|  |  |
| --- | --- |
| Complete the form using one of the following languages: Danish, Norwegian, Swedish, English | *Document no.:*  |
| 1. *Project name:*
 |
| 1. *Applicant (lead institution)*

*Organization* *Postal address**Country**E-mail**Phone**National organization registration number**Manager in charge/signatory**E-mail**Phone**Project manager* *E-mail* *Phone*  |
| 1. *Project start date:*
2. *Project completion date:*
 | 1. *Total project budget:*
2. *Amount applied for:*
 |
| 1. *Date and signature (Manager in charge/signatory)*
 |

Project aim:

|  |
| --- |
| 1. Background: NBM funds research projects with in the field of biodiversity in the Nordic region.
 |
| 1. Main aim(s):
 |
| 1. Main results(s):
 |

Project activities:

|  |  |  |
| --- | --- | --- |
| 1. Activities and their results:
 |  | Policy development |
|  | Study/report |
|  | Evaluation |
|  | Communication |
|  | Skills enhancement |
|  | Networking |
|  | Workshop |
|  | Best practices |
|  | Other |
| 1. Activity specific indicators of success, and/or performance targets:
 |
| 1. Restrictions and limitations:
 |

Nordic synergy

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| --- |
| 1. Give concrete examples of how the project will generate Nordic synergy.
 |
| 1. What need to strengthen the Nordic cooperation within the environmental sector has been identified, and how will the project contribute to this?
 |
| 1. Describe how the project will contribute to national work on nature conservation and/or cultural environment.
 |
| 1. Project results’ contribution to international work and/or commitments on nature conservation and/or cultural environment.
 |

Project implementation

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| --- |
| 1. Timetable and milestones:
 |
| 1. Communication plan:

19a. Stakeholder analysis: |
| 1. How and when will the main results be reported and used?
 |  | Conference |
|  | Seminar/webinar |
|  | Network |
|  | Exhibition |
|  | Publication |
|  | Report |
|  |  |
|  | Other: |
| 1. Risk assessment:
 |

Participants

|  |
| --- |
| 1. Countries participating in or covered by the project (please mark with an X)
 |
|  | The whole of the Nordic Region |  | The Faroe Islands (FO) |  | Russia (RU) |
|  | Denmark (DK) |  | Greenland (GL) |  | The Arctic |
|  | Finland (FI) |  | Åland (AX) |  | Other EU member states |
|  | Iceland (IS) |  | Estonia (EE) |  | Rest of Europe |
|  | Norway (NO) |  | Latvia (LV) |  | Other countries |
|  | Sweden (SE) |  | Lithuania (LT) |  |  |
| 1. How is the project supported at national level?
 |
| 1. Project organisation:
 |
| 1. Project manager
 | 1. Project group:

26a Reference group: |

Performance assessment, evaluation and follow-up

|  |
| --- |
| 1. How will the project be evaluated and the results assessed?
 |
| 1. How will the project be used or continued after the project-completion date?
 |

Sector-specific items

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| --- |
| 1. Sector-specific questions:

29a. Describe with concrete examples how the project will contribut to the meeting of the [*Summery: Programme for Co-operation on the Environment and Climate*](http://norden.diva-portal.org/smash/get/diva2%3A701437/FULLTEXT01.pdf) *2019-2024.* Specify which objectives in the action plan the project will contribute to. |

Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Costs (thousand DKK)** | 201\_\_\_ | 201\_\_\_ | 201\_\_\_ |
| 1. Salary/fees/social security contributions
 |  |  |  |
| 1. Meetings
 |  |  |  |
| 1. Travel
 |  |  |  |
| 1. Communicating outcomes, incl. publication costs
 |  |  |  |
| 1. Performance assessment, evaluation and auditing
 |  |  |  |
| 1. Indirect costs (overheads)
 |  |  |  |
| 1. Misc. costs
 |  |  |  |
| 1. Total project costs
 |  |  |  |
| 1. Notes on expenses:
 |
| **Income (thousand DKK)** |  |  |  |
| 1. Self-financing contribution
 |  |  |  |
| 1. Amount applied for from the Nordic Council of Ministers in this application
 |  |  |  |
| 1. Other amounts received from the Nordic Council of Ministers
 |  |  |  |
| 1. National funding from Nordic countries
 |  |  |  |
| 1. Contributions from neighbouring countries
 |  |  |  |
| 1. EU funding
 |  |  |  |
| 1. Other funding
 |  |  |  |
| 1. Total project income
 |  |  |  |
| 1. Notes on income:
 |
| **Amounts (thousand DKK)** | 20\_\_ | 20\_\_ | 20\_\_ |
| 1. Previous NCM funding
 |  |  |  |

Inter-sectoral strategies

*Children and young people, gender equality and sustainable development are horizontal perspectives that imbue everything the Nordic Council of Ministers does. Does your project incorporate one or more of these perspectives in its content and/or organization? What impact will the project have on children and young people, equality and diversity, and sustainable development?*

|  |
| --- |
| 1. How does the project relate to children and young people?
 |
| 1. Describe how the project contributes to improved equality and diversity:
 |
| 1. How does the project relate to sustainable development?
 |

Further information

|  |
| --- |
| 1. The following appendices are attached and submitted along with the application:
 |
| 1. Contact person in the lead institution:
 |
| 1. Auditor for the lead institution:
 |

Guidelines for applications for project funding

**Nordic funding**

Every year, approximately 500 projects and other forms of activity are run by or on behalf of the Nordic Council of Ministers (NCM), and approximately 10-15 projects are yearly financed by the NBM. The main criterion for project funding by NCM and NBM is that the project must benefit the Nordic countries and autonomous territories and generate Nordic synergy. The project must therefore meet one or more of the synergy criteria. Failure to answer the questions on Nordic synergy will lead to immediate rejection of the application.

**Submissions**

The application is submitted to the NBM secretariat as instructed.

**Nordic involvement**

Involvement by multiple Nordic countries provides better support for projects at national level, facilitates communication of the outcomes and enhances the synergy effect. Projects must therefore involve minimum three Nordic countries (Denmark, Finland, the Faroe Islands, Greenland, Norway, Sweden or the Åland Islands). One Nordic country can however be replaced by Estonia, Latvia, Lithuania, or North-West Russia (regions of Murmansk, Karelia, Nenets, Archangelsk, or Komi), or the Arctic. Failure to comply with this requirement will lead to automatic rejection of the application.

**Nordic synergy**

In addition to synergy effects, the countries involved and other general criteria, applications are also assessed on the basis of NCM and NBM priorities. Each council of ministers draws up plans and programmes that reflect policy priorities and objectives for Nordic co-operation, so it is only natural that Nordic funding should be allocated according to these priorities and objectives, and that they should be taken into account when submitting applications.

Applicants should ensure that projects are firmly embedded in Nordic co-operation in terms of both policy and strategy.

* The project must be politically relevant, rooted in the Nordic environmental strategy and help implement Nordic policy on the environment.
* NCM and NBM strive to focus on activities that lead to visionary, forward-looking policy discussions in ministerial councils.
* NCM and NBM strive to focus on activities that raise the profile of Nordic co-operation among the general public in the Region.

**What costs are covered?**

Funding is not normally provided for activities undertaken by other international organizations or secretariats.

Projects that receive funding must last for a limited period, but may be of such a nature that they contribute to ongoing activities after NBM’s funding commitment comes to an end.

NBM funding may be used to cover the following costs, in part or in whole. Please note, however, that the assessment process takes other funding sources into account, including the self-financing contribution.

***Project costs***

Costs directly related to running the project can be covered.

***Administrative costs***

NBM can cover indirect costs incurred by the lead institution in association with the running of the project, e.g. premises, electricity, photocopiers and IT, but the contribution must be directly proportional to actual costs. The contribution must not be used to cover the lead institution’s general or administrative costs. The project budget and contract should clearly stipulate the proportion of the funds applied for from NBM that will be used to cover administrative costs.

***Travel and meeting costs***

Travel and subsistence expenses, including allowances/per diems, may be paid to external parties invited to make presentations or represent NGOs at meetings, conferences, etc. Costs (including meals, staging, etc.) associated with seminars, conferences, etc. may be covered by funding from NBM.

***External project staff***

The cost of payments to project staff may be covered by funding from NBM. However, project staff are not employed by NCM, NBM, nor the Faroese EPA (unless the Faroese EPA is the lead institution). They are employed by the lead institution (or one of its partners) and the body concerned assumes the responsibilities of the employer. NCM, NBM and the Faroese EPA do not therefore have responsibility as employers.

 Instructions for completing the form

Item 1. Name of the project. Please state the name in Danish, Norwegian or Swedish, and in English. Please avoid too long project names and the use of abbreviations and acronyms that the general public might have hard to understand.

Item 2. Please state the name of the applicant organization (lead institution), postal address, e-mail address, phone number, and national organization registration number. Also state names and contact details for the intended project manager, and for the manager in charge who signs the application.

 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 grant letter from NBM

Item 3. Project start date – (DD/MM/YY)

Item 4. Project completion date – (DD/MM/YY)

Item 5. Total project costs (in DKK)

Item 6. Amount applied for from NCM/NBM (in DKK)

Item 7. Date and signature of manager in charge/signatory (compulsory)

# Project aim

 **NB:** Project aims describes the intended effect of the project, e.g. reduced CO2 emissions increased bio diversity, and will often not be achieved until after the end of the project. As a result, a report or seminar is not a purpose but may instead be a project goal (see items 11–13).

Item 8. Briefly describe the background to the project. What/who initiated the project? What makes it interesting? What makes it politically relevant? Does it build on previous activities or projects?

Item 9. State the main aim of the project, i.e. the change the project will make in political and technical terms.

 Indicate how the project helps meet specific Nordic environmental policy objectives.

Item 10. Indicate the main result that the project is expected to deliver in order to assess whether it has achieved its aim.

# Project activities

 **NB:** “Project activities” describes the expected outcomes, products or services, e.g. a report, seminar or manual to be delivered at project completion. The activities must help fulfil the aim of the project (see items 8–10).

Item 11. Please state the main activities and their results. How will they contribute to achieving the aim of the project. Please also categorise the project activities by putting an X in one of the fields in the box to the right and specify the project’s target group (be as specific as possible).

Item 12. Activity specific indicators of success:

Please specify indicators that measures success within the lifetime of the project. The indicators will facilitate the final evaluation of whether the expected results have been delivered.

Item 13. Please specify whether there are conditions and problems that will not be addressed by the project or whether the scope of the project is limited in any other way.

# Nordic synergy

 Nordic synergy is covered under items 14–17. It is a funding condition that projects must generate broad Nordic synergy.

Item 14. While specifying the objective/purpose of the project, was a need identified to strengthen the Nordic sense of community and affinity?If so, how does the project help achieve this?

Item 15. What need to strengthen the Nordic cooperation within the environmental sector has been identified, and how will the project contribute to this?

Item 16. Describe how the project will contribute to national work on nature conservation and/or cultural environment.

Item 17 Describe how the project results contribute to international work and/or commitments on nature conservation and/or cultural environment.

# Project implementation

Item 18. Please submit a timetable with milestones, including when NCM/NBM will receive progress reports.

Item 19. Draw up and submit a communications plan. Specify timetable, target groups, and the formats in which the project activities and main results will be presented. The communications plan should also describe how key stakeholders will be involved during the project, be included in the timetable and be reflected in the way the project is organised.

Item 19 a. Please conduct and submit a stakeholder analysis for the project. 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.

Item 20. Please indicate how the project will be **reported on, presented, embedded and used** at national, Nordic and international level.

 If the project is to provide feedback via a published report, seminar or similar, this must be specified, along with the **target group and a description of the content**, e.g. the expected number of pages or participants. These details may also be used as acceptance criteria under “goals”.

 Please also describe how it is expected that the feedback will be disseminated and how this relates to achieving the project’s objective(s)/purpose.

 You must also categorise the reporting process by setting an X in one of the fields in the box to the right.

Item 21. Please submit an analysis of risks associated with the project that may stop it achieving its objective. Include circumstances that are highly probable and ones that would have a major negative impact on achieving the objective(s).

 In this context, please describe how you envisage preventing these circumstances from occurring, or describe the steps that will be taken to reduce their impact.

# Participants

Item 22. Mark with an X all of the countries involved in the project.

Item 23. Describe the national support for the project – in terms of both funding and technical support – including partnerships with, e.g. the Baltic countries, North-West Russia, the Arctic and the rest of Europe.

 To ensure that the project is motivated by national needs in the Nordic countries, and that the outcomes are useful after it ends, it is important that the project enjoys support at national level and that you are able to document this. This includes listing the partners behind the application, who they will work with and who will be involved in running the project and following up on the outcomes.

 It is desirable that Nordic co-operation projects receive funding not only from the Nordic budget but also from national or international sources. National or international support, in the form of funding and resources (e.g. manpower and infrastructure), is important for documenting the support that the project enjoys as well as the expected significance of the outcomes.

Item 24. Describe how the project will be organised, including what groups will be set up to manage and support it, how these will be staffed and the nationality of the participants.

 The structure may include:

 A steering committee: Responsible for decisions about the project, including changes. Please specify the role envisaged for NCM

 Follow-up and reference groups: Provide advice and guidance to the project manager and team. The groups do not make decisions but have a great deal of knowledge relevant to the implementation of and support for the project outcomes.

Item 25. The manager has overall responsibility for ensuring that the project progresses as per the application and funding conditions. The manager refers to the lead institution. Provide at least the following information for the project manager:

* Name
* E-mail
* Phone no.
* Address.

 Please also list his or her technical and project competences. A CV/list of projects managed may be attached as an appendix.

Item 26. The manager is aided by a project group. Provide the following information for the members:

* Name
* Gender
* Workplace/company
* Nationality.

# Performance assessment, evaluation and follow-up

Item 27. Describe how the project will be evaluated, including how the knowledge acquired during it will be transmitted to the working group/council of ministers and/or to other project activities. You must also indicate how achievement of the acceptance/success criteria will be evaluated, including whether indicators for their achievement will be included in the follow-up work after the project.

Item 28. Describe how you expects to make use of the project activities and outcomes, and/or how you expect them to continue after the completion date. This anticipated follow-up work must be specified without any expectation of additional NCM funding.

# Sector-specific items

Item 29. Sector specific questions.

Describe with concrete examples how the project will contribut to the meeting of the  [*Programme for Co-operation on the Environment and Climate*](http://norden.diva-portal.org/smash/get/diva2%3A701437/FULLTEXT01.pdf) *2019-2024.* Specify which objectives in the action plan the project will contribute to.

# Budget

Items 30–38. You must provide information about total project cost, by year and type of expense. NCM and its working groups only fund projects that are completed within three financial years. All amounts must be stated in thousands of Danish kroner (DKK).

 Under item 34a, please indicate the costs of subjecting the project to an expert review.

 If indirect costs (overheads) are included in the budget, describe under item 38 the nature of each one and how it is estimated.

 NCM and its working groups do not generally cover costs other than the funding amount, e.g. they do not cover travel, publishing, interest, VAT or losses incurred due to currency fluctuations.

Items 39–47. You must provide information about total project income, by year and type of income. All amounts must be stated in thousands of Danish kroner (DKK).

 Under item 40, please state the total amount of funding applied for over three years. Under item 41, specify other funds applied for from/authorised by NCM from pools in other NCM sectors or institutions. Name the pools concerned under item 47. Also, under item 47, please indicate the current overall funding position, i.e. stipulate clearly what has been applied for, what has been authorised and the names of partners that are co-funding the project. Under item 45, list income from sales, etc.

Item 48. Please state whether the project or pre-project has previously received funds from NCM Attach a status report for the project or pre-project as an appendix. All amounts must be stated in thousands of Danish kroner (DKK).

Item 49. To have a child/youth perspective, is for adults to think as a child/youth in order to understand their needs and represent their interests as well as possible. You can ask yourself a number of questions such as: Does this project improve the living conditions of children and youth in the Nordic region? Does this project have different consequences for different children/youth? Is children/youth included in the project? Does the project take the opinions of children/youth into account? The strategy for children and youth in the Nordic Region: <http://urn.kb.se/resolve?urn=urn:nbn:se:norden:org:diva-1304>

Item 50. To identify the project’s equality and diversity perspectives, look at e.g. how women/girls and men/boys, minorities, or persons of other background than Nordic, is affected with or have influence on the project. How does the project contribute to increased equality and diversity between gender, backgrounds, sexuality, religion etc.

 Look for an even gender ratio, and representation of minorities in the projects board/leading group to secure equal opportunities for influence and participation.

Item 51. Sustainable development has three internal linked dimensions: the economical, the social and the ecological dimension. Pay attention to the fact that progress in one dimension might cause unwanted effects in one of the others. Examples of this could be that economic growth cause an unwanted negative impact on the environment or the society from a social perspective. Analyze which effects the project has within these three dimensions. How can the wanted sustainability effects of the project be increased? How can potential negative sustainability effects be reduced? Nordic strategy for sustainable development: <http://dx.doi.org/10.6027/ANP2013-725>

# Further information

Item 52. List the attachments submitted along with the application. Relevant appendices may include the following:

* A comprehensive project description, including:
	+ a timetable, milestones and activities (a Gantt chart is one option)
	+ communication plan
	+ budget
	+ project description in English
* Status report for project/pre-project.

Item 53. Provide details of the individual to contact with questions related to the application, contract and project (not necessarily the project manager). As a bare minimum, the following information about the contact person is compulsory:

* Name
* Title
* Phone no.
* E-mail

Item 54. Please state the name and address of the external auditor for the lead institution. The project will be audited in accordance with the inter-Nordic auditing regulations. The national audit offices are responsible for all project funding by the NCM. They are entitled to inspect the audit conducted by the lead institution’s own auditors.