

<b>1</b>	<b>Basic information</b>
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#	Box	Description
1.1	Project title	Name/title of the project
1.2	Administrative body	<p>State here which administrative body is responsible for the administration of the project and any funding. The following information is mandatory:</p> <ul style="list-style-type: none"> <li>- Name of organisation</li> <li>- Postal address of organisation</li> <li>- Civil registration no. / Corporate registration no. (Denmark) of the organisation</li> </ul> <p>The administrative body is responsible for the implementation of the project. The project must be administered according to current national regulations and the terms as set forth in the contract with the Nordic Council of Ministers.</p>
1.3	Bank details:	Provide the bank account details which are to be associated with the implementation of the project.
1.4	Type of administrative body	<p>State the type of administrative body that will be responsible for the project pursuant to 1.2.</p> <p>The Nordic Council of Ministers' funding scheme defines different types of administrative body. Choose one of these options:</p> <ul style="list-style-type: none"> <li><b>a)</b> Organisation under the Nordic Council of Ministers: Pan-Nordic institution; Office of the Nordic Council of Ministers; Secretariat to the Nordic Council of Ministers; Nordic cultural fund; Nordic Council</li> <li><b>b)</b> State actors in the Nordic Region, including the Faroe Islands, Greenland, and Åland, which are audited by the national audit office of a Nordic country.</li> <li><b>c)</b> Other public bodies within or beyond the Nordic Region</li> <li><b>d)</b> Private stakeholders that are legal entities</li> <li><b>e)</b> Private stakeholders that are not legal entities</li> </ul> <p>Although the Nordic Council of Ministers accepts applications from most types of administrative body, the type of body can be decisive for which rules apply to the project and the body's contractual relationship with the Nordic Council of Ministers.</p>
1.5	Description of administrative body	Provide an overall description of the administrative body stated in 1.2.
1.6	Signatory of the contract	<p>State the name and contact information for the person expected to sign the contract with the Nordic Council of Ministers for the administration of the project.</p> <p>The following information is mandatory:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Valid e-mail address</li> <li>- Valid phone number</li> </ul>
1.7	Project manager	<p>State the name and contact information of the person expected to be the project manager during the implementation of the project.</p> <p>The following information is mandatory:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Valid e-mail address</li> <li>- Valid phone number</li> </ul>

1.8	Re-application	<p>Indicate with a cross if this application is a re-application. Mark “YES” only if the application relates to a project description that has previously been rejected.</p> <p>In the case of continued funding or the refinancing of a previous project that has received funding, a completely new project description must be drawn up and submitted. Such cases are classed not as a re-application but as a new application.</p> <p>If the project description has been prepared at the request of the Nordic Council of Ministers, this box should not be filled in.</p>
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<b>2</b>	<b>Project description</b>
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<b>Summary</b>		
2.1	Expected start date	State the planned project start date (DD/MM/YYYY).
2.2	Expected end date	State the date (DD/MM/YYYY) that the project is expected to be fully completed.
2.3	Total project budget (DKK)	<p>State the total amount budgeted for the project. This amount must include all expected self-funding and any funding from other sources.</p> <p>The amount must be estimated and stated in DKK.</p>
2.4	Amount applied for from the Nordic Council of Ministers (DKK)	<p>State the amount that the administrative body is applying for as funding for the implementation of the project in line with the project description. Note that this amount may be less than the total project budget.</p> <p>The amount must be estimated and stated in DKK.</p>
2.5	Summary	<p>Here, provide a clear overall description of the project.</p> <p>The reader must be able to immediately understand what the project is about. It is therefore important that the description give a clear picture of what the project is to achieve, in which country(-ies) or region(s) it is to be carried out, and which stakeholders and partners are expected to be affected by its implementation and expected output. The description must also clearly state that the administrative body has the capacity and operational ability to implement the project.</p> <p>The summary must contain a rationale that relates to the Nordic Council of Ministers’ overall strategies and provide a clear picture of:</p> <ul style="list-style-type: none"> <li>- the project’s background, purpose, and objectives;</li> <li>- how the project will be implemented (activities);</li> <li>- what is expected to be achieved (output and impact); and</li> <li>- the stakeholders and partners associated with the project’s implementation.</li> </ul>

<b>The project's relevance to the Nordic Council of Ministers' overall strategies – Vision 2030:</b>		
2.6	Vision objectives	<p>All projects that receive support from the Nordic Council of Ministers must actively contribute to the realisation of the Nordic Council of Ministers' strategically prioritised objectives as set out in <a href="#">Our Vision 2030</a> and the accompanying governing documents (<a href="#">action plan for 2021 to 2024</a> and any sectoral co-operation programmes). Consequently, the objectives guide all activities, and the Nordic Council of Ministers must follow up on the output of individual projects' contributions to the objectives contained in the vision.</p> <p>To facilitate the Nordic Council of Ministers' follow-up and evaluation of efforts relating to the vision, and for the organisation to be able to continuously access information on the results of efforts relating to the vision at an aggregated level, each project is systematically linked to a priority and a vision objective.</p> <p>On the basis of the Nordic Council of Ministers' overall strategy, the administrative body must therefore place the project under the <u>one</u> vision objective that the project is considered to primarily contribute to.</p> <p>If the administrative body assesses that the project's expected output and impact contribute to multiple objectives, the administrative body is required to account for this in box 2.7 below.</p>
2.7	Describe the project's contribution to the vision's objectives and its connection to the Nordic Council of Ministers' overall and sector-specific strategies	<p>On the basis of the objective chosen in 2.6, a more detailed description is required of how the project's expected output and impact will contribute to the strategic priorities of Nordic co-operation as described in the Nordic Council of Ministers' Vision 2030, the action plan for 2021 to 2024, and any sectoral co-operation programmes or related vision documents.</p> <p>The focus of the description must be on the project's expected impact in relation to the objectives prioritised by the Nordic Council of Ministers and the relevant sector.</p>

<b>The project's expected output and impact</b>		
2.8	Description of the project's expected output, as well as outcomes and impact	<p>In this box, the administrative body should list the specific expected output that it intends to produce with the project. By extension, both the expected outcomes and the impact on the vision objective that are expected as a consequence of the output realised in the project should be described.</p> <p>The description of the project's expected output and impact is an important starting point for the planning, implementation, monitoring, and evaluation of the project, both ongoing and after its completion, and clarifies the project's expected contribution to the vision.</p> <p>"Expected output" is the specific output that is expected to be realised within the project period, while "expected outcomes" and "expected impact" derive from this output. Consequently, expected outcomes and impact are to be formulated with full awareness that they can be influenced by factors other than the project's output and that they are expected to be achieved in the longer term.</p> <p>The description must be prepared according to an approach anchored in the Nordic Council of Ministers' operationalisation of Our Vision 2030 pursuant to the funding scheme:</p> <div data-bbox="316 712 1465 1126" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 18%; text-align: center;"> <p><b>Activities</b></p> <p>Activities carried out in the form of documentation, deliveries, and services.</p> <p><i>Examples: preparation of reports, organisation of conferences, establishment of networks, etc.</i></p> </div> <div style="width: 18%; text-align: center;"> <p><b>Output</b></p> <p>The output generated as a result of the activities. Describe quantitatively.</p> <p><i>Examples: x number of downloads, participants, network stakeholders, national usage, etc.</i></p> </div> <div style="width: 18%; text-align: center;"> <p><b>Outcomes</b></p> <p>The outcomes generated by the activities. Describe qualitatively and/or quantitatively.</p> <p><i>Examples: improvement of knowledge, raised awareness, Nordic solution, national policy, etc.</i></p> </div> <div style="width: 18%; text-align: center;"> <p><b>Impact</b></p> <p>Long-term impact in the form of fundamental systemic or societal change. Describe qualitatively.</p> <p><i>Examples: better gender equality, better quality of life, reduced emissions, etc.</i></p> </div> <div style="width: 18%; text-align: center;"> <p><b>Vision objectives</b></p> <p>The Vision objective that the initiative primarily contributes to with its activities.</p> <p><i>(Please note, only one vision objective should be chosen per initiative, even if the initiative may contribute to several objectives).</i></p> </div> </div> </div>
<b>Project activities - Timeline</b>		
2.9	Describe the project's planned activities	<p>Break the project down into the activities planned within the project period with the intention of producing the concrete output as listed in 2.8.</p> <p>Break the project down into distinct named activities and describe the scope and purpose of each activity. Enter an expected start end date for each activity. Limit the number of activities to a maximum of 10 (this is more than enough for most projects).</p> <p><i>Note that "Project management" is a mandatory project activity and must be described.</i></p>

<b>Cross-sectoral perspectives (sustainable development, gender equality, and a children's rights and young people's perspective)</b>		
2.10	Describe how the cross-sectoral perspectives are mainstreamed in the implementation of the project	<p>Mainstreaming sustainable development, gender equality, and a children's rights and youth perspective in the Nordic Council of Ministers' work means mainstreaming these perspectives in both the planning and the implementation of projects. Everyone who works in or on behalf of the Nordic Council of Ministers, regardless of their policy area, has a responsibility to mainstream these perspectives in the work of the Nordic Council of Ministers.</p> <p>Please also see <a href="#">Nordic Council of Ministers' guidance for mainstreaming sustainable development, gender equality, and a child rights and youth perspective</a>.</p>

### **3 Nordic value and participation**

3.1	Describe how the project contributes to Nordic value	<p>All projects that receive funding from the Nordic Council of Ministers must contribute to Nordic value. The Nordic Council of Ministers considers a project to contribute to a Nordic value when:</p> <p><b>a)</b> there is added value in the project being implemented collaboratively between the Nordic countries, and  <b>b)</b> the output of the project will benefit the Nordic countries.</p>
3.2	Indicate Nordic participation	<p>All projects must involve at least three stakeholders from the following countries: Sweden, Denmark, Norway, Iceland, Finland, the Faroe Islands, Greenland, or Åland. One of the Nordic countries may, however, be replaced by at least one non-Nordic country.</p> <p>Please note that "involvement" means that the stakeholders participate in the governance or implementation of the project and not simply that the stakeholder is affected by or the recipient of the project's output.</p> <p>Put a cross next to the Nordic countries which have stakeholders involved in the implementation of the project, or add another country or other countries, if relevant.</p>
3.3	Organisation of Nordic participation	Describe the relationship and division of work between the stakeholders in/from the various Nordic countries involved in the implementation of the project.

### **4 Risk analysis**

4.1	Report identifiable risks that may affect the implementation and output of the project	<p>Account for identifiable and relevant risks in connection with the implementation of the project, the probability of their occurrence, and their consequences. Here, you should also describe how the administrative body has taken or intends to take measures to mitigate against the consequences of- or prevent the identified risk.</p> <p>The focus must be on risk that could result in the project's objectives and output not being delivered.</p> <p>"Risks" are to be understood as external or internal factors that can prevent or significantly delay the implementation of the project.</p>
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### **5 Appendices:**

5.1	Specify any appendices enclosed with the project description	<p>Please note that you <b>must</b> enclose the <a href="#">Nordic Council of Ministers' budget form</a> with the project description. The budget form must be completed in line with the <a href="#">Nordic Council of Ministers' budget and administration guidelines for project grants</a>.</p>
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