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| 1. Basic information | | | |
| 1.1 Project title |  | | |
| 1.2 Administrative body | Name: | |  |
| Address: | |  |
| Civil registration no. / Corporate registration no. | |  |
| 1.3 Bank details | Account owner: | |  |
| IBAN: | |  |
| SWIFT: | |  |
| Bank account (DK only) | |  |
| 1.4 Type of administrative body |  | | |
| 1.5 Description of administrative body |  | | |
| 1.6 Is your organisation audited by a Nordic national audit office? | |  |  | | --- | --- | | Yes: | No: |   If "No," please provide the name of the auditing firm: | | |
| 1.7 Signatory of the contract | Name: | |  |
| Phone number: | |  |
| E-mail: | |  |
| 1.8 Project manager | Name: | |  |
| Phone number: | |  |
| E-mail: | |  |
| 1.9 Re-application | Yes: | No: |  |

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| 1. Project description | | | |
| Summary | | | |
| 2.1 Expected start date |  | 2.2 Expected end date |  |
| 2.3 Total project budget (DKK)[[1]](#footnote-2) |  | 2.4 Amount applied for from the Nordic Council of Ministers (DKK) |  |
| 2.5 Summary  The summary must contain a rationale and provide a clear picture of:   1. the project’s background, purpose, and objectives; 2. how the project will be implemented (activities); 3. what is expected to be achieved (output and impact); and 4. the stakeholders and partners associated with the project’s implementation and output. |  | | |

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| The project’s relevance to the Nordic Council of Ministers’ overall strategies – Vision 2030: | | | | | | |
| 2.6 Vision objectives  Choose the one main vision objective that the project is considered to contribute to. If the project contributes to multiple objectives, please account for this in box 2.7 below. | **A green Nordic Region** | | **A competitive Nordic Region** | | **A socially sustainable Nordic Region** | |
|  | 1. Carbon neutrality |  | 6. Knowledge and innovation |  | 9. Health and welfare |
|  | 2. Biodiversity |  | 7. Well-functioning labour markets |  | 10. Inclusive transformation |
|  | 3. Circular and bio-based economy |  | 8. Digitalisation and education |  | 11. Civil society and children and young people |
|  | 4. Sustainable consumption |  |  |  | 12. Cohesion |
|  | 5. International co-operation on the environment and climate |  |  |  |  |
| 2.7 Describe the project’s contribution to the vision’s objectives and its connection to the Nordic Council of Ministers’ overall and sector-specific strategies[[2]](#footnote-3) |  | | | | | |

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| The project’s expected output and impact | | | | | | |
| 2.8 Description of the project’s expected output, as well as its outcomes and impact | | Output | Outcomes | | Impact | |
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| Project activities - Timeline | | | | | | |
| 2.9 Describe the project’s planned activities | | | | | | |
| # | Activity description | | | Expected start date | | Expected end date |
| 1 | Project management (compulsory activity): | | |  | |  |
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| Cross-sectoral perspectives (sustainable development, gender equality, and a children’s rights and young people’s perspective) |
| 2.10 Describe how the cross-sectoral perspectives are mainstreamed in the implementation of the project |
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| 1. Nordic value and participation | | | | | | |
| 3.1 Describe how the project contributes to a Nordic value |  | | | | | |
| 3.2 Indicate Nordic participation  (min. 3 Nordic countries, or 2 Nordic countries + 1 non-Nordic country, Including the Baltic countries) |  | Denmark |  | Finland |  | Faroe Islands |
|  | Greenland |  | Iceland |  | Norway |
|  | Sweden |  | Åland |  | Estonia |
|  | Latvia |  | Lithuania | Other countries |  |
| 3.3 Organisation of Nordic participation |  | | | | | |

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| 1. Risk analysis | | | |
| 4.1 Report identifiable risks that may affect the implementation and output of the project | | | |
| Risk | Probability  (Low/Medium/High) | Impact  (Low/Medium/High) | Preventative measures |
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| 1. Appendices: | |
| 5.1 Specify any appendices enclosed with the project description | |
| # | Appendix |
| 1. | Budget (mandatory) |
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| 1. NCMS – Preparatory body | | | |
| 1.1 Date |  | 1.2 Department |  |
| 1.3 Advisor |  | 1.4 Head of Dept. |  |
| 1.5 Coordinator |  | 1.6 Sector |  |
| 1.7 Assessed by |  | | |

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| 2. Basic information and financing | | | | | |
| 2.1 U4 Project nr. |  | | 2.2 Type of Undertaking |  | |
| 2.3 Public 360 ref |  | | 2.4 Budget year |  | |
| 2.5 Decision-making body |  | | | | |
| 2.6 Financing for decision, per budget line: | | | | | |
| Budget line |  | Amount(DKK) |  | | |
| Budget line |  | Amount(DKK) |  | | |
| Budget line |  | Amount(DKK) |  | | |
| 2.7 Total NMR financing for decision (DKK): | | |  | | |
| 2.8 For information: Possible co-financing/cross sectoral financing from NCM: | | | | | |
| Budget line |  | Amount(DKK |  | Decision making body |  |
| Budget line |  | Amount(DKK |  | Decision making body |  |
| Budget line |  | Amount(DKK |  | Decision making body |  |
| 2.9 Total expected NCM financing (DKK): | | |  | | |

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| 3. NCMS assessment of undertaking and managing body | |
| 3.1 Assessment of- and justification for the choice of managing body |  |
| 3.2 Evaluation of the operational budget including budget notes for major budget items, unforeseen expenses, and documentation for overhead. |  |
| 3.3 NCMS overall assessment of the undertaking |  |
| 3.4 NCMS assessment of the undertakings relevance for Vision 2030 |  |
| 3.5 NMRS's assessment of how the efforts relate to NMRS's policy for the integration of sustainable development, gender equality and child rights and the youth perspective | NMRS assessment of how the effort complies with:  Sustainable development:   Gender equality:   Child rights and youth perspective: |
| 3.6 NCMS assessment of Nordic Value and Nordic participation in the undertaking (participation and organisation) |  |
| 3.7 NCMS assessment of risk associated with the undertaking |  |
| 3.8 Deviations from NCM:s rules and guidelines |  |
| 3.9 Underlying documentation for NCMS assessment and proposal (enclosures) |  |

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| 4. NCMS – Summary of proposal | |
| 4.1 Summary of NCMS assessment and justification |  |
| 4.2 Proposal for financing of undertaking | NCMS proposes that:   * EK-XX/MR-XX agrees with the Secretariat's assessment of the undertaking [insatstitel] and the Administrative Body. * EK-XX/MR-XX decides to approve this proposal for undertaking: [insatstitel] with annexes. * EK-XX/MR-XX decides to dispose xxx DKK of the 2025 funds from Budget XXXX to [FO] for the implementation of the undertaking: [Insatstitel].   During delegation:   * - EK-XX/MR-XX provides a mandate for further allocation in the context of the allocation of the undertaking [Projekt/Programtitel och nummer] to [Secretary General/Head of Departement] as representative of the NMRS. |

1. Please note that you must enclose the [Nordic Council of Ministers’ budget form](https://www.norden.org/sites/default/files/2022-06/Budgetskema%20til%20projektbeskrivelse%20Nordiska%20ministerr%C3%A5det%20SKANDINAVISK%20juni%202022.xlsx) with the project description. [↑](#footnote-ref-2)
2. Read more about the policy on cross-sectoral perspectives under conditions at [norden.org](https://www.norden.org/en/information/how-apply-funding-nordic-council-ministers) [↑](#footnote-ref-3)