**How to apply for In-Service Training grant in 4 steps**

In-Service Training funds individuals to develop their skills through a practical skill-based course in a European country. The next deadline for Grundtvig In-Service Training is 17 September 2013.

1**) Fill in the participant identification form and send it at karka@civisplus.gr.**

Based on this information we will prepare for you a pre-registration form confirming your registration. Print and keep it, because you will need to enclose it to your application you’ll submit to your National Agency.

2) **Contact your Grundtvig National Agency or visit its website**

(you’ll find all National Agency’s contact details in the other document also attached). Ask about the action: “Grundtvig In Service Training for Adult Education Staff”, about the deadline and the documents you have to submit with your application. Find the online application form.

3) **Complete the In-Service Training application form**

Complete the application form and submit the form online.

Make sure to complete the appropriate application form for the deadline and course start date for which you are applying.

 4) **Send the signed application to your National Agency**

Print, sign and post a copy to your National Agency enclosing your pre-registration form and all required documents.