Project description – Guidance

Version 1.0

Project description – Guidance

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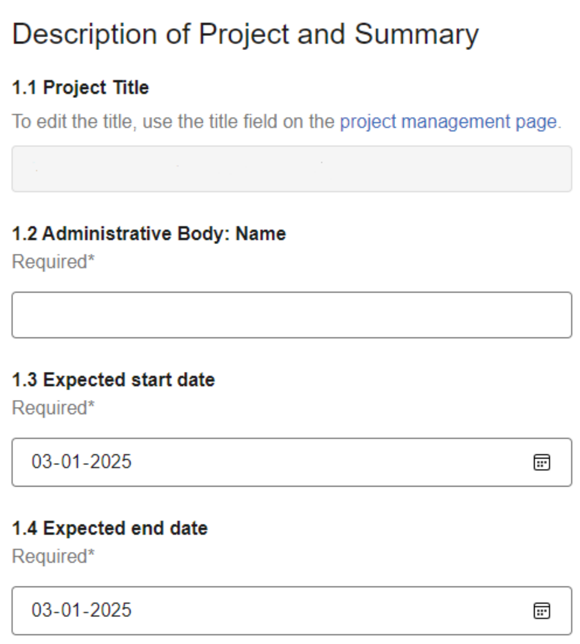
<tr><td>Field</td><td>Field title</td><td>Guidance to completing the fields</td><td></td></tr>
<tr><td>1.1</td><td>Project Title</td><td>Details to include:
Enter the name or title of the project
Tips:
Keep the title short and precise
Choose a title that reflects the main purpose of the project
To edit the title, use the title field on the project management page</td><td rowspan="4">
</td></tr>
<tr><td>1.2</td><td>Name of Administrative Body</td><td>Details to include:
Specify the administrative body responsible for the project
Tips:
Use the official name of the responsible body.
Avoid abbreviations or informal names that might cause confusion</td></tr>
<tr><td>1.3</td><td>Expected start date</td><td>Details to include:
Enter the planned start date for the project in the format DD/MM/YYYY
Tips:
Ensure the date is realistic and aligns with the project schedule.</td></tr>
<tr><td>1.4</td><td>Expected end date</td><td>Details to include:</td></tr>
</table>

		• Provide the expected end date for the project in the format DD/MM/YYYY **Tips:** • Consider the project scope when determining the end date.	
1.5	Provide a description of the project's background and justification, as well as purpose and objectives	**Details to include:** Provide a detailed explanation of the project's: • Background and justification: Why the project was initiated and the needs it addresses. • Purpose: What the project aims to achieve. • Objectives: Specific, measurable goals. **Tips:** • Write in short and clear sentences. • Use concrete examples to illustrate the project's importance. • Must contain a minimum of 30 characters. • Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	**1.5 Provide a description of the project's background and justification, as well as purpose and objectives** Required*

1.6	Provide a description of the project's implementation plan, organisation of the Nordic participation, stakeholders and	**Details to Include:**
		• Explain how the project will be implemented, including:
		    ○ Key activities.
		    ○ Timelines and milestones.
		• Describe the roles and responsibilities of participants, especially Nordic partners.
		• If applicable, mention stakeholders and partnerships:
		    ○ How these collaborations will be managed.
		    ○ Their contributions to achieving the project's goals.
			1.6 Provide a description of the project's implementation plan, organisation of the Nordic participation, stakeholders and partnerships where applicable
			Required*

	partnerships where applicable	**Tips:** • Be specific about timelines and responsibilities. • Highlight Nordic involvement to emphasize the project's alignment with regional priorities. • Must contain a minimum of 30 characters. • Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	**1.7 Provide a description of the project's expected results** Required* **1.8 Provide a description of the main target groups and beneficiaries of the project's expected results** Required* **1.9 Provide a project summary** Required*

1.7	Provide a description of the project's expected results	**Details to Include:**
		• Clearly describe the outcomes you expect to achieve, ensuring they align with the objectives stated in section 1.5.
		• Include:
		  ○ Short-term results (e.g., immediate improvements).
		  ○ Long-term impacts (e.g., sustained benefits over time).
		  ○ Measurable indicators for evaluating success.
		
		Tips:
		• Make sure results are realistic and measurable.
		• Use clear and concise language to describe the impacts.
		• Must contain a minimum of 30 characters.
		• Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	

1.8	Provide a description of the main target groups and	**Details to Include:** • Identify and describe the primary groups who will benefit from the project: ○ Who are they?	

	beneficiaries of the project's expected results	◦ Why were they selected? • Explain: ◦ How these groups will be impacted by the project. ◦ How they will benefit from the expected results. ◦ How the project will meet their needs. **Tips:** • Be clear about who benefits and why they are prioritized. • Address how the project will engage with these groups. • Must contain a minimum of 30 characters. • Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	
1.9	Provide a project summary	**Details to Include:** • Provide a concise overview of the project, including: ◦ What the project is about. ◦ The country(ies) or region(s) where it will be implemented. ◦ The target groups, stakeholders, and partnerships involved. ◦ The expected outcomes and their alignment with Nordic strategies. • Clearly explain the administrative body's capacity to implement the project. **Tips:** • Summarize key information from the previous sections. • Keep it concise while ensuring all critical details are covered. • Please note that the NCM reserves the right to use part of or all of the text for information purposes. • Must contain a minimum of 30 characters.	

		• Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	

2. Policy Area Objectives, Expected Results and Indicators			
Field	***Field title***	***Guidance to completing the fields***	
2.1	Which Sector does the project belong to?	**Details to Include:** • Use the dropdown menu to select the sector that best aligns with your project. • Ensure your selection matches the sector information already provided by the Nordic Council of Ministers (NCM). **Tips:** • Please note that the relevant sector information for your project has already been provided by the NCM, so use this information when making your selection. Double-check the predefined information from the NCM before making your choice. • If unsure, refer to project documentation or seek clarification from your project coordinator.	
2.2	Which sector goal does the project support?	**Details to Include:** • Select the specific sector goal that your project is expected to contribute to from the provided list.	

Policy Area Objectives, Expected Results and Indicators

2.1 Which Sector does the project belong to?
Required*

Ministers of Co-operation

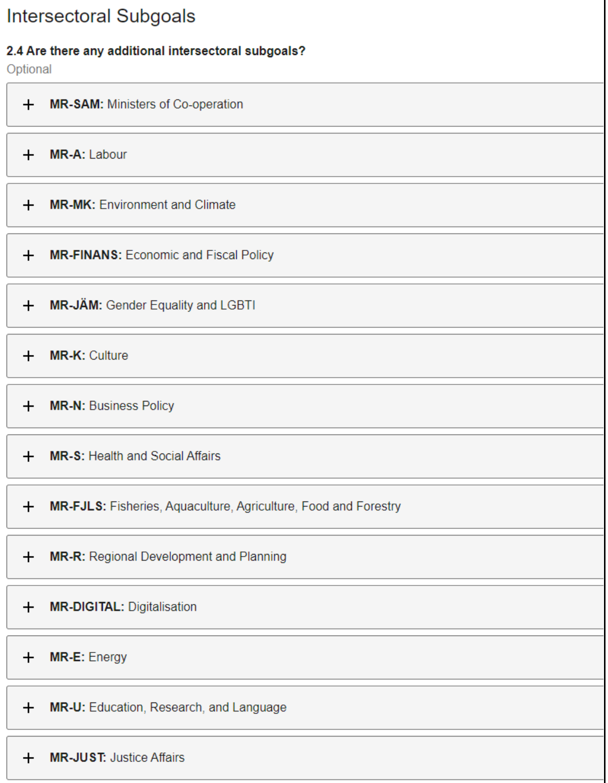
2.2 Ministers of Co-operation : Which sector goal does the project support?
Required*
If you change sector or goal all subgoals will be deselected.

Goal		**Description**
◉	**MR-SAM 1**	The work of the Nordic Council of Ministers must contribute towards the attainment of our Vision 2030
○	**MR-SAM 2**	Strengthen integration and mobility between the Nordic nations
○	**MR-SAM 3**	Nordic perspectives must be secured both regionally and internationally

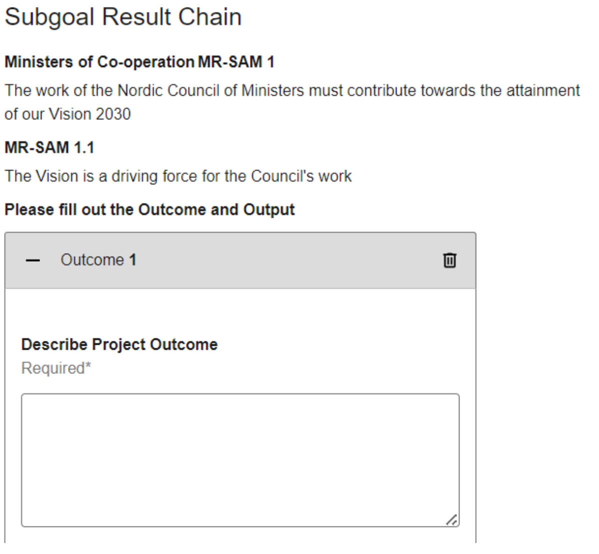
		• Refer to the guidance provided by the Nordic Council of Ministers (NCM) to ensure your selection aligns with the policy framework. **Key Considerations:** **1. Sectoral Goals as Long-Term Objectives**: • The sectoral goals represent the broader societal changes that the NCM has identified as necessary to achieve Vision 2030. • Each goal reflects long-term impacts rather than immediate, measurable project outcomes. **2. Project Contribution to Broader Impact:** • Projects are not individually responsible for achieving the full measurable impact of a sectoral goal. • Instead, your project is viewed as contributing towards the broader societal changes defined by the selected sectoral goal. **3. One Sectoral Goal Per Project:** • You can only select **one sectoral goal** for your project. • Any additional contributions to other goals are implied through the selection of **sub-goals** in section **2.4.** **Tips:** • Select the sector goal that the project is expected to contribute to. Please note that this information has already been provided by NCM, so refer to that guidance when making your selection. Be strategic when selecting the sectoral goal to ensure it best aligns with your project's objectives and outcomes.	

		• Understand that the selected goal establishes a clear link between your project and the broader NCM objectives. • If unsure, consult the NCM policy framework or your project's supporting documentation for clarity.	
2.3	Which sector subgoals does the project support?	Select the sub-goal(s) that the project contributes to. Please note that this information has already been provided by NCM, so refer to that guidance when making your selection. **Details to Include:** • Select the sub-goal(s) that your project directly contributes to from the provided list. • Select the sub-goal(s) that the project contributes to. Please note that this information has already been provided by NCM, so refer to that guidance when making your selection. • Ensure that the sub-goals align with the sectoral goal selected in section 2.2. • Refer to the guidance provided by the Nordic Council of Ministers (NCM) to confirm your selection. **Key Considerations:** **1. Sub-Goals as Paths to Sectoral Goals:** • Each sectoral goal includes sub-goals that represent different strategies or paths towards achieving long-term societal change. • A sub-goal specifies how your project contributes to the overarching sectoral goal. **2. Contribution to Multiple Sub-Goals:**	**2.3 Which sector subgoals does the project support?** Minimum 1 Required* **Subgoal** / **Description** ☑ **MR-SAM 1.1** — The Vision is a driving force for the Council's work ☐ **MR-SAM 1.2** — The work of the Council of Ministers must contribute towards a more resilientand sustainable region ☐ **MR-SAM 1.3** — The added value and outcomes of Nordic co-operation and the work of the Nordic Council of Ministers must be clear to both the relevant governments and the public

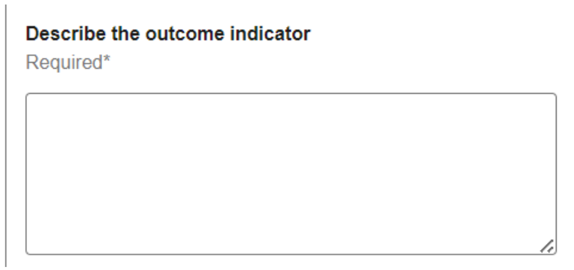
		• A project can contribute to more than one sub-goal within the same sectoral goal or across other sectoral goals. • However, it is mandatory to select at least one sub-goal directly linked to the sectoral goal chosen in section 2.2. **3. Alignment with Project Scope:** • Selecting multiple sub-goals may require your project to deliver separate, tangible results for each sub-goal. • Before selecting multiple sub-goals, assess the project's capacity and scope to ensure it can deliver meaningful outcomes for all selected sub-goals. **Additional Notes:** • Sub-goals selected here will directly influence the intermediate objectives and tangible results your project is expected to deliver. • Carefully consider the feasibility of addressing multiple sub-goals to maintain focus and ensure successful implementation.	

2.4	Are there any additional intersectoral subgoals?	**Details to Include:**
		• If relevant, select an additional sub-goal from:
		    ○ The sector your project belongs to.
		    ○ Any other sector that aligns with your project's objectives.
		• Use the plus **(+)** button next to a sector to view its available sub-goals.
		• Please note that this information has already been provided by NCM, so refer to that guidance when making your selection.
		
		Key Considerations:
		1. Selecting Additional Sub-Goals:
		• Additional sub-goals can be chosen from any sectoral cooperation programme.
		• This allows your project to contribute to multiple sectoral goals across different sectors and sub-goals.
		2. Intersectoral Relevance:
		• Establishing connections between your project and sub-goals from different sectors enhances the intersectoral dimension of the project.
		• This is particularly important for projects with a cross-sectoral scope, which can contribute to broader societal impacts.
		3. Strategic Contributions:
		• Select sub-goals that align with your project's scope, capacity, and intended outcomes.
		• Ensure that your project has the resources to deliver meaningful contributions to the selected sub-goals.
		
		Tips:
			

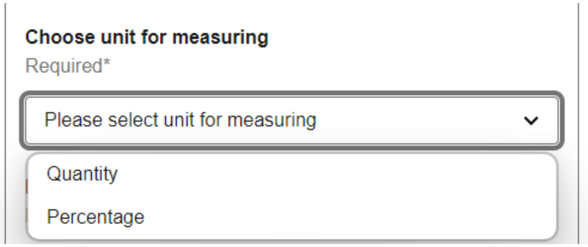
		• Consider the broader societal impact when choosing intersectoral sub-goals. • Avoid overcommitting by selecting too many sub-goals that exceed your project's capacity.	
	Describing a projects Outcomes, Outputs and Indicators in the Subgoal Result Chain	For each intermediate objective (subgoal) that is selected, the administrative body is required to describe the results that are expected to be delivered by the project. The selected subgoals are now accessible via the **sidebar menu**. Each subgoal appears as a clickable item under the section "2.1 Intersectoral Subgoals." **What You Need to Do:** The NCM's guidelines state that the administrative body of a measure is required to: 1. Describe at least one expected outcome for each intermediate objective (subgoal). 2. Describe at least one expected output for each outcome. 3. Describe indicators that will be used to measure each outcome and output. 4. Provide baseline and target values for each indicator. 5. Identify how indicator values can be verified by the NCM. **How to Proceed:** **1. Navigate to the Subgoal:** • Use the sidebar menu to select a subgoal (e.g., "2.2 MR-SAM 1.1"). • Click on the subgoal to open its corresponding page. **2. Define the Outcome and Output:** • Use the plus (+) icon to add at least one outcome and its corresponding output for the selected subgoal.	

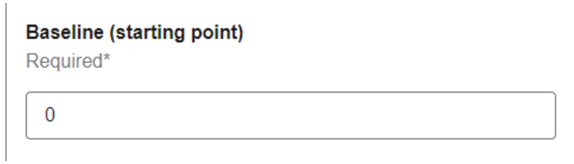
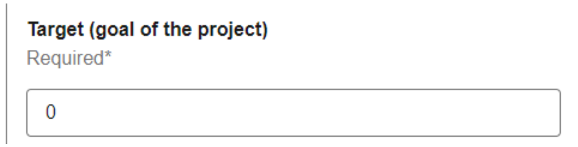
		3. Add Indicators and Values: For each outcome and output, describe the indicators that will measure success. Provide baseline (starting point) and target (expected result) values for each indicator. **4. Verification:** Clearly identify how indicator values can be verified to ensure accountability and alignment with NCM's requirements.	
	Describe Project Outcome	**How to Define and Fill in Outcomes** *Definition of Outcomes* • **Outcomes** are the **direct, observable effects** that the project's outputs have on its target groups, systems, or institutions. • They represent **specific changes or benefits** that can realistically be achieved or influenced by the project. • Outcomes should align with the project's contribution to a **sectoral goal**. **Steps to Complete the Outcome Section** *Step 1: Access the Outcome Input Fields, Add or Edit Outcomes* 1. Locate the **plus (+) icon** next to "Outcome 1." 2. Click on the icon to expand the section. 3. Fill in the input fields with the required information. 4. To add more outcomes, repeat the process by clicking the **plus (+) icon** again. 5. To edit an existing outcome, click on the corresponding outcome to expand it. 6. If an outcome needs to be deleted, click **the trash bin icon** next to the outcome.	

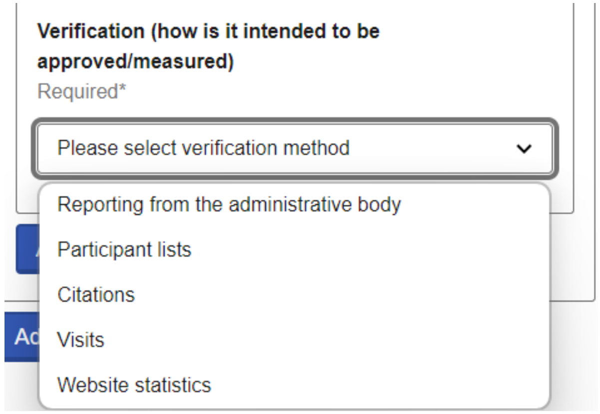
		Step 2: Write the Outcome Description
		When describing the outcome:
		• Use **clear and concise language** that captures the intended change.
		• Focus on changes in **knowledge, behavior, practices, or conditions** for the target group or beneficiaries.
		• Avoid broad or vague statements; instead, be **specific** and context driven.
		
		Principles for Writing Effective Outcomes
		Adhere to the following guidelines:
		1. **Use a Verb in Past Tense**:
		  ○ Indicate the direction of change with words like:
		    ▪ "Improved."
		    ▪ "Increased."
		    ▪ "Strengthened."
		  ○ Example: "Increased knowledge of sustainable farming practices among rural communities."
		2. **Focus on Observable Changes**:
		  ○ Describe changes in:
		    ▪ Practices (e.g., "Adopted digital tools for administrative processes").
		    ▪ Capacities (e.g., "Improved capacity to manage cross-border collaborations").
		    ▪ Skills or behaviors (e.g., "Strengthened conflict resolution skills among stakeholders").
		3. **Keep the Goal Singular and Distinct**:
		  ○ Focus on **one specific outcome** at a time.
		  ○ Example: Instead of "Increased collaboration and resource sharing," use "Increased collaboration among Nordic partners."
		4. **End-State, Not a Process**:	

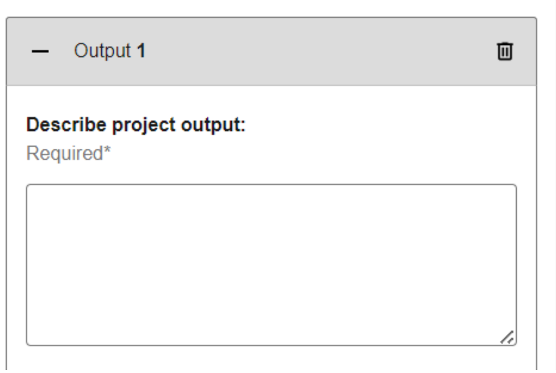
		○ Outcomes should describe a **final, measurable state** rather than the process to achieve it. ○ Example: Use "Improved stakeholder engagement in policy development," not "Conducting stakeholder engagement workshops." 5. **Actionable and Relevant to Change**: ○ Ensure the outcome reflects the project's **contribution to change** in the targeted group or system. ○ Example: "Strengthened organizational capacity of local NGOs to deliver health services." **Note on Field length** • Must contain a minimum of 30 characters. • Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	
	Describe the outcome indicator	**Purpose**: • Define how you will measure the outcome. Indicators must provide a clear, measurable metric or observation that reflects progress toward achieving the outcome. **Example**: • **Project Outcome**: "Increase adoption of energy efficiency measures." • **Outcome Indicator**: "Number of new energy efficiency policies adopted." **Tips**: • Be specific and use quantitative language (e.g., "Number of participants trained" or "Percentage of renewable energy use increased"). • Must contain a minimum of 30 characters.	

		• Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	

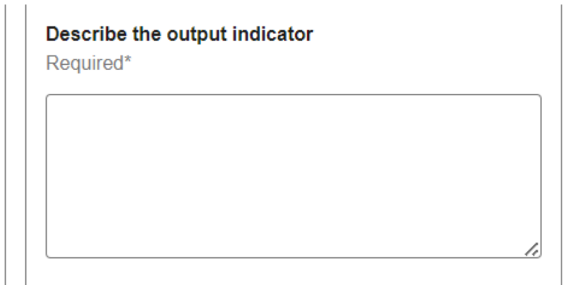
	Choose unit for measuring	**Purpose**:
		• Select the appropriate unit for measuring the outcome, such as:
		    ○ **Quantity**: Countable items (e.g., number of policies, participants, or workshops).
		    ○ **Percentage**: Proportional changes (e.g., increase in satisfaction rates or emissions reductions).
		Tips:
		• Ensure the unit matches the type of indicator described.
			

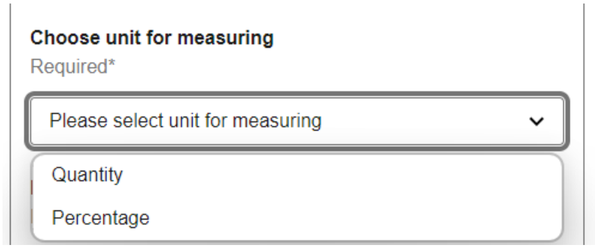
	Baseline (starting point)	**Purpose**: • Define the initial value or state of the indicator before the project begins. This serves as the reference point for measuring progress. **Example**: • If the baseline number of policies is zero, enter **"0"**. **Tips**: • Provide an accurate and realistic starting point to track progress effectively.	
	Target (goal of the project)	**Purpose**: • Specify the desired value or state of the indicator at the end of the project. This is the measurable goal the project aims to achieve. **Example**: • If the project aims to adopt five new policies, enter **"5"**. **Tips**: • Ensure the target is ambitious yet achievable within the project's timeframe.	

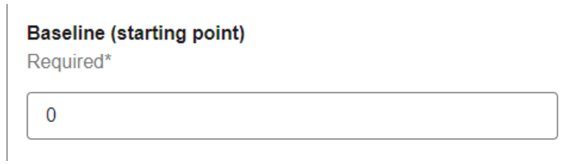
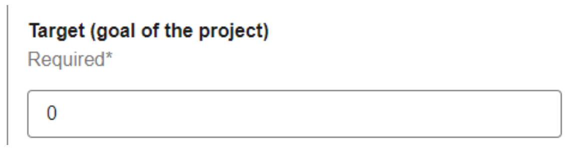
	Verification (how is it intended to be approved/measured)	**Purpose**: • Describe the method or source used to verify the achievement of the outcome, such as: **Options**: 1. **Reporting from the Administrative Body**: ○ Use reports created by the project team or organization to validate outputs. 2. **Participant Lists**: ○ For activities such as workshops, use attendance or registration records to verify success. 3. **Citations**: ○ For outputs like publications, use documented citations to confirm their use or distribution. 4. **Visits/Website Statistics**: ○ For online outputs, use analytics tools to track visits or interactions. **Tips**: • Choose a verification method that is reliable, feasible, and relevant to the project context.	

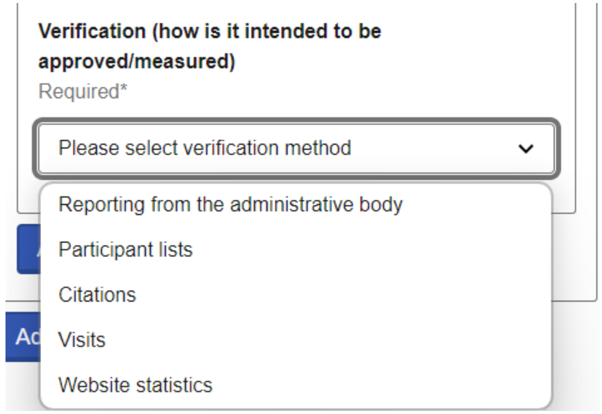
	Describe project output	**Purpose**:
		• Outputs are **tangible deliverables** resulting from the project's activities.
		• Each output should be clearly defined and directly linked to achieving the **outcome**.
		
		Adding Outputs Linked to Outcomes
		Step 1: Expand and Fill Out Output Details
		• Click on the **plus (+) icon** next to "Output 1" to expand the fields.
		• Fill in the following fields:
		
		Details to Include:
		• Provide a **specific description** of what the project will deliver.
		• Ensure outputs are measurable and achievable within the project timeline.
		
		Example Outputs:
		• **Policy Brief**:
		  ○ Description: "Policy brief on energy efficiency best practices created and disseminated to stakeholders."
		• **Stakeholder Meetings**:
		  ○ Description: "Five consultation meetings held with stakeholders."
		• **Policy Recommendations**:
		  ○ Description: "Policy recommendations submitted to relevant authorities."
		Tips:
		• Define **at least one output** for each outcome.
		• Be concise but specific to ensure clarity.
		• Must contain a minimum of 30 characters.
			

		• Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.
		
		Step 2: Add Additional Outputs (If Needed)
		• If more outputs are required:
		    ○ Click the **"Add New Output"** button again.
		    ○ Repeat the process for each new output.
		
		Note: At least one output must be defined for each outcome to ensure that all intended outcomes have corresponding deliverables.	

	Describe the output indicator	**Purpose**: • Define how the output will be measured to confirm it has been achieved. • Use a specific metric that clearly reflects the **completion or quantity** of the output. **Tips**: • Be specific and measurable. • Focus on a single, quantifiable aspect of the output. • Must contain a minimum of 30 characters. • Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	

	Choose unit for measuring	**Purpose**:
		• Select the unit that best represents how the output will be quantified.
		• Common units include:
		  ○ **Number**: For countable items (e.g., workshops, reports).
		  ○ **Percentage**: For proportional changes (e.g., participant satisfaction).
		Tips:
		• Ensure the unit aligns with the described indicator.
		• Use a unit that matches the format of the data you'll collect.
			

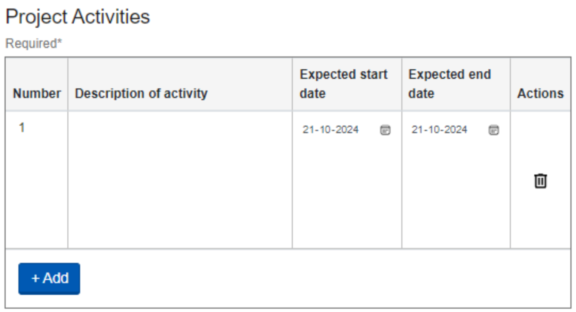
	Baseline	**Purpose**: • The baseline value represents the **starting point** for the indicator before project activities begin. • It shows the initial status and helps track progress over time. **Example**: • If no workshops have been held at the start of the project: ○ **Baseline Value**: 0. **Tips**: • Ensure the baseline accurately reflects the current state. • If starting from scratch, the baseline is typically **0**.	
	Target	**Purpose**: • The target value represents the **goal** you aim to achieve by the end of the project for this output. • It serves as a benchmark to measure the success of the output. **Example**:	

		• If the goal is to conduct five workshops: ○ **Target Value**: 5. **Tips**: • Set realistic and achievable targets. • Ensure the target aligns with the project's objectives and activities.	
	Verification (how is it intended to be approved/measured)	**Purpose**: • This field specifies the **data source** or method that will be used to measure and confirm the output's achievement. • The source must be credible, reliable, and relevant to ensure consistent and accurate measurement. **Options**: 5. **Reporting from the Administrative Body**: ○ Use reports created by the project team or organization to validate outputs. 6. **Participant Lists**: ○ For activities such as workshops, use attendance or registration records to verify success. 7. **Citations**: ○ For outputs like publications, use documented citations to confirm their use or distribution. 8. **Visits/Website Statistics**: ○ For online outputs, use analytics tools to track visits or interactions. **Tips**: • Choose a verification method that is both practical and credible for the type of output. • Ensure the method is accessible and easy to document.	

	Add additional output	To add additional outputs related to this outcome, click the "Add New Output" button below. This allows you to define more specific deliverables that support achieving the outcome.	
	Add additional outcome and output	To add additional outcomes related to the selected sub-goal, click the "Add New Outcome" button. Each outcome should have at least one output associated with it to ensure that all intended outcomes have specific deliverables. Note: At least one output must be defined for each outcome to ensure that all intended outcomes have corresponding deliverables. Outputs are essential for tracking the project's progress towards achieving each outcome.	

3. Project Activities

Field	*Field title*	*Guidance to completing the fields*	

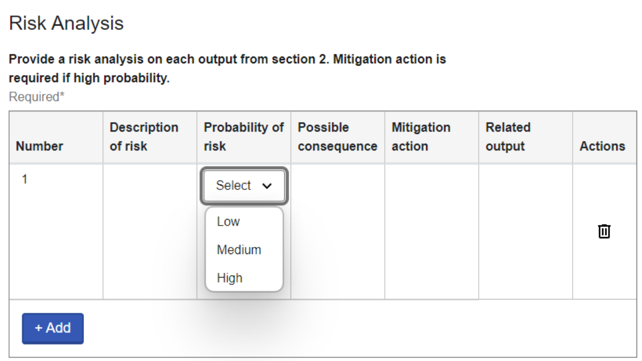
3		**Purpose:**
		• Break the project into specific activities planned during the project period to produce tangible outputs.
		• List each activity along with its scope, purpose, and timeline.
		
		Step-by-Step Guidance:
		1. Adding Your First Activity:
		• **Description of Activity:**
		  ○ Click on the first field under "Description of activity" and provide a brief description of the activity.
		  ○ **Note: "Project management"** is a mandatory activity and must be listed.
		  ○ Must be at least 30
		• **Expected Start Date:**
		  ○ Click on the field under "Expected start date" and use the calendar icon to select the date.
		• **Expected End Date:**
		
		• Click on the field under "Expected end date" and select the anticipated completion date from the calendar.
			

		2. Adding Additional Activities: • Click the blue "Add" button at the bottom left corner to add more rows for additional activities. • The system will automatically assign a number to each activity (e.g., No. 2, No. 3, etc.). **Tips for Completing This Section:** • **Be Specific:** Clearly define each activity to avoid ambiguity. • **Ensure Feasibility:** Ensure timelines are realistic and aligned with overall project milestones. • **Include Mandatory Activities**: Always include "Project management" as one of the activities. • **Review Regularly:** Double-check entered dates and descriptions to ensure they align with the overall project plan. • Must contain a minimum of 30 characters. • Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	

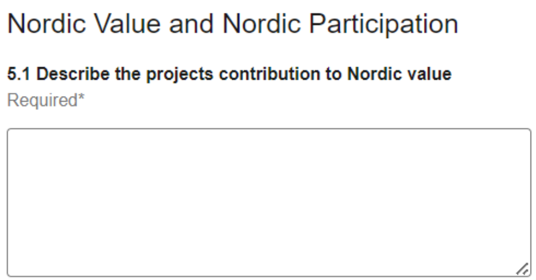
<table>
<tr><th colspan="4">4. Risk Analysis</th></tr>
<tr><td>Field</td><td>Field title</td><td>Guidance to completing the fields</td><td></td></tr>
<tr><td>4.1</td><td>Provide a risk analysis on each output from section 2. Mitigation action is required if high probability.</td><td>Steps to Complete the Risk Analysis Section:
1. Description of Risk:
• Clearly define the nature of each risk.
• Describe:
o What the risk is.
o How it might arise.
o What part of the project it could affect.

2. Probability of Risk:
• Assess the likelihood of the risk occurring and choose one of the following:
o Low: Unlikely to occur.
o Medium: Moderate chance of occurring.
o High: Highly likely to occur.
• Note: If the probability is "High," a mitigation action is required to ensure proactive measures are in place.

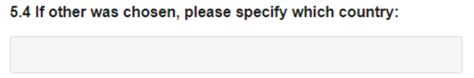
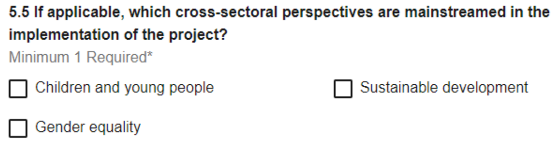
3. Possible Consequence:
• Detail the potential impact of the risk, such as:
• Effects on timelines.
• Increased costs.
• Failure to meet objectives.

4. Mitigation Action:
• Outline strategies to:</td><td>
</td></tr>
</table>

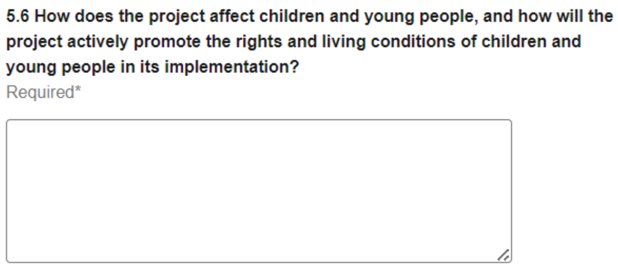
		• Reduce the risk likelihood. • Minimize its impact. • Include any preventive measures or contingency plans. **5. Related Output:** • Link the risk to specific project outputs or deliverables (from Section 2). **Adding a New Risk:** • Locate the blue "Add" button in the left-hand corner of the risk analysis section. • Click the "Add" button to create a new entry. • Fill out each of the fields for the new risk as described above. **Tips:** • **Be Specific:** Avoid vague statements. Clearly describe each risk and its potential impact. • **Focus on Key Risks**: Address risks that could significantly delay or prevent project success. • **Proactive Planning:** Ensure that mitigation actions are practical and realistic. • **Regular Updates:** Revisit and adjust the risk analysis as the project evolves. • **Use the Add Button:** For additional risks, click the blue "Add" button to create a new row. • Must contain a minimum of 30 characters. • Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	

5. Nordic Value and Nordic Participation			
Field	***Field title***	***Guidance to completing the fields***	
5.1	Describe how the project contributes to Nordic value	**Details to Include:** • Explain how the project aligns with the Nordic Council of Ministers' definition of Nordic value: **1. Added value through Nordic collaboration:** • How does the project benefit from being implemented collaboratively across Nordic countries? **2. Benefits to Nordic countries:** • Describe how the project's outputs will benefit one or more Nordic countries. **Tips:** • Highlight the **collaborative aspect** of the project. • Clearly link the **project outputs** to specific benefits for Nordic countries. • Must contain a minimum of 30 characters. • Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	

5.2	Which Nordic countries are involved in the project?	**Details to Include:** • Mark the countries involved by placing a cross next to their names. These countries include: ○ Sweden, Denmark, Norway, Iceland, Finland, the Faroe Islands, Greenland, or Åland. • At least three Nordic countries must participate actively in the governance or implementation of the project. One of the Nordic countries may, however, be replaced by at least one non-Nordic country. **Tips:** • Ensure the countries you select are actively participating in the project's **governance or implementation**, not just affected by the outcomes. • Replace one Nordic country with a non-Nordic country if relevant (see 5.3).	**5.2 Which Nordic countries are involved in the project?** Minimum 3 required - two Nordic countries and one Nordic/Non-Nordic country* ☐ Denmark ☐ Finland ☐ Iceland ☐ Norway ☐ Sweden ☐ Faroe Islands ☐ Greenland ☐ Åland
5.3	Which non-Nordic countries are involved in the project, if any?	**Details to Include:** • If stakeholders from non-Nordic countries are involved, place a cross next to the relevant countries: ○ Estonia, Latvia, Lithuania, or Other. **Tips:** • Ensure the countries you select are actively participating in the project's **governance or**	**5.3 Which non-Nordic countries are involved in the project, if any?** Optional ☐ Estonia ☐ Latvia ☐ Lithuania ☐ Other

		implementation, not just affected by the outcomes.	
5.4	If other was chosen, please specify which country:	**Details to Include:** • If you selected "Other" in 5.3, provide the name of the non-Nordic country or countries involved. **Tips:** • Ensure the countries you select are actively participating in the project's **governance or implementation**, not just affected by the outcomes.	
5.5	Which cross-sectoral perspectives are mainstreamed in the implementation of the project?	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 sector, has a responsibility to mainstream these perspectives in the work of the Nordic Council of Ministers. Please also see [Nordic Council of Ministers' guidance for mainstreaming sustainable development, gender equality, and a child rights and youth perspective.]	

		Please select between 1 and 3 options that best describe the cross-sectoral perspectives integrated into your project's implementation. You may check more than one box, but a maximum of three. These perspectives should be central to how the project is carried out. The available options are: – Children and young people – Sustainable development – Gender equality Ensure that the selected perspectives align closely with your project's objectives and activities.	

5.6	How does the project affect children and young people, and how will the project actively promote the rights and living conditions of children and young people in its implementation?	**Details to Include**:
		• Describe how the project considers the needs and interests of children and young people.
		• Outline actions taken to actively promote:
		  ○ **Rights**: Access to education, safety, or participation.
		  ○ **Living conditions**: Improved health, social support, or opportunities for development.
		
		Note on Field length
		• Must contain a minimum of 30 characters.
		• Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.
			
			5.6 How does the project affect children and young people, and how will the project actively promote the rights and living conditions of children and young people in its implementation?
			Required*

5.7	How does the project affect the environment and climate, and how will the project actively promote the green transition in its implementation?	**Details to Include**:
		• Explain the project's impact on the environment, including:
		  ○ Positive contributions (e.g., reducing emissions, promoting sustainability).
		  ○ Steps to minimise negative environmental effects.
		• Highlight specific actions to support the **green transition**, such as:
		  ○ Renewable energy adoption.
		  ○ Reducing waste or resource consumption.
		Note on Field length
		• Must contain a minimum of 30 characters.
		• Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.
			5.7 How does the project affect the environment and climate, and how will the project actively promote the green transition in its implementation?
			Required*

5.8	How does the project affect individuals of all genders differently, and how will its implementation actively promote gender equality?	**Details to Include**:
		• Address potential differences in how the project impacts all genders.
		• Specify measures to promote gender equality, such as:
		  ○ Equal participation in activities or decision-making processes.
		  ○ Addressing gender-based barriers.
		Note on Field length
		• Must contain a minimum of 30 characters.
			5.8 How does the project affect individuals of all genders differently, and how will its implementation actively promote gender equality?
			Required*

		• Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	

5.9	The project's relevance to the Nordic Council of Ministers' overarching strategies: specify which of the Vision 2030's strategic priorities the project contributes to	**Details to Include:**
		• Select 1 or maks 2 strategic priorities from Vision 2030 that align with your project's objectives.
		• The available strategic priorities are:
		  ○ A Green Nordic Region
		  ○ A Competitive Nordic Region
		  ○ A Socially Sustainable Nordic Region
		• Ensure that the selected priorities reflect the core objectives and demonstrate the project's alignment with the Nordic Council of Ministers' overarching strategies.
		Tips:
		• For more information on the Vision 2030 objectives, please visit [Vision 2030 Objectives](https://pub.norden.org/politiknord2023-725/).
		• Ensure that your selection accurately represents how your project supports these priorities.
			5.9 The project's relevance to the Nordic Council of Ministers' overarching strategies: specify which of the Vision 2030's strategic priorities the project contributes to
			Minimum 1 Required*
			Choose up to two strategic priorities: a comptetitive Nordic Region, a green Nordic Region and a socially sustainable Nordic Region. Read more about Vision 2030 and the three strategic priorities here: https://pub.norden.org/politiknord2023-725/
			☐ A Green Nordic Region ☐ A Competitive Nordic Region
			☐ A Socially Sustainable Nordic Region

5.10	Specify how the project contributes to the selected strategic priorities	**Details to Include:** • Provide a detailed explanation of how your project supports the strategic priorities you selected in 5.9. • Describe: • **Specific actions** your project will take to address these priorities.	**5.10 Specify how the project contributes to the selected strategic priorities** Required*

		• **Initiatives or outcomes** that demonstrate your project's contribution. • The **relevance and impact** of your project in advancing these strategic goals **Tips:** • Be as detailed as possible to clearly illustrate your project's relevance and alignment with the selected priorities. • Ensure consistency between your selected priorities and the project description. • Must contain a minimum of 30 characters. • Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.	

<table>
<tr><th colspan="4">6. Budget</th></tr>
<tr><td>Field</td><td>Field title</td><td>Guidance to completing the fields</td><td></td></tr>
<tr><td></td><td></td><td>
General Overview:

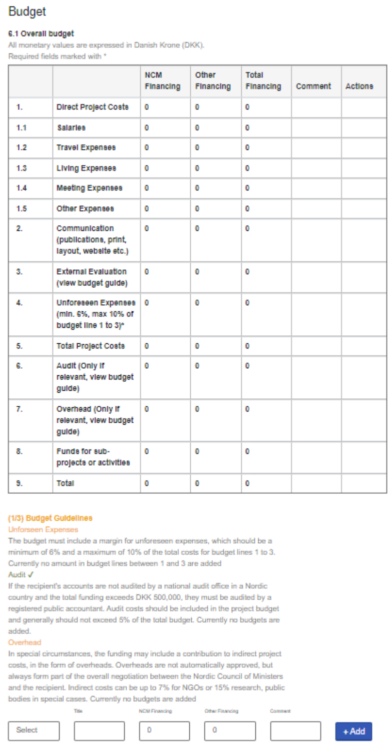
The budget is used to specify all expenses and revenues related to the project.
It is not possible to directly edit the existing budget lines in the table. To add expenses, use the "+ Add" button located at the bottom of the page.

Steps to Complete the Budget
1. Add a New Expense:

Select the appropriate budget line using the "Select" button next to the "+ Add" button. A dropdown menu will appear with options like:
1.1 Salaries
1.2 Travel Expenses
2 Communication Expenses, etc.
Scroll to the bottom of the page and click on the "+ Add" button.

2. Enter Budget Details:

Title:
Provide a brief and precise description of the expense (e.g., "Publications" for Budget Line 2).
NCM Financing:
Enter the amount of funds allocated from the Nordic Council of Ministers for this line item.

</td><td>

Budget
6.1 Overall budget
All monetary values are expressed in Danish Krone (DKK).
Required fields marked with *
<table>
<tr><th></th><th></th><th>NCM Financing</th><th>Other Financing</th><th>Total Financing</th><th>Comment</th><th>Actions</th></tr>
<tr><td>1.</td><td>Direct Project Costs</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>1.1</td><td>Salaries</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>1.2</td><td>Travel Expenses</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>1.3</td><td>Living Expenses</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>1.4</td><td>Meeting Expenses</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>1.5</td><td>Other Expenses</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>2.</td><td>Communication (publications, print, layout, website etc.)</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>3.</td><td>External Evaluation (view budget guide)</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>4.</td><td>Unforeseen Expenses (min. 6%, max 10% of budget line 1 to 3)*</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>5.</td><td>Total Project Costs</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>6.</td><td>Audit (Only if relevant, view budget guide)</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>7.</td><td>Overhead (Only if relevant, view budget guide)</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>8.</td><td>Funds for sub-projects or activities</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>9.</td><td>Total</td><td>0</td><td>0</td><td>0</td><td></td><td></td></tr>
</table>
(1/3) Budget Guidelines
Unforseen Expenses
The budget must include a margin for unforeseen expenses, which should be a minimum of 6% and a maximum of 10% of the total costs for budget lines 1 to 3. Currently no amount in budget lines between 1 and 3 are added
Audit ✓
If the recipient's accounts are not audited by a national audit office in a Nordic country and the total funding exceeds DKK 500,000, they must be audited by a registered public accountant. Audit costs should be included in the project budget and generally should not exceed 5% of the total budget. Currently no budgets are added.
Overhead
In special circumstances, the funding may include a contribution to indirect project costs, in the form of overheads. Overheads are not automatically approved, but always form part of the overall negotiation between the Nordic Council of Ministers and the recipient. Indirect costs can be up to 7% for NGOs or 15% research, public bodies in special cases. Currently no budgets are added
Title NCM Financing Other Financing Comment
Select 0 0 + Add
</td></tr>
</table>

		Other Financing: - Record any additional funding sources (e.g., self-financing, co-financing, or interest income). - If including interest income, add it under Other Financing and explain in the Comment section. **Comment:** - Provide explanations justifying the expenses and how they align with the project's goals. **Actions:** - Use the trash icon to delete incorrect or unnecessary lines. **3. Unspent Funds:** - If unspent funds from previous contract years (within a framework agreement) are being carried over: - Record these funds under Other Financing, even if they originate from NMR. - Clearly state in the Comment section that these are unspent funds from previous years. **Additional Guidelines:** Interest Income: **Any interest accrued after NMR funds are disbursed belongs to the project.** - Record expected interest income under **Other Financing** and note in the **Comment** section that this represents interest earnings. Unforeseen Expenses:	

		• **Allocate between** 6% and 10% **of the total budget for** unforeseen expenses**.**
		• Use Budget Line **4 Unforeseen Expenses** and explain in the **Comment** section what these funds are intended for.
		
		Audit Costs and Overheads:
		• Include audit costs under Budget Line **5 Audit** if the total financing exceeds **500,001 DKK**.
		• Overheads can be included in special circumstances but should not exceed:
		  ○ **7%** for NGOs.
		  ○ **15%** for research institutions or public entities.
		
		Tips for a Successful Budget Submission:
		
		• Ensure the budget aligns closely with the project description and activities.
		• Justify all expenses in the **Comment** section to demonstrate their relevance to the project's objectives.
		• Double-check that amounts are properly distributed between **NCM Financing** and **Other Financing**	

1.	Direct Project Costs*	This is the **summary of all direct costs** (budget lines 1.1-1.5)	
1.1	Salaries	**Details to Include:** • Specify salaries for the project manager and other staff.	

		• Include:
		  ○ The number of Full-Time Equivalents (FTEs).
		  ○ Detailed breakdown of costs, such as:
		    ○ Fees, wages, and salaries.
		
		Example:
		• "Project manager salary for 12 months: 600,000 DKK."
		
		Tips:
		• Align salaries with public service pay levels or local wage regulations.
		• Ensure all costs are reasonable and justified within the project scope.	

1.2	Travel Expenses	**Details to Include:**
		• State the costs of transportation for project-related activities.
		• Specify:
		  ○ Type of travel (e.g., flights, trains, or local transport).
		  ○ Purpose of the travel.
		
		Example:
		• "Travel to partner meeting in Finland: 10,000 DKK."
		
		Tips:	

		• Be specific about the necessity of the travel and related costs.	
1.3	Living Expenses	**Details to Include:** • Include costs for **accommodation and meals during** project activities. **Example:** • "Accommodation for two nights during the project workshop: 5,000 DKK." **Tips:** • Clearly outline the duration and reason for the stay.	

1.4	Meeting Expenses	**Details to Include:**
		• State costs for meetings, including:
		  ○ Venue rental.
		  ○ Catering and other related costs.
		
		Example:
		• "Workshop venue rental and catering: 8,000 DKK."
		
		Tips:
		• If possible, provide estimates for the number of participants and duration of meetings.	

1.5	Other Expenses	**Details to Include:** • Include any other direct costs that don't fit the above categories.	

		Example: • "Equipment rental for project activities: 4,000 DKK." **Tips:** • Ensure these costs are relevant and directly support project goals.	

2.	Communication (publications, print, layout, website etc.)*	**Description:**
		• Covers expenses for layout, printing, media platforms, websites, translations, and interpretation services.
		
		Details to Include:
		• Specify separate budget lines for:
		  ○ Publications.
		  ○ Digital communication platforms or services.
		  ○ Translation and interpretation needs.
		
		Example:
		• "Printing costs for project reports: 15,000 DKK."
		• "Website development and hosting: 10,000 DKK."
		
		Tips:
		• If the project includes publications, establish a dedicated budget line for these costs.
		• Provide detailed descriptions to clarify how communication expenses align with project goals.	

<table>
<tr>
<td>3.</td>
<td>External Evaluation (view budget guide)</td>
<td>

Description:

- Including an external evaluation is optional but recommended for larger projects, either midway or after the project concludes.
- The cost should be proportional to the project's size (budget and duration).

Details to Include:

- Justify the need for an external evaluation in your application.
- The Nordic Council of Ministers only provides funding for external evaluations that meet the minimum requirements::
  1. Independence:
     - The evaluation must be conducted by an external, independent person/entity.
     - It must not involve the organization's employees, members, or individuals engaged in the project.
  2. Assessment Criteria:
     - Achievement of project targets.
     - Administration (management, structure, and processes).
     - Resource usage and financial benefits/results.
     - Lessons learned or new knowledge to guide future work.

</td>
<td></td>
</tr>
</table>

		Example: • "External evaluation of project outcomes by an independent consultant: 50,000 DKK." **Tips:** • Ensure the cost is proportional to the project's overall budget. • The evaluation report must be submitted to the Nordic Council of Ministers.	

4.	Unforeseen expenses (min. 6%, max 10% of budget line)*	**Description:**
		• A margin of 6% to 10% of the total budget for Budget Lines 1–3 must be allocated for unforeseen expenses.
		• This is used to cover unexpected costs that exceed initial estimates.
		
		Details to Include:
		• List unforeseen expenses, such as:
		  ○ Currency fluctuations.
		  ○ Additional travel or equipment costs.
		  ○ Other unforeseen project-related expenses.
		
		Example:
		• "6% margin for unforeseen expenses: 30,000 DKK."
		
		Tips:	

		• Calculate this percentage based on the total of Budget Lines 1–3. • Explain the potential scenarios that the margin could cover in the Comment section.	
5.	Total Project Costs	This is the **sum of Budget lines 1-4**	

6.	Audit (Only if relevant, view budget guide)	**Description:**
		• Include audit costs only if the total project funding exceeds 500,000 DKK and the accounts are not audited by a national audit office in a Nordic country.
		• The audit must be conducted by a registered public accountant.
		
		Details to Include:
		• Include costs for:
		  ○ The auditor's fees.
		  ○ Any related expenses for compliance with the Nordic Council of Ministers' audit guidelines.
		
		Example:
		• "Audit by a registered public accountant: 25,000 DKK."
		
		Tips:
		• Audit costs should not exceed 5% of the total budget.
		• Justify these costs in the Comment section if necessary.	

7.	Overhead (Only if relevant, view budget guide)	**Description:**
		• Overhead funding covers indirect project costs and is only included under special circumstances.
		• These costs must be negotiated and approved by the Nordic Council of Ministers (NCM).
		
		Details to Include:
		• The maximum allowable overhead rates are:
		  ○ 7% for NGOs.
		  ○ 15% for research institutions
		  ○ public bodies under special cases.
		
		Example:
		• "Overhead costs for administrative support: 50,000 DKK (7%)."
		
		Tips:
		• Clearly explain the need for overhead funding in the Comment section.
		• Ensure the percentage aligns with the specified limits for your organization type.	

8.	Funds for sub-projects or activities (Re-granting)	**Description:** • This applies to projects that allocate funding to sub-projects or external activities. • In the Comment section, specify:	

		◦ Total funds for the program's management and administration. ◦ Total funds allocated to activities contributing to results and overarching goals (excluding administrative costs). ◦ Total funds distributed to focus areas within the program. **Details to Include:** • Provide a breakdown of how funds will be used for sub-projects or activities. • Align these allocations with the program's objectives and focus areas. **Example:** • "50,000 DKK allocated for sub-project workshops; 30,000 DKK for administrative costs." **Tips:** • Be transparent about how funds will be distributed and managed. • Ensure funds are directly aligned with the program's strategic goals.	
9.	Total	This is the **sum of all costs** in Budget lines 1-8.	

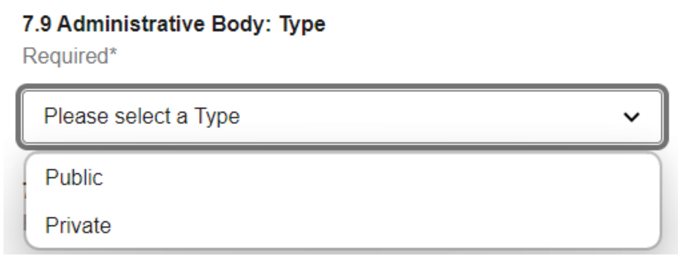
7. Administrative Details and Contact Information

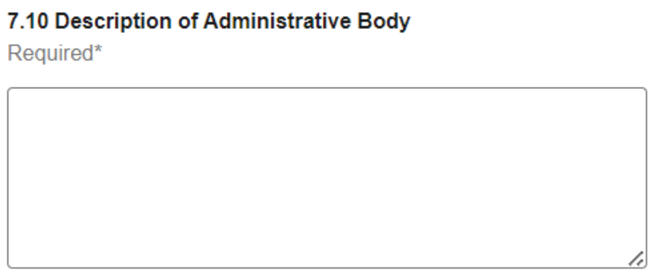
Field	*Field title*	*Guidance to completing the fields*	
7.1	Project Title	Information retrieved from 1.1 Nordic Advantage and Participation	
7.2	Name of Administrative Body	Information retrieved from 1.2 Nordic Advantage and Participation	

7.3	Address of Administrative Body	**Details to Include:**
		• Provide the full address of the administrative body.
		• Include:
		  ○ Street name and number.
		  ○ Additional details (if applicable, such as building name or office number).
		Tips:
		• Ensure the address is complete and accurate.
		• Verify that it matches the organization's official records.
			7.3 Address of Administrative Body
			Required*

7.4	Postal Code of Administrative Body	**Details to Include:** • Enter the postal code corresponding to the administrative body's location.	**7.4 Postal Code of Administrative Body** Required*

7.5	City of Administrative Body	**Details to Include:** • Enter the name of the city where the administrative body is located. **Tips:** • Ensure the city matches the full address provided in 7.3.	**7.5 City of Administrative Body** Required*
7.6	Country where Administrative Body is Registered	**Details to Include:** • Select the country where the administrative body is officially registered. **Tips:** • Ensure the country aligns with the organization's registration details.	**7.6 Country where Administrative Body is Registered** Required* Please select a country
7.7	If other was chosen, please specify:	**Details to Include:** • If you selected "Other" in the Country where Administrative Body is Registered (7.6) field, specify the name of the country here.	**7.7 If other was chosen, please specify:**
7.8	Administrative Body: Civil reg. no./ Corporate reg.no.	**Details to Include:** • Enter the civil registration number or corporate registration number of the administrative body. **Tips:** • Ensure the number is valid and matches the body's official registration details. • Use the format specific to the country where the body is registered.	**7.8 Administrative Body: Civil reg. no./ Corporate reg.no.** Required*

7.9	Administrative Body: Type	**Details to Include:**
		• Select the type of administrative body:
		    ○ Private: For NGOs or private entities.
		    ○ Public: For governmental or public entities.
		Tips:
		• If unsure, refer to the organization's classification in official records.
		• NGOs should always choose Private.
			

7.10	Description of Administrative Body	**Details to Include:**
		• Provide a brief description of the administrative body, covering:
		    ○ Its purpose.
		    ○ Main areas of work.
		Tips:
		• Keep the description concise but informative.
		
		Note on Field length
		• Must contain a minimum of 30 characters.
		• Ensure that your answers are detailed enough to meet this requirement while addressing the question fully.
			

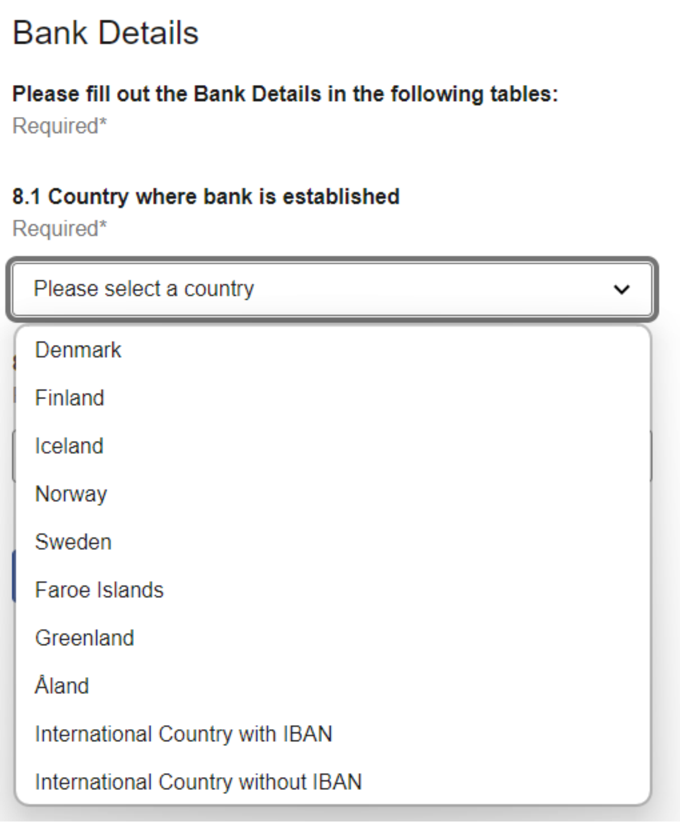
7.11	Name of Signatory of Contract	**Details to Include:** • Enter the full name of the person authorized to sign the contract with the Nordic Council of Ministers for project administration. **Tips:** • Verify the signatory's authorization within the administrative body.	

7.12	Phone Number of Signatory of Contract	**Details to Include:** • Provide the phone number of the person authorized to sign the contract. • Ensure the number: Starts with the correct country code (e.g., **+45** for Denmark). **Tips:** • Double-check the country code and phone number for accuracy. • Ensure the number is active and can be used for communication.	**7.12 Phone Number of Signatory of Contract** Required* *Must start with country code (e.g.+45 for Denmark)*
7.13	E-mail of Signatory of contract	**Details to Include:** • Enter the email address of the person authorized to sign the contract. **Tips:** • Use the official email address associated with the administrative body. • Verify the email for typos or errors to ensure smooth communication.	**7.13 E-mail of Signatory of contract** Required*
7.14	Name of Project Manager	**Details to Include:** • Provide the full name of the person responsible for managing the project.	**7.14 Name of Project Manager** Required*

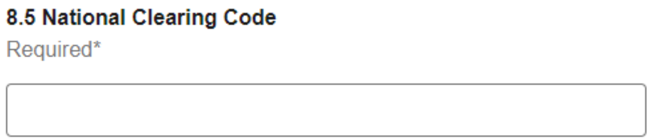
7.15	Phone Number of Project Manager	**Details to Include:** • Provide the phone number of the project manager. • Include the country code. **Tips:** • Verify that the phone number is accurate and up to date. • Ensure the project manager is available for communication at this number.	**7.15 Phone Number of Project Manager** Required* *Must start with country code (e.g.+45 for Denmark)*
7.16	E-mail of Project Manager	**Details to Include:** • Enter the email address of the project manager. **Tips:** • Ensure the email address is actively monitored by the project manager. • Check for accuracy to avoid miscommunication.	**7.16 E-mail of Project Manager** Required*
7.17	E-mail of Accounting Department	**Details to Include:** • Provide the email address for the accounting department responsible for the financial aspects of the project. **Tips:** • Use the official email address linked to the accounting department. • Double-check for typos to ensure smooth communication.	**7.16 E-mail of Project Manager** Required*

7.18	Specify if this is a re-application	**Details to Include:**
		• Indicate whether this application is a re-application by marking **"YES"** or **"NO".**
		• Mark **"YES"** only if:
		    ○ The application relates to a previously **rejected project description**.
		• **Do not mark "YES"** if:
		    ○ The application is for continued funding or refinancing of a project that has already received funding. In such cases, submit a completely new project description instead.
		
		Tips:
		• Review the history of the project to ensure the correct response.
		• Consult with your team or the Nordic Council of Ministers if unsure about the classification.
			7.18 Specify if this is a re-application
			Required*
			○ Yes
			◉ No

8. Bank Details

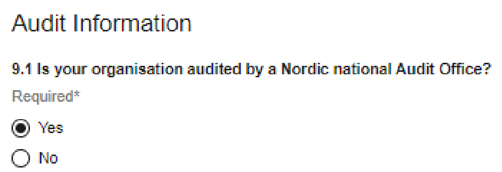
Field	*Field title*	*Guidance to completing the fields*	
8.1	Country of bank account	**Details to Include:** • Select the country where the bank account is held from the provided list. **Tips:** • Double-check the location of the bank account before making your selection. • Ensure the country corresponds to the bank account details provided in the following fields.	

8.2	Account Owner	**Details to Include:** • Enter the name of the individual or organization that owns the bank account. **Tips:** • Ensure the account owner matches the official records for the account. • If it's an organizational account, use the organization's full legal name.	**8.2 Account Owner** Required*
8.3	Bank Account/IBAN	**Details to Include:** • Provide the bank account number if the account is held in Denmark. • If the account is held in an international country, provide the **IBAN (International Bank Account Number) instead.** **Example:** • Danish account: "123456789." • International IBAN: "DK5000400440116243." **Tips:** • Ensure the account number or IBAN is accurate and complete. • Validate the IBAN format if applicable.	**8.3 Bank Account Number** Required* **Or** **8.3 IBAN** Required*

8.4	SWIFT	**Details to Include:** • This field is **only applicable** if: ○ You selected a country **other than Denmark with an IBAN in field 8.1**. • Enter the **SWIFT/BIC** code for the bank. **Example:** • "NDEADKKK." **Tips:** • Ensure the SWIFT/BIC code corresponds to the bank and branch holding the account. • Contact the bank if you're unsure about the correct code.	
8.5	National Clearing Code	**Details to include:** • This field appears only if: ○ You selected a country other than Denmark without IBAN in field 8.1 • Enter the national clearing code used to identify the bank. **Tips:** • Confirm the clearing code with the bank to avoid errors. • Use this field only if IBAN is not applicable.	

9. Audit Information

Field	*Filed title*	*Guidance to completing the fields*	

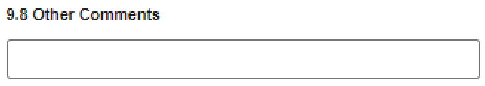
9.1	Is your organisation audited by a Nordic national Audit Office?	**Details to Include:**
		• Specify if the project is audited by a Nordic national audit office by selecting either:
		  ○ YES: If the project is audited by a Nordic audit office.
		  ○ NO: If the project is not audited by a Nordic audit office.
		
		Key Notes:
		• If the budget in Section 7 is less than 500,001 DKK, auditing is not required, and this section will be inactive.
		
		Tips:
		• Confirm with your organization whether a Nordic audit office is involved.
		• If unsure, check with your finance or administration team for clarification.
			
			Audit Information
			9.1 Is your organisation audited by a Nordic national Audit Office?
			Required*
			Yes
			No

9.2	Audit Firm Name	**Details to Include:** • Enter the name of the audit firm that will conduct the audit. • **This field only applies if you selected "NO" in 9.1.** **Tips:** • Use the official registered name of the audit firm.	 9.2 Audit Firm Name Required*
9.3	Auditor Name	**Details to Include:** • Provide the full name of the auditor responsible for carrying out the audit.	 9.3 Auditor Name

9.4	Audit Firm Address	**Details to Include:**
		• Enter the full address of the audit firm, including:
		  ○ Street name and number.
		  ○ City, postal code, and country.
		
		Example:
		• "Hovedgade 12, 2100 København, Denmark."
		
		Tips:
		• Ensure the address is accurate to avoid miscommunication.
			9.4 Audit Firm Address
			Required*

9.5	Audit Firm Phone Number	**Details to Include:** • Provide the phone number of the audit firm, including the **country code.** **Tips:** • Confirm that the phone number is up to date and functional.	**9.5 Audit Firm Phone Number** Required*
9.6	Audit Firm Country	**Details to Include:** • Specify the country where the audit firm is located. **Tips:** • Ensure the selected country corresponds to the address provided in 9.4. • Use the official name of the country.	**9.6 Audit Firm Country** Required* Please select a country
9.7	In which country is the audit being carried out	**Details to Include:** • Indicate the country where the audit activities will take place. **Example:**	**9.7 In which country is the audit being carried out** Required* Please select a country of audit

		• If the audit is conducted remotely from the audit firm's country: "Denmark." • If conducted on-site in the project's location: "Sweden." **Tips:** • Confirm whether the audit will be conducted in the same country as the audit firm or elsewhere.	

9.8	Other Comments	**Details to Include:**
		• Add any relevant additional comments or information about the audit.
		• Use this space for:
		  ○ Clarifications about the audit process.
		  ○ Notes on special arrangements or circumstances.
		
		Example:
		• "The audit will be conducted remotely due to travel restrictions."
		• Additional documentation will be shared via secure channels."
		Tips:
		• Only provide comments if necessary.
		• Keep the comments concise and relevant to the audit process.
			

10. Summary			
Field	***Field title***	***Guidance to completing the fields***	
10.1	Summary	This field provides an automatic summary of all sections in the project description. It consolidates the key details and information from each section into a comprehensive overview for quick reference. Additionally, you will also receive an overview of the fields that you need to complete before you can submit the project description.	