

Guidelines for application forms for project funding for 2017 from the Nordic Council of Ministers’ Arctic Co-operation Programme 2015-17

Objectives and thematic priorities

The objective of the Arctic Co-operation Programme is to provide support for processes, projects and initiatives that take into account the challenges posed by globalisation and climate change and promote sustainable development for the people of the Arctic. The Arctic Cooperation Program entails four thematic priorities:

- The population
- Sustainable business development
- The environment, nature and climate
- Education, capacity building, and skills enhancement.

Projects that accommodate the aims, thematic priorities and criteria and which initiatives and activities reflect the above mentioned are viewed as eligible for applying the Co-operation Programme.

Projects that follow up on and/or disseminate results of previous Nordic work in the Arctic — e.g. the results of the Arctic Co-operation Programme 2012-2014 — and activities that are in line with current political priorities and Arctic strategies of the Council of Ministers and the individual Nordic countries will be prioritised.

Criteria

To the greatest extent possible, projects covered by the Arctic Co-operation Programme shall involve people and bodies in the Arctic Region, including indigenous peoples. When assessing applications, weight will be given to the following criteria:

- Whether they reflect the objectives and priorities of the programme and the urgent nature of the challenges faced in the Arctic.
- Whether they reflect the work done by the Nordic Council of Ministers in the area.
- Whether they are well rooted and have ownership at local/regional level.
- Whether they involve an element of self-financing and are co-ordinated with other financial instruments under the auspices of the Nordic Council of Ministers.
- Whether they provide specialised insight and promote progress in the area concerned.
- Whether they generate Nordic synergy and strengthen Nordic and Arctic networks.
- Whether they are in line with any current priorities stipulated.
- Whether they promote work with the cross-sectoral strategies of the Nordic Council of Ministers (gender equality; children and youth as well as sustainability).

Applications are processed on the basis of an overall qualitative assessment of the extent to which — and the ways in which — they match the above mentioned criteria. The Nordic Council of Ministers does not normally provide operational funding to other organisations for ordinary projects, administration or infrastructure.

Preconditions

One of the most important funding conditions is that activities generate Nordic added value (“nordisk nytte”). This is over all defined as the value added by joint initiatives involving multiple (Nordic) countries, i.e. activities that have a greater political and social value than they would have without Nordic/ multilateral/co-operation.

Nordic added value is firstly accomodated when a project involves a minimum of three Nordic countries (included are Faroe Islands and Greenland). In special cases, if the project involves a third participant from (North-West) Russia, Canada and/or the USA this requirement may be lowered to two Nordic countries.

To acheive Nordic added value a project shall meet one or more of the following criteria:

- Activities that demonstrate positive effects achieved through joint Nordic solutions and/or support that would not otherwise have been implemented (at e.g. the national level)
- Activities that strengthen and manifest Nordic identity and cohesion,
- Activities that increase Nordic competences, skills and competitiveness
- Activities that contribute to strengthening the overall Nordic influence in the Nordic region, in the Arctic and on general regional and international levels internationally
- Activities that contribute to the implementation of the cross sectoral strategies of the Nordic Council of Ministers (gender equality; children and youth; and sustainability)
- Activities that contribute to profiling and positioning the Nordic cooperation

Applied projects may in principle run for one or more years but funding applications are merely submitted on a one year budget cycle. It is possible for approved projects and/or applicants to apply for funding the following year with no guarantee of further approval. Approval of projects always depends on an individual assessment. Projects lasting more than one year should thus be organised in such a way that it is possible to achieve the desired results even if the Nordic Council of Ministers only provides funding for a single year. Projects that have previously received funding must submit progress reports along with their applications.

The threshold for maximum amount allocated per project per year is DKK 500,000. Funds are expected to be used in the period of time stipulated in the application. If a project runs into problems with its timetable this should be informed to Nordregio for an assessment on possible extension of the project (typically for six months and up to a maximum of one year depending on the arguments for a delay).

The application

Applications are submitted by sending a completed and signed application form received no later than midnight on the date stipulated as the deadline. The deadline for applications for funding for 2017 deadline is **midnight (23.59) on 23. January 2017** in Stockholm, Sweden. Applications received too late will be viewed as ineligible for assessment.

The application may be submitted by post or as an e-mail attachment. The postal and e-mail addresses are on the first page of the application form. If the application is sent by e-mail, the page with the applicant's signature should be scanned and attached or sent separately by post.

In addition to the application form, applications for larger projects require a number of appendices. These include:

- Detailed project description (max. 5 pages)
- Detailed budget and Timetable (max. 2 pages)
- Communication plan (max. 1 page).

In case the project has previously received NCM funding a progress report should be added to the application.

The following consists of a series of explanatory notes about the individual items in the application form.

Project applicant and amount applied for

1. Enter the name of project in one of the Scandinavian languages (Danish, Norwegian and/or Swedish) and in English.
2. Enter the name of the organisation applying for the funding and state which country it comes from.
3. Enter the date on which the application is submitted.
4. State the year in which the project starts, e.g. 2017 for a new project applying for funding for activities in 2017. If the application is for activities that follow-up on an existing project, state the year in which the project first received funding.
5. State the year in which the project ends. If it is a one-year project and the application is submitted in 2017, for example, the activities will be expected to be completed within a year, making the final year 2018. For projects lasting more than one year the final year will depend upon the expected finishing date for the whole project.
6. For projects lasting more than one year, the expected total budget must be stipulated.
7. If you are applying for funding for activities that follow-up on projects that have previously received a grant, please enter the project number on the contract with Nordregio.
8. Enter the amount applied for in respect of activities in 2017 in Danish kroner (DKK).

Priorities and criteria for the Arctic Co-operation Programme 2015-2017

9. Present a summary of the project, its objectives, timetable and expected results. The presentation should be brief and supplemented with a detailed project description, which is attached/enclosed as an appendix. The detailed description presents the objectives, methodology, any theoretical framework and expected results. A detailed budget should be attached to/enclosed along with the description. Applications for projects lasting more than one year must include an overview of the expected budget for the whole project as well as details for the year in which the application is submitted. A detailed timetable for the project must also be enclosed/attached.
10. Tick one box as appropriate to indicate the main emphasis of the project in relation to the Programme's priorities: population, sustainable business development, nature, environment and the climate, and education and skills development. Only one box can be ticked.
11. Provide a detailed description of how the project will seek to contribute to the priority indicated above. A short description of how the project may relate to the other priorities may be included.
12. Describe how the planned project fulfils the objectives of promoting sustainable development for the people of the Arctic in the face of the challenges posed by globalisation and climate change. Describe how the project relates to other initiatives by the Nordic Council of Ministers' sectors.
13. Describe to what extent and in what ways the project will involve participation by people and other bodies in the Arctic Region, for example by describing one or more of the following: Who will participate? How will the project involve individuals/groups/organisations in its activities?
14. Similarly, describe how the project relates to and is driven by local/regional demand and ownership, e.g. by describing one or more of the following: Who has an interest in the

project results? How will the links be forged between the project and associated institutions/organisations and individuals?

15. Describe the self-financing component of the project. Self-financing can take the form of actual money, working hours, premises and other resources which are put at the disposal of the project by the participating organisations.

Nordic value

16. Describe how the project identifies and fulfils a need for Nordic co-operation and the Nordic value, e.g. by describing how co-operation will promote knowledge and/or value that could not have been achieved without cooperation.
17. Describe how the project will help raise the profile of the Nordic countries in an international context, e.g. by specifying how Nordic initiatives are ranked in global terms in the area concerned and how the project will improve this ranking.
18. Nordic co-operation has a clear objective of strengthening the Nordic sense of identity and affinity. Provide a brief statement about how the project will contribute to this.
19. Gender equality and collaboration with children and youth issues are important aspects of Nordic cooperation. Please provide a statement about how the project will take gender balance and/or gender equality as well as children and youth into account in terms of participation and project organisation.
20. Present how the project will contribute to Nordic competitiveness and/or competence.
21. Describe in brief how the results will be disseminated and communicated, e.g. stipulate target groups and channels. Expand upon this description in the attached/enclosed project description. You may also attach/enclose an appendix setting out a more comprehensive communications plan.

Participants

22. Which organisation will be the management body responsible for administering the grant and for accounting, etc.? State the name, address, telephone number, fax number and e-mail address of the organisation.
23. State the name of the project manager. It is required that the person should be affiliated with an organisation in one of the Nordic countries. If the project manager's contact details differ from those of the management body, please provide the relevant information.
24. The project will be subject to an audit, normally by the same auditor that is responsible for the management body. State the name, address, telephone number, fax number and e-mail address of the auditors. If the project auditor is not the same auditor responsible for the management body you must explain why this is the case.
25. State which other participants will take part in the project. It is a precondition that at least three different Nordic countries take part (included is Faroes Islands and Greenland). However, if the project involves participation from (North-West) Russia, Canada and Russia this requirement may be reduced to a minimum of two Nordic countries. State which individuals will participate from the different countries, which organisations they represent, and the organisations' addresses, telephone numbers and e-mail addresses, as well as the addresses, telephone numbers, and e-mail addresses of the individuals if these differ from those of the organisations.

26. Describe the national basis for the project in its home country; e.g. whether it is part of a larger context such as a particular research environment, network or similar, and will benefit from other, parallel activities.

Evaluation

27. Describe how the project will be evaluated, e.g. during it by milestones, workshops/seminars etc., and at the end.

Budget

Items 28-45 describe the financial basis for the project. On the first two forms, information is entered in three columns. Column one contains information about the amount applied for in respect of project activities if relevant in 2015 or 2016. For projects lasting more than one year, now and onwards, expected income/expenditure for 2017 and 2018 should be entered in columns two and three.

On form one, enter the expected project costs, regardless of whether these are costs you want the Arctic Programme to cover or expenditure that will be offset by the participating organisations or third parties.

28. Enter the total project expenditure on salaries/fees (may not exceed 50% of total budget).
29. Enter the project overheads. Overheads must not account for more than max. 10% of the part of the project you would like the Arctic Programme to fund.
30. Enter any social security contributions associated with salaries/fees. The rules differ between the Nordic countries in this respect. Please contact the accounting departments of the participating institutions to make sure that you provide the correct information.
31. Enter the projected travel costs for the project.
32. Enter the cost of disseminating the results of the project, including printing costs for publications. If any publications are to be published in the Nordic publication series, the Publications Department of the Nordic Council of Ministers should be consulted.
33. Enter the projected costs of ongoing and final evaluations.
34. Enter the projected costs for workshops, seminars and similar events. The objectives, content and expected participants in these events must be stipulated in the attached project description.
35. Any projected costs that do not fit into the categories mentioned above should be entered in this row.
36. Stipulate the total cost of the project.
37. Enter any other comments about costs.

The second form covers the expected sources of funding for the project.

38. Stipulate the self-financing component of the project. In addition to any direct financial contributions, enter the value of salaries for project participants paid by the participating institutions and the value of equipment, materials etc., provided by them.
39. Enter the total sum applied for from the Nordic Council of Ministers.

40. Enter the total sum the project will receive from national bodies in the Nordic Region.
41. Enter the EU funding for the project.
42. Enter any other funding received by the project.
43. Enter the total project funding: this reflect the total costs stipulated under item 36.
44. Provide a status report for the various funding sources listed under items 38 and 40-42, showing funds approved, funds applied for with details of sources, and when results of the other applications are expected.

On form three, provide information on previously approved funding from the Nordic Council of Ministers.

45. Enter details of grants received in the three previous years. In addition to the amounts, stipulate the year they apply to at the top of the column.
46. Enter information about the applicant: i.e., name, institution, address, telephone number, fax number and e-mail address. If the applicant and project manager are the same person this box may be left blank as the information was entered under item 23.
47. Sign and date the application.

Sending the application

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The application may be submitted by post or as an e-mail attachment. The postal address is:

Nordic Arctic Co-operation Programme
Nordregio
Box 1658
SE-111 86 Stockholm
Sweden

The following e-mail addresses shall be used:

arctic@nordregio.se

The postal and e-mail addresses are on the first page of the application form. If the application is sent by e-mail, the page with the applicant's signature should be scanned and attached to the application or sent separately by post.