**APPLICATION OF PROJECT FUNDING TO THE NORDIC WORKING GROUP FOR CHEMICALS, ENVIRONMENT AND HEALTH (NKE) 2024**

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| BASIC PROJECT INFORMATION NKE(To be filled by the Nordic working group on chemicals, environment, and health (NKE) only) |
| DINA ref. no. |  |
| Budget heading |  |

**NB. Please read the instructions and relevant background material before filling the form. The instructions and links to background material are in separate documents. The project application must be max. 15 pages.**

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| BASIC PROJECT INFORMATION *(fill the grey boxes)* |
| 1. Project title
 |       |
| 1. Organisation
 |       |
| 1. Signed by
 | Name:       | Tel.:       |
|  | E-mail:       |
| 1. Project manager
 | Name:       | Tel.:       |
|  | E-mail:       |
| 1. Start date
 |  |
| 1. End date
 |  |
| 1. Total project budget (DKK)

*NB. It is compulsory to attach a Council of Ministers’ budget form to the project description* | DKK       |
| 1. Amount applied for (DKK)
 | DKK       |
| 1. Resubmission of a previous application
 | YEAR 1 (DKK) | YEAR 2 (DKK) |
| 1. Applied from other working groups or Nordic Councils
 | YES: [ ] If yes, how much in DKK: | NO: [ ]  |
| 1. Project type (pls. tick all relevant boxes)
 | [ ]  policy development [ ]  review [ ]  research (new knowledge) [ ]  competence building [ ]  project development meeting [ ]  workshop/seminar/conference  |
| 1. Scandinavian summary
 |       |
| 1. English summary
 |       |
| 1. Date and signature
 | Date:       | Signature:       |

**NB. Please note: If you only apply for a NKE subgroup meeting for developing projects, you only have to fill in pt. A, B, D (only Q26), F and H (only Q33 and Q35).**

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| A: PROGRAMME OBJECTIVE(S) AND PURPOSE |
| 1. What is the background to the project? *(Answer in the box below)*
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| 1. What overall problem does the project help to solve?

Take notice of the working NKE prioritised projects within the Nordic Chemicals Work (Bruttoliste) and the goals in [Nordic Cooperation program for Environment and Climate 2019-2024](https://www.norden.org/en/publication/programme-nordic-co-operation-environment-and-climate-2019-2024), and [Our Vision 2030](https://www.norden.org/en/information/action-plan-vision-2030) programme (see Instructions for completing the form). *(Answer in the box below)* |
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| 1. What similar projects are being implemented under the auspices of the Nordic Council of Ministers?

*(Answer in the box below)* |
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| 1. What is the advantage to complete the project as a Nordic project (NMR-funding)?

*(Answer in the box below)* |
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| 1. Which of the following will the project primarily contribute to:

[ ]  new knowledge [ ]  policy development[ ]  global development [ ]  concrete implementation  |

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| B: OBJECTIVES AND SUCCESS CRITERIA |
| 1. What are the project’s overall goals? *(Answer in the box below)*
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| 1. Describe the project milestones? *Respond by completing Table 1*
 |
| 1. What are the project’s success criteria? *Respond by completing Table 2*
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| Table 1: Description of project milestones. (*Add or subtract rows if necessary)* |
|  | Description |
| Milestone 1 |  |
| Milestone 2 |  |
| Milestone 3 |  |

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| Table 2: Description of the project’s success criteria, data, and assumptions/prerequisites. (*Add or subtract rows if necessary)* |
|  | Success criteria | Data and, if appropriate, method of verification | Assumptions/prerequisites |
| Milestone 1 |  |  |  |
| Milestone 2 |  |  |  |
| Milestone 3 |  |  |  |

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| C: SUSTAINABILITY, EQUALITY, CHILDREN AND YOUNG PEOPLE |
| 1. How does the project contribute to Agenda 2030 and the 17 sustainable development goals? Indicate which?

*(Answer in the box below)* |
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| 1. If relevant; How does the project contribute to improving equality between men and women?

*(Answer in the box below)* |
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| 1. If relevant; How does the project contribute to improving children and young people’s rights and living conditions? How will children and/or young people be involved/participate in the project?

*(Answer in the box below)* |
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| D: DELIVERABLES AND ACTIVITIES |
| 1. Which concrete results are expected (end products and services)? Which activities must be delivered/completed for the project milestones to be reached, and when? List all relevant reports, seminars or meetings, products, new platforms, or organisations. *Respond by completing Table 3*
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| 1. What quality requirements are there on the expected outcomes/deliverables and who is responsible for quality assurance? *(Either respond in the box below or complete Table 4. Delete Table 4 if not relevant.)*
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| Table 3: Deliverables and activities. List all relevant reports, seminars, meetings, products. (*Add or subtract rows if necessary)* |
| No. | Milestone | Description of deliverables and activities | Date of delivery |
| 1. | 1 |  |  |
| 2. | 2 |  |  |
| 3. | 3 |  |  |

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| Table 4: Quality (*Add or subtract rows if necessary)* |
| No. | Quality requirements on delivery | Quality controller |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

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| E: COMMUNICATION |
| 1. Who are the project’s key stakeholders? List 3-5 most relevant stakeholders. *Respond by completing Table 5.*
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| 1. What are the project’s key messages and how should they be communicated to stakeholders/target groups? *Respond by completing Table 6.*
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| Table 5: Stakeholders (*Add or subtract rows if necessary)* |
| Priority | Stakeholder | Attitude to project (e.g. interest, fear, resistance) | Implications for the project, any initiatives to address/involvement |
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| Table 6: Key messages (*Add or subtract rows if necessary)* |
| Stakeholder/target group | Key message | Media | Effect | Person responsible |
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| F: NORDIC PARTICIPATION AND ORGANISATION |
| 1. Describe the Nordic participation/Nordic partners here. A project should involve a minimum of 3 Nordic countries or alternatively two Nordic countries + min. 1 non-Nordic country.

*Respond by ticking boxes in table 7. If you cross the box for other countries, indicate which country/countries are involved.*  |
| 1. How is the project organised?

*Either respond by completing Table 8 or attach an organisational chart that includes an explanation and brief description of roles played. Delete Table 8 if it is not needed.* |

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| Table 7: Participating countries |
| [ ]  | Denmark (DK) | [ ]  | The Faroe Islands (FO) | [ ]  | Russia (RU) |
| [ ]  | Finland (FI) | [ ]  | Greenland (GL) | [ ]  | Estonia (EE) |
| [ ]  | Iceland (IS) | [ ]  | Sweden (SE) | [ ]  | Latvia (LV) |
| [ ]  | Norway (NO) | [ ]  | Åland (AX) | [ ]  | Lithuania (LT) |
| [ ]  | Other | Country/countries:  |

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| Table 8: Project organisation (*Add or subtract rows if necessary)* |
|  | Role | Name and (if appropriate) title | Organisation | Country |
| Decision level | Project owner  |  |  |  |
|  | Steering group  |  |  |  |
|  |  |  |  |  |
| Control level | Reference group (not compulsory) |  |  |  |
|  | Project manager |  |  |  |
|  |  |  |  |  |
| Implementation level | Participants  |  |  |  |

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| G: RISK ASSESSMENT |
| 1. What are the *main* risks in terms of the project’s implementation and expected outcomes?

*Respond by filling Table 9.* |

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| Table 9: Risks(*Add or subtract rows if necessary)* |
| Risk | Probability(Low/medium/high) | Possible impact | Preventative measures (only if probability high) |
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| H: REPORTING, COMPLETION AND EVALUATION |
| 1. Describe a reporting plan for the project. Include possible intermediate reporting phases and estimated time completion of the project. Please note that a final report must be sent to NKE when the project is completed. *(Answer in the box below)*
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| 1. How will the project be phased out? Describe the project’s exit strategy. *(Answer in the box below)*
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| 1. How are the outcomes and experiences of the project expected to be used, by whom and to what effect?

*(Answer in the box below)* |
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| 1. How will the project be evaluated? *(Answer in the box below)*
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| I: APPENDICES |
| 1. List the attached appendices in Table 10.
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| Table 10: List of appendices |
| *No.* | *Name of appendix* |
| 1 | Budget form (**compulsory; applications without a filled budget form will not be considered**) |
| 2 |  |
| 3 |  |
| … |  |

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| J: ANY OTHER BUSINESSES |
| 1. Is there anything you would like to add or change regarding the application scheme? *(Answer in the box below)*
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