

# **Guidelines for the Nordic Council Of Ministers' Support Program for Non-Governmental Organisations Cooperation between the Nordic and Baltic Countries**

## **1. General information**

The NCM expects applications from NGOs and foundations working in public interest, and which strive for increasing social cohesion and strengthening civil society.

## **2. Objective**

The Nordic governments are convinced that cooperating with non-governmental organisations (NGO) in the Baltic Sea region enhances networking, prosperity and democracy. To promote these aspirations the governments asked the Nordic Council of Ministers (NCM) to establish the NGO Programme.

## **3. Purposes of the programme**

The NGO programme is a Nordic instrument that supports the development of a strong and dynamic civil society in the Baltic Sea Region and helps expanding the capacity of NGOs in the Baltic States by sharing experience and knowledge with the Nordic partners.

In order to generate synergy effects, the Nordic Council of Ministers will seek as far as possible to link up projects in the same or similar subject areas.

- Promotion of network cooperation in prioritised areas
- Promotion of knowledge transfer for mutual benefit within different sector areas
- Promotion of experience exchange on best practices
- Promotion of capacity building within third sector

## **4. Priorities in 2012**

Projects concentrating on the following areas will be given priority:

Climate change;  
Sustainable development;  
Environment;

Innovative and sustainable project applications in other fields will be eligible.

## **5. Applicants (eligibility)**

It is a formal requirement that the applicant and relevant partners are Non-Governmental Organisations (NGOs).

The programme defines NGOs as “non-profit, publicly anchored, civic organisations that are neither owned nor controlled by public authorities, nor by private companies, and which have an open and democratic structure”.

Applicants should have good working knowledge in English. English is the language of application, reporting and the work language of all programme documents.

## **6. Annual round of applications**

Each year there will be one round of applications. The deadline for applications will be announced on the home pages of the Nordic Council of Ministers' Offices in Estonia ([www.norden.ee](http://www.norden.ee)), Latvia ([www.norden.lv](http://www.norden.lv)) and Lithuania ([www.norden.lt](http://www.norden.lt)) at least 2 weeks in advance in 2012, 8 weeks in advance in 2013. An extraordinary round of application may be announced outside the main application deadline. Deadlines for such applications will be announced in advance on the home pages of the Nordic Council of Ministers' Offices in Estonia, Latvia and Lithuania.

## **7. Eligible forms of project activities**

- Network activities, such as seminars and workshops with the aim to strengthen cooperation within the priority areas of the programme.
- Study visits for exchange of experience
- Trainings, societal education projects
- Research projects

## **8. Requirement for partner NGOs**

At least three NGOs must be involved in a project for it to be eligible for funding.

2 different Nordic and 1 Baltic country or, alternatively, 1 Nordic and 2 different Baltic countries (NB 2+1 or 1+2).

## **9. Duration of a project**

Applicants must clearly state the duration of the project and whether the activities involved will last for more than one year.

The Nordic Council of Ministers funds projects lasting one year, as well as projects lasting for several years. However, actual grants are only given for one year at a time.

Projects stretching over more than one year must submit annual applications to the Nordic Council of Ministers.

Activities carried out before the funding decision from the programme are not eligible for funding from the programme.

## **10. Financial framework**

A total of approximately 310 000 DKK annually has been earmarked for the programme in each of the Baltic countries.

The amount per project might be from 30 000 up to DKK 100 000.

### **10.1 Eligible costs and financing**

- Costs related to network activities like seminars, meetings and workshops
- Travel expenses (economy class)
- Accommodation and per diems
- Expert fees
- Salary of the Project leader and Accountant

Proposals with a part of the budget financed by the applicant or a third party will be viewed favourably.

Co-funding should be given as a monetary contribution, either directly by the applicant or indirectly through a third party (organisation / partner / donor / authority) towards the project.

To be considered as co-funding the contribution need to be directly linked to the budgetary framework provided and be an integral part of the application and the specific activities within this and provided before or during the implementation period. In-kind contributions, such as use of space, staff time or equipment, is not considered as co-funding.

### **Non-eligible costs**

- Infrastructure, regular activities and administrative costs of the applicant.
- Other costs which are not in harmony with the objectives of the programme.

### **10.2 Payment procedures**

85% of grants are paid as advance payment. The remaining part is paid after an activity report (content and financial) has been submitted.

### **11. Criteria for support**

Decisions on grants are based on the quality of the application and the following criteria for support:

1. The application has been submitted in due time and in accordance with the requirements in the application form and the guidelines
2. The applicant fulfils the requirements for eligibility (see 5 above)
3. The activity contributes to the objective of the programme (see 2 above)
4. The activity promotes the purposes of the programme (see 3 above)
5. The application concerns a form of activity eligible under the programme (see 7 above)
6. The activity takes into consideration gender equality aspects.

### **12. Outcome of the application**

Decisions can be expected no later than 8 weeks after the deadline of application.

Decisions on grants are taken by the Heads of the Nordic Council of Ministers' Offices in Estonia, Latvia and Lithuania based on the quality of

applications, the budget frames of the programme and the following indicators:

- Purposes of the programme (see 3 above)
- The criteria for support (see 11 above)
- Consistency between the problems, objectives and activities, and results
- A clear division of tasks and responsibilities
- Sustainability: the proposals containing a description of follow-up activities are viewed positively.
- Cost-efficiency

All applicants will be informed about the outcome of the selection process. The decisions cannot be subject to appeal.

A grant should be used within twelve months after notification.

All programme participants are to report on and evaluate their experiences.

### **13. Practical information for applicants**

The information concerning applications is available at the home pages of the Nordic Council of Ministers' Offices in Estonia ([www.norden.ee](http://www.norden.ee)), Latvia ([www.norden.lv](http://www.norden.lv)) and Lithuania ([www.norden.lt](http://www.norden.lt)). The homepage of the electronic system of Nordic Baltic NGO Programme is [www.ncmgrants.org](http://www.ncmgrants.org)

The applicant should fill in the on-line electronic application form. The following documents should be enclosed as scanned files attached to the application:

- Detailed budget
- Timetable
- Letter of commitment on part of partner organisations

All documents should be submitted in English.

### **14. How to apply**

Applications and supporting documents (scanned) are to be submitted on-line using the electronic application and reporting system at [www.ncmgrants.org](http://www.ncmgrants.org) no later than the deadline announced on the home pages of the Nordic Council of Ministers' Offices in Estonia, Latvia and Lithuania.

## **15. Reporting requirements**

A report is to be submitted on-line using the electronic application and reporting system at [www.ncmgrants.org](http://www.ncmgrants.org) no later than 30 days after completion of the mobility activity/end of the project.

The report should consist of a content report and a financial report. The reporting scheme is available on [www.ncmgrants.org](http://www.ncmgrants.org).

The content report should include an evaluation of the experience, describing the benefits of the programme, how the activity achieved/contributed to achieving the result/s as well as suggestions for improving the programme, as appropriate.

Copies of receipts and/or tickets (scanned) should be added in the report in a list. Please give numbers to each receipt and/or ticket with an explanation in English and with the corresponding sum in currency of payment and DKK. Originals of receipts and/or tickets should be kept by the employer (applying organisation) for 5 years.

The reports should be in English.

### **14.6 Questions**

Questions related to the application can be directed to the Nordic Council of Ministers' Office according to the residence country of the applying organisation:

Contact person in Estonia: Merle Kuusk, Adviser, Nordic Council of Ministers' Office in Estonia: Tel +372 627 31 05, Mob: +372 52 75209, e-mail address: [merle.kuusk@norden.ee](mailto:merle.kuusk@norden.ee)

Contact person in Latvia: Daina Mežecka, Adviser, Nordic Council of Ministers' Office in Latvia: Tel +371 67 211 506, Mob: +371 29 394 399, e-mail address: [daina@norden.lv](mailto:daina@norden.lv)

Contact person in Lithuania: Vida Gintautaitė, Adviser, Nordic Council of Ministers' Office in Lithuania: Tel +370 5 2122672, e-mail address: [vida@norden.lt](mailto:vida@norden.lt)