# Contract documents (budget and description of activities) for activities funded by the Nordic Council of Ministers by way of framework contracts

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|  TO BE COMPLETED BY THE ADMINISTRATIVE BODY |  TO BE COMPLETED BY THE SECRETARIAT TO THE NORDIC COUNCIL OF MINISTERS |
|  Administrative body: |  Project name and number in Unit4: |
|  |  DINA number: |
|  |  Budget item: |
|  Project manager: |  Advisor:  |

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| BANK DETAILS (NOTE! FOR ORGANISATIONS OUTSIDE THE EU, A BANK LETTER MUST ALSO BE INCLUDED) |
| Account holder: |  | Corporate identity no.: |
| IBAN: |  | SWIFT:  |
| Bank account, (if Danish) |  |

## Planned activities

The objectives and expected results of the planned activities for the year ahead are to be described here.

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| OBJECTIVES FOR PLANNED ACTIVITIES |
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| EXPECTED RESULTS OF PLANNED ACTIVITIES |
|   |
| STATE HOW THE PLANNED ACTIVITIES CONTRIBUTE TO [**OUR VISION 2030**](https://pub.norden.org/politiknord2020-728/)   |
|  |
| STATE HOW THE PLANNED ACTIVITIES CONTRIBUTE TO CROSS-SECTORAL PERSPECTIVES OF GENDER EQUALITY, SUSTAINABLE DEVELOPMENT, AND A CHILDREN’S AND YOUNG PEOPLE’S PERSPECTIVE. [LINK TO RELEVANT POLICY DESCRIPTION OF THE PERSPECTIVES LISTED ABOVE](https://www.norden.org/en/node/59573)  |
|  |

Indicate Nordic participation

[ ]  Denmark [ ]  Finland [ ]  Iceland [ ]  Norway
[ ]  Sweden [ ]  Faroe Islands [ ]  Greenland [ ]  Åland
[ ]  Estonia [ ]  Latvia [ ]  Lithuania [ ]  Other country

## Budget for funding from the Nordic Council of Ministers:

State the budget for the planned activities to be funded by the Nordic Council of Ministers in the coming year, here (the table can be expanded with more rows if needed).

|  |  |
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|  Total (DKK thousand) |   |
| 1. Planned activities (operations, e.g. meetings, events, reports)
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| 1. Planned administrative activities (e.g. payroll, premises, travel)
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## Other conditions

* The Nordic budget and budget items can be used from January up to and including December of the current year. According to financial regulations, funds from the Nordic budget may be used for a maximum of three years. This is the obsolescence rule, also called the three-year rule. The first year of the obsolescence rule is the year in which the current budget applies. For example, if funds are allocated from the Nordic budget for 2023, these funds can also be used in 2024 and 2025, but no longer.
* The administrative body may, if so stated in the relevant contract, carry unspent funds forwards for use during the next contract year. The administrative body has an obligation to ensure that the obsolescence rule mentioned above is taken into account. This applies also to underlying allocations where a project or activity is managed by an external party that has received a share of the funding from the Nordic Council of Ministers. However, the guideline is to set as precise a budget as possible and to plan activities so that the budget is used during the contract year.
* Regarding overhead costs, the basic principle is that no special remuneration for these is to be given to Nordic institutions, to administrative bodies allocated funds from budget items of framework contracts, or to administrative bodies that are government agencies. According to the same basic principle, remuneration for overheads is given to NGOs.
The issue of remuneration is regulated in the individual contract.

[www.norden.org/en/information/terms-and-conditions-standard-agreement-nordic-council-ministers](http://www.norden.org/en/information/terms-and-conditions-standard-agreement-nordic-council-ministers)