9. Is it possible for the same person under the framework of one project to go for a placement to 2 countries, if they are very close to each other (bordering countries) or on the way?	In principle it is possible, if the mobility fulfils the specific objectives of the project and the cost effectiveness.
1.10. My school gives me only 80% of the grant before I start the mobility project. Isn't it necessary that the school gives the complete grant?	NO, the sending organisation has to pay the complete grant of 100 % after finishing all administrative project procedures.
1.11. We wonder about pocket money because participants from Estonia and Spain have got pocket money (more or less 150€/month). We have received free flights, free accommodation, free language course and some free multi-cultural seminars but no money for everyday living	Leonardo da Vinci grants cover costs like travel, insurance, linguistic and cultural preparation, and subsistence costs (lodging and food) in lump sums. In no case does it cover "pocket money". The general frame is the same for all countries, but there are variations in the implementation. The organisations then can deal with the subsistence allowance in different manners. For all these reasons you may have the feeling that participants from other countries seem to be getting more than you, when in fact they aren't getting the same type of "service".
1.12. Can the contractor of the project divide the LdV grant received to cover management costs (administration/organisation ...) between the consortium?	A grant to cover the management costs is meant to cover actual costs of organising the placements and all administrative costs connected to organising the exchange, tutoring and mentoring. Therefore, the grant can be divided evenly between the partners as the work is also divided amongst them.

Question	Answer
1.13. Is it possible to apply the grant for different groups of trainees in different vocational fields and different training levels with one application form?	It is possible to cover different groups of trainees from different vocational fields in one project. The applicant has to make sure in this case that the objectives and contents for these different groups are clearly defined.
1.14. An Italian trainee sends as an individual an application to participate in the LdV programme. He/She has a placement offer and wants to gain experience at international level. Is this possible?	NO. The LdV does not fund private persons directly but through an organisation which organises the placement for the trainees. The trainee has to find a suitable sending organisation in order to be able to get the funding.
1.15. A participant would like to have a placement in a European international organisation; is this possible?	The LdV placements have to be realised in training organisations or/and enterprises in the EU, EEA and pre-accession countries A placement in an international organisation is not principally excluded but the content of the placement must be linked to the training needs of the participant. Are excluded as host organisations: - European Institutions - Organisations managing Community Programmes - Representations of the participant's country of residence in the host country (embassies, consulates, cultural institutes,...).
1.16. Are disabled people – based projects eligible for an LLP grant?	YES, and they are entitled to get higher grants in this case. Please contact your National Agency for more information.
1.17. To whom is the mobility action of the LdV Programme addressed?	The following target groups can participate in the programme: - trainees in initial vocational training - people in the labour market and - professionals in vocational education and training.

Question	Answer
2. Partnerships	
2.1. Which are the priorities concerning the LdV partnerships?	<p>Priority will be given to applications which address the following topics:</p> <ul style="list-style-type: none"> • cooperation between VET institutions, enterprises and/or social partners on issues of common interest linked to VET; • cooperation between VET stakeholders at national, regional, local and sectoral levels to ensure their active involvement in the implementation of the Copenhagen process, as foreseen in the Helsinki Declaration.
2.2. Is it possible for a vocational training school to apply for one year partnership?	NO, the duration for all partnerships must be 2 years.
2.3. Where can I find partners for a partnership project?	<p>There are several possibilities; you could:</p> <ul style="list-style-type: none"> - contact the German-Austrian-Database ADAM; - contact your National Agency or - contact the chambers, social partners, the other VET-institutions of your vocational field, embassies or search in the internet.

Question	Answer
<p>2.4. I am preparing an application for a LdV partnership. Which are the criteria set up for getting high quality?</p>	<p>The award criteria for partnerships are the following ones:</p> <p>1. QUALITY OF THE WORK PROGRAMME: The objectives of the partnership are clear, realistic and address a relevant subject. The work programme is appropriate for achieving the objectives and suitable for the partnership type in question; the tasks are defined and distributed among the partners in such a way, that the results can be achieved by all partners who are actively involved.</p> <p>2. QUALITY OF THE PARTNERSHIP: There is an appropriate balance between partners in terms of their involvement in the activities to be carried out. Appropriate measures have been planned to ensure effective communication and cooperation.</p> <p>3. EUROPEAN ADDED VALUE: The impact and benefits of European cooperation for the participating institutions are clear and well defined.</p> <p>4. RELEVANCE: The proposal address a priority topic set out in Part I of the Call for Proposals and the objectives of the programme.</p> <p>5. IMPACT: The expected impact on both institutions in partnership and on individual participants is clear and well defined. The partnership has defined a methodology for assessing whether the aims of the partnership have been met and the expected impact achieved.</p> <p>6. QUALITY OF THE VALORISATION PLAN (DISSEMINATION AND EXPLOITATION OF RESULTS): The planned activities for dissemination and exploitation of results are relevant and well defined. They involve all the participating parties.</p>
<p>2.5. How many partners are necessary to be included in the project?</p>	<p>Partnerships consist of a minimum of 3 partners - each located in a different country participating in the LLP, from which, at least one, must be an EU Member State.</p>
<p>2.6. Who can cooperate in a partnership?</p>	<p>Cooperation between VET institutions, enterprises and/or social partners as well as cooperation between VET stakeholders at national, regional and local level or at sector level is foreseen. It is necessary to ensure their active involvement in the implementation of the Copenhagen process, as provided in the Helsinki Declaration.</p>