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| --- | --- |
| *Please submit the completed form to the e-mail address below.*Version of 10 June 2013, SIDS environmentWorking group XXXXAddress: XXX | Document no.:  |
| 1. Project name:
 |
| 1. Applicant (address of lead institution plus name, e-mail and mobile phone no. of project leader)
 |
| 1. Project *start date:* \_\_/\_\_ /\_\_
2. Project *completion date:* \_\_/\_\_ /\_\_
3. Total project budget: \_\_\_\_\_\_\_\_\_
 | 1. Amount applied for from NCM (see item 40. below):

\_\_\_\_\_\_\_\_\_\_\_\_\_ DKK |
| 1. Date and signature of applicant
 |

# Project objective(s)/purpose

|  |
| --- |
| 1. Background (including: political relevance and relationship to previous projects and partnerships):
 |
| 1. Description of the project objective(s)/purpose:
 |
| 1. Success criteria *(specify tangible effects and progress towards achieving the objective(s) and facilitating project evaluation (must be quantifiable):*
 |

# Project goal(s)

|  |  |
| --- | --- |
| 1. **Goal(s):**
2. **Target group:**
 | **PROJECT TYPE** |
|  | Policy development |
|  | Study/report |
|  | Evaluation |
|  | Communication |
|  | Research |
|  | Skills enhancement |
|  | Networking |
|  | Workshop/seminar/conference |
|  | Other |
| 1. Acceptance criteria *(specify tangible results expected within the lifetime of the project that will facilitate project evaluation, including performance indicators for the qualitative and quantitative objectives):*
 |
| 1. Limitations:
 |

# Nordic synergy (at least one of items 14–17 must be completed for the application to be processed)

|  |
| --- |
| 1. What need has been identified to strengthen the Nordic sense of identity and affinity in the area specified, and how will the project contribute to this?
 |
| 1. What need has been identified to strengthen Nordic influence at international level in the area specified, and how will the project contribute to this?
 |
| 1. What need has been identified to enhance Nordic skills and boost competitiveness in the area specified, and how will the project contribute to this?
 |
| 1. What need has been identified to provide cost-effective solutions for the Nordic countries in the area specified, and how will the project contribute to this?
 |

# Project implementation

|  |
| --- |
| 1. Timetable and milestones
 |
| 1. Communication plan with stakeholder analysis (must be included in the timetable, see item 18):
 |
| 1. How and when will the results be reported and used?
 |  | Conference |
|  | Seminar  |
|  | Workshop |
|  | Networking |
|  | Exhibition |
|  | Publication |
|  | Report |
|  | Scholarship |
|  | Other |
| 1. Risk assessment and avoidance:
 |

# Participants

|  |
| --- |
| 1. Countries participating in or covered by the project (please mark with an X)
 |
|  | The whole of the Nordic Region |  | The Faroe Islands (FO) |  | Russia (RU) |
|  | Denmark (DK) |  | Greenland (GL) |  | The Arctic |
|  | Finland (FI) |  | Åland (AX) |  | Other EU countries |
|  | Iceland (IS) |  | Estonia (EE) |  | Rest of Europe |
|  | Norway (NO) |  | Latvia (LV) |  | Other countries |
|  | Sweden (SE) |  | Lithuania (LT) |  |  |
| 1. Initiator (the national base):
 |
| 1. Organisation:
 |
| 1. Project manager:
 | 1. Participants/project group:
 |

# Performance assessment, evaluation and follow-up

|  |
| --- |
| 1. How will the project be evaluated and the results assessed?
 |
| 1. How will the results be used or continued after the project ends?
 |

# Contribution to the Environmental Action Plan

|  |
| --- |
| 1. **How will the project contribute to the Nordic Environmental Action Plan 2013–2018?**
2. **What is the political relevance of the project?**
3. **What is the relevance of the project for national administration/specialist knowledge?**
 |

# Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Costs (thousand DKK) at 201\_\_ prices** | 201\_\_ | 201\_\_ | 201\_\_ |
| 1. Salary/fees/social security contributions
 |  |  |  |
| 1. Meetings
 |  |  |  |
| 1. Travel
 |  |  |  |
| 1. Communicating outcomes, incl. printing
 |  |  |  |
| 1. Results assessment, evaluation and auditing
 |  |  |  |
| 1. Expert assessment
 |  |  |  |
| 1. Indirect costs (overheads)
 |  |  |  |
| 1. Misc. costs
 |  |  |  |
| 1. Total project costs
 |  |  |  |
| 1. Notes:
 |
| **Income (thousand DKK) at 20\_\_ prices** |  |  |  |
| 1. Self-financing contribution
 |  |  |  |
| 1. Amount applied for from the Nordic Council of Ministers (NCM) in this application (see item 6)
 |  |  |  |
| 1. Other amounts from NCM (distinguish between requested and already granted)
 |  |  |  |
| 1. National funding from Nordic countries
 |  |  |  |
| 1. Contributions from neighbouring countries
 |  |  |  |
| 1. EU funding
 |  |  |  |
| 1. Other funding
 |  |  |  |
| 1. Total project income
 |  |  |  |
| 1. Notes:

(specify activities covered by the Nordic funding) |
| **Amounts (thousand DKK)** | 20\_\_ | 20\_\_ | 20\_\_ |
| 1. Previous NCM funding
 |  |  |  |

# Further information

|  |
| --- |
| 1. The following appendices must be attached to the application:
 |
| 1. Contact person in the lead institution:
 |
| 1. Auditing details for the lead institution:
 |

**Guidelines for applications for Nordic project funding**

Every year, approximately 500 projects and other forms of activity are run by the Nordic Council of Ministers Secretariat (NCMS) on behalf of the Nordic Council of Ministers (NCM). The main criterion for project funding by NCM and its working groups is that the project must benefit the Nordic countries and autonomous territories and generate Nordic synergy. The project must therefore meet one or more of the synergy criteria. Failure to answer the questions on Nordic synergy (items 14–17) will lead to immediate rejection of the application.

Involvement by multiple Nordic countries provides better support for projects at national level, facilitates communication of the outcomes and enhances the synergy effect. Projects must therefore involve min. three Nordic countries – one of which may, however, be replaced by Greenland, Åland, the Faroe Islands or one of the countries in the Adjacent Areas (the Baltic states, North-West Russia or the Arctic). Failure to comply with this requirement will lead to automatic rejection of the application.

In addition to synergy effects, the countries involved and other general criteria, applications are also assessed on the basis of NCM priorities. Each council of ministers draws up plans and programmes that reflect policy priorities and objectives for Nordic co-operation, so it is only natural that Nordic funding should be allocated according to these priorities and objectives, and that they should be taken into account when submitting applications.

Applicants should ensure that projects are firmly embedded in Nordic co-operation in terms of both policy and strategy.

* The project must be politically relevant, rooted in the Nordic strategy for the specified area and help implement a specific Nordic policy.
* NCM and its working groups strive to focus on activities that lead to visionary, forward-looking policy discussions in ministerial councils.
* NCM and its working groups strive to focus on activities that raise the profile of Nordic co-operation among the general public in the Region.

## What costs are covered?

Funding is not normally provided for activities undertaken by other international organisations or secretariats.

Projects that receive funding must last for a limited period, but may be of such a nature that they contribute to ongoing activities after NCM’s funding commitment comes to an end.

NCM funding may be used to cover the following costs, in part or in whole. Please note, however, that the assessment process takes other funding sources into account, including the self-financing contribution.

## Project costs

Costs directly related to running the project can be covered.

## Administrative costs

NCM and its working groups can cover indirect costs incurred by the lead institution in association with the running of the project, e.g. premises, electricity, photocopiers and IT, but the contribution must be directly proportional to actual costs. The contribution must not be used to cover the lead institution’s general or administrative costs. The project budget and contract should clearly stipulate the proportion of the funds applied for from NCM and its working groups that will be used to cover administrative costs.

## Travel and meeting costs

Travel and subsistence expenses, including allowances/per diems, may be paid to external parties invited to make presentations or represent NGOs at meetings, conferences, etc. Costs (including meals, staging, etc.) associated with seminars, conferences, etc. may be covered by funding from NCM and its working groups.

## External project staff

The cost of payments to project staff may be covered by funding from NCM and its working groups. However, project staff are not employed by NCM and its working groups. They are employed by the lead institution (or one of its partners) and the body concerned assumes the responsibilities of the employer. NCM, its working groups and administrative organs only enter into contracts with the project management for the purpose of funding. NCM, its working groups and administrative units do not therefore have responsibility as employers.

**Instructions for completing the form**

Item 1. Name of the project. Please state the name in Scandinavian and English.

Item 2. Please state the name of the applicant (lead institution). The following information is compulsory:

* Name
* Address
* National company or personal registration number

 The lead institution is responsible for the technical and administrative aspects of the project, which must be run in accordance with national regulations and the conditions set out in the contract with NCM.

Item 3. Project start date – (DD/MM/YY)

Item 4. Project completion date – (DD/MM/YY)

Item 5. Total project costs (DKK)

Item 6. Amount applied for from NCM (DKK)

Item 7. Date and signature of applicant (compulsory)

# Project objective(s)/purpose

 **NB:** “Objective(s)/purpose” describes the intended effect of the project, e.g. reduced CO2 emissions or greater freedom of movement, and will often not be achieved until after the end of the project. As a result, a report or seminar is not a purpose but may instead be a project goal (see items 11–13).

Item 8. Briefly describe the background to the project. What/who initiated the project? What makes it interesting? What makes it politically relevant? Does it build on previous activities or projects?

Item 9. State the purpose of the project, i.e. the change the project will make in political and technical terms.

 Indicate how the project helps meet specific Nordic policy objectives.

Item 10. Indicate the specific and concrete effects (success criteria) that the project is expected to deliver in order to assess whether it has achieved its objective/purpose.

 The success criteria must reflect the effects expected once the purpose of the project has been achieved. However, it is likely that these effects will not be evident until after the project, and this is significant when it comes to the timing of the evaluation to ascertain whether the success criteria have been achieved. In general, success criteria should be quantifiable, but not necessarily at the project completion date.

# Project goal(s)

 **NB:** “Project goal(s)” describes the expected outcomes, products or services, e.g. a report, seminar or manual to be delivered at project completion. The goals must help fulfil the purpose of the project (see items 8–10).

Item 11.

Please state the overall goal for the lifetime of the project, how the goals will be reached, how they will contribute to achieving the purpose of the project and how the project will contribute to political decision-making in Nordic co-operation in the future.

 Please also categorise the project goal by putting an X in one of the fields in the box to the right and specify the project’s target group (be as specific as possible).

Item 12. Please specify tangible results (success criteria) expected within the lifetime of the project that will facilitate evaluation of whether the project outcomes are acceptable.

 The criteria must reflect, or be indicators of, the project’s qualitative and quantitative goals, so must be quantifiable. At the end of the project, an evaluation will be conducted of whether the acceptance criteria have been met.

Item 13. Please specify whether there are conditions and problems that will not be addressed by the project or whether the scope of the project is limited in any other way.

# Nordic synergy

 Nordic synergy is covered under items 14–17. It is a funding condition that projects must generate Nordic synergy, so the project must improve or enhance at least one of these items.

Item 14. While specifying the objective/purpose of the project, was a need identified to strengthen the Nordic sense of community and affinity?

 If so, how does the project help achieve this?

 For example, does it add or contribute to:

* a Nordic profile that will make people in the Region feel a sense of affinity?

Item 15. While specifying the objective/purpose of the project, was a need identified to boost Nordic influence at international level?

 If so, how does the project help achieve this?

 For example, does it help

* exert greater Nordic influence within the EU and other international forums, e.g. by co-ordinating Nordic views on issues?

Item 16. While specifying the objective/purpose of the project, was a need identified to enhance Nordic skills and boost competitiveness?

 If so, how does the project help achieve this?

 For example, does it help

* generate new knowledge of use to the public and private sectors?
* promote freedom of movement for people and goods between the Nordic countries?

Item 17. While specifying the objective/purpose of the project, was a need identified for new solutions?

 If so, how does the project help achieve this?

 For example, does it help:

* generate solutions under Nordic auspices that are less expensive and/or better than could be achieved at national level?

# Project implementation

Item 18. Please submit a timetable with milestones, including when NCM will receive progress reports.

Item 19. Please conduct and submit a stakeholder analysis for the project. Stakeholders are defined as individuals, groups, associations, etc. who either exert influence on or are influenced by the project, e.g. councils of ministers, committees of senior officials, national representatives, working groups, expert groups, staff groups and the general public.

 Draw up and submit a communications plan. It should describe how key stakeholders will be involved during the project, be included in the timetable and be reflected in the way the project is organised.

Item 20. Please indicate how the project will be **reported on, presented, embedded and used** at national, Nordic and international level.

 If the project is to provide feedback via a published report, seminar or similar, this must be specified, along with the **target group and a description of the content**, e.g. the expected number of pages or participants. These details may also be used as acceptance criteria under “goals”.

 Please also describe how it is expected that the feedback will be disseminated and how this relates to achieving the project’s objective(s)/purpose.

 You must also categorise the reporting process by setting an X in one of the fields in the box to the right.

Item 21. Please submit an analysis of risks associated with the project that may stop it achieving its objective. Include circumstances that are highly probable and ones that would have a major negative impact on achieving the objective(s).

 In this context, please describe how you envisage preventing these circumstances from occurring, or describe the steps that will be taken to reduce their impact.

# Participants

Item 22. Mark with an X all of the countries involved in the project.

Item 23. Describe the national support for the project – in terms of both funding and technical support – including partnerships with, e.g. the Baltic countries, North-West Russia, the Arctic and the rest of Europe.

 To ensure that the project is motivated by national needs in the Nordic countries, and that the outcomes are useful after it ends, it is important that the project enjoys support at national level and that you are able to document this. This includes listing the partners behind the application, who they will work with and who will be involved in running the project and following up on the outcomes.

 It is desirable that Nordic co-operation projects receive funding not only from the Nordic budget but also from national or international sources. National or international support, in the form of funding and resources (e.g. manpower and infrastructure), is important for documenting the support that the project enjoys as well as the expected significance of the outcomes.

Item 24. Describe how the project will be organised, including what groups will be set up to manage and support it, how these will be staffed and the nationality of the participants.

 The structure may include:

 A steering committee: Responsible for decisions about the project, including changes. Please specify the role envisaged for NCM

 Follow-up and reference groups: Provide advice and guidance to the project manager and team. The groups do not make decisions but have a great deal of knowledge relevant to the implementation of and support for the project outcomes.

Item 25. The manager has overall responsibility for ensuring that the project progresses as per the application and funding conditions. The manager refers to the lead institution. Provide at least the following information for the project manager:

* Name
* E-mail
* Phone no.
* Address.

 Please also list his or her technical and project competences. A CV/list of projects managed may be attached as an appendix.

Item 26. The manager is aided by a project group. Provide the following information for the members:

* Name
* Gender
* Workplace/company
* Nationality.

# Performance assessment, evaluation and follow-up

Item 27. Describe how the project will be evaluated, including how the knowledge acquired during it will be transmitted to the working group/council of ministers and/or to other project activities. You must also indicate how achievement of the acceptance/success criteria will be evaluated, including whether indicators for their achievement will be included in the follow-up work after the project.

Item 28. Describe how you expects to make use of the project activities and outcomes, and/or how you expect them to continue after the completion date. This anticipated follow-up work must be specified without any expectation of additional NCM funding.

# Sector-specific items

Item 29.

1. Please describe the project’s contribution towards implementation of the Environmental Action Plan, including the priorities it addresses and the contribution it makes towards this priority.
2. Also describe the environmental-policy relevance of the project, and how the project will help create policy.
3. Include a description of the relevance to national regulations and administration. Specify how the national authorities will be able to use the project outcomes.

# Budget

Items 30–38. You must provide information about total project cost, by year and type of expense. NCM and its working groups only fund projects that are completed within three financial years. All amounts must be stated in thousands of Danish kroner (DKK).

 Regarding the publication of financial results (item 33), please note that NCM requires that these are published in the TemaNord and NORD series. The price of this must be included in the project costs. If NCM funds 50% or more of the total project costs, the final project report must also be published in the above-mentioned series.

 Under item 34a, please indicate the costs of subjecting the project to an expert review.

 If indirect costs (overheads) are included in the budget, describe under item 38 the nature of each one and how it is estimated.

 NCM and its working groups do not generally cover costs other than the funding amount, e.g. they do not cover travel, publishing, interest, VAT or losses incurred due to currency fluctuations.

Items 39–47. You must provide information about total project income, by year and type of income. All amounts must be stated in thousands of Danish kroner (DKK).

 Under item 40, please state the total amount of funding applied for over three years. Under item 41, specify other funds applied for from/authorised by NCM from pools in other NCM sectors or institutions. Name the pools concerned under item 47. Also, under item 47, please indicate the current overall funding position, i.e. stipulate clearly what has been applied for, what has been authorised and the names of partners that are co-funding the project. Under item 45, list income from sales, etc.

Item 48. Please state whether the project or pre-project has previously received funds from NCM Attach a status report for the project or pre-project as an appendix. All amounts must be stated in thousands of Danish kroner (DKK).

# Further information

Item 49. List the attachments submitted along with the application. Relevant appendices may include the following:

* A comprehensive project description, including:
	+ a timetable, milestones and activities (a Gantt chart is one option)
	+ communication plan
	+ budget
	+ project description in English
* CV/list of projects managed
* Status report for project/pre-project.

Item 50. Provide details of the individual to contact with questions related to the application, contract and project (not necessarily the project manager). As a bare minimum, the following information about the contact person is compulsory:

* Name
* Title
* Phone no.
* E-mail

Item 51. Please state the name and address of the external auditor for the lead institution. The project will be audited in accordance with the inter-Nordic auditing regulations. The national audit offices are responsible for all project funding by the NCM. They are entitled to inspect the audit conducted by the lead institution’s own auditors.