

Check-list pre-application

Read this check-list before starting your application! Be well-prepared – and good luck!

General reminders concerning applications:

- I. All applications, documents and attachments must be in English
- II. All amounts must be in Danish Kroner (DKK)
- III. All applications must be complete and in line with the criteria in the Guidelines. Otherwise it will not be taken into consideration.
- IV. All applications must be submitted through the online portal.

You need to prepare these documents for the application – besides filling out the form. The budget form and communication form are fixed and available to download on NCMs website:

- V. For your project, you need to create a timeline/overview of activities and when they will be executed. This must be attached to the application in the online portal.
- VI. You need to download budget and communication forms from our website, fill them out and upload the files in the right chapters of the application, when applying through the portal.
- VII. You need to attach a “confirmation letter” from each partner. The file must be in PDF, and should be attached directly in the application in the right chapter, when applying through the portal.

After we have received your application this will be the procedure:

An advisory group of Nordic representatives is involved in assessing the applications.

Applicants will be informed in the early Spring of 2018 whether they have been successful.

For further information, please contact: Signe van Zundert, project officer, sigzun@norden.org

Other relevant information in connection to receiving grants from the NCM:

- VIII. Here you can find our logo. Choose the “Logofiles (UK)”. The logo that you may use is the so-called “primary logo” for Nordic Council of Ministers <http://design-en.norden.org/logos>
- IX. Do you wish to see projects that have received grants from NCM (only the NGO BSR and Open Call Russia programmes) follow these links:
<http://www.norden.org/en/nordic-council-of-ministers/ministers-for-co-operation-mr-sam/russia/apply-for-funding/nordic-council-of-ministers2019-funding-programme-for-ngos-in-the-baltic-sea-region/projects-2017-1>
<http://www.norden.org/en/nordic-council-of-ministers/ministers-for-co-operation-mr-sam/russia/nordic-co-operation-with-russia/proiekty-projects>
- X. Here you can find a link to our reporting-portal:
<http://nmrweb.norden.org/sites/DynamicsAxProjEnGb/LGCPProject/Enterprise%20Portal/LGCPProjectDefault.aspx?WCMP=nmr>

FAQ

- How many partners must be involved in a project
Projects under the auspices of the NGO programme must have - including the applicant - at least one partner in the Nordic Region, one partner from Estonia, Latvia, Lithuania or Poland and one partner from Northwest Russia or Belarus. In other words, at least three NGOs must be involved in a project for it to be eligible for funding.
- What are non-eligible costs?
The application must not be designed to help fund the regular activities, administration or projects of other organisations. Funding should be focused on launching new initiatives that should have the possibility to continue even after the specific project has come to an end. Funding will not be given to infrastructure projects, e.g. for purchasing IT equipment or to cover construction costs.
- How long does the decision process take?
The time of the full decision making process and its various stages can vary from year to year, but is not expected to exceed 6 months. It is expected that approved projects can be started no later than 3 months following the signing of contract.
- How large an amount can be applied for?
Individual grants will vary in size according to the scope of the planned activity, number of partners, etc., but usually should not exceed DKK 500,000 per year.
- What should the partnership letter look like?
The partnership letter does not need to follow any specific format, but should include an endorsement of the project and a commitment to partake in same.
- Why is co-funding important?
Proposals with a part of the budget financed by the applicant or a third party will be viewed favourably.
- What is co-funding?
Co-funding may 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, are not considered as co-funding.