# NKE application for project funding – guidelines and instructions for application

This introductory material contains following guideline documents aimed to help in the application process. Please read the instructions before filling the application form.

1. [Instructions for completing the application form](#_Instructions_for_completing)
2. [Useful tools for application](#_Useful_tools_for_1)

### General steps for application

* Read the introductory material (this document).
* Fill in the application form. Answer all the questions in the form. If the question is not applicable, please indicate why.
* Fill in and attach a budget scheme.
* Submit the completed application to the Nordic Working Group for Chemicals, Environment and Health by e-mail to the co-ordinator for NKE, miia.hakkinen@tukes.fi.

**Application deadline** 09.06.2023

## Instructions for completing the form

Follow the instructions to complete the application form. Numbers correspond to question numbers in the application form.

1. Insert the name of the project in Scandinavian and English
2. Name the body responsible for administering the grant from the Nordic working group for Chemicals, Environment and Health. The following information is compulsory:
	* Name of organisation/institution
	* Address of organisation/institution
	* National company number 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 the Nordic Council of Ministers.

1. Insert name, e-mail and tel. no. of the individual who will sign the contract with the Nordic Council of Ministers.
2. Insert the project manager’s name, e-mail and tel. no.
3. State the proposed start date for the project (DD/MM/YYYY)
4. State the proposed completion date for the project (DD/MM/YYYY)
5. Enter the total budget (DKK) for the project. **NB. It is compulsory to submit a Nordic Council of Ministers’ budget form along with the project description.**
6. Insert the amount (DKK) applied for/expected to be received from the Nordic Council of Ministers. **NB. It is compulsory to submit a Nordic Council of Ministers’ budget form along with the project description.**
7. If you are applying for the continuation of a previously funded project, you must submit a new project description. These cases are considered as new applications rather than resubmissions. Indicate how much you applied for each year.
8. If you are also applying for funding from other working groups or the Nordic Council of Ministers indicate by ticking yes.
9. Write a brief summary of the project, i.e. a brief description of its objectives, milestones, target group and main deliverables/activities, max. 800 characters (about 10 lines). The information will be kept in the Nordic Council of Ministers’ project database, which is publicly accessible via the Nordic Council of Ministers’ website. Try to describe your project in such a way that conveys exactly what you want members of the public to know about your work. Readers must be able to ascertain what the project is about, in which country/countries/region(s) the project will be implemented, and the partners involved. Include specific, quantifiable information as far as possible.
10. Write a project description in English, as per the instructions under point 11.
11. Enter the date on which you submitted the project description (DD/MM/YYYY). The individual who is named under point 3 as responsible for the project, and who is expected to sign a contract with the Nordic Council of Ministers, also signs the project description.
12. Tick the relevant boxes the project is about. If several activities are planned, tick all the relevant boxes.
13. Describe the background to the project, including:
	* What/who initiated it? What makes it interesting? What makes it politically relevant?
	* Have you conducted a feasibility study or other specific research in advance of the project (e.g. market research, target-group analysis, gender analysis, meetings with relevant stakeholders, etc.)?
	* Who took part in the planning, and what role have the project’s stakeholders/partners played in the preparatory phase?
	* Does the project build on previous activities or projects? If yes, what experiences/evaluations are applicable to this project?
	* If resubmitting, what initiatives or studies have you conducted as a result of the rejection of the previously submitted application?
14. Describe the **overall problem** that you expect the project to help to solve in the long term, and the underlying causes of this problem. Prioritise and describe the underlying problems that this project will seek to ameliorate and why. This prioritisation should be based on the Nordic Council of Ministers’ vision statement ([**Our Vision 2030**](https://www.norden.org/en/information/action-plan-vision-2030)), [The cooperation program for Environment and Climate 2019-2024](https://www.norden.org/en/publication/programme-nordic-co-operation-environment-and-climate-2019-2024) and on one or more of the strategic goals set forth in the horizontal strategies, sector-specific programmes for co-operation and/or the programme for the Presidency of the Nordic Council of Ministers. You may choose to insert a problem-analysis diagram in this section or attach one to your project description.
15. Describe, as briefly as possible, whether the Nordic Council of Ministers is currently funding any other initiatives that address themes, political problems, etc., similar to those covered by this project – and if so, your plans for knowledge sharing/co-operation. If no such similar initiatives exist, briefly describe how you have investigated and confirmed this.
16. Describe what is the advantage to complete the project as a Nordic project. Describe in few words what is the Nordic utility (Nordisk nytte) of the project. For example, if the project contributes to create new knowledge that can be used by public and private companies, remove/reduce barriers to the free movement of citizens and goods between the Nordic countries.
17. Tick the relevant boxes the project is about. If several apply, choose all relevant boxes.
18. State the overall objective to which the project wishes to contribute (max. 2–3 lines). NB. A distinction is made between the project’s **overall objective** (i.e. the wider objective to which the project contributes but which cannot feasibly be achieved within the project period), and the specific **milestones** that the project is actually expected to achieve. The overall goal must reflect the overall problem identified in the problem analysis (point 14). This prioritisation should be based on the Nordic Council of Ministers’ vision statement, its strategic horizontal strategies, sector-specific programmes for co-operation and/or the programme for the Presidency of the Nordic Council of Ministers.
19. Unlike the overall objective, the project milestones specify the outcomes achieved within the project period – in other words, the changes that will be delivered if the project is a success. Projects must have a maximum of three milestones. It is an advantage, but not a requirement, that you use the SMART method to quality-assure them.
20. Specify the success criteria for the project milestones, the data used to confirm/verify the success criteria (and, if appropriate, the methodology), as well as the underlying conditions/prerequisites necessary for successful implementation of the project.

The success criteria are quantifiable criteria used to assess whether the project has achieved its stated objectives. They can also be used to monitor whether the project is progressing as planned. The success criteria must specify the minimum that needs to be achieved at a given time for the project to be deemed to have achieved its stated objectives. The criteria can be used to measure the degree of the project’s immediate or long-term success, but success criteria are usually only stipulated for the project milestones (immediate), rather than the overall objective (long-term).

Often, multiple success criteria need to be stipulated for each objective. To be suitable both for monitoring progress and for post-evaluation of a project, the success criteria must, as far as possible, be quality-assured using the SMART method. Ideally, it should be possible to detail the five questions: when (time), who (target audience), where (place), what happened (quality), how much happened (quantity). You must also stipulate the sources/data that will be used to verify whether the milestones have been reached, and the assumptions/prerequisites necessary before this can take place. The success criteria for project milestones may be more qualitative than quantitative, i.e. built on conversations, visits and surveys, rather than numbers and statistics.

1. Describe the project’s contribution to Agenda 2030 and the 17 UN Sustainable Development Goals (including relevant milestones). Conduct an evaluation that accounts for the way(s) in which the project will ensure economic, environmental, and social sustainability. For inspiration and guidance, see the Agenda 2030 final document and the Nordic Council of Ministers’ sustainability portal GRO (see reference in annex 2). The sustainability perspective must not be addressed solely under point 18, but must also be incorporated into your thinking about the project description as a whole, especially in points 21-34. If the sustainability perspective is not considered relevant to the project, briefly explain why.
2. If relevant: Describe how the project contributes to improving equality between men and women. Describe how the project addresses girls and boys and women and men as both target groups and stakeholders. For inspiration and guidance, please refer to the Nordic Council of Ministers’ Co-operation Programme for Gender Equality. The gender equality perspective must not be addressed solely under point 19, but must also be incorporated into your thinking about the project description as a whole, especially in points 21–34. If the gender equality perspective is not considered relevant to the project, briefly explain why.
3. If relevant: Describe how the project helps strengthen children and young people’s rights and improve their living conditions, as well as how and to what extent children and young people will be included/participate in the project. Think about *which* children and young people will be covered or not covered by the project, e.g. boys and girls or children with disabilities. For inspiration and guidance, see the publications *Do Rights!* and *Are You Wearing the Right Glasses?* (see page 10). The children’s and young people’s perspective must not be addressed solely under point 20, but must also be incorporated into your thinking about the project description as a whole, especially in points 21–34. If the gender equality perspective is not considered relevant to the project, briefly explain why.
4. Describe the project deliverables, i.e. concrete results, based on the milestones (max. 3) and the activities that need to be undertaken to deliver them. List all relevant reports, seminars or meetings, products, new platforms, or organisations – use bullet points to list the activities if you want. Describe the content of each deliverable in brief, in the form of, e.g. a report, study, video, conference or similar. Describe in brief the activities that will facilitate delivery, e.g. any necessary planning or any meetings that may be required. Enter the dates for each deliverable. Attach an overall plan for the project milestones (if appropriate).
5. Describe the quality requirements for the project deliverables, and who is responsible for ensuring that they meet the agreed standards.
6. 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. Prioritise and describe the 3–5 most important stakeholders in Table 5. Explain the stakeholders’ importance to the project and how you envisage that they will be involved, including an assessment of stakeholder support and any opposition, as well as strengths and weaknesses in relation to the implementation of the project. You can draw up a separate stakeholder analysis and attach it as an appendix.
7. Using the form in Table 6, describe the project’s key messages and how they will be communicated. Who is the stakeholder/target group? What message do you seek to communicate? Which media will be used? What is the expected impact of the communication? Who is responsible for initiating and following up on the communication? For example, this might include information about the content of the project, or about communicating the project outcomes to stakeholders and others. Please feel free to adapt the form if there are other areas of major interest to your project. You can draw up a separate communication plan and attach it as an appendix.
8. To ensure that the project is motivated by the Nordic countries’ national needs, and that the outcomes remain relevant after the end of the project, it is important that the project enjoys support at national level, and that you are able to document this support. This includes listing the partners behind the project, who they will work with, and who will be involved in running the project and following up on the outcomes. At least three Nordic countries must be involved (Sweden, Finland, Norway, Denmark, Iceland, the Faroe Islands, Greenland and Åland). Alternatively, grants are also available to projects involving two Nordic countries and one other country.
9. Either complete Table 8 or insert an organisational diagram based on the descriptions of roles below. You may attach a CV or a list of achievements by the project manager and staff.
	* **The project owner** has overall responsibility for the project achieving its objectives and the expected outcomes being realised. Typically, the project owner will also chair the steering group.
	* **The steering** group and project owner are responsible for the day-to-day running of the project within the strategic, organisational, and financial framework set by the grant from the Nordic Council of Ministers. As a rule, the steering group consists of max. 10 people, including the project manager.
	* **Reference groups** can help to ensure a more effective decision-making process in the steering group and that decisions are made on the best possible basis. A reference group is able to draw on a broader range of human resources than a steering group, which helps the relevant individuals take ownership of and assure the quality of the basis for making decisions on which the project manager operates.
	* **The project manager** is responsible for the day-to-day running and monitoring of the project within the steering group’s parameters for the timetable, budget, scope and quality. Multiple individuals cannot share the role of project manager.
	* For large projects, the implementation level usually consists of numerous **project participants**, who can be divided into several groups working on the actual delivery of the agreed deliverables and activities.
10. Please submit a concise risk analysis of factors that may stop the project achieving its objective. Risks are defined as external factors that can prevent the project from reaching its milestones or significantly delay implementation e.g., reactions from stakeholders, dependence on particular individuals, equipment or other projects. In this context, please describe what you will do to prevent these circumstances from arising or describe the steps that will be taken to reduce their impact. For example, if the stated assumptions/prerequisites (Table 2) turn out not to be the case, or if other conditions change, how will you ensure that the project is adjusted accordingly?
11. Describe in brief the reporting requirements for the project in relation to information on progress and outcomes. For example, it may be a requirement that the project reports back to the programme management, the steering group, the Nordic Council of Ministers, etc. Describe, as far as possible, the type of reports required, as well as their purpose, frequency, and recipients. **NKE’s subgroups shall send to the coordinator for NKE the status report/semi-annual report by July 1st each year and the annual report by December 1st each year.** **Final report shall be sent to the NKE koordinator when the project is completed.**
12. Briefly describe the project’s exit strategy, i.e. how it is expected that the project will be phased out or continued. For example, describe how the project might be able to continue without funding from the Nordic Council of Ministers, including how the outcomes/lessons learned will be collated and used in the future. If appropriate, stipulate who will be responsible for collating this information and for the work going forward**.**
13. How are the results of the project used, by whom and with what effect? This can be, for example, reports, publications, other communication efforts — but also about how the results are expected to be used to create a change and hence the (expected) effect that the results of the project have or may have.
14. In this section, you must describe how you expect the project to be evaluated – both during and after implementation – including how the experience and knowledge gained during the project process will be used and/or communicated after the project ends. This should relate back to question 21 Table 1 and question 22 Table 2.
15. Make a list of the attached appendices e.g., a problem analysis diagram, objectives diagram, milestones plan, stakeholder analysis, communication plan, project manager’s CV, etc. **You must complete the Nordic Council of Ministers’ budget form and attach it to the project description. Applications that do not fulfil this requirement will not be considered.**
16. Please describe if you have anything to add, or you want to change regarding to the application scheme.

## Useful tools for drawing up the project description

* Nordic Cooperation Programme for Chemicals, Environment and Health 2019-2024;
	+ <https://www.norden.org/en/publication/programme-nordic-co-operation-environment-and-climate-2019-2024>
* Nordisk Ministerråds Vision 2030 och Handlingsplan 2021-2024:
	+ <https://www.norden.org/da/publication/norden-som-verdens-mest-baeredygtige-og-integrerede-region>
* Norden and Agenda 2030:
	+ <https://pub.norden.org/nord2021-035/>
* Final document for Agenda 2030: “Transforming our world: The 2030 Agenda for Sustainable Development”
	+ <https://sustainabledevelopment.un.org/content/documents/21252030%20Agenda%20for%20Sustainable%20Development%20web.pdf>
* Are You Wearing the Right Glasses?: A guide to integrating a child rights and youth perspective in the work of the Nordic Council of Ministers:
	+ <http://norden.diva-portal.org/smash/record.jsf?pid=diva2%3A933516&dswid=3863>
* Do Rights!: Nordic perspectives on child and youth participation:
	+ <http://norden.diva-portal.org/smash/record.jsf?pid=diva2%3A930511&dswid=3863>
* NKE Bruttolista
	+ available on Norden.org Open Call webpage