# 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 | UTFYLLS AV NORDISKA MINISTERRÅDETS SEKRETARIAT |
| Administrative body: | Project name and number in Unit4: |
|  | Public360 number: |
|  | Budget item: |
| Project manager: | Advisor: |
| AUDIT INFORMATION | |
| Is your organisation audited by a Nordic national audit office? | [Yes/no] |
| If "No," please provide the name of the auditing firm | [Name] |

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| --- | --- | --- |
| BANK DETAILS | | |
| Account holder: |  | Organisationsnr./FO:nr/CVR.nr: |
| 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 |
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| 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) |
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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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| --- | --- | --- |
| Budget form for framework agreement | | (TDKK) |
| Grant for 2024 | |  |
| ORDINARY OPERATING EXPENSES | | |
| Budget line 1 | Rental costs and lease |  |
| Budget line 2 | Purchase of goods and services |  |
| Budget line 3 | Personnel costs and salaries |  |
| OTHER ORDINARY OPERATING EXPENSES | | |
| Budget line 4 | Representation, travel and transportation |  |
| Organisational relevant budget lines | |  |
| Budget line 5 | xx |  |
| Budget line x | xx |  |
| Budget notes | | |
| Budget line 1 |  | |
| Budget line 2 |  | |
| Budget line 3 |  | |
| Budget line 4 |  | |
| Budget line 5 |  | |
| Budget line x |  | |

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**Budget guidance for administrative bodies with framework agreements**

EXPLANATION FOR THE BUDGET FORM

The budget form displays 4 standard budget lines. Additionally, new budget lines can be added to adapt the budget to the individual organisation. In the budget form, there is also a form for budget notes: The purpose of the budget notes is to support the budget with explanatory comments or additional subcategories for the budget item as needed.

**Budget line 1. Rental costs and lease in general**

This budget line includes expenses for rent and leasing of premises. This includes expenses such as rent for buildings, offices, rooms, premises, cleaning, water, heating, and goods rental, etc.

**Budget line 2. Purchase of goods and services**

This budget line includes purchases of goods and services.

**Budget line 3. Personnel costs and salaries**

This budget line includes salaries and personnel costs, including salary costs for individuals as payment for personal work services as part of a service or employment relationship.

**Budget line 4. Representation, travel, and transportation**

This budget line includes expenses related to business trips, as well as all travel and logistics costs. This also includes event/meeting expenses, such as food and beverages.

## 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)