



NORDPLUS

**NORDPLUS
FRAMEWORK PROGRAMME
2008–2011**

HANDBOOK

2011

08/12/2010

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Contact information

Denmark

Danish Agency for International Education

Visitors' address: Fiolstræde 44, 1171 København K

Telephone: +45 3395 7000

Fax: +45 3395 7001

Email: iu@iu.dk

Website: www.iu.dk

Estonia

Centre for Educational Programmes

Sihtasutus Archimedes – Archimedes foundation

Koidula 13a, Tallinn 10125

Telephone: +372 6 96 24 18

Fax: +372 6 96 24 26

Email: arch@archimedes.ee

Website: www.archimedes.ee

Finland

Centret för internationell mobilitet och internationellt samarbete CIMO

PB 343, FI-00531 Helsinki

Visitors' address: Hagnäskajen 6

Telephone: +358 (0) 207 868 500 (switchboard)

Fax: +358 (0) 207 868 601

Email: nordplus@cimo.fi

Website: www.cimo.fi/Resource.phx/cimo/mainpage/mainpage.htx

Faroe Islands

Altjóða Skrivstovan

Educational Exchange Office

J. C. Svabos gøta 14

Postboks 272

FO-110 Torshaven

Telephone: +298 322065

Fax: +298 352501

Website: www.ask.fo

Greenland

Nordens institut i Grønland/NAPA

Postboks 770

3900 Nuuk, Greenland

Telephone: +299 32 47 33

Fax: +299 32 57 33

Website: www.napa.gl

Iceland

The Office of International Education – Alþjóðaskrifstofa háskólastigsins

Háskólatorg v. Sudurgötu, 101 Reykjavík

Telephone: +354 525 4311
Fax: +354 525 5850
Email: ask@hi.is
Website: www.nordplus.is

Latvia

State Education Development Agency (Valsts izglītības attīstības aģentūra)

Valņu iela 1, Rīga
LV-1050, Latvia
Telephone: +371 6 78 14 322
Fax: +371 6 78 14 344
Email: nordplus@viaa.gov.lv
Website: <http://www.viaa.gov.lv/eng>

Lithuania

Education Exchanges Support Foundation – Švietimo mainų paramos fondas

Geležinio Vilko g. 12, LT-01112 Vilnius
Telephone: +370 (8) 5 212 3364
Fax: +371 (8) 5 249 7137
Email: info@smpf.lt
Website: www.smpf.lt

Norway

Norwegian Centre for International Cooperation in Higher Education – SIU

Box 1093 Sentrum, N-5811 Bergen
Visitors' address: Vaskerelven 39
Telephone: +47 55 30 38 00
Fax: +47 55 30 38 01
Email: nordplus@siu.no
Website: www.siu.no

Sweden

Internationella programkontoret

Box 22007, 104 22 Stockholm
Visitors' address: Kungbroplan 3A, 2 tr
Telephone: +46 (0) 8 453 72 00
Fax: +46 (0) 8 453 72 01
Email: registrator@programkontoret.se
Website: www.programkontoret.se

Åland

Ålands Landskapsregering, utbildnings- och kulturavdelningen

Självstyrelsegården
Pb 1060, AX-22111 Mariehamn, Åland
Telephone: +358 (0)18 25 000
Fax: +358 (0)18 19155
Website: www.regeringen.ax

1 Nordplus Framework Programme

1.1 Introduction

The Nordic Council of Ministers launched a new Nordplus Framework Programme for the period 2008-2011. The total programme budget for each year is approximately 60 million DKK/8 million EUROS. The programme is financed by the Nordic Council of Ministers by the five Nordic and three Baltic countries. The Nordplus Framework Programme offers financial support to a variety of educational cooperation projects involving partners in the area of lifelong learning from the participating countries: Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway and Sweden¹.

The main aims of the Nordplus Framework programme are:²

- To promote Nordic languages and culture and mutual Nordic-Baltic linguistic and cultural understanding.
- To contribute to the development of quality and innovation in the educational systems for lifelong learning in the participating countries by means of educational cooperation, development projects, exchanges and networks.
- To support, develop, draw benefit from and disseminate innovative products and processes in education through the systematic exchange of experiences and best practice.
- To strengthen and develop Nordic educational cooperation and contribute to the establishment of a Nordic-Baltic educational area.

The Nordplus Framework Programme comprises four sub-programmes: three sector programmes and one cross-sector programme³:

Sector programmes:

- Nordplus Junior
- Nordplus Higher Education
- Nordplus Adult

Cross-sector programme:

- Nordplus Horizontal.

Information and guidance

There is a Nordplus programme office in each of the eight participating countries. Prospective Nordplus participants should contact the Nordplus office in their respective country. The national programme offices administer and provide information and guidance about all parts of the Nordplus Framework Programme. *See pages 4-5 for contact information.*

Annual call for applications to the Nordplus Framework Programme

¹ The autonomous regions of Greenland, the Faroe Islands and Åland may, in addition to collaborations with other participating countries, take part in domestic collaborations with Denmark and Finland respectively.

² Information about the Nordplus Framework Programme is available on the Nordplus web portal; www.nordplusonline.org.

³ The previous language programme of the Nordic Council of Ministers – Nordplus Language – continues from 2008 as a separate cooperation programme for Nordic languages associated to, but not incorporated in, the Nordplus Framework Programme. For information on Nordplus Language, please see <http://ask.hi.is/id/1006480>.

Each year a call for applications to the Nordplus Framework Programme will be published in all of the participating countries. The call for applications is an invitation to apply for funding from the programme for the coming year and gives information about the relevant priorities for that year, e.g. what areas, themes and subjects the programme wishes to focus on.

Main application deadline for the Nordplus Framework Programme: 1 March

The main application deadline each year is 1 March. If 1 March falls on a Sunday/holiday the application deadline will fall on the next working day. In addition, separate calls for applications within the sub-programmes may be announced outside the main application deadline to invite applications for specific areas.

Applications to the Nordplus Framework Programme

Regardless of participating country or activity, anyone wishing to apply for funding from the Nordplus Framework Programme must apply electronically through the common application system ARS available at www.nordplusonline.org and on the web pages for the national Nordplus Programme Offices.

Administration of the Nordplus Framework Programme

The four sub-programmes in the Nordplus Framework Programme are administered by Denmark, Finland, Norway and Sweden respectively:

Internationella Programkontoret (Sweden): the Nordplus Junior programme

CIMO (Finland): the Nordplus Higher Education programme

Danish Agency for International Education (Denmark): the Nordplus Adult programme

SIU (Norway): the Nordplus Horizontal programme

These programme offices process incoming applications for the respective sub-programmes. Together with the programme offices in Iceland, Estonia, Latvia and Lithuania they form a coordinated administrative system for the Nordplus Framework Programme. The offices responsible for information in the Nordic autonomous regions of the Faroe Islands, Greenland and Åland are also part of this system.

Programme committees for the Nordplus Framework Programme

Each of the four sub-programmes is managed by a programme committee. Each committee comprises eight members named by each participating country and three observers named by the Nordic autonomous regions. The programme committee for the Nordplus Horizontal programme also acts as the main programme committee for the Nordplus Framework Programme, thus having overall responsibility for the entire programme.⁴

The programme committees of the Nordplus Framework Programme set out the annual priorities of the programme as well as guidelines on how the programme should be implemented. The Nordplus programme offices in Sweden, Finland, Denmark and Norway administer the respective programme committees for Nordplus Junior, Nordplus Higher Education, Nordplus Adult and Nordplus Horizontal. Once the submitted applications have been processed the administrators make a recommendation to the programme committees as to which applications should receive a grant. The final decision is taken by the programme committees.

⁴ The main guidelines for the Nordplus Framework Programme, the programme committees, the administration system and the Programme handbook are set out in The Common Programme Document for the Nordplus Programme Committees. The document is available at www.nordplusonline.org.

1.2 Priorities in 2011

Focus on climate issues is an overarching priority decided by the Main Programme Committee for the Nordplus Framework Programme in 2011, in addition to the priorities decided by the Programme Committees for each of the Nordplus sub-programmes.

1.3 The handbook

The handbook is a tool for applicants and participants in the Nordplus Framework Programme. Here you will find detailed and useful information about who is eligible to take part, what we offer grants for, how much funding you can get, how to apply and how to complete the different activities. The handbook will be updated annually, please make sure you use the latest version. The latest version will always be available here: http://www.nordplusonline.org/eng/additional_content/publications_media.

The first chapter sets out the general guidelines applicable to all parts of the Framework Programme. The following chapters are dedicated to an overview of each of the sub-programmes.

1.4 Who is eligible for funding?

The Nordplus Framework Programme is aimed at institutions and organisations in the participating countries that focus mainly on education and lifelong learning. Individuals may not apply for grants directly from the Nordplus administration, but they may take part in activities organised by an organisation or institution.

Only participants from the participating countries are eligible for financial support from Nordplus. Participants from other countries may take part in programme activities but are not eligible for financial support from the programme.

In order to be eligible for Nordplus funding the activities must take place in one or more of the eight participating countries.

The three sector programmes are aimed at more specific target groups:

- Nordplus Junior programme – nurseries, primary/secondary schools and upper secondary schools (academic or vocational schools)
- Nordplus Higher Education programme – higher education institutions
- Nordplus Adult programme – all types of participants within the area of adult learning
- Nordplus Horizontal is a cross-sector programme aimed at cooperation between different target groups and participants in the area of education.

A detailed description of eligible participants is available in the chapters featuring each of the sub-programmes.

1.5 What types of grants are available?

Nordplus offers grants to two types of cooperative activities:

- Mobility activities
- Project/Network activities

Nordplus supports only mobility and project/network activities based on agreements between partners and with a defined aim for the cooperation and its expected outcome.

When applying for Nordplus funds, one of the institutions must act as a coordinator (contact person). This means that this institution is responsible for the application, for the grant and for reporting throughout the contract period.

Within the respective sub-programmes various types of mobility and project/network activities are eligible for support. More information is available in the chapters featuring each sub-programme.

1.5.1 Mobility activities

Mobility activities allow students, teachers, pupils or others involved in education to study, teach or learn in another Nordplus country.

Institutions/organisations may apply for a mobility grant for programmes with at least one home institution and one hosting institution from two countries. An exchange may last from one week to one year. Mobility grants are available for up to one year at the time.

Please see the section about mobility under each sub-programme header for more information.

Please note that mobility is not an eligible activity within the Nordplus Horizontal Programme.

1.5.2 Project/network activities

A **network** comprises three or more institutions/organisations from at least three different participating countries with the aim of establishing and maintaining an extensive, long-term collaboration. A network will usually focus on a specific field or topic linked to education and lifelong learning.

Networks may apply for grants for network activities such as network building or development, as well as for project- and mobility activities.

Project activities are specific, time-limited collaborations with a defined purpose and specific expectations as to their outcome, based on an agreement between three or more institutions/organisations from at least three different participating countries.

Network/project grants are available for periods of up to three years.

See also this section in chapters 2-5.

1.6 Financing

Nordplus grants are a contribution towards the actual cost of activities in the participating countries. This means that a degree of internal financing must be calculated into the actual costs. Applications to Nordplus Framework Programme must include a budget with an overview over the total estimated costs for the activity and how it will be financed.

Applications for project/network funding can include support for travel, accommodation/board, administration and other costs. Expenses given as “other costs” must always be defined in the budget. Please see the relevant sub-programme for specification of eligible expenses listed as other costs.

Allocation for mobility activities is based upon set rates for travel and accommodation/board, and will automatically be calculated in the application and reporting system (ARS) when the applicant plots in information regarding mobility activities. Thus, applications for mobility support do not require documented internal financing.

Other costs can be supported with up to 50 per cent of the total approved costs. In Nordplus Adult, 75 per cent of the total approved costs for other expenses can be covered.

Approved costs include the participating institutions’ own internal financing. In addition to cash funding, in-kind contributions, like work hours put into the Nordplus-project, can be included in the internal financing.

1.6.1 Support for travel costs

Support for mobility activities is allocated according to set rates for travel and accommodation/board. When plotting in the number of travellers within/between a specific area for a specific time, the ARS will calculate the grant sum based on the rates. Mobility grants differ from other kind of travel-related costs in that the applicant does not need to include co-financing in the budget for mobility activities.

The coordinator will be asked to report the numbers of travellers in the mobility activities and the sums used for mobility. If fewer numbers of people travelled than what was planned, the funds will have to be returned to the administrator accordingly. If the participants find cheaper tickets than the allocated rates, the surplus funds can be used to include more travellers in the activity, (if the partners wish to).

Activities not defined as mobility activities but project/network activities may in some cases allow travel costs. These costs are not defined as mobility support. The applicant must fill in estimated costs for travel and accommodation/board, and the costs - as for other network/project activity costs - must be met with 50 or 25 (for Nordplus Adult) per cent co-financing. Nordplus recommends the use of the set rates when estimating costs for travel.

1.6.2 Support for mobility - rates

Travel rates:

To and from Greenland	1,300Euro
To and from the Faroe Islands and Iceland	660 Euro
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330Euro
Domestic, more than 500km	150 Euro

Accommodation/board rates⁵:

	Per day	Per week	Per month
Students / <i>Folk high school</i> students	20Euro	70 Euro	200 Euro
Adults in learning	40Euro	160 Euro	480 Euro
Teachers and mentors	70 Euro	355 Euro	1,065 Euro

1.6.3 Support for administrative expenses

The coordinating institution may also use a maximum of five per cent of the Nordplus grant for administrative expenses, to meet the added cost of coordinating the Nordplus activities. Coordinators do not need to provide supporting documentation for administrative expenses⁶.

1.6.4 Payments and audits

Funds are paid to the coordinator, who is then responsible for the funds for the duration of the contract period. The network/project group decides how the funds are to be allocated between the participating institutions. Funds are paid in two separate instalments: 80 per cent after the contract has been signed and 20 per cent after the report has been approved.

For applications granted smaller amounts, 100 per cent of the funds can be paid after the contract has been signed. (Please see this section for the relevant sub-programme for a definition of smaller amounts).

Funds must be accounted for in accordance with national/internal requirements as a separate project in the accounts of the institution/organisation so that all payments are visible in the event of an audit.

1.6.5 Irregular use of funds

If the funds are not used as implied in the contract, and/or progress- and final reports are not submitted as agreed upon in the contract, the Chief administrator can decide to hold back or to redraw funds.

1.6.6 Disabled participants

Costs involving participants with disabilities may be met by a grant of up to 100 per cent. In the event of disabled participants requiring additional help and support, the network/project may apply for further funds after the ordinary application deadline. The application must be addressed directly to the chief administrator of the relevant sub-programme. A doctor's

⁵ Nordplus Junior does not grant accommodation grants for pupils.

⁶ In Nordplus Junior and Nordplus Higher Education, this rule only applies to network/project activities, and not to mobility activities.

certificate is usually required. Additional funds may be provided to cover the cost of escorts, interpreters or similar.

This rule only applies to participants in activities that have already been given a grant.

1.6.7 Costs that are not covered

- Overhead costs, i.e. general unspecified costs not directly connected to the Nordplus project
- Office equipment (such as IT equipment)
- Costs for non-Nordic or non-Baltic participants
- Costs for activities outside the Nordic or Baltic countries

Nordplus does in general not cover salary costs, but networks/projects can include work hours in the Nordplus activities as part of their self-financing.

1.7 How to apply

All applications to all parts of the Nordplus Framework Programme must be submitted electronically through the joint Application and Report System (ARS).

The Application and Report System, with online application forms and guidelines is available at the Nordplus web portal, www.nordplusonline.org.

The annual application deadline for all parts of the Nordplus Framework Programme is 1 March. The sub-programmes may also advertise grants separately from the main deadline in order to support specific activities or measures. More information is available under the description of each sub-programme.

Applications must be submitted by the institution/organisation acting as a coordinator for the project or network (the home institution when the application is for mobility activities only). Other network/project partners must sign a **letter of intent** confirming their participation in the network/project collaboration. The letter of intent is made available in the ARS application. The declaration must be signed by the appropriate authority – a “legal person” - , i.e. the top management of the relevant organisation/institution (or who the top management has authorised to sign). The coordinating as well as the partner institutions must sign their letters of intent, which must be collected by the coordinator and attached to the application electronically.

Applications may be submitted in Danish, Norwegian, Swedish or English. Applications involving one or more Baltic participants should be written in English.

Applications may only be made for future activities; not for activities that have already been completed. Only applications submitted electronically will be considered, unless other specific instructions are given by the Nordplus administration.

1.8 What constitutes a good application?

A good application should

- describe objectives and expected outcome

- describe the activities
- describe the distribution of tasks and responsibilities
- be well argued according to the programme priorities
- the added value of the activity
- show that the aims of the activity are realistic in relation to the budget
- have a realistic budget in relation to the funds available
- give an account of the targets for disseminating the results
- comprise an element of self-evaluation (analysis of the ability to carry out the project)
- demonstrate integration of the activities in the respective institutions/organisations

1.8.1 Selection criteria

The applications will be assessed according to the following main criteria:

Relevance

- Is the application within the scope of the Nordplus programme and/or the relevant sub-programme?
- The annual calls for proposals to the Nordplus Framework Programmes propose information regarding priorities for the coming programme year, i.e. what areas, themes and subjects the programme wishes to focus upon. Applications corresponding with at least one of the annual programme priorities are prioritised.

Project objective and contents

- The aims of the project and the approach chosen to achieve them are clear and realistic.
- The planned activities are relevant for the project in question and cover the whole project period.
- The project has defined an approach to evaluate whether the aims and the expected impact of the project will be achieved.

Organisation and implementation

- There is an appropriate balance between the roles and tasks of the different participants in terms of their involvement in the activities to be carried out
- Measures have been planned to ensure effective communication and cooperation between the participating institutions
- The expected impact and benefits of the project on participating institutions and individual participants are clear and well defined

Dissemination:

- Dissemination of results is crucial in the Nordplus Framework Programme. All projects must, during the contract period, establish a webpage for their project. There will normally be higher demands to a project/network application than to a mobility application, in terms of dissemination. The application shall include a description as well as a concrete plan for how the outcome will be disseminated and used both by the institutions and in a wider context (outside the network, outside the Nordic/Baltic countries).

The application should comply with the above mentioned criteria, describe the background, activities and expected outcome in a clear and good way. The partnerships should be relevant for the purpose of the activities.

For applications from previous Nordplus participants the following elements are also emphasised:

- Results achieved previously
- How previous grants have been managed by the applicant

Last but not least, the composition of the programme portfolio may be relevant in the selection of applications when applications of equal quality are assessed.

1.9 How are the applications processed?

Applications are received and processed by the Nordplus programme office responsible for that particular sub-programme in close collaboration with the other national Nordplus programme offices. The administration may seek to obtain external statements about individual applications. The allocation of funds is decided by the programme committee for the respective sub-programmes on the advice of the administration.

Applicants can expect to get a decision about three months after submitting their application.

Competition for funds is often tough, and nobody is guaranteed a grant. Once an application is approved the applicant will receive a grant letter with two copies of a contract. The contracts must be signed and returned to the chief administrator, as specified in the grant letter. The funds will be paid once the contract has been signed and returned to the chief administrator. Please see the contract for contact information.

The administration will contact all applicants with the outcome of their application. An overview will be published on the Nordplus web portal www.nordplusonline.org with links available on the home pages of the national Nordplus offices.

1.9.1 Appeals

Appeals may be addressed directly to the chief administrator that handled the application. The actual decision cannot be appealed, but applicants may appeal if they believe that an error has been made. Appeals against the outcome of sub-programme applications will be handled by the Nordplus main programme committee (Nordplus Horizontal), while appeals against the outcome of main committee decisions will be handled by the Nordic Committee of Senior Officials for Education and Research (EK-U).

1.10 Project follow-up and reporting

All institutions/organisations receiving financial support from Nordplus are obliged to report back to Nordplus within 30 days of the end of the contract period. Reports must be sent electronically via the Application and Report System (ARS). The Application and Report System, with an online reporting form and guidelines, is available on the Nordplus web portal www.nordplusonline.org.

Final reports

The report is divided into a financial and a contents section.

The content report questionnaire includes the following questions:

- To which degree did the project meet its overall objectives
- To which degree did the project produce the planned products (e.g. reports, publications, training material, courses)
- To which degree did the project meet its planned schedule
- To which degree did the project meet its planned budget
- To which degree did the cooperation between the project partners meet its planned objectives
- To which extent has the project had a positive impact on the participating partner institutions/organisations.
- Will project activities continue when Programme support is terminated?
- How effective has the evaluation and/or dissemination of results of the project been.
- To which extent have the results of the project benefited target groups outside the institutions?
- Publications (list)
- How do you evaluate your experience of working with the Nordplus programme?
- Participants in network/project activities
- Mobility statistics

The financial report must be authorised by the finance unit of the institution/organisation. Receipts should not be included in the report. Any unused funds must be returned to the programme after the contract period has ended. The programme office shall send an invoice for the returnable amount.

80 per cent of the granted funds are normally allocated at project start, 20 per cent after the final report has been approved, given that the funds have been spent according to the terms for the project.

Status reports

For projects with a contract period lasting for more than a year, a status report shall normally be submitted annually by 15 June⁷. The form for the status report will be made available through the ARS, and consists of a simple questionnaire (no financial reporting required). If the report is not submitted, the chief administrator can redraw funds/stop further allocation of the funds.

Inspections and audits

Coordinators of Nordplus activities should be aware that national Nordplus offices may carry out inspections, including financial audits. Reasonable notice will be given of any inspections. All receipts and supporting documents must be kept for a minimum of five years after the project is completed in the event of an audit.

⁷ Most projects within Nordplus Higher Education lasts for a year, but the contract period are set for more approximately 15 months. They are therefore not required to submit a status report in June.

2 Nordplus Junior

2.1 Introduction

In addition to the overall scope of the Framework Programme, Nordplus Junior stipulates a further set of aims. They are:

- to strengthen and develop cooperation and to create networks of nursery, primary, secondary and upper secondary (academic or vocational) schools in the participating countries in order to support the development of quality and innovation.

2.2 Priorities of the Nordplus Junior Programme

In addition to the priorities laid out by the Framework Programme, Nordplus Junior has defined the following priority areas in 2011:

- quality in education
- vocational education
- health
- prevention of drop-out
- entrepreneurship
- multicultural classrooms
- climate issues

2.3 Who is eligible for funding?

The target groups of Nordplus Junior are pupils, teachers and other pedagogical staff in:

- pre-school
- primary/secondary schools
- upper secondary schools
- vocational schools/apprentice programmes
- Organisations and institutions involved with working in or having strong interests in the area of school education

All countries in the Nordic and Baltic countries are eligible, but in order to receive a Nordplus Junior grant all activities must take place in one or more of the eight participating countries.

2.4 What types of grants are available?

Nordplus Junior supports activities within the areas of:

- mobility
- networks
- projects

All activities must be based on agreements between the participating partners and have a clearly defined aim, expected outcome and correspond with the annual programme priorities. 2.6

2.4.1 Mobility – exchange programmes

Mobility activities are collaborations designed to bring together children, pupils, teachers and other pedagogical/academic staff in order to teach or study in one or more of the participating Nordplus Junior countries. Mobility activities may last from one week to one year during the project year, and may involve individual pupils/teachers or larger groups/classes.

Regardless of partnership structure, a coordinator must be appointed to oversee the application and allocated funds for the duration of the contract period. Only schools identified as part of Nordplus Junior's target groups may act as coordinators.

- **Class exchange**

Own choice project work involving two or more classes or groups from at least two countries. The exchange and activities should be of an academic nature and be integrated in the ordinary activity. Mobility activities may last between one week and three weeks including travel days, with a maximum of 30 pupils per country and one accompanying teacher per 10 pupils.

- **Pupil exchange and work experience**

Individual pupil mobility for anyone in upper secondary/vocational schools. Pupil exchange and work experience include work placements, vocational training, apprentice schemes and other theoretical studies. Applications should always be submitted by the school. Pupil exchange may last from one week to one year. Accompanying teacher may stay maximum one week.

- **Teacher and pedagogical/academic staff exchange**

All working pedagogical/academic staff within the eligible school types may apply for grants to travel to another Nordic or Baltic country. Teacher mobility includes teacher exchange (jobswitching) teacher round trip, which enable teacher to take part in education/ to teach in several schools in different countries. The exchange may take place between one or more schools. Teachers exchange may last from one week to one year.

- **Preparatory visits**

Grants are available for preparatory visits. The aim of preparatory visits is to aid in the preparation and development of new project plans and applications relating to other parts of the programme. Preparatory visits may last a maximum of five days, including travel time. Maximum of two teachers per country for one visit.

2.4.2 Projects

Schools may establish project partnerships linked to a specific theme corresponding to the annual priorities. Project activities are long-term collaborations with a clearly

defined purpose and specific expectations with regards to their outcome. Project grant applications are welcomed from partnerships between at least three different schools in three different countries.

Development projects and other activities aimed at developing and improving pedagogic and didactic methods should be of an innovative nature. Projects may involve curriculum development as well as quality assurance, the dissemination of project results or the development of new teaching methods within lifelong learning, for example.

Regardless of partnership structure, a coordinator must be appointed to oversee the application and allocated funds for the duration of the contract period. Only schools identified as part of Nordplus Junior's target groups may act as coordinators

A project may receive a grant for a maximum of three years.

2.4.3 Networks

Network grants are available for long-term educational collaborations. Groups of schools, organisations or institutions working on a specific topic or issue within education or lifelong learning in one of the participating countries are eligible for a grant. Network grant applications are welcome from partnerships between at least three different schools in three different countries.

The overall purpose is to give schools an opportunity to become part of a network and to create more permanent relationships and collaborations. Participants may work on a joint theme from which they identify various issues and topics for collaboration and exchange. In turn this can generate new ideas and proposals for future initiatives.

Activities eligible for network support include:

- Administrative meetings to establish and develop the network
- Information activities and the dissemination of results

Network may receive a grant for a maximum of three years.

Regardless of partnership structure, a coordinator should be appointed to oversee the application and allocated funds for the duration of the contract period. Only schools identified as part of Nordplus Junior's target groups may act as coordinators.

2.5 Financing

Nordplus grants are a contribution towards the actual cost of activities in the participating countries. This means that a degree of self-financing should be calculated into the actual costs. Applications to Nordplus Framework Programme must include a budget with an overview over the total estimated costs for the activity and how it will be financed.

Applications for funding can include support for travel, accommodation/board, but support for administration and other costs is only for applications for project/network.

2.5.1 Self-financing

Allocation for mobility activities is based upon set rates for travel and accommodation/board, and will automatically be calculated in the Application and reporting system (ARS) when the applicant plots in information regarding mobility activities. Thus, applications for mobility support do not require internal financing.

Other costs can be supported with up to 50 per cent of the total approved costs.

Approved costs include the participating institutions' own internal financing. In addition to cash funding, in-kind contributions, like work hours put into the Nordplus-project, can be included in the internal financing.

2.5.2 Support for travel costs

Support for mobility activities is allocated according to set maximum rates for travel and accommodation/board. For activities defined as mobility activities, eligible expenses are defined as "mobility grant travel" and "mobility grant board". Thus, the ARS will calculate the maximum possible grant sum based on the set rates for mobility. Mobility grants differ from other kind of travel-related costs in that the applicant does not need to include co-financing in the budget for mobility activities. Activities not defined as mobility activities but project or network activities may in some cases allow travel costs. These costs are not defined as mobility support. The applicant should fill in estimated costs for travel and accommodation/board, and the costs - as for other network/project activity costs - must be met with 50 per cent co-financing. Nordplus recommends the use of the set rates when estimating costs for travel.

You may include other expense types in your application for project/network . Please refer to the description for each eligible activity in the relevant sub-programme chapter for further information regarding eligible expenses for each activity. All the expenses should be defined in the title-field for each expense in the ARS budget form, for instance as "dissemination of information and results", "translation" or similar.

2.5.3 Support for mobility - rates

Travel rates:

To and from Greenland	1,300Euro
To and from the Faroe Islands and Iceland	660 Euro
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330Euro
Domestic, more than 500km	150 Euro

Accommodation/board rates:

	Day	Week	Month

Teachers and mentors	70 Euro	355 Euro	1.065 Euro
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Nordplus Junior does not grant accommodation for pupils

2.5.4 Support for administrative expenses

The coordinating institution may also apply for a grant for administrative costs, only for applications for project/network to meet the added cost of coordinating the Nordplus activities. These funds may *not* be used for any expenses linked to the general running of the organisation/institution, such as office equipment and regular wages.

Applications for administrative support can make up a maximum of five per cent of the total grant, this is only for projects/network. Applicants do not need to provide supporting documentation for administrative grant applications.

2.5.5 Payments and audits

Funds are paid to the coordinator of the mobility, network or project, who is then responsible for the funds for the duration of the contract period. The coordinator of the mobility, network or project decides how the funds are to be allocated between the participating institutions.

Funds are paid in two separate instalments: 80 per cent after the contract has been signed and maximum 20 per cent after the report has been approved.

For applications granted 14.000 EUR or less, or where the contract period lasts for six months or less, 100 per cent of the funds are paid after the contract has been signed.

Funds should be accounted for in accordance with national/internal requirements as a separate project in the accounts of the institution/organisation so that all payments are visible in the event of an audit.

2.5.6 Irregular use of funds

If the funds are not used as implied in the contract, and/or progress- and final reports are not submitted as agreed upon in the contract, the Chief administrator can decide to hold back or to redraw funds.

2.5.7 Disabled participants

Costs involving participants with disabilities may be met by a grant of up to 100 per cent. In the event of disabled participants requiring additional help and support, the network/project and mobility activities may apply for further funds after the ordinary application deadline. The application should be addressed directly to the chief administrator of the relevant sub-programme. A doctor's certificate is usually required. Additional funds may be provided to cover the cost of escorts, interpreters or similar.

This rule only applies to participants in activities that have already been given a grant.

2.5.8 Costs that are not covered

- Overhead costs, i.e. general unspecified costs not directly connected to the Nordplus project
- Salaries
- Office equipment (such as IT equipment)
- Costs for non-Nordic or non-Baltic participants
- Costs for activities outside the Nordic or Baltic countries

2.6 How to apply

All applications to all parts of the Nordplus Framework Programme should be submitted electronically through the joint Application and Report System (ARS).

The Application and Report System, with online application forms and guidelines is available at the Nordplus web portal, www.nordplusonline.org.

2.7 What constitutes a good application?

The annual calls for proposals to the Nordplus Framework Programmes propose information regarding priorities for the coming programme year, i.e. what areas, themes and subjects the programme wishes to focus upon. Applications should correspond with the annual programme priorities.

A good application should:

- describe aims and expected outcome
- describe the activities
- describe the sharing of responsibilities and workload
- provide a thorough description of the priorities of the programme
- define the added value of the activity
- give realistic expectations to the activity in relation to its budget
- give a realistic budget in relation to the available budget
- give an account of how the results will be disseminated
- provide a self-evaluation, analysis of how the project will be completed
- give details of how the activity will be integrated in other activities
- be well integrated in the school and involve a large number of pupils and teachers

Previous participants in Nordplus Junior projects are also asked to provide details of:

- results achieved previously
 - how previous grants have been managed
- All applications are judged on the way in which they can contribute to one or more of the priorities set out by Nordplus Junior.

Only applications that comply with the Nordplus Junior framework and only applications submitted by the target groups defined by the programme are eligible to apply. Applications from new applicants are particularly welcome, as are applications involving pupils in need of special support.

2.8 Project follow-up and reporting

All institutions/organisations receiving financial support from Nordplus are obliged to report back to Nordplus within 30 days of the end of the contract period. Reports should be sent electronically via the Application and Report System (ARS) and must be confirmed with a signed and scanned/posted confirmation page. The Application and Report System, with an online reporting form and guidelines, is available on the Nordplus web portal www.nordplusonline.org.

Note: Internationella programkontoret will issue the payment at latest 45 calendar days after the contract has been signed.

The report is divided into a financial and a contents section.

The content report questionnaire includes the following questions:

- To which degree did the project meet its overall objectives
- To which degree did the project produce the planned products (e.g. reports, publications, training material, courses)
- To which degree did the project meet its planned schedule
- To which degree did the project meet its planned budget
- To which degree did the cooperation between the project partners meet its planned objectives
- To which extent has the project had a positive impact on the participating partner institutions/organisations.
- Will project activities continue when Programme support is terminated?
- How effective has the evaluation and/or dissemination of results of the project been.
- To which extent have the results of the project benefited target groups outside the institutions?
- Publications (list)
- How do you evaluate your experience of working with the Nordplus programme.
- Participants in network/project activities
- Mobility statistics

The financial report must be authorised by the finance unit of the institution/organisation. Receipts should not be included in the report. Receipts should not be included in the report. The programme office shall send an invoice for unused funds after the contract period has ended.

Coordinators of Nordplus activities should be aware that national Nordplus offices may carry out follow-up visits, including financial audits. Reasonable notice will be given of any inspections. All receipts and supporting documents should be kept for a minimum of five years after the project is completed in the event of an audit.

3 Nordplus Higher Education

3.1 Introduction

In accordance with the overarching objectives of the Nordplus Framework Programme, the additional and specific objectives of the Nordplus Higher Education Programme are:

- To link higher education institutions (HEIs) in the participating countries, private as well as public HEIs offering recognised tertiary level qualifications, establishing networks for exchanging and disseminating experiences, best practices and innovative results
- To contribute to cooperation between HEIs and other institutions or organisations involved in or having vested interests in the area of higher education

3.2 Priorities 2011

In addition to the annual priorities for the Nordplus Framework Programme, following annual priorities for Nordplus Higher Education are:

- Development of joint study programmes
- Curriculum development projects
- Quality assurance work in higher education
- Renewal and enlargement of networks to include new partners, especially from the new participating countries

3.3 Who is eligible for funding?

The target groups for Nordplus Higher Education are:

- HEIs, including students, teachers and other staff
- Organizations or institutions involved with, working in or having vested interests in the area of higher education from the public and private sectors as well as from the so-called third sector (NGOs).

3.4 What types of grants are available?

Nordplus Higher Education supports the following activities:

- Mobility
 - Student mobility
 - Teacher mobility
 - Express mobility: shorter student mobility lasting less than one month (minimum one week)
- Network activities for establishing and developing of networks
- Project activities
 - Intensive courses
 - Joint study programmes
 - Development projects within higher education, including curriculum development

Nordplus Higher Education is based on cooperation in form of networks (partnerships) between HEIs in the Nordic and Baltic countries. The collaboration must be based on an agreement between at least three partners from three different countries. One of the institutions will act as the network coordinator. This institution is responsible for the application, for the allocated funds during the contract period and for the reporting. A coordinator has to be appointed to oversee the application and the allocated funds for the duration of the contract period. Only HEIs recognised by national authorities can act as coordinators.

A **network** comprises three or more institutions/organisations from the different participating countries with the aim of establishing and maintaining an extensive, long-term collaboration. A network will usually focus on a specific field or topic linked to education and lifelong learning.

Networks may apply for grants for network activities such as network building or development, as well as for project- and mobility activities.

Project activities are specific, time-limited collaborations with a defined purpose and specific expectations as to their outcome. As with network applications, a project application must be administered by one higher education institution based on an agreement between at least three partners from different participating countries. The activities applied for can be project- and mobility activities.

Student and teacher mobility must be based on an agreement between at least one home and one hosting institution.

Researchers and students, PhD, are not eligible for grants from the programme.

Neither surveys or further education are supported in the programme.

Nordic Master programmes can only apply for mobility grants from Nordplus Higher Education.

3.4.1 Mobility

Student mobility

Mobility grants are awarded for full-time studies or work placements lasting 1-12 months in another Nordic or Baltic country. The grant is available to students of any nationality studying for a degree at a HEI in the participating countries. Research students (PhD) are not eligible for a Nordplus grant. The grant should be seen as a contribution towards the additional cost of studying abroad.

Grants are also available for work placements and are awarded according to the same guidelines, criteria and rules as regular student mobility grants.

The following rules also apply to student mobility grants:

- The studies abroad shall be fully recognised as a part of the degree at the student's home institution.
- ECTS shall be used
- The student has studied for at least one year at his/her home institution (exception: Joint Study Programmes)
- The student shall not pay any tuition fees or similar fees during his/her stay abroad (with the exception of any student union fees)
- The student shall live at his/her place of study; commuting between place of study and ordinary place of residence is not permitted
- Confirmation of grant award shall be signed before payment is made (as per appendix)
- A learning agreement shall be signed before the exchange
- A final report on the exchange shall be submitted by the student after the exchange has been completed

Express mobility

Students may also be awarded grants for shorter exchanges, so-called express mobility grants. The minimum duration of a express mobility is one week (5 working days). The exchanges should form a part of the overall studies, for example by way of a virtual course where physical mobility is incorporated in the course. Express mobility grants are also available if it can be demonstrated that they would help the students make use of the partner institution's education programme.

Express mobility grants are awarded according to the same guidelines, criteria and rules as regular student mobility grants. Students on express mobility receive only travelling grant.

Teacher mobility

Teachers of any nationality employed at HEIs in the participating countries may be awarded a Nordplus grant for exchanges in another Nordic or Baltic country. The stay should be linked to specific and integrated teaching activities with clear links to the partnership agreement between the parties. This includes tutoring and the development of teaching materials.

Stays should last a minimum of one week (five working days) or eight teaching hours.

The following rules also apply to Nordplus teacher mobility grants:

- Confirmation of grant award shall be signed before payment is made (as per appendix)
- A final report on the exchange shall be submitted by the teacher after the exchange has been completed

3.4.2 Network activities

Nordplus Higher Education awards grants for the establishment and development of networks. Network grants are available for the following activities:

- Administrative meetings for establishing and developing networks
- Short meetings for planning mobility, courses or the inclusion of new partners

- Language courses for incoming students
- Information activities as well as the dissemination of results

3.4.3 Project activities

Intensive courses

Nordplus Higher Education awards grants to intensive courses lasting between one week (five working days) and one month. Courses may take place during term time or in the summer by way of short courses, symposiums, master classes or workshops. Intensive courses must include students and teachers from at least three different countries. The courses must give ECTS and be recognised as part of the students' degree. The amount of ECTS should be mentioned in the application.

PhD students may act as teachers on intensive courses. They are not eligible for a grant if they are students on the course.

One particular intensive course can be granted Nordplus grant for three years running but annual applications have to be submitted.

Joint study programmes

Nordplus Higher Education awards grants for development of joint study programmes.

Nordplus joint study programmes are defined as follows:

- Programmes are complete study programmes established according to national legislation
- Programmes lead to an exam recognised by national legislation
- Degree certificates with a Diploma Supplement should be issued according to national legislation
- Physical mobility is built into the programme and should involve at least one semester, or 30 ECTS, but no more than half of the complete duration of the study programme
- Programmes are developed jointly, and all courses and study units should be approved by all participating parties
- The collaboration is governed by a signed agreement defining its aims as well as the roles of the participating parties

Development projects including joint curriculum development

Nordplus Higher Education offers grants for innovative development projects. Apart from joint curriculum planning, projects may focus on issues such as:

- Quality assurance
- The dissemination and use of results achieved by networks and projects
- The development of collaborations with other institutions in the public or private sectors as well as non-governmental organisations (NGOs)
- The development of partnerships with employers
- The development of new teaching methods

3.4.4 Contract period

Grants for mobility, network and project activities are allocated for a fixed contract period from 15th of June until the report is submitted or at the latest 1st of October the following year.

Grants for the development of joint study programmes are allocated for a maximum of three years.

3.5 Financing

Nordplus grants are a *contribution* towards the actual cost of activities in the participating countries. This means that a degree of self-financing should be calculated into the actual costs. Applications to Nordplus Higher Education must include a budget with an overview over the total estimated costs for the activity and how it will be financed.

Applications for network/project funding can include support for travel, accommodation/board, administration and other costs.

Allocation for mobility activities is based upon set rates for travel and accommodation/board, and will automatically be calculated in the Application and reporting system (ARS) when the applicant plots in information regarding mobility activities. Thus, applications for mobility support do not require documented internal financing.

Costs for the network and project activities can be supported with up to 50 per cent of the total approved costs.

Approved costs include the participating institutions' own internal financing. In addition to cash funding, in-kind contributions, like work hours put into the Nordplus-project, can be included in the internal financing

Detailed budgets in excel have to be submitted as attachments to the online application and reporting system (ARS) for network/project activities when the applied amount is over 15 000 € (total costs over 30 000 €). The detailed budget should give more information on the calculated expenses under the three categories of 'travel', 'accommodation/board' and 'other costs'.

3.5.1 Support for travel costs

Support for mobility activities is allocated according to set rates for travel and accommodation/board. When plotting in the number of travellers within/between a specific area for a specific time, the ARS will calculate the grant sum based on the rates. Mobility grants differ from other kind of travel-related costs in that the applicant does not need to include co-financing in the budget for mobility activities.

Rates for mobility should be seen as lump sums/scholarships. The coordinator will be asked to report the numbers of travellers in the mobility activities and the sums used for mobility. If fewer numbers of people travelled than what was planned, the funds will have to be returned to the administrator accordingly. If the participants find cheaper tickets than the allocated rates, the surplus funds can be used to include more travellers in the activity, (if the partners wish to).

Activities not defined as mobility activities but project/network activities may in some cases allow travel costs. These costs are not defined as mobility support. The applicant must fill in estimated costs for travel and accommodation/board. Nordplus recommends the use of the set rates when estimating costs for travel.

3.5.2 Support for mobility - rates⁸

Travel rates:

To and from Greenland	1,300Euro
To and from the Faroe Islands and Iceland	660 Euro
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330Euro

Accommodation/board rates:

	Per day	Per week	Per month
Students	20Euro	70 Euro	200 Euro
Teachers and mentors	70 Euro	355 Euro	1,065 Euro

3.5.3 Support for administrative expenses

The co-ordinator can use up to 5 per cent of the Nordplus grant to administrative costs. The used sum shall be reported in the final report. No other documentation is needed.

3.5.4 Payments and audits

Funds are paid to the coordinator of the network or project, who is then responsible for the funds for the duration of the contract period. The network/project decides how the funds are to be allocated between the participating institutions. Funds are paid in two separate instalments: 80 per cent after the contract has been signed and 20 per cent after the report has been approved.

For applications granted 14 000 EUR or less, or where the contract period lasts for six months or less, 100 per cent of the funds are paid after the contract has been signed.

Funds should be accounted for in accordance with national/internal requirements as a separate project in the accounts of the institution/organisation so that all payments are visible in the event of an audit.

⁸ The rates are automatically calculated by ARS. These are the maximum rates applicable for mobility in Nordplus Higher Education.

3.5.5 Irregular use of funds

If the funds are not used as implied in the contract, and/or progress- and final reports are not submitted as agreed upon in the contract, the Chief administrator can decide to hold back or to redraw funds.

3.5.6 Disabled participants

Costs involving participants with disabilities may be met by a grant of up to 100 per cent. In the event of disabled participants requiring additional help and support, the network/project may apply for further funds after the ordinary application deadline. The application should be addressed directly to the main administrator of the relevant sub-programme. A doctor's certificate is usually required. Additional funds may be provided to cover the cost of escorts, interpreters or similar.

This rule only applies to participants in activities that have already been given a grant.

3.5.7 Costs that are not covered

- Overhead costs, i.e. general unspecified costs not directly connected to the Nordplus project
- Office equipment (such as IT equipment)
- Costs for non-Nordic or non-Baltic participants
- Costs for activities outside the Nordic or Baltic countries

Nordplus does in general not cover salary costs, but networks/projects can include work hours in the Nordplus activities as part of their self-financing.

3.6 How to apply

All applications to all parts of the Nordplus Framework Programme should be submitted electronically through the joint Application and Report System (ARS). In addition, a printed version of the application shall be signed by the co-ordinator and sent to CIMO.

The Application and Report System, with online application forms and guidelines is available at the Nordplus web portal, www.nordplusonline.org.

The application deadline for Nordplus Higher Education is 1 March every year. If it is on a Sunday the deadline is the following working day.

Other network/project partners must sign a **letter of intent** confirming their participation in the network/project collaboration. The letter of intent is made available in the ARS application. The declaration must be signed by the appropriate authority – a “legal person” - , i.e. the top management of the relevant organisation/institution (or who the top management has authorised to sign). The coordinating as well as the partner institutions must sign their letters of intent, which must be collected by the coordinator and attached to the application electronically.

Applications may be submitted in Danish, Norwegian, Swedish or English. Applications involving one or more Baltic participants should be written in English.

Applications may only be made for future activities; not for activities that have already been completed. Only applications submitted electronically will be considered, unless other specific instructions are given by the Nordplus administration.

3.7 What constitutes a good application?

In addition to guidelines in chapter 1 of the handbook regarding the quality of applications, a good Nordplus Higher Education application should

- give a background to the establishment of the network/project and to how the skills of the various partners are to be exploited
- clearly describe the targets and expected outcome in relation to the guidelines and priorities of the programme
- clearly describe the sharing of responsibilities and workload
- give a clear picture of how the activities and how they will be executed during the contract period
- contain a clear and realistic budget (see chapter 3.5)
- describe how the activities will be quality assured
- describe how the activities are integrated in the institutions' ordinary operations
- describe how the outcome will be disseminated and used both by the institutions and in a wider context

In addition to the above mentioned guidelines the applicant should in the Application and Report System (ARS) write the general part about the activities short and write the detailed information of each specific activity in the “**Activities and expenses**” –part of the application in ARS.

3.7.1 Selection criteria

All eligible applications will be subject to at least two independent assessments. The applications will be assessed according to the following main criteria:

Relevance

Is the application within the scope of the Nordplus Framework Programme and Nordplus Higher Education?

The annual calls for proposals to the Nordplus Framework Programmes propose information regarding priorities for the coming programme year, i.e. what areas, themes and subjects the programme wishes to focus upon. Applications corresponding with at least one of the annual programme priorities are prioritised.

Project objective and contents

- a) The aims of the project and the approach chosen to achieve them are clear and realistic.
- b) The planned activities are relevant for the project in question and cover the whole project period.
- c) The project has defined an approach to evaluate whether the aims and the expected impact of the project will be achieved.

Organisation and implementation

- a) There is an appropriate balance between the roles and tasks of the different participants in terms of their involvement in the activities to be carried out
- b) Measures have been planned to ensure effective communication and cooperation between the participating institutions
- c) The expected impact and benefits of the project on participating institutions and individual participants are clear and well defined

Dissemination

Dissemination of results is crucial in the Nordplus Framework Programme. All projects must, during the contract period, establish a webpage for their project.

There will normally be higher demands to a project/network application than to a mobility application, in terms of dissemination. There should be a description of how the outcome will be disseminated and used both by the institutions and in a wider context, dissemination on a broader basis (outside the network, outside the Nordic/Baltic countries) and a concrete plan.

Mobility applications are assessed on the basis of how the network communicates its aims and expected outcome of the mobility programme, how the network quality assures practical mobility arrangements, whether a Learning Agreement is used, how the studies/placements abroad are recognised as part of the students' degree (ECTS) and how the final report is distributed and used within the individual institutions.

The outcome and management of previous Nordplus grants also play a part in the assessment of applications.

3.7.2 How are the applications processed?

The allocation of funds is decided by the Programme Committee for the Nordplus Higher Education Programme on the advice of the administration.

Applicants can expect to get a decision about three months after submitting their application.

Competition for funds is often tough, and nobody is guaranteed a grant. Once an application is approved the applicant will receive a grant letter with two copies of a contract. The funds will be paid once one of the copies of the contract and the payment order have been signed and returned to CIMO. Please see the contract for contact and more detailed information.

3.8 Project follow-up and reporting

Anyone receiving a Nordplus grant is obliged to report back to Nordplus within 30 days of the end of the contract period. Reports should be submitted via the Application and Report System (ARS). The Application and Report System with electronic reporting forms and guidelines is available on the Nordplus web portal www.nordplusonline.org.

The report is divided into a financial and a content section.

The content report questionnaire includes the following questions:

- To which degree did the project meet its overall objectives
- To which degree did the project produce the planned products (e.g. reports, publications, training material, courses)

- To which degree did the project meet its planned schedule
- To which degree did the project meet its planned budget
- To which degree did the cooperation between the project partners meet its planned objectives
- To which extent has the project had a positive impact on the participating partner institutions/organisations.
- Will project activities continue when Programme support is terminated?
- How effective has the evaluation and/or dissemination of results of the project been.
- To which extent have the results of the project benefited target groups outside the institutions?
- Publications (list)
- How do you evaluate your experience of working with the Nordplus programme.
- Participants in network/project activities
- Mobility statistics

The financial report must be authorised by the finance unit of the institution/organisation. Receipts should not be included in the report. Any unused funds must be returned to the programme after the contract period has ended. The programme office will send an invoice for the returnable amount.

No interim report is needed for grants that have been submitted for the contract period concerning network, intensive course or mobility activities. If a joint study programme receives a grant for two years or more an interim report is required by 15 June each year.

Coordinators of Nordplus activities should be aware that national Nordplus offices may carry out inspections, including financial audits. Reasonable notice will be given of any inspections. All receipts and supporting documents should be kept for a minimum of five years after the project is completed in the event of an audit.

4 Nordplus Adult

4.1 Introduction

The aim of Nordplus Adult is to strengthen cooperation between Nordic and Baltic institutions of adult learning and thereby contribute to development and innovation in this field. Nordplus Adult offers grants for the establishment of networks, mobility and collaborative projects with participants from the participating countries. The aim is thus:

- to strengthen and develop cooperation and to establish networks and partnership between participants in Adult learning in the participating countries in order to promote the development of quality and innovation in Adult learning
- to stimulate and develop formal, non-formal and informal Adult learning organized by educational institutions, private and public enterprises, organizations, popular education institutions and NGOs

4.2 Priorities of the Nordplus Adult Programme

In addition to the priorities laid out by the Framework Programme, Nordplus Adult has defined five priority areas in 2011:

- *Adults' basic skills* (i. e. reading, writing, maths and IT skills), *language skills* amongst immigrants and other minority groups in the Nordic and Baltic languages (i.e. native language of their country of residence), as well as second language learning of the local population (such as for example English as a foreign language).
- The *recognition and validation of skills* with particular focus on the development of tools and methods for documenting skills acquired in informal and non-formal learning activities.
- *Challenges of modern citizenship* with a special focus on environmental awareness and climate issues, but also for example on creativity and innovation, entrepreneurship and other relevant topics.
- *Strengthening of social cohesion in education* by improving access and availability of adult education to all potential adult learners with a special focus on rural areas and second chance teaching.
- *Strengthening the link between adult learning and working life*, focusing on cooperation between adult learning providers, public and private sector employers and other relevant organisations with the aim to develop new learning activities and new methods and models for adult learning.

4.3 Who is eligible for funding?

The target group of Nordplus Adult is all institutions offering formal, informal and non-formal learning to adults. By non-formal learning we mean structured learning activities usually undertaken for a particular purpose but where the activities are not part of the formal, national education system and where no diplomas are issued (e.g. *folk high schools* and evening classes). By informal learning we mean unstructured learning activities that are usually unintentional and that take place outside educational institutions (e.g. learning in libraries and museums).

The following types of institutions are eligible for Nordplus Adult:

- Educational institutions
- Organisations
- Associations
- Businesses
- NGOs, libraries, museums and other informal learning environment
- Research-based institutions with experience and expertise in adult learning as well as institutions with adult learning programmes and adult mentoring

4.4 What types of grants are available?

Nordplus Adult offers grants for the following activities:

Mobility

- Preparatory visits
- Further learning for teachers and other pedagogical staff working with adult learning
- Exchange of participants in adult learning

Networks

- Thematic network projects

Projects

- Development projects
- Mapping projects

Grants for mobility activities cover only travel and accommodation/board. Grants for network and project activities cover travel, accommodation/board and other costs related to the network/project activities. Please see section 4.5 for further details concerning financing.

4.4.1 Mobility activities

Mobility projects requires cooperation between at least two organisations from at least two countries and may not last longer than one year. The following activities are eligible:

Preparatory visits

Travel and accommodation/board grants are given for the preparation and planning of projects and applications for other project grants from Nordplus Adult. To be eligible, the following criteria have to be met:

- A group of organisations can normally apply for grants for up to two preparatory visits lasting up to five days (including travel time) with a maximum of two participants from each organisation

Further learning, study and teaching visits for teachers and other pedagogical staff

Travel and accommodation/board grants are given for the participation of teachers and other pedagogical staff in further learning courses as well as individual study or teaching visits to relevant institutions and organisations in another Nordic/Baltic country or autonomous region.

The aim is to give participants new professional skills and experience of other cultures and to strengthen cooperation and exchange of experiences between Nordic/Baltic adult learning and adult liberal education institutions.

To be eligible, the following criteria have to be met:

- Visits/stays should normally be no shorter than five full working days, excluding travel time. Travelling may however take place in the morning of the first working day and the evening of the last working day. High priority is given to longer stays. Be aware that the Nordplus online application and reporting system (ARS) will automatically calculate the length of further learning activities to be a minimum of one week.
- A detailed schedule/programme for the visit/stay with clear aims and expected outcome has to be presented as part of the application
- The stay should be arranged on an individual basis and take place within a single institution. Study trips involving visits to a number of institutions and organisations are therefore not eligible.
- A single application may be made for programmes involving exchanges of several persons within a network of organisations.
- A single application may be made for visit and revisit(s), however revisit(s) are not obligatory for a successful application.
- If one application contains several visits all visits must be completed within the one year maximum project period for mobility.
- The number of beneficiaries should not exceed 2 representatives per partner organisation, unless otherwise argued for.
- Only teachers and other pedagogical staff from the adult learning environments are eligible.

Exchange of participants in adult learning and adult liberal education (adult learners)

Travel and accommodation/board grants are given for the exchange of participants in adult learning and adult liberal education between Nordic/Baltic institutions and organisations.

The aim is to give participants new professional skills and experience of other cultures and to strengthen cooperation and exchange of experiences between Nordic/Baltic adult learning and adult liberal education institutions.

To be eligible, the following criteria have to be met:

- Stays should normally be no shorter than five full working days, excluding travel time, and should incorporate adult learner's participation in learning activities at the host organisation working together with adult learners from the host country. The exchanges could also incorporate work placements. Be aware that the Nordplus online application and reporting system (ARS) will automatically calculate the length of further learning activities to be a minimum of one week.
- A detailed schedule for the exchange with clear aims and expected outcome has to be drawn up in the application.
- Exchanges involving visits to a number of institutions and organisations in another Nordic/Baltic country are not eligible.
- A single application may be made for programmes involving exchanges of several persons within a network of organisations.

- A single application may be made for visit and revisit(s), however revisit(s) are not obligatory for a successful application.
- If one application contains several visits all visits must be completed within the one year maximum project period for mobility
- It is possible to apply for grants for accompanying teachers or supporting persons, when e.g. specific circumstances motivates it or when needs of the adult learners requires it. These circumstances or needs should be explained in the application.

Please, see set rates for all mobility actions in section 4.5.2

4.4.2 Networks activities

Thematic network projects

The overall aim for thematic networks is to give organisations, institutions, associations and others the opportunity to form networks, i.e. to establish new, more permanent relationships and partnerships, if possible across subject areas and sectors within adult learning.

The programme involves the exchange of knowledge and experience between the parties of the chosen theme or topic, thereby developing new ideas and proposals for future initiatives and solutions.

To be eligible for a network project the following criteria must be met:

- Participating organisations shall work on a joint theme by way of a given problem, topic or challenge jointly defined by the parties.
- A detailed work schedule with clear aims and expected outcome has to be presented in the application
- The network shall generate new ideas, which could possibly be converted into specific proposals for development or mapping projects under the Nordplus Adult sub-programme.

The minimum participation for a thematic network is three organisations from three different Nordplus/Baltic countries. The grant cover network activities for up to a maximum of three years.

4.4.3 Project activities

Development projects

The aim of development projects is to give Nordic and Baltic institutions the opportunity to carry out joint development work within adult learning. Projects may involve the development of new courses, modules, formats, methods, materials etc. with the aim of improving adults' access to learning, improving quality or meeting new or changing needs. The programme also supports the development of training opportunities for teachers and pedagogical staff in adult learning.

To be eligible for a development project the following criteria must be met:

- Development projects shall be based on existing knowledge and experience in the relevant field, but previous projects are not to be duplicated.
- Development projects are product-oriented in that a fully developed and accessible product is created at the end of the project period. The product should

be made accessible to anyone not part of the project itself, e.g. by way of a course description or teaching materials.

- A detailed work schedule with clear aims and expected outcome has to be presented in the application

The minimum participation for a development project is three organisations from three different Nordplus/Baltic countries. Research-based institutions with experience and expertise in adult learning may be recruited to help improve the outcome of the project.

The grant can cover activities for up to three years.

Mapping projects

The programme supports the generating of new knowledge and the collecting, uncovering and analysing of existing knowledge on adult learning. Projects could, for example, involve descriptions, statistics and comparisons between the traditions of the participating countries or comparisons across areas or sectors within adult learning.

The aim of mapping projects is to take stock, define development needs and make recommendations for future activities so that new initiatives and projects can be launched.

To be eligible for a mapping project the following criteria must be met:

- Projects must have general relevance beyond the participating organisations and be adaptable to other areas of adult learning.
- A mapping project should be based on existing knowledge and research, in order that previous research and mapping projects are not duplicated.
- Mapping projects will normally involve a combination of practising organisations and research-based institutions with experience and expertise in adult learning - high priority is given to projects involving different types of organisations and sectors.
- The outcome of the mapping project should be made public. It is therefore essential that applicants give details of how the project is to be evaluated and how the acquired knowledge will be handled and published.
- A detailed work schedule with clear aims and expected outcome has to be presented in the application

The minimum participation for a development project is three organisations from three different Nordplus/Baltic countries. The grant can cover activities for up to three years.

4.5 Financing

Nordplus grants are a contribution towards the actual cost of activities in the participating countries. This means that a degree of self-financing has to be calculated into the actual costs of all activities. Applications to the Nordplus Adult Programme must include a budget with an overview over the total estimated costs for the activity, covering both the organisations own contribution and the required funding from the Nordplus Adult programme.

Allocation for *mobility activities* is based upon set rates for travel and accommodation/board, and will automatically be calculated in the ARS when the applicant plots in information regarding mobility activities. Thus, applications for mobility support do not require documented internal co-financing; however a degree of self-financing must be foreseen, as the

set rates might not cover the actual costs. A mobility grant does not cover daily allowances, and hotel rates or flight tickets may in some case be more expensive than what the set rates cover.

As to network and project activities, up to 75 per cent of the total approved costs can be covered by a Nordplus grant in the Nordplus Adult Programme. Approved costs include the participating institutions' own internal financing. In addition to cash funding, in-kind contributions, such as work hours put into the Nordplus-project, can be included in the internal financing.

Applications for funding can include support for travel, accommodation/board, project administration and other costs. Other costs can include:

- Printing of reports, brochures etc.
- Establishing of a project web site
- Dissemination activities, such as seminars/conferences, which would help to disseminate the reached results to a broader audience. The support would e.g. cover costs related to rent of premises, equipment etc. Travel costs for participants outside of the project group cannot be covered by the project grant
- Work hours put into the project
- Translation costs

Detailed budgets in excel have to be submitted in the online application and reporting system (ARS) for network/project activities with a total budget over 10 000 EUR. The detailed budget should give more information on the calculated expenses under the three categories of 'travel', 'accommodation/board' and 'other costs'.

The general limit for grants from the Nordplus Adult Programme is normally around 75.000 EUR.

4.5.1 Support for travel costs

Support for mobility activities is allocated according to set rates for travel and accommodation/board. When plotting in the number of travellers within/between a specific area for a specific duration unit (day/week/month), the ARS will calculate grant sum based on the set rates for mobility. Mobility grants differ from travel-related costs in network/project activities, as the applicant does not need to include self-financing in the budget for mobility activities. However, a degree of self-financing has to be calculated into the actual costs, as the set maximum rates might not cover the factual costs. A mobility grant does for example not cover daily allowances, and hotel rates or flight tickets may be more expensive than what the set rates cover.

The set rates are lump sums per traveller and per duration unit (day/week/month)⁹.

Activities not defined as mobility activities, but project or network activities may in some cases allow travel costs. These costs are not defined as mobility support. The applicant should fill in estimated costs for travel and accommodation/board, and the costs - as for other network/project activity costs - must be met with 25 per cent self-financing in the Nordplus

⁹ The principle of lump sum means that applicants report on the number of persons who travelled and the length of their stays and not on the actual costs for the travelling carried out

Adult Programme. Applicants may use the set rates when estimating costs for travel and accommodation/board, but the actual costs will have to be reported.

4.5.2 Support for mobility – set rates

Travel rates:

To and from Greenland	1,300 Euro
To and from the Faroe Islands and Iceland	660 Euro
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330 Euro
Domestic, more than 500km	150 Euro

Accommodation/board rates:

	Per day	Per week	Per month
Students / <i>Folk high school</i> students	20 Euro	70 Euro	200 Euro
Adults in learning	40 Euro	160 Euro	480 Euro
Teachers, mentors and other pedagogical staff	70 Euro	355 Euro	1,065 Euro

4.5.3 Support for administrative expenses

The coordinating institution may use a maximum of 5% of the total approved grant for administrative expenses, to meet the added cost of coordinating the Nordplus activities. Coordinators do not need to provide supporting documentation for administrative expenses.

4.5.4 Participants with special needs

Costs involving participants with special needs may be met by a grant of up to 100 per cent. In the event of participants with special needs requiring additional help and support, the network/project may apply for further funds after the ordinary application deadline. The application should be addressed directly to Danish Agency for International Education in Denmark as responsible Chief Administrator of the Nordplus Adult Programme. A doctor's certificate is usually required. Additional funds may be provided to cover the cost of escorts, interpreters or similar.

This rule only applies to participants in activities that have already been given a Nordplus Adult grant.

4.5.5 Ineligible costs

- Overhead costs, i.e. general unspecified costs not directly connected to the Nordplus project
- Office equipment (such as IT equipment)
- Costs for non-Nordic or non-Baltic participants
- Costs for activities outside the Nordic or Baltic countries

The listed expenses cannot be part of a Nordplus Adult budget and can therefore not be part of the co-financing of the organisation either.

4.6 How to apply

All applications to the Nordplus Adult Programme should be submitted electronically through the joint ARS. The ARS with online application forms and guidelines is available at the Nordplus web portal, www.nordplusonline.org.

Apart from the joint deadline on 1 March in 2011, the Nordplus Adult Programme Committee may decide upon an additional autumn deadline for Nordplus Adult preparatory visits. Details on application rounds with deadlines and priorities will be announced at the Nordplus webpage and at the web-pages of the Nordplus offices in each country. Please see the addresses on page 4-5.

Applications must be submitted by the institution/organisation acting as a coordinator for the mobility activity, project or network. Partners must sign a letter of intent confirming their participation in the network/project collaboration. The letter of intent should be signed by the appropriate authority – a “legal person” - , i.e. the top management of the relevant organisation/institution. The coordinating as well as the partner institutions must sign their letters of intent, which should be collected by the coordinator and attached to the application electronically.

Applications may be submitted in Danish, Norwegian, Swedish or English. Applications involving one or more Baltic participants have to be written in English.

Applications may only be made for future activities; not for activities that have already been completed. Only applications submitted electronically will be considered, unless other specific instructions are given by the Nordplus administration.

4.7 What constitutes a good application?

The annual calls for proposals to the Nordplus Framework Programme propose information regarding priorities for the coming programme year, i.e. what areas, themes and subjects the programme wishes to focus upon. Applications should correspond with the annual programme priorities.

A good application should

- describe objectives and expected outcome
- describe the activities
- describe the distribution of tasks and responsibilities
- be well argued according to the programme priorities

- make clear the added value of the activity
- show that the aims of the activity are realistic in relation to the budget
- have a realistic budget in relation to the funds available
- make clear the targets for disseminating the results
- comprise an element of self-evaluation (analysis of the ability to carry out the project)
- demonstrate integration of the activities in the respective institutions/organisations

For applications from previous Nordplus participants the following elements are also emphasised:

- Results achieved previously
- How previous grants have been managed by the applicant

Dissemination of results is crucial in the Nordplus Framework Programme. All projects must, during the contract period, establish a webpage for their project.

4.7.1 Selection criteria

Only applications that comply with the Nordplus Adult framework, target groups, project types and grant types given in the application guidelines will be accepted and funded.

Applications within one of the five priority areas will be given high priority provided they meet the conditions set out in the programme. Moreover, applications focusing on the motivation of vulnerable groups are given priority, as are new applicants and partnerships, applications covering new issues, problems, methods and solution models. Projects that are cross-sectoral within the sector of adult education and learning and/or cross-organisational will also be prioritised

4.7.2 How are the applications processed?

All eligible applications will be subject to at least two independent assessments. The administration may seek to obtain external statements about individual applications.

Applications will be assessed as to the following:

- Relevance in relation to the annual priorities
- Project objectives and content
- Organisation and implementation capacity
- Dissemination and utilisation of results

Applications should moreover fulfil the above mentioned criteria for a good application, have a clear description of background, activities and results and the partnership should be relevant in relation to the project.

The allocation of funds is decided by the Programme Committee for the Nordplus Adult Learning Programme on the advice of the administration.

Applicants can expect to get a decision about three months after submitting their application.

Competition for funds is often tough, and nobody is guaranteed a grant. Once an application is approved the applicant will receive a grant letter with two copies of a contract. The funds

will be paid once one of the copies of the contract has been signed and returned to Danish Agency for International Education. Please see the contract for contact information.

4.7.3 Appeals

Appeals may be delivered directly to Danish Agency for International Education up until three weeks of having been notified about the decision. The actual decision cannot be appealed, but applicants may appeal, if they believe that an error has been made. Appeals against the outcome of the Nordplus Adult Programme Committee should be addressed to the Nordplus Main Programme Committee.

4.8 Project follow-up and reporting

All institutions/organisations receiving financial support from Nordplus are obliged to report back to Nordplus within 30 days of the end of the contract period. All project coordinators will be notified on the date that the contract period ends. Reports should be sent electronically via ARS and must be confirmed with a signed and scanned/posted confirmation page.

Projects that last longer than 1 year have to submit a status report on June 15th each year and will be notified by the ARS one month in advance of the approaching deadline. The ARS, with an online reporting form and guidelines, is available on the Nordplus web portal www.nordplusonline.org.

The final report is divided into a financial and a contents section.

The content report questionnaire includes the following questions:

- To which degree did the project meet its overall objectives
- To which degree did the project produce the planned products (e.g. reports, publications, training material, courses)
- To which degree did the project meet its planned schedule
- To which degree did the project meet its planned budget
- To which degree did the cooperation between the project partners meet its planned objectives
- To which extent has the project had a positive impact on the participating partner institutions/organisations.
- Will project activities continue when Programme support is terminated?
- How effective has the evaluation and/or dissemination of results of the project been.
- To which extent have the results of the project benefited target groups outside the institutions?
- Publications (list)
- How do you evaluate your experience of working with the Nordplus programme.
- Participants in network/project activities
- Mobility statistics

The financial report must be authorised by the finance unit of the institution/organisation. Receipts should not be included in the report. Any unused funds must be returned to the programme after the contract period has ended. The Danish Agency for International Education shall send an invoice for the returnable amount.

4.8.1 Payments and audits

Funds are paid to the coordinator of the mobility activity or network/project, who is then responsible for the funds for the duration of the contract period. The network/project decides how the funds are to be allocated between the participating institutions. Funds are paid in two separate instalments: 80 per cent after the contract has been signed and 20 per cent after the report has been approved, if the Nordplus grant is over 10.000 EUR.

For applications granted 10.000 EUR or less, 100 per cent of the funds are paid after the contract has been signed.

Funds should be accounted for in accordance with national/internal requirements as a separate project in the accounts of the institution/organisation so that all payments are visible in the event of an audit.

Coordinators of Nordplus activities should be aware that national Nordplus offices may carry out inspections, including financial audits. Reasonable notice will be given of any inspections.

All receipts and supporting documents should be kept for a minimum of five years after the project is completed in the event of an audit.

4.8.2 Irregular use of funds

Funds have to be used as stated in the approved application and the approved budget. If the funds are not used as implied in the contract, and/or status- and final reports are not submitted as agreed upon in the contract and requested by the ARS, the Danish Agency for International Education can decide to hold back, reduce or redraw funds.

5 Nordplus Horizontal

5.1 Introduction

Nordplus Horizontal is a cross-sector innovation in the Nordplus Framework Programme. The programme aims to link the various sector programmes and to provide new and extended partnership opportunities in lifelong learning. It is designed to help improve synergies and cooperation between educational sectors, support projects across traditional categories and sectors and support projects that tackle other, new, broader and more complex problems and challenges. Importantly, Nordplus Horizontal supports innovative language programmes.

In accordance with the overarching objectives of the Nordplus Framework Programme, the additional and specific objectives of the Nordplus Horizontal Programme are:

- To support cross-sectoral network and project activities
- To contribute to improved synergy and cooperation in the context of life-long learning
- To support innovative projects spanning traditional categories and sectors, which can tackle new, different, broader or more complex issues and challenges
- To support innovative language projects
- To support, contribute to and draw benefit from European processes in the area of education (particularly the Bologna and Copenhagen Processes)
- To support project and network activities that aim to contribute to the development of quality and innovation in the educational systems for lifelong learning in the participating countries.

5.2 Priorities of the Nordplus Horizontal Programme

In accordance with any overarching annual priorities for the Nordplus Framework Programme (PART I), the additional and specific annual priorities of the Nordplus Horizontal Programme are:

- To support project and network activities that aim, on a horizontal level, to give further follow up or contributions to the annual priorities set for each of the three sectoral Nordplus sub-programmes in the areas of school education, higher education and adult learning
- To support project and network activities that aim to contribute to the development of good quality education for all learners in the participating countries e.g. by addressing “drop-out” issues and integration issues
- To support horizontal and innovative project and network activities in the field of teacher education and pedagogical methods, irrespective of subject area, addressing e.g. new cooperation and links between schools, adult learning institutions/organisations, higher education, research, and enterprises and work places

5.3 Who is eligible for funding?

Nordplus Horizontal is aimed at institutions and organisations that work mostly in the education and lifelong learning sectors in the eight participating countries and three

autonomous regions. A Nordplus Horizontal grant application for project and network activities should involve at least two sectors. These may be sectors within the education system, e.g. partnerships between institutions in higher education and comprehensive schools or between organisations, institutions and businesses across the public, private and/or voluntary sectors, provided that the project applied for is an educational partnership.

The activities should also involve a minimum of three partners from three different participating countries/autonomous regions. Applications may also include participants from countries outside the Nordic/Baltic countries that are deemed relevant by the network or by the project partners. However, expenses for partners from outside the Nordplus countries are not eligible for financial support.

The programme does not offer support for individual mobility, be it pupils, students, teachers or staff, unless it is linked to project and network activities, e.g. the mobility activities must be linked to a project or a network.

5.4 What types of grants are available?

In accordance with the Nordplus Horizontal guidelines grants are available for project and network activities that cross traditional sector borders and are innovative in a number of ways, as well as additional participants, partners, sectors, methods, areas of expertise, issues, products, results and dissemination of results. Examples of specific activities that are eligible for support include:

- Workshops
- Seminars for exchanging experiences
- Conferences
- Studies and analyses
- Statistics projects
- Projects aiming to exploit the results of educational research
- The production of materials for innovative language training, teaching and translation, or similar materials in other areas of expertise
- The establishment of new course modules using new learning and teaching platforms
- The publication, distribution and exchange of results and experiences in education

Other examples of cross-sector networks and project activities may include activities that build on and expand previous Nordplus-supported networks and projects, e.g. activities that to a greater extent focus on analysis, the exchange of experiences, comparisons and the dissemination of results.

5.5 Financing

Nordplus grants are a contribution towards the actual cost of activities in the participating countries and Nordplus Horizontal can cover maximum 50 per cent of the projects total costs. This means that a degree of self-financing should be calculated into the actual costs. Applications to Nordplus Horizontal must include a budget with an overview over the total estimated costs for the activity and how it will be financed.

Approved costs include the participating institutions' own internal financing. In addition to cash funding, in-kind contributions, like work hours put into the Nordplus-project, can be included in the internal financing.

Applications for funding can include support for travel, accommodation/board, administration and other costs.

5.5.1 Support for travel costs

Nordplus Horizontal does not grant support to individual mobility, thus the set rates for mobility activities do not apply in this sub-programme. But the Nordplus travel rates can be used as a guideline for your budget. Travel and accommodation costs will be approved when the expenses are related to project- or network activities.

5.5.2 Support for administrative expenses

The coordinating institution may also use a maximum of five per cent of the Nordplus grant for administrative expenses, to meet the added cost of coordinating the Nordplus activities. Coordinators do not need to provide supporting documentation for administrative expenses

5.5.3 Payments and audits

Funds are paid to the coordinator of the network or project, who is then responsible for the funds for the duration of the contract period. The network/project decides how the funds are to be allocated between the participating institutions. Funds are paid in two separate instalments: 80 per cent after the contract has been signed and 20 per cent after the report has been approved.

Funds should be accounted for in accordance with national/internal requirements as a separate project in the accounts of the institution/organisation so that all payments are visible in the event of an audit.

5.5.4 Irregular use of funds

If the funds are not used as implied in the contract, and/or progress- and final reports are not submitted as agreed upon in the contract, the Chief administrator can decide to hold back or to redraw funds.

5.5.5 Disabled participants

Costs involving participants with disabilities may be met by a grant of up to 100 per cent. In the event of disabled participants requiring additional help and support, the network/project may apply for further funds after the ordinary application deadline. The application should be addressed directly to the chief administrator of the relevant sub-programme. A doctor's certificate is usually required. Additional funds may be provided to cover the cost of escorts, interpreters or similar.

This rule only applies to participants in activities that have already been given a grant.

5.5.6 Costs that are not covered

- Overhead costs, i.e. general unspecified costs not directly connected to the Nordplus project
- Office equipment (such as IT equipment)
- Costs for non-Nordic or non-Baltic participants
- Costs for activities outside the Nordic or Baltic countries

Nordplus does in general not cover salary costs, but networks/projects can include work hours in the Nordplus activities as part of their self-financing.

5.6 How to apply

All applications to the Nordplus Framework Programme should be submitted electronically through the joint Application and Report System (ARS).

The Application and Report System, with online application forms and guidelines, is available at the Nordplus web portal, www.nordplusonline.org.

The annual application deadline for all parts of the Nordplus Framework Programme is 1 March. The sub-programmes may also advertise grants separately from the main deadline in order to support specific activities or measures. More information is available under the description of each sub-programme.

Applications must be submitted by the institution/organisation acting as a coordinator for the project or network. Other network/project partners must sign a declaration of intent confirming their participation in the network/project collaboration. The declaration should be signed by the appropriate authority, i.e. the top management of the relevant organisation/institution. Once the application has been electronically submitted the applicants will be given access to a signature form. This form should be printed, signed, scanned and uploaded as an attachment to the application or sent by post to the chief administrator for the sub-programme in accordance with the application guidelines.

Applications may be submitted in Danish, Norwegian, Swedish or English. Applications involving one or more Baltic participants should be written in English.

Applications may only be made for future activities; not for activities that have already been completed. Only applications submitted electronically will be considered.

5.7 What constitutes a good application?

The annual calls for proposals to the Nordplus Framework Programmes propose information regarding priorities for the coming programme year, i.e. what areas, themes and subjects the programme wishes to focus upon. Applications should correspond with the annual programme priorities.

Like other sector programmes in the Nordplus Framework Programme, Nordplus Horizontal gives priority to activities aiming to promote cooperation in education between the participating countries and to generate, develop and disseminate results as well as generating interest in the participating countries. As with the other sector programmes, Nordplus

Horizontal gives particular attention to high-quality applications. The two central criteria for Nordplus Horizontal applications are *cross-sectoral* (both regard to objectives and participating institutions) and *innovation* along with the criteria set out in the programme's annual list of priorities.

In the "short description" of the project there should be clarified to what extent the project is "cross-sectoral", that is:

- How the project content (purpose/activity) is cross-sectoral
- Description of how the partnership is cross-sectoral, a short description of the participating institutions.

The budget should be realistic. No project can receive more than Euro 100 000,-, but most of the support will be much lower than this. The funds will be estimated in regard to the size and quality of the project.

Applications should state how the applicant is planning to use the results of the project/network activities.

Generally a good application should

- describe objectives and expected outcome
- describe the activities
- describe the distribution of tasks and responsibilities
- be well argued according to the programme priorities
- define the added value of the activity
- show that the aims of the activity are realistic in relation to the budget
- have a realistic budget in relation to the funds available
- define the targets for disseminating the results
- comprise an element of self-evaluation (analysis of the ability to carry out the project)
- demonstrate integration of the activities in the respective institutions/organisations

For applications from previous Nordplus participants the following elements are also emphasised:

- Results achieved previously
- How previous grants have been managed by the applicant

Dissemination of results is crucial in the Nordplus Framework Programme. All projects must, during the contract period, establish a webpage for their project.

5.7.1 Selection criteria

The applications will be assessed according to the following main criteria:

Relevance:

- Is the application within the scope of the Nordplus Horizontal programme? Is it horizontal in the meaning of cross-sectoral, both regarded to the projects content and participating institutions.

- The annual calls for proposals to the Nordplus Framework Programmes propose information regarding priorities for the coming programme year, i.e. what areas, themes and subjects the programme wishes to focus upon. Applications corresponding with at least one of the annual programme priorities are prioritised.

Project objective and contents

- The aims of the project and the approach chosen to achieve them are clear and realistic.
- The planned activities are relevant for the project in question and cover the whole project period.
- The project has defined an approach to evaluate whether the aims and the expected impact of the project will be achieved.

Organisation and implementation

- There is an appropriate balance between the roles and tasks of the different participants in terms of their involvement in the activities to be carried out
- Measures have been planned to ensure effective communication and cooperation between the participating institutions
- The expected impact and benefits of the project on participating institutions and individual participants are clear and well defined

Dissemination:

Dissemination of results is crucial in the Nordplus Framework Programme.

All projects must, during the contract period, establish a webpage for their project.

There will normally be higher demands to a project/network application than to a mobility application, in terms of dissemination, as well describe how the outcome will be disseminated and used both by the institutions and in a wider context dissemination on a broader basis (outside the network, outside the Nordic/Baltic countries) and a concrete plan.

Applications should moreover fulfil the above mentioned criteria for a good application, have a clear description of background, activities and results and the partnership should be relevant in relation to the project.

5.8 How are the applications processed

SIU is the chief administrator for Nordplus Horizontal, but all applications will be subject to at least two independent assessments.

The allocation of funds is decided by the Main Committee for the Nordplus Framework Programme on the advice of the administration.

Applicants can expect to get a decision about three months after submitting their application.

Competition for funds is often tough, and nobody is guaranteed a grant. Once an application is approved the applicant will receive a grant letter with two copies of a contract. The funds will be paid once one of the copies of the contract have been signed and returned to SIU.

5.9 Project follow-up and reporting

All institutions/organisations receiving financial support from Nordplus are obliged to report back to Nordplus within 30 days of the end of the contract period. Reports should be sent electronically via the Application and Report System (ARS) and must be confirmed with a signed and scanned/posted confirmation page. The Application and Report System, with an online reporting form and guidelines, is available on the Nordplus web portal www.nordplusonline.org.

The report is divided into a financial and a contents section.

The content report questionnaire includes the following questions:

- To which degree did the project meet its overall objectives
- To which degree did the project produce the planned products (e.g. reports, publications, training material, courses)
- To which degree did the project meet its planned schedule
- To which degree did the project meet its planned budget
- To which degree did the cooperation between the project partners meet its planned objectives
- To which extent has the project had a positive impact on the participating partner institutions/organisations.
- Will project activities continue when Programme support is terminated?
- How effective has the evaluation and/or dissemination of results of the project been.
- To which extent have the results of the project benefited target groups outside the institutions?
- Publications (list)
- How do you evaluate your experience of working with the Nordplus programme.
- Participants in network/project activities
- Mobility statistics

The financial report must be authorised by the finance unit of the institution/organisation. Receipts should not be included in the report. Any unused funds must be returned to the programme after the contract period has ended. The programme office will send an invoice for the returnable amount.

Coordinators of Nordplus activities should be aware that national Nordplus offices may carry out inspections, including financial audits. Reasonable notice will be given of any inspections. All receipts and supporting documents should be kept for a minimum of five years after the project is completed in the event of an audit.

6 Appendices

Nordplus Framework Programme:

1 – Letter of intent/model agreement

Nordplus Higher Education:

2 – student grant

3 – teachers

6.1 Appendices Nordplus Framework Programme

Letter of intent – Nordplus Framework Programme/ Project ID Intensjonserklæring – Nordplus Rammeprogram – Prosjekt ID

I/we hereby confirm our participation in <Programme name>
Jeg/vi bekrefter med dette min/vår deltagelse i <Programme name>

Project entitled/*Prosjekttittel*: <Project Name>

Coordinated by Institution/Organisation/
Koordinert av institusjon/organisasjon: <Institution Name>

Unit/*Enhet*: <Unit Name >

Applicant person's (coordinator's) name/
Søkerpersonens (koordinators) navn: <Applicant person name>

I/We have familiarised my/ourselves with the application and the Guidelines on Nordplus Framework Programme and agree that I/we will participate as an active partner in this project.
Jeg/vi har gjort oss kjent med retningslinjene for Nordplus Rammeprogram og samtykker i at jeg/vi vil delta som en aktiv samarbeidspartner i dette prosjektet.

Name of partner institution/organisation/
Navn på med søker/partnerinstitusjon: <Co-applicant institution name>

Unit/*Enhet*: <Co-applicant unit name>

Contact person at partner institution /organisation /*Kontaktperson*: <Co-applicant person name>

Signatures/*Signaturer*

Place & date/ Sted og dato

Signature of contact person at partner institution/ Signatur kontaktperson på partnerinstitusjon

*Name of Institution's Legal Person in block letter
Navn på institusjonens juridiske ansvarlige person*

*Signature of legal person/
Signatur juridisk ansvarlig person*

Place & date/ Sted og dato

THE LETTER OF INTENT IS GENERATED AUTOMATHICALLY FROM THE ARS.
THIS IS ONLY A MODEL.

6.2 Appendices Nordplus Higher Education

Appendix 2 STUDENTS

CONFIRMATION OF RECEIPT OF NORDPLUS HIGHER EDUCATION GRANT

Academic year: _____

This form will be kept on file by the school. The grant will normally not be paid until the form has been completed and signed. The main conditions for receiving a grant are:

- the student has studied for at least one year at his/her home institution
- grant-funded overseas studies should last at least one month but no longer than 12 months
- the overseas studies should count fully towards the student's final assessment at his/her home institution
- the student should not pay any tuition fees or similar fees during his/her overseas stay

If these conditions are not met, the grant may be revoked partly or in full.

<p>Student name: _____</p> <p>Age: _____ Sex: _____ Nationality: _____</p> <p>Address: _____</p> <p>Bank name: _____</p> <p>Subject and qualification: _____</p> <p>_____ Number of years studied: _____</p>
--

Home institution: _____

<p>Host institution/placement sponsor: _____</p> <p>Country: _____ Duration of exchange (in months): _____</p> <p>Which month does the exchange start? (January=01, February=02 etc): _____</p> <p>The exchange includes work placement lasting _____ months</p>

I have been awarded a Nordplus grant of _____ and agree to the following terms and conditions:

Appendices

1. I shall use the grant solely for covering the cost of travel, board and accommodation and language training incurred as a result of the overseas study programme.
2. I shall follow the set study plan at the overseas institution.
3. In the event that I terminate or interrupt my studies/placement overseas I shall repay the grant partly or in full.
4. I am responsible for taking out adequate insurance.
5. I shall report on my overseas studies upon my return to my home country and give my home institution an overview of my studies abroad.

I declare that the information given in my application is correct and accurate.

Place and date

Student signature

Appendix 3 TEACHERS

CONFIRMATION OF RECEIPT OF NORDPLUS HIGHER EDUCATION GRANT

Academic year: _____

This form will be kept on file by the school. The grant will normally not be paid until the form has been completed and signed. The main condition for receiving a grant is:

- grants are awarded only for overseas activities eligible for support lasting no less than five working days or a minimum of eight teaching hours

If these conditions are not met, the grant may be revoked partly or in full.

Teacher name: _____

Age: _____ Sex: _____ Nationality: _____

Address: _____

Bank name: _____

Subject (subject/language): _____

Other activities: _____

Home institution: _____

Host institution: _____

Country: _____ Duration of exchange (in months): _____

Which month does the exchange start? (January=01, February=02 etc): _____

I have been awarded a Nordplus grant of _____ and agree to the following terms and conditions:

1. I shall use the grant solely for covering part of the cost of travel, board and accommodation incurred as a result of the overseas study programme.
2. In the event that I terminate or interrupt my studies/placement overseas I shall repay the grant partly or in full.
3. I am responsible for taking out adequate insurance.
4. I shall report back on my overseas studies

I declare that the information given in my application is correct and accurate.

Place and date

Teacher signature
