

Complete the form using one of the following languages:
Danish, Norwegian, Swedish, English

NB: Please keep the application concise. The application must not exceed 15 pages (not including CV and Guidelines for applications for project funding and Instructions for completing the form).

<i>Document no.:</i>	
1. <i>Project name:</i>	
2. <i>Applicant (lead institution)</i> <i>Organization</i> <i>Postal address</i> <i>Country</i> <i>E-mail</i> <i>Phone</i> <i>National organization registration number</i>	
<i>Manager in charge/signatory</i> <i>E-mail</i> <i>Phone</i>	
<i>Project manager</i> <i>E-mail</i> <i>Phone</i>	
3. <i>Project start date:</i>	5. <i>Total project budget:</i>
4. <i>Project completion date:</i>	6. <i>Amount applied for:</i>
7. <i>Date and signature (Manager in charge/signatory)</i>	

Project aim:

8. <i>Background:</i>
9. <i>Main aim(s):</i>
10. <i>Main results(s):</i>

Project activities:

11. Activities and their results:	Policy development
	Study/report
	Evaluation
	Communication
	Skills enhancement
	Networking
	Workshop
	Best practices
	Pilot study
	NbS in practice
Other	
12. Activity specific indicators of success, and/or performance targets:	
13. Restrictions and limitations:	

Nordic synergy

14. Give concrete examples of how the project will generate Nordic synergy.
15. What need to strengthen the Nordic cooperation within the environmental sector has been identified, and how will the project contribute to this?
16. Describe how the project will contribute to <u>national</u> work on nature conservation, climate adaptation and/or cultural environment.

17. Project results' contribution to nordic work and/or commitments on nature conservation, climate adaptation and/or cultural environment.

Project implementation

18. Timetable and milestones:

19. Communication plan:

19a. Stakeholder analysis:

20. How and when will the main results be reported and used?

Conference
Seminar/webinar
Network
Exhibition
Publication
Report
Other

21. Risk assessment:

Participants

22. 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)	

23. Is the project supported at national level? If so, how? (For example, through national funding)	
24. Project organisation:	
25. Project manager	26. Project group: 26a Reference group:

Performance assessment, evaluation and follow-up

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

Sector-specific items

29. Describe with concrete examples how the project will contribute to meeting the goals of the .
Specify how the project contributes to Goal 2 and sub-goals 2.1, 2.3 and 2.4.
Describe briefly how the project contributes to achieving the Nordic Council of Ministers Vision 2030: [Our Vision 2030 | Nordic cooperation](#)..
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Budget

Costs (thousand DKK)	20__	20__	
30. Salary/fees/social security contributions			
31. Project activities			
32. Travel and meeting costs			
33. Communicating outcomes, incl. publication costs			
34. Performance assessment, evaluation and auditing			
35. Indirect costs (overheads)			
36. Misc. costs			
37. Total project costs			
38. Notes on expenses:			
Income (thousand DKK)			
39. Self-financing contribution			
40. Amount applied for from the Nordic Council of Ministers in this application			
41. Other amounts received from the Nordic Council of Ministers			
42. National funding from Nordic countries			
43. Contributions from neighbouring countries			
44. EU funding			
45. Other funding			
46. Total project income			
47. Notes on income:			
Amounts (thousand DKK)	20__	20__	20__
48. 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?

49. How does the project relate to children and young people?
50. Describe how the project contributes to improved equality and diversity
51. How does the project relate to sustainable development?

Further information

52. The following appendices are attached and submitted along with the application:

Only CVs / resumes can be included as appendices (max 1 page per person).

53. Contact person in the lead institution:

54. 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 Nordic Nature Programme (NP). The main criterion for project funding by NCM and NP 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.

Since the NCMs budgets are decided yearly, the subherent programmes, including the NP, are granted funding on an annual basis only. Nevertheless, the NP plan for multi-year projects due to framework agreements with the NCM, which describe expected grants from NCM for three years. But, due to the one year grants from NCM, the NP can normally only grant funds for one project year at a time.

The NP will set aside funds for the remaining project period in its multi-year budget, and grant the remaining funds when the NP has received the expected funding from the NCM the following year(s), according to the framework agreement. In other words, the NP normally draws up contracts for one project-year at a time.

Submissions

The application is submitted to the NP secretariat as instructed.

Nordic involvement

Involvement of multiple Nordic countries strengthens the relevance, transferability and impact of projects and is therefore encouraged.

Projects should normally include participation from at least three Nordic countries (Denmark, Finland, the Faroe Islands, Greenland, Iceland, Norway, Sweden or Åland).

However, projects with a primarily local or regional implementation focus may involve fewer countries, provided that the project demonstrates clear Nordic relevance, contributes knowledge of value to other Nordic contexts, and includes plans for sharing results across the Nordic region.

Nordic synergy

In addition to synergy effects, the countries involved and other general criteria, applications are also assessed on the basis of NCM and NP 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 NP strive to focus on activities that lead to visionary, forward-looking policy discussions in ministerial councils.
- NCM and NP 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 NPs funding commitment comes to an end.

NP 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

NP 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 NP 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 NP.

External project staff

The cost of payments to project staff may be covered by funding from NP. However, project staff are not employed by NCM, NP, 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, NP 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 NP.

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/NP (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 or increased biodiversity, 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, climate adaptation and/or cultural environment.
- Item 17. Describe how the project results contribute to nordic work and/or commitments on nature conservation, climate adaptation and/or cultural environment.

Project implementation

- Item 18. Please submit a timetable with milestones and deliverables, including when NCM/NP will receive drafts and final deliverables, progress reports, or any other relevant outputs.
- 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.

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 and how representatives from three countries actively participate in the project. Include what groups will be set up to manage and support the project and 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 the NP or the 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 (max 1 page per person).

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 NP and NCM and/or to other relevant stakeholders. 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 contribute to the meeting of the [Nordic Co-operation Programme for the Environment and Climate 2025–2030](#). 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. For projects supported by the Nature program (2025-2027) projects must be completed before the end of 2027. All amounts must be stated in thousands of Danish kroner (DKK).

Item 31 Please indicate the cost of project activities, rows can be expanded according to needs.

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 two 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. 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. Only CVs / resumes can be included as appendice (max 1 page per).

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.