



NORDPLUS

NORDPLUS

2012–2016

HANDBOOK

2013

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1 Nordplus

1.1 Nordplus objectives and introduction

The Nordic Council of Ministers (NCM) is the owner of Nordplus and issues every year a total of approximately EUR 9 million to fund activities within the frames of the programme. In addition to the eight Nordic and Baltic states, Nordplus also covers the three autonomous regions Aland, the Faroe Islands and Greenland, and these three are considered countries in Nordplus cooperation.

All information about the Nordplus programme is presented on the common website: www.nordplusonline.org

The main objectives of Nordplus 2012 – 2016:

The programme serves as a tool:

- To strengthen and develop Nordic educational cooperation and contribute to the establishment of a Nordic-Baltic educational region;
- To support, develop, draw benefit from and disseminate innovative products and processes in education through the systematic exchange of experiences and best practice;
- 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, as well as cooperating with workplaces, about development projects, exchanges and building of networks;
- To promote Nordic languages and culture, as well as mutual Nordic-Baltic linguistic and cultural understanding;
- Strengthen the language comprehension for the Nordic languages, especially among children and youth, primarily for Danish, Swedish and Norwegian;
- Encourage the interest in, knowledge of, and understanding of the Nordic languages.

Nordplus consists of the following sub-programmes:

- Nordplus Junior
- Nordplus Higher Education
- Nordplus Adult
- Nordplus Horizontal
- Nordplus Nordic Language

Information and guidance concerning Nordplus

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 Nordplus and all the sub-programmes. *See pages 4–5 for contact information.*

Annual call for applications to Nordplus

Annually, one or more calls for applications to Nordplus will be announced in all of the participating countries. The calls provide information about the possibilities for applying for grants from the different sub-programmes. **The main call for all sub-programmes is 1 February every year (exception is made for 2013 with a deadline 1 March),** but some sub-programmes also have a call on the 1 October which concerns some activities within these

programmes. As a main rule, the application deadline is at the end of the aforementioned date, but if this falls on a Sunday/holiday, the deadline will be moved to the next working day.

On-line applications to Nordplus

Regardless of participating country or activity, all applications to Nordplus must be submitted through the online application and reporting system, Espresso. All info on this is published on www.nordplusonline.org.

1.2 Nordplus Administration and programme committee

The programme offices for Nordplus in the Nordic states Sweden, Finland, Denmark, Iceland and Norway (the Nordplus consortium), have the main responsibility for the administration of the following five sub-programmes under Nordplus, respectively:

- Nordplus Junior: IPK (Sweden)
- Nordplus Higher Education: CIMO (Finland)
- Nordplus Adult: Danish Agency for Universities and Internationalisation, UI (Denmark)
- Nordplus Nordic Language: Rannis, Iceland
- Nordplus Horizontal: SIU, Norway

These national programme offices have the title Main Administrator (MA) for their sub-programme, and are in charge of processing applications for their respective sub-programmes. Together with the programme offices in Estonia, Latvia and Lithuania, they form a coordinated administrative system for the whole Nordplus programme, and all of these eight offices take part in the application assessment process. The offices responsible for information about Nordplus in the Nordic autonomous regions Faroe Islands, Greenland and Åland, are also a part of this administrative system; however these three do not take part in the assessment of applications.

Programme committee for Nordplus

Nordplus has one joint programme committee. This committee consists of 16 members appointed by the participating countries (two from each country), plus two observers from each of the Nordic autonomous regions. The programme committee is the decision-making body for granting funds through all sub-programmes, but it also has the responsibility to monitor and control the development both of each sub-programme and of Nordplus as a whole. The Nordic office which has the role of main coordinator (MC) for the administrative system, also works as secretariat for the programme committee (for the period 2012-2014 SIU in Norway has this role).

1.3 Target groups

The different sub-programmes under Nordplus are supposed to cover all levels and participants that are involved in both formal and non-formal education and lifelong learning. Applicants and partners to any Nordplus sub-programme must be an institution or an organisation, individual persons cannot apply to Nordplus.

Here are the main target groups for the sub-programmes:

- Nordplus Junior – kindergartens/pre-schools, primary/secondary schools and upper secondary schools (academic or vocational), vocational schools and apprentice programmes.

- Nordplus Higher Education – private and public institutions in higher education
- Nordplus Adult – all types of organisations in the field of adult learning
- Nordplus Horizontal – cross-sector cooperation between most target groups and participants in the field of education
- Nordplus Nordic Language – institutions on all levels in the educational sectors, as well as other organisations, private or public

Only participants in the Baltic states of Estonia, Latvia and Lithuania, the Nordic countries of Finland, Sweden, Denmark, Norway and Iceland, and the self-governed areas of Åland, Faroe Islands and Greenland can be funded through Nordplus. Participants from other countries can be part of projects funded by Nordplus but cannot receive funding through the programme. Nor can they serve as applicants/coordinators in Nordplus applications.

Read more about who are eligible applicants in the chapters featuring each of the sub-programmes.

1.4 Nordplus activities and funding

The main activities supported through any of the five Nordplus sub-programmes are:

- **Project/network activities:** Minimum requirement for eligibility is that an application has three partners from three different Nordplus countries. Funding by budget – applications must include an attached budget.
- **Mobility activities:** Minimum requirement for eligibility is two partners from two different Nordplus countries. Funding is calculated automatically by application system based on fixed rates. No need for attached budget.

Nordplus Adult, Junior and Higher Education have both options, but in Nordplus Nordic Language and Horizontal the only application option is project/network.

Nordplus grants are considered as a contribution to total project cooperation. In general salaries cannot be funded by Nordplus grants (the only exception is project activities in Nordplus Adult). Salaries are considered part of the self-financing of the institutions participating in Nordplus projects. There is however a possibility that the coordinator of the project can use a maximum of 5% of the used grant sum for administrative costs. This can be added to the actual costs described in the attached budget (this possibility is only for applications to project/network activities, not applications for mobility).

Activities that can be covered by Nordplus project grants are the following:

- Travel/lodging for project partners for participation in project meetings and other project activities
- Costs for meetings, conferences and other events
- Purchase of services (from self or others): These are services needed for the project or for the dissemination of project results such as translation work, publications, ICT costs, gathering of information and other costs (such costs must always be a minor part of the total budget)

Nordplus funds cannot be spent for production of services or products meant to be sold for a profit.

Maximum duration of one single Nordplus project is 3 years. See the sub-programme chapters for details about this and more information on which activities are supported.

1.5 The application assessment process

All applications must be submitted electronically through the joint Nordplus application and report system (Espresso). Applications may be submitted in Danish, Swedish, Norwegian or English. Applications involving one or more Baltic participants must be written in English. Applications to Nordplus Nordic Language must be written in Danish, Norwegian or Swedish. Applications may only be made for future activities; not for activities that have already been completed. Only applications submitted electronically will be assessed.

1.5.1 Eligibility

The following criteria must be fulfilled for an application to be eligible for assessment in Nordplus:

- It must be submitted electronically through the common Nordplus application and report system Espresso by the end of the deadline date
- It must be complete with the necessary attachments (letters of intent (LOI) and eventual budget)
- All partners involved in an application must have a correctly signed Letter of Intent attached to the application when it is submitted (NB: Does not concern applications from old networks in Nordplus Higher Education)
- The applicant institution must have fulfilled earlier obligations to Nordplus, that is e.g reporting and repayments of unused funds
- The application is written in one of the Scandinavian languages (Danish, Norwegian, Swedish) or in English
- Applications to Nordplus Nordic Language must be submitted in a Scandinavian language
- For applications concerning mobility activities: The partnership must include at least two institutions from two different Nordplus countries
- For applications concerning project/network activities: The partnership must include at least three different institutions from three different Nordplus countries
- For applications to Nordplus Horizontal (only applications for project/network are possible): The partnership must include institutions or organisations from at least two different sectors.

1.5.2 Assessment of applications

The applications are received and processed by the Nordplus programme office that is the Main Administrator for each sub-programme (this office will also act as contract partner if the application is approved). All applications will be assessed by at least one other programme office in addition to the MA. The programme offices may obtain external expert opinions on the applications. All eight Baltic and Nordic offices are involved in the final selection process and a list of proposed applications is presented to the Nordplus Programme Committee that makes the final decision on grants.

The applicant can expect an answer within approximately three months after the deadline (for autumn application round, an answer can be expected after 6 weeks). The programme offices send out information to all applicants about the outcome of the application and publish an overview on www.nordplusonline.org

Applications may receive full funding (what has been applied for), partially funding (only some of the applied activities are funded, or the budget has been reduced due to ineligible costs or inaccurate calculations), or be rejected. The main reasons for rejecting applications are:

- Ineligibility
- Steep competition, and the application did not reach up
- Application has poor quality according to assessment criteria

In the letter of decline the main reason for decline will be stated. For further information about why your application did not receive a grant, or for information on how to improve applications, please contact the Main Administrator of the sub-programme.

1.5.3 Assessment criteria

All applications in Nordplus will be assessed according to the following criteria:

Relevance according to Nordplus objectives

- The application is within the regulations and main objectives of Nordplus
- The application activities cover one or more of the sub-programme objectives

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
- Budget is well described and realistic (only applicable for applications for Network/Project)

Organisation and implementation capacity

- There is a clear and realistic overall plan for implementing the project
- 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

- There are descriptions of expected results on different levels
- Depending on activity and sub-programme, there is a plan for spreading positive results from the cooperation through websites or publications through appropriate channels, to whom and why
- Ideas/plans for results on a long-term basis

1.5.4 What to consider when writing applications

Generally a good application should

- describe objectives and expected outcome

- describe the activities
- describe the distribution of tasks and responsibilities between partners
- be well argued according to the programme objectives
- define the added value of the project for partners and others
- have a realistic budget in relation to the funds available
- define the targets for disseminating the results
- demonstrate integration of the activities in the respective institutions/organisations

Applications for Project/network must include an attached budget (see template at end of Handbook). This budget serves as an important part of the overall assessment of the application.

1.5.5 Right to appeal

There is a difference in an explanation to a rejection and an appeal. All applicants can ask for explanations to why their application was rejected. Appeals however, are only possible if the applicant believes there has been a procedural error in the assessment of the application. Appeals must be addressed to the Main Administrator in written form, and clearly state which procedural errors the applicant believes have been made that has caused the rejection of the application.

The Main Administrator (MA) decides, if necessary in cooperation with the Nordplus Consortium, whether the appeal is valid. If it is deemed valid, the MA decides whether to re-assess the application or to propose the application for a grant. The Programme committee must decide on the actual issuing of a grant.

If the appeal is deemed not valid, the MA informs the applicant about the decision as well as his right to appeal this decision to the Nordplus Programme Committee. In such cases the applicant must present in written form why he does not accept the decision of the MA, as well as the other letters of communication in the matter. The MA presents likewise to the Programme Committee. The committee decides whether to decline or to accept the appeal, and the fate of the application.

1.6 Project reporting and follow-up

All recipients of Nordplus grants are obligated to report back to Nordplus at the latest 30 days after the contract period expired. The reports are submitted online through Espresso by using the same login and password that were used for the application. For projects that span over several years, there is also an annual status report. **Note: For applications submitted through ARS in 2012 and earlier, there will not be reporting through ARS. You will receive more information about this from the MA.**

Monitoring and auditing

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

1.7 Checklist before submitting your application

Letters of intent (LOI):

- Have you submitted a LOI for each partner? (see special conditions for Nordplus Higher Education)
- Are the LOIs signed by the correct legal responsible person at the institution as well as the project coordinator?
- Are the LOIs marked with the correct application ID-number?

Partners:

- Is your institution a legal applicant to the sub-programme in question?
- For project applications: Are there at least 3 partners (including coordinator/applicant) from three different Nordplus countries formally listed as co-applicants in the application?
- For mobility applications: Are there at least two partners from two different Nordplus countries listed in the application?
- For Nordplus Horizontal: Are there partners from at least two sectors listed as co-applicants in the application?

Budget:

- Project/Network applications in all sub-programmes must attach a separate budget (a budget template is found at the end of this Handbook and on nordplusonline.org). If you apply only for mobility activities you DO NOT need to attach a separate budget.
- The budget must clarify what costs the Nordplus grant is meant to cover, and amounts and type of self-financing in the project

2 Nordplus Junior

2.1 Programme objectives

In addition to the overall objectives of the Nordplus Programme, the additional and specific aims of Nordplus Junior are:

- Strengthening and developing cooperation between schools (including kindergarten/preschool)
- Promoting the development of quality, creativity and innovation in education
- Promoting Learning for all by developing equal opportunities in inclusive education
- Strengthening the Nordic languages and promoting knowledge and understanding of Nordic and Baltic languages and cultures
- Promoting cooperation between schools (including kindergarten/ preschool) and working life.

Application deadlines: 1 March (all actions)

2.2 Target groups

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

- kindergarten/preschools
- primary schools
- lower and upper secondary schools (theoretical and vocational)
- vocational schools/apprentice programmes
- culture schools with a legislative basis in their home country
- organisations and institutions involved with working in or having strong interests in the area of school education, but only as partners

All Nordic and Baltic countries are eligible, and in order to receive a Nordplus Junior grant all activities must take place in one or more of the eight participating countries or in the self-governed areas Åland, the Faeroe Islands and Greenland. Each application round has earmarked funds for mobility within the frames of Nordplus Nordic Language.

Only schools within the formal education systems and kindergartens/pre-schools (public or private) can act as applicants/coordinators of applications to Junior.

For 2013 and onwards there is a new regulation concerning culture schools. Culture schools with a legislative basis in their country can be applicants/coordinators. Each National office decides if the applicant culture school should be considered eligible as applicant/coordinator or not.

Other organisations/institutions may participate as partners. Please contact your national Nordplus contact office for more information on this.

2.3 Activities in the programme

Nordplus Junior supports actions within the areas of:

- Mobility activities
- Project activities
- Network activities

All activities must be based on agreements between participating partners and have a clearly defined aim, expected outcome and correspond with the main objectives of the Nordplus programme as well as at least one of the specific aims of the Nordplus Junior Programme mentioned above in 2.1.

Regardless of type of activity, a coordinating institution must be appointed which will be responsible for the application and the granted funds for the duration of the contract period. An eligible application in Nordplus Junior must have a correctly signed Letter of intent from all participating institutions, coordinator and partners, attached to the application when it is submitted.

Grants for mobility activities cover only travel costs for pupils, and travel and accommodation costs for teachers and pedagogical staff. Grants for project and network activities cover travel costs, expenses for accommodation and board and other costs related to the project and network activities. Please see section 2.4.1 and 2.4.2 for further details concerning financing.

2.3.1 Mobility activities

- Mobility activities require cooperation between at least two partners (including coordinator/applicant – see in 2.2) from two different Nordplus countries. The activities **B**, **C** and **D** can be carried out at the applicant institutions choice during a period from one to three years. The activities **A** and **E** can be carried out during a period of one year. Mobility activities are collaborations designed to bring together children, pupils, teachers and other pedagogical/academic staff in order to cooperate, teach, work or study in one or more of the Nordplus countries. Mobility activities may last from one week to one year during the project period the applicant has chosen. Mobility activities can involve individual pupils/teachers or larger groups/classes. The following activities are eligible.

A. Preparatory visits

Grants are available for preparatory visits. The grants are supposed to fund travel expenses for institutions eligible for the programme that wish to establish cooperation in a project, to meet and to prepare an application for Nordplus Junior grants. Preparatory visits may last a maximum of five days, including travel time. The main principle is that one of the participating institutions acts as host. As a maximum it is possible to apply for at grant for one visit with two participating teachers per country. The host institution is not included in a mobility grant.

B. Class exchange

Grants are available for two or more classes or groups of pupils, from at least two participating Nordplus Junior countries, who want to work together on a joint subject within the range of the Nordplus Junior aims. The content for cooperation must be of a pedagogical nature and linked to curricula. All involved partners are supposed to benefit from the project. Mobility activities may last between one week and three weeks including travel days. These exchanges can take place during one year, during two years or up to a maximum of three years according to the applicant institution's choice. Grants can be awarded for a maximum of 30 pupils per country and a maximum of one accompanying teacher per 10 pupils.

For example: two schools from two different countries are partners in a class exchange. Each school can receive mobility grants for 30 pupils and 3 accompanying teachers. They can choose to carry out these in total 66 mobilities during one year. But they can also choose to spread out the mobilities during a longer period up to a maximum of three years. This period (if two or three years) has to be chosen in the application and in the description of the project content/activities there is a need to describe how the actions will be distributed throughout the whole project period.

C. Pupil exchange – theoretical studies

Mobility grants are available for individual pupils in upper secondary/vocational schools for theoretical studies. Applications must be submitted by the school. Pupil exchange may last from one week to one year. An accompanying teacher may stay maximum one week.

D. Pupil exchange - work experience and workplace based learning

Mobility grants are available for individual pupils in upper secondary/vocational schools. This mobility activity includes work placements, vocational training and apprentice schemes. Applications must be submitted by the school. Pupil exchange may last from one week to one year. An accompanying teacher may stay maximum one week. Applications within this activity can cover one year, two years up to a maximum of 3 years, which means that the applicant institution can apply for pupil exchange for a new group of pupils each year.

E. Teacher and pedagogical/academic staff exchange

Grants are available for working pedagogical/academic staff within the eligible school types. Within this activity participants may apply for grants to travel to another Nordic or Baltic country. Teacher mobility includes teacher exchange (job-switching), job-shadowing, study visits, teacher round trips, which enable teachers 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.

2.3.2 Project and network activities

Applications for funding for both networking and project activities must be based on an agreement between a minimum of three partners (including coordinator/applicant) from three different participating countries.

2.3.2.1 Projects

Schools may establish project partnerships linked to a specific theme corresponding to the aims of the Nordplus Junior programme. Project partnerships are long-term collaborations with the purpose to give schools the opportunity to develop pedagogical and didactic methods. The projects are meant to broaden the perspective on the subjects chosen. Here some examples of fields for project partnerships:

- Quality assurance
- Dissemination of project results
- Development and improving of teaching methods
- Curriculum development

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

2.3.2.2 Networks

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. The overall purpose is to give schools an opportunity to become part of a network and to establish long-term educational collaborations. Participants may work on a joint theme corresponding to the aims of the Nordplus Junior programme. From this theme they can 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

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

2.4 Financing

Different rules apply to the various Nordplus Junior activities. See Chapter 1 for general information about the use of Nordplus funds, and for Nordplus Junior further details below.

2.4.1 Financing of mobility activities

2.4.1.1 Mobility funding

The funding of mobility activities in Nordplus Junior are based on maximum rates, but are submitted to individual calculations for each application.

The 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 cases be more expensive than what the grants cover. The calculation of allocated grants for travel costs is based on the following:

Maximum Fixed Travel Rates (teachers, pedagogical staff, and pupils):

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

Support for mobility activities is allocated according to the set maximum Fixed Travel Rates for the following mobility activities:

- Preparatory visits (teachers only)
- Pupil exchange – theoretical studies (including accompanying teacher)
- Pupil exchange – work experience and workplace based learning (including accompanying teacher)

Mobility grants for Class exchange and Teacher and pedagogical/academic staff exchange are calculated on the following, in some cases reduced travel rates:

Country/ Region code	DK	EE	FO	FI	GL	IS	LV	LT	NO	SE	AX	Domestic , more than 500 km
DK		300	400	300	1 300	450	300	300	300	200	200	150
EE	300		660	150	1 300	660	150	200	330	330	330	n/a
FO	400	660		660	1 300	450	660	660	660	660	660	150
FI	300	150	660		1 300	550	250	250	330	300	150	150
GL	1 300	1 300	1 300	1 300		1 000	1 300	1 300	1 300	1 300	1 300	150
IS	450	660	450	550	1 000		660	660	550	550	550	150
LV	300	150	660	250	1 300	660		150	330	330	330	n/a
LT	300	200	660	250	1 300	660	150		330	300	330	n/a
NO	300	330	660	330	1 300	550	330	330		250	330	150
SE	200	330	660	300	1 300	550	330	300	250		200	150
AX	200	330	660	150	1 300	550	330	330	330	200		150

The sum in the column for Domestic travels can be applied if travels within the country are longer than 500km and if the total travel costs are particularly expensive. In the Espresso system you apply for the number of mobilities in question from and to your own country, in addition to the regular mobility activities. This will be calculated separately in the assessment process, and presented as a lump sum for the entire travel plan.

The Lump Sum Principle

When an application has been approved the applicant will be informed of how much the project has been allocated to cover travel costs. This will be expressed in a number of approved mobilities (1 mobility = 1 roundtrip between partners in a project). If partners in a project manage to finance the number of mobilities with less money than granted, they can use the surplus money for activities important to the project without having to present proof for those expenses. For example such surplus money could be used to cover accommodation and board expenses for pupils, or other costs related to the project.

**Fixed Rates for Accommodation/board – For teachers and pedagogic staff only
 (not for pupils/Students):**

	Day	Week	Month
Teachers and mentors	70 €	355 €	1 065 €

Teachers and pedagogic staff can in addition to the grants for travels also receive grants for accommodation/boards according to the above rates set per traveller and per duration unit. The Lump Sum Principle also applies for these grants.

In the final report the grant holders have to affirm the actual number of carried out mobilities in the project. If they have carried out less mobilities than granted a repayment must be made.

2.4.2 Financing of projects and networks

Applications for projects and networks can include support for travel and accommodation/board for teachers and mentors, support for information activities, dissemination of results, production of material and other relevant costs in connection to the project. Applications for project/network must include a separate budget (see budget template in 1.4).

2.4.2.1 Self-financing

Funding from Nordplus for other expenses in connection with project- and network activities within Nordplus Junior may make up maximum 75 % of the expenses eligible to be covered. The estimated budget for the activities must show how the remaining expenses will be covered. Self-financing in the form of working hours directly to the Nordplus project or network can be included in the overall budget.

2.4.2.2 Support for travel costs

Costs for mobility activities, such as participation in joint project meetings, are to be included in the budget with the estimated, actual costs for travel and accommodation/board (for staff only). These expenses may be covered 100% if the project total cost includes at least 25% co-financing from the project partners. However projects and networks can also include mobility activities as specified in 2.4.1 and will in those cases be financed accordingly.

2.4.2.3 Support for administrative expenses

Only for projects and networks the coordinating institution may use a maximum of 5% of the total used grant for administrative expenses, to meet the added cost of coordinating the activities. Coordinators do not need to provide supporting documentation for administrative expenses.

2.4.3 Costs that are not covered

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

2.4.4 Participants with special needs

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 main administrator of Nordplus Junior. 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.

2.4.5 Payments and audits

Funds are paid to the coordinator of the mobility activity, project or network, who is then responsible for the funds for the duration of the contract period. Within each project partners and coordinator together decide how the funds are to be allocated between the participating institutions.

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

For applications granted 14.000 EUR or less, 100 % of the funds are paid after the contract has been signed. Note: The International Programme Office will issue the payment at latest 45 calendar days 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 Eligibility and assessment of applications

For general information about eligibility of applications and the assessment criteria as well as the assessment process, please see Chapter 1.5 of this Handbook.

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.

All applications to all parts of Nordplus Junior must be submitted electronically through the Nordplus administrative system (Espresso). Link to Espresso and user guide is found on www.nordplusonline.org

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 assessed based on the way in which they can contribute to fulfilling one or more of the objectives set out by Nordplus Junior.

2.6 What constitutes a good application in Nordplus Junior?

Applications should target one or more of the specific aims of Nordplus Junior, which you find under the heading 2.1 in this handbook.

The foundation of a good application consists of a combination of:

- That each partner in a project gains from the cooperation in and results from the project in a way to achieve positive changes in terms of development. And that this development is in accordance with curricula as well as with one or more of the aims of Nordplus Junior.
- That the project is based on needs and priorities within each organisation and integrated in what they normally would do.
- That the project involves as many as possibly in each organisation and that it has the support of the management of the institution.
- That the tasks of the participating institutions are clearly defined in advance and thereby shows how each partner contributes to reaching the aims of the project in an adequate way.

2.7 A good application for Mobility activities, Projects and Networks should:

- Shortly and as concretely as possible describe the **purpose of the intended project**
 - Why do the partners want to cooperate within a Nordplus Junior project?
 - How do the aims of the project correspond with one or more of the specific aims of Nordplus Junior?
- Describe **aims and contribution**
 - How will the aims of the project benefit the participants in the project?
 - In what way will each partner contribute to reaching the aims of the project?
 - In what way does the management of each institution support the project?
- Describe the **project content - activity**
 - What course of actions are you going to choose in order to achieve the aims of the project?
 - How will you distribute your chosen actions throughout the whole project period? (When and where will the chosen actions take place?)
- Describe the **project content - anchorage**

- How do you intend to anchor the planned activities and mobilities within the participating institutions?
- In what way are the planned activities concretely connected to curricula?
- In what way will you concretely integrate the planned activities in the participating institutions in order to involve as many children/pupils, teachers and other staff as possible?
- Describe the **organisation – sharing responsibilities and workload**
 - How are you going to share the responsibilities and workload amongst all participating institutions?
 - What are the roles of the participating institutions? (Who does what, how, where and when?)
- Describe the **organisation – effective communication**
 - What measures do you plan to ensure effective communication and cooperation between the participating institutions?
- Describe the **organisation – evaluation**
 - What ways of evaluation do you plan to use during the project in order to check if you are following your initial aims?
 - What ways of evaluation do you plan to use in order to check if the outcome of the project is in accordance to your initial aims?
- Describe the **expected results/outcome** (for those participating in the project)
 - Clearly and concretely define the expected impact and benefits of the project on the participating institutions and individual participants related to the aims of the project.
 - What are your expectations both on short – and on long-term basis?
- Describe the **expected results/outcome** (for others – not participating in the project)
 - Clearly and concretely define the expected impact and benefits of the project on other institutions and individuals related to the aims of the project.
 - What are your expectations both on short – and on long-term basis?
- Describe the **dissemination of results** (for those participating in the project)
 - How will you share the results with individuals, groups and institutions within the project?
 - What will you focus on to disseminate?
 - What will be important to disseminate, to whom, in what way and for what purpose?
- Describe the **dissemination of results** (for others - not participating in the project)
 - How will you share the results with individuals, groups and institutions not participating in the project?
 - What will you focus on to disseminate?
 - What will be important to disseminate, to whom, in what way and for what purpose?

2.8 A good application for Preparatory visits should:

- Give as short **summary** of the Preparatory visit
 - Specify - why are you going to meet?
 - What might the subjects for a future possible project be?
- Describe the **intended Preparatory** visit
 - What contacts have you had before the meeting?

- Who will be the host of the meeting?
- What are the planned activities during the meeting?
- What might the subjects for cooperation in a future possible project be?
- How are your possible subjects connected to the specific aims of Nordplus Junior?
- What contribution to the cooperation is each partner intended to bring to a possible future project?
- Describe the **expected outcome of a possible future project**
 - What might be some expected outcome of your intended cooperation in a future possible project?
 - How might individuals, groups and institutions benefit from the expected outcome?
- Describe a **possible dissemination of results**
 - What ways for dissemination of results within the participating institutions can you see?
 - What ways for dissemination of results outside the future possible project can you see?

2.9 Project reporting and follow-up

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. For activities longer than one year contract holders also have to send in an interim report.

Reports are to be submitted electronically via Espresso.

More details on reporting will be sent together with the contract to those whose applications have been approved.

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 Programme Objectives

In addition to the overarching objectives of Nordplus (see 1.1), the specific objectives of the Nordplus Higher Education Programme are:

- To **link higher education institutions** (HEIs) in the participating countries, private as well as public, 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
- To contribute to cooperation between HEIs and the **labour market**
- To facilitate high quality individual **academic or workplace based exchanges** for students and teachers in Nordplus countries

The deadline for applications is 1st March.

3.2 Target Groups

HEIs can act as applicants in the programme together with other **organisations** involved in Higher Education. The collaboration can be established in two ways:

- **As a network.** The most common way to organise the collaboration in the programme is by networking. A network is usually thematic or subject specific and aims at long term collaboration on a wide range of different activities. Networks can apply for mobility, projects and network activities.
- **As a project partnership.** This form of collaboration is time limited and focuses on a specific task – a project – with a specific outcome.

The **minimum requirement** for a network and partnership is that they consist of at least **three institutions** from three different countries¹.

A **coordinating institution** must be appointed which is responsible for the application and granted funds through the whole contract period as well as for the final report on behalf of the whole network/project partnership. Only a **HEI** that is **recognised** by national authorities can act as a coordinator. If the network/project partnership includes also other organisations than HEIs, there has to be at least two HEIs participating from two different countries.

3.3 Actions in Programme

Nordplus Higher Education supports the following activities:

- Mobility

¹ Greenland, Faroe Islands and Åland are regarded as countries in the programme. As an exception, if the application consists of only mobility, a bilateral collaboration with a sending and a hosting institution can be eligible.

- Student mobility
- Teacher mobility
- Express mobility
- Project activities
 - Intensive courses
 - Joint study programmes
 - Development projects within higher education, including curriculum development²
- Network activities for establishing and developing of networks

What is not eligible for funding?

As the programme supports cooperation in higher education within the first and second degree cycles, i.e. bachelor and master, **third cycle** and **research** activities are not eligible. Thus, **researchers** and **PhD**-students are not eligible for Nordplus support unless they participate as teachers e.g. in an intensive course.

The programme does not support **further education** or **surveys**.

3.3.1 Mobility

The mobility is defined as **individual** student or teacher exchanges between the partner institutions in a network. Mobility takes place also in **projects**, such as in intensive courses, but this form of mobility should be applied under project activities and **as a part of the total costs** for that project.

Student mobility from 1 to 12 months

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

Work placements grants are awarded according to the same guidelines, criteria and rules as regular student mobility grants.

The following rules 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**: students studying in joint master programme)
- 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

² For cross-sector projects, networks are recommended to apply under the Nordplus Horizontal Programme. For more detailed information of this programme, please see chapter 5

- **Confirmation of grant** award shall be signed before payment is made (as per appendix)
- A **learning/training 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 (not applicable for express mobility)

Express mobility under 1 month

Students may also be awarded grants for shorter exchanges, so-called express mobility grants. The **minimum** duration of an express mobility is **one week** (5 working days). The express mobility is intended to broaden the possibilities for students to study abroad for shorter periods in cases where longer periods are not possible. This mobility scheme is also intended to encourage and to facilitate institutions to invite students from partner institutions in ordinary courses organised at the HEIs and thus promote internationalisation at home.

Express mobility grants are awarded according to the same guidelines, criteria and rules as regular student mobility grants. In express mobility a final report on the exchange is not mandatory. However, a **confirmation of the exchange and studies abroad has to be submitted**.

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 exchange can include teaching, tutoring, development of teaching materials etc. It is also possible to use these grants for activities connected to **work placements and collaboration with the labour market**.

The minimum duration of the teacher exchange is **8 teaching/working hours**.

The following rules 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

3.3.2 Projects

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** points 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.

The **same intensive** course can be granted Nordplus funding **three times** but annual applications have to be submitted. It is recommended that e.g. the hosting institution is changed and that the new application clearly justifies the reasons for further funding.

Joint study programmes

Nordplus Higher Education award 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 a **degree** recognised by national authorities
- **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

The **same joint study programme** can be granted Nordplus funding **three times** but annual applications have to be submitted.

Development projects

Nordplus Higher Education offers grants for innovative development projects within the field of higher education³. Apart from joint curriculum planning, projects may focus on issues such as:

- Collaboration with the labour market
- 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) within higher education.
- The development of new teaching methods

The **same project** can be granted Nordplus funding **three times** but annual applications must be submitted.

3.3.3 Networks

Nordplus Higher Education awards grants primarily for the establishment and development of **new networks**. Network grants are available for e.g. following activities:

- Administrative meetings for establishing and developing networks
- Short meetings for planning mobility, courses or the inclusion of new partners
- Language training
- Information activities as well as the dissemination of results

³ For cross-sector projects, networks are recommended to apply from the Nordplus Horizontal Programme. For more detailed information on the programme, please see chapter 5.

The network can apply for administrative network support in order to establish the network **three times** but annual applications must be submitted.

3.4 Financing

3.4.1 Financing: mobility

Support for mobility is allocated according to set rates for travel and accommodation/board. The application and reporting system (Espresso) 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, thus no documentation on internal or other funding is necessary.

The rates are **maximum rates**, thus the network can decide the level on each scholarship according to the total grant available. It is important that an agreement on the exchange and the scholarship is made before the actual exchange take place. **Transparency** and **equality** should be implemented in setting the levels of scholarships among the partner institutions.

Travel rates⁴:

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

3.4.2 Financing: project and network activities

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

⁴ In case of need for domestic transfer an additional travel support of max. 150 euro is possible to grant the student or teacher.

activities can be supported with up to **50 per cent** of the total approved costs. Approved costs include the participating institutions' own contribution. In addition to **cash funding**, in-kind contributions, like **work hours** put into the Nordplus-project, can be included.

Detailed budgets have to be submitted as attachments to the online application for network and project activities.

3.4.3 Support for administrative expenses

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

3.4.4 Participants with special needs

Costs involving participants with special needs can be covered by 100 per cent. In the event of participants with special needs requiring additional help and support, the coordinator may apply for further funds also after the ordinary application deadline. The application should be addressed directly to CIMO. Additional funds may be provided to cover the cost of escorts, interpreters or similar. **Please, contact CIMO well in advance.**

3.4.5 Contract period

Grants for mobility, network and project activities are allocated for a fixed contract period that starts 15th of June and ends 1st of October the following year. The final report must be submitted within 30 days after the contract period is terminated.

3.4.6 Payments and audits

Grants are paid to the coordinator, who is then responsible for the funds for the whole duration of the contract period. The grants should be accounted for in accordance with **national/internal requirements and rules** as a separate project in the accounts of the institution. The network/project partnership decides how the funds are to be allocated between the participating institutions. Grants are paid when a signed copy of the contract has been returned to CIMO.

3.4.7 Irregular use of funds

If the funds are not used as implied in the contract, and/or reports are not submitted as agreed upon in the contract, reimbursement of the grant is made by CIMO.

3.4.8 Costs that are not covered

- **Overhead costs**, not directly connected to the Nordplus project
- **Office equipment** (such as IT equipment)
- Costs for participants from **non-Nordic or non-Baltic** institutions
- Costs for activities **outside the Nordic or Baltic** countries
- Cost for production of services or products meant to be **sold for a profit**

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

3.5 Eligibility and assessment of applications

See general information about this in chapters 1.5-1.7. Here is also information about procedures of appeals.

The following criteria must be fulfilled for an application to be eligible for assessment in Nordplus Higher Education:

- It must be **submitted electronically** through Espresso application and report system by the end of the deadline date
- It must be complete with the necessary **attachments**
- **For established networks/ project partnerships:** all new coordinators and partners involved in an application must have a correctly signed **Letter of Intent (LOI)** attached to the application when it is submitted. LOIs submitted after the deadline may be disregarded and the application be rejected.
- **For new networks/project partnerships:** The coordinator and at least 2 partners (totally three different countries involved) must have a correctly signed LOI attached to the application when it is submitted in order to secure that the application will proceed to quality assessment. LOIs submitted after the deadline may be disregarded and the application be rejected.
- The coordinating institution must have fulfilled possible **earlier obligations** to Nordplus, that is e.g. reporting and repayments of unused funds
- The application is written in one of the **Scandinavian languages** (Danish, Norwegian, Swedish) or in **English**
- If the network/ project partnership has **Baltic participation**, the application must be written in **English**
- For applications concerning **mobility activities:** The partnership must include at least two institutions from two different Nordplus countries
- For applications concerning **project/network activities:** The partnership must include at least three different institutions from **three different Nordplus countries**

3.5.1 Assessment criteria

All applications in Nordplus will be assessed according to the following criteria:

Relevance according to Nordplus objectives

- The application is **within the regulations** and main objectives of Nordplus
- The application activities cover one or more of the Nordplus Higher Education **programme objectives**

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
- **Budget** is well described and realistic

Organisation and implementation capacity

- There is a clear and realistic overall **plan** for implementing the project

- 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 of results

- There are descriptions of expected results on different levels
- Depending on the activity, there is a plan for disseminating positive results from the cooperation through different channels and to different target groups
- There are ideas/plans for results on a long-term basis

Past performance

For old networks/project partnerships: the use of previous Nordplus mobility grants is the basis for the new mobility grant amount. For projects and network activities, past performance will have an impact on the assessment of the new application.

If a network has not used the allocated grants during two contract periods in a row, the new application will be rejected unless well-founded reasons are presented. After a rejected application, the network can submit a new application in future application rounds as a new applicant.

For new networks, mobility applications are assessed on the basis of how the network communicates its objectives and expected outcome of the mobility programme, how the network quality assures practical mobility arrangements, whether a Learning/Training 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.

3.6 Project follow-up and reporting

Anyone receiving a grant is obliged to submit a final report to CIMO. Reports should be submitted through Espresso. The application and report system with electronic reporting forms and guidelines is available on the Nordplus web portal www.nordplusonline.org.

Coordinators should be aware that national Nordplus agencies may carry out inspections, including financial audits. Reasonable notice will be given of any inspections. All **documents** should be kept for a minimum of **five years** after the final report is submitted.

4 Nordplus Adult

4.1 Programme objectives

The Nordplus Adult programme is The Nordic Council of Ministers' programme for adult learning. It is adopted for a five year period 2012-2016 with an annual grant budget of approximately EUR 1.1 million. The objectives of the programme are:

- to strengthen adults key competences⁵ and recognition of adults informal and non-formal learning
- to support adult education and learning to meet the challenges of modern citizenship
- to strengthen the link between adult learning and working life.

To meet these objectives the Nordplus Adult programme supports various forms of cooperation and exchanges between Nordic and Baltic institutions within adult learning. It supports organisations and institutions from different countries to interact, to learn from each other and join forces to meet mutual needs and challenges. Through this, the programme supports the development of quality and innovation within the field of adult learning.

4.2 Target groups

Nordplus Adult addresses all aspects of adult learning. The target group is all organisations or institutions involved in or offering adult learning, whether it is within formal, informal or non-formal learning⁶, whether it is general or vocational adult learning or liberal education.

The types of organisations who can take part in Nordplus Adult could be: educational institutions, organisations, associations, businesses, ngo's, research-based institutions with experience and expertise in adult learning, institutions with adult teacher programmes or adult mentor programmes or institutions involved in special education for adults.

The target group for Nordplus Adult is not limited to any specific type of organisation or institution, but organisations taking part in the programme should be able to contribute with knowledge and experience with adults and learning for adults and have an interest in other organisations experiences - to the benefit of adult learners.

4.3 Activities in the programme

Nordplus Adult offers grants for the following activities:

Mobility projects

- preparatory visits
- exchange of teachers and other pedagogical staff

⁵ EU has defined the 8 key competencies for lifelong learning: 1. Communication in the mother tongue 2. Communication in foreign languages 3. Mathematical competence and basic competences in science and technology 4. Digital competence 5. Learning to learn 6. Social and civic competences 7. Sense of initiative and entrepreneurship 8. Cultural awareness and expression.

⁶ 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 often without test or certification (e.g. folk high schools, evening classes, courses for businesses etc.). By informal learning we mean unstructured learning activities that are usually unintentional and take place outside educational institutions (e.g. learning in libraries, museums, companies etc.).

- exchange of adult learners (adult students).

Collaboration projects

- thematic networks
- development projects
- mapping projects.

Grants for mobility projects are contributions to the costs for travel and subsistence (accommodation and board). Grants for collaboration projects are contributions to the costs for travel and subsistence for e.g. project meetings and other types of costs related to the project activities.

4.3.1 Mobility projects

Mobility projects require cooperation between at least two organisations from at least two countries and may not last longer than one year. The following types of mobility projects can be applied for:

Preparatory visits

Travel and accommodation/board grants are given for participation in joint meetings with other organisations with the aim to prepare and plan a common project to be applied for at the forthcoming deadline of the Nordplus Adult programme.

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.

Normally the meeting(s) is hosted by one of the participating organisations and grants for representatives from the hosting organisation cannot be applied for.

Exchange of teachers and other pedagogical staff

Travel and accommodation/board grants are given for the participation of teachers and other pedagogical staff in training courses as well as self-organised study or teaching stays in relevant institutions or organisations in another Nordic/Baltic country.

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

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

- the stay 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 in the evening of the last working day. Priority is given to longer stays.
- a detailed schedule or programme for the 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.
- applications may include revisit(s), however revisit(s) are not required.

- a single application may be made for programmes involving individually planned exchanges of several participants within a network of organisations.
- if one application contains several stays, all stays must be completed within the one year maximum project period for mobility projects.
- the number of participants in the exchanges should normally not exceed 2 representatives per organisation, unless otherwise argued for.
- only teachers and other pedagogical staff working with or being involved in adult learning are eligible. Teachers and other pedagogical staff from higher education or primary and secondary education are referred to Nordplus Higher Education and Nordplus Junior respectively.

Exchange of adult learners (adult students)

Travel and accommodation/board grants are given for the exchange of adult learners (adult students) between Nordic/Baltic institutions and organisations.

The aim is to give participants new competences and/or professional skills and experience of other cultures and further to strengthen cooperation and exchange of experiences between Nordic/Baltic organisations and institutions in adult learning.

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

- the stay should normally be no shorter than one week, ie. five full working days, excluding travel time
- the stay should incorporate adult learners participation in learning activities at the host organisation together with adult learners from the host country.
- the stay can also take form of a work placement or incorporate work placements.
- a detailed schedule for the planned stay(s) with clear aims and expected outcomes has to be drawn up in the application.
- applications may include revisit(s), however revisit(s) are not required.
- exchanges organised as short 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 participants within a network of organisations.
- if one application contains several stays all stays must be completed within the one year maximum project period for mobility projects.
- 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.

4.3.2 Collaboration projects

Collaboration projects require cooperation between at least three organisations from at least three different Nordic/Baltic countries and may not last more than three years. The following types of collaboration projects can be applied for:

Thematic Networks

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

In thematic networks the organisations are working with a joint theme in terms of e.g. a problem, topic or challenge they share and have defined jointly. The programme involves the exchange of knowledge and experience between the parties within the chosen theme or topic leading to new understandings and ideas.

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

- the participating organisations shall work on a joint theme by way of a given problem, topic or challenge jointly defined by the parties involved.
- a detailed work schedule with clear aims and expected outcome has to be presented in the application.
- the network activity leads to new understandings and ideas.

The network activity can lead to new, specific proposals for other types of projects under the Nordplus Adult programme.

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. Development projects should involve the development of new courses, modules, formats, methods, materials etc. with the aim of improving adults' access to learning, improving the quality of adult learning or meeting new or changing needs. The programme also supports the development of training opportunities for teachers, mentors and other 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.
- a development projects is 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 outcomes has to be presented in the application.

Research-based institutions with experience and expertise in adult learning may be recruited to help improve the outcome of the project.

Mapping projects

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

The aim of mapping projects is to take stock, define development needs and make recommendations for future initiatives, and thereby creating the basis for new projects to be launched and applied for.

To be eligible for the following criteria must be met:

- a mapping projects must have general relevance and the result should be useful beyond the participating organisations and the specific project context.
- a mapping project should be based on existing knowledge and research in order to avoid duplication of previous research and mapping projects.
- mapping projects will normally involve a combination of practitioner organisations and research-based institutions with experience and expertise in adult learning - high priority is given to projects involving different types of organisations.
- the outcome of the mapping project should be made public. It is therefore essential that applications give details on how the project is to be evaluated and how the results and acquired knowledge will be handled and published.
- a detailed work schedule with clear aims and expected outcomes has to be presented in the application.

4.4 Financing

Nordplus Adult grants are a contribution towards the actual cost of the activities of the project. This means, that a co-financing must be foreseen and in some cases is required. The co-financing may come from the organisations taking part and/or be from other external sources.

The general maximum grant for any type of project from the Nordplus Adult Programme is normally 50.000 euro.

4.4.1 Mobility projects

Allocation of grants for mobility projects is based upon set rates for travel and accommodation/board, and will automatically be calculated in the applications form as the required information on number of participants in the exchange programme, their home and hosting country(-ies) and the duration(s) of the stay(s) is inserted.

Applications for mobility projects do not require any documented co-financing; however self-financing must be foreseen, as the set rates might not cover the actual costs. For instance is contribution to daily allowances not foreseen, and hotel rates and travel tickets may in some cases be more expensive than what the set rates cover.

The set rates for mobility projects⁷

The set rates for mobility projects are the following:

Travel rates per participant

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

⁷ The set rates are maximum rates and managed according with the principle of lump sum

Domestic, more than 500 km	150 euro
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Accommodation/board rates per participant

	Per day	Per week	Per month
Folk high school 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

4.4.2 Collaboration projects

Grants for collaboration projects are based on a specific budget of the estimated, actual costs of the project. The budget should include costs for all project activities during the full project period, covering all organisations in all countries involved - both costs covered by the organisations own contributions (co-financing), other external contributions and by the applied grant from the Nordplus Adult programme.

Grants from Nordplus Adult can cover up to 75% of the approved costs, while at least 25% of the approved costs must be co-financed, covered by either the participating organisations themselves (self-financing) and/or other external sources.

In addition to cash funding, in-kind contributions, such as work hours put into the project, can be included in the self-financing. However, work hours put into the project is not restricted to co-financing, but can also be part of the budget covered by the grant.

The budget includes support for travel and subsistence (accommodation/board), project administration and other costs. Other costs can include:

- printing of reports, brochures and other printed materials
- establishing of a project web site, e.g. with the aim to disseminate project results
- meetings, seminars or conferences aimed at disseminating the achieved results to a broader audience. The support would e.g. cover costs related to rent of premises, equipment etc., however, travel and accommodation/board costs for participants in these events, outside of the project group, cannot be included in the budget
- work hours put into the project
- translation costs.

For budgets over 10.000 euro a detailed budget in excel has to be attached the application. The detailed budget should give more information on the calculated expenses under the three categories of 'travel', 'accommodation/board' and 'other costs'.

Cost for mobility activities, e.g. for participation in joint project meetings, are included in the budget with the estimated, actual costs for travel and accommodation/board, in line with the

other types of costs. The co-financing does not have to be equally divided with 25% on each type of cost in the budget. Some types of costs, e.g. travelling for project meetings, can have no co-financing, while other types of costs have a high degree of co-financing, as long as the total budget is covered by an overall co-financing of minimum 25%.

4.4.3 Administrative expenses

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

4.4.4 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 project may apply for further funds after the ordinary application deadline. The application should be addressed directly to the Danish Agency for International Education as responsible Head Administrator of the Nordplus Adult programme. A doctor's certificate is usually required. Additional funds may be provided to cover cost for e.g. escorts and interpreters.

This rule only applies to participants with special needs who are involved in projects that are approved with a grant from Nordplus Adult.

4.4.5 In-eligible costs

- overhead costs, i.e. general unspecified costs not directly connected to the Nordplus Adult project
- cost for buying 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 therefore can not be part of the co-financing of the organisations either.

4.4.6 Payments and audits

Funds are paid to the coordinating organisation of the project, which is responsible for the use of the grant during the contract period. The participating organisations decide how the funds are to be allocated between them.

Funds are paid in two separate instalments: a pre-payment of 80% of the total grant when the contract has been signed and a post-payment of up to 20% when the final project report has been approved. For applications granted 10.000 EUR or less, 100% of the grant is paid as an pre-payment 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 institutions/organisations so that all payments are visible in the event of an audit.

All receipts and supporting documents from all involved parties should be collected by the coordinating organisation and kept for a minimum of five years after the final project report has been approved by the Nordplus administration.

National Nordplus offices may carry out inspections, including financial audits. Reasonable notice will be given of any inspections.

4.4.7 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 in accordance with that and as implied in the contract, and/or if the reporting is not submitted as agreed, the Nordplus administration can decide to hold back, reduce or redraw funds.

4.5 How to apply

Applications to the Nordplus Adult Programme must be submitted electronically through the online application- and reporting system, Espresso. You find all information about this on www.nordplusonline.org.

Only applications submitted through Espresso will be considered, unless other specific instructions are given by the Nordplus administration.

Applications must be submitted by the institution/organisation acting as a coordinator of the project. Each of the partner organisations as well as the coordinating organisation must sign a letter of intent (LOI) confirming their participation in the project. The letter of intent should be signed by the appropriate authority, the “legal person”, i.e. the top management of the organisation or institution. All letters of intent are 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.

4.5.1 Deadlines

The Nordplus Adult programme has two deadlines for submission of applications each year: the general deadline 1 March for applications to all parts of the programme and a supplementary deadline 1 October only for applications for preparatory visits.

The deadlines are announced in “Call for proposals” at the Nordplus webpage and at the webpages of the Nordplus offices in each country. Please see the list of national Nordplus agencies on page 4-5 of this handbook..

4.6 What constitutes a good application?

A good Nordplus Adult application should:

- describe the background and broader context for the project, the participating parties, their expertise and experiences, and how they are to be brought into play
- describe objectives and expected outcome
- describe the activities and how they will be carried out
- describe the distribution of tasks and responsibilities between the participating parties

- be well argued according to the programme framework and objectives
- make clear the added value of the project in terms of defining the specific benefits from carrying out the project in a Nordic/Baltic context, instead of a national context
- demonstrate that the activities and aims of the project are realistic in relation to the budget
- have a realistic budget in perspective of the programme's grant bud – see the general maximum grant for the Nordplus Adult programme
- present a plan with clear goals for dissemination of the project results
- present an appropriate plan for evaluation of the project in order to reflect on the achieved results against the planned objectives (e.g. self-evaluation)
- demonstrate how the activities and results will be integrated in the respective institutions/organisations.

Dissemination of results is important to the Nordplus Adult programme. As part of the dissemination activities, all projects must, during the contract period, establish a webpage for their project, e.g. as part of the participating organisations own homepage.

For applicants/partnerships from previous approved Nordplus projects the following elements are also emphasised:

- results achieved previously
- how previous grants have been managed by the applicant.

4.6.1 Selection criteria

Applications are assessed according with the following main criteria:

Relevance

- a. is the application within the objectives of the Nordplus Adult programme?
- b. is the application within the framework of the Nordplus Adult programme, e.g. in terms of target group, type of project and type of grant applied for?

Objectives and content

- a. are the project aims and the approach chosen to achieve them clear and realistic?
- b. has the project defined an approach to evaluate how the aims and planned results are met?

Organisation and implementation capacity

- a. are the organisations involved relevant for the project, as to being able to carry out the planned activities and to implement and make use of the expected results?
- b. is there an appropriate balance between the roles and tasks of the different participating organisation in terms of their involvement in the activities to be carried out?
- c. have measures been planned to ensure effective communication and cooperation between the participating organisations?
- d. are the expected results and their impact and contribution to the participating organisations and individual participants clear and defined?

Dissemination of project results

- a. is an appropriate plan for disseminations of project result and experiences set up?
- b. are relevant target groups for dissemination defined?
- c. are relevant methods or tools introduced to approach the target groups for dissemination?

Moreover, the programme pays attention to initiatives focusing on vulnerable groups, to new applicants and partnerships, to new issues, problems, methods/approaches and solution models as well as cross-sector initiatives within the adult learning.

4.7 Assessment and decision

All eligible applications will be subject to at least two independent assessments by the Nordplus administration.

On the basis of the Nordplus administration's assessment the final decision on funding is made by the Nordplus Programme Committee.

Applicants to the general deadline 1 March will be notified appr. three months after the deadline, while applicants to the supplementary deadline for preparatory visits on 1 October will be notified appr. 1½ month after the deadline.

The coordinating organisation of approved projects will receive a grant letter with two copies of a contract. Funds will be paid once one of the copies of the contract has been signed and returned to the Danish Agency for Universities and Internationalisation.

See also section 1.5 with general information on assessment.

4.8 Reporting

All organisations receiving financial support from the Nordplus Adult programme are obliged to submit a report within 30 days of the end of the contract period. Reports must be submitted electronically via Espresso. Note: Special measures will be taken for projects reporting in the year 2013, coordinators will be contacted by the administration about how reporting will be done.

Projects lasting longer than 1 year have to submit a yearly status report

The final project report is divided into a financial and a content section. The financial report must be authorised by the finance unit of the institution/organisation. Receipts should not be included in the report, but must be collected from all partners and kept with the coordinating organisation for at least 5 years after approval of the final report.

Any unused funds must be returned to the programme and the Nordplus administration will send an invoice for the returnable amount.

Coordinators of approved projects will be given more detailed information on the requirements for reporting and documentation of costs by the Nordplus administration when signing the contract.

5 Nordplus Horizontal

5.1 Programme objectives

Nordplus Horizontal supports project activities with cooperation crossing the traditional educational sectors. The programme is open for all participants that are involved in developing the education field in a lifelong learning perspective: This being public or private organisations, working life organisations or authorities or bodies on political or administrative levels. The programme also supports innovative language learning programmes and conferences (but the cross-sectoral dimension is always a main criterion).

In addition to the overarching objectives of Nordplus, these are the specific objectives of the Nordplus Horizontal Programme:

- To support cross-sectoral network and project activities in the field of education
- To support innovative projects spanning traditional categories and sectors, which can tackle new, different, broader or more complex issues and challenges
- 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 Target groups

Nordplus Horizontal is aimed at institutions and organisations in the eight participating countries and the three autonomous regions that work mostly in the education and lifelong learning sectors. A Nordplus Horizontal application for project and network activities must involve partners from at least two sectors. These may be sectors within the education system, e.g. partnerships between institutions in higher education and schools (pre-schools and kindergartens as well), 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 such mobility is linked to project and network activities.

5.3 Activities in programme

Nordplus Horizontal can support the following activities:

- 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.

The maximum duration of an application to Nordplus Horizontal is 3 years.

5.4 Financing

Nordplus grants are a contribution towards the actual cost of activities and Nordplus Horizontal can cover maximum 50 per cent of the total costs of a project. 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 activities 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. It's possible to receive full support for e.g. travels and lodging if the institution's own financing is at least 50% of the total project costs.

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

5.4.1 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.

5.4.2 Support for administrative expenses

The coordinating institution may also use a maximum of five per cent of the used 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

5.4.3 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 % after the contract has been signed and 20 % after the final report has been approved (in some projects 100% of the grant is paid by the signing of the contract).

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.

5.4.4 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 Main administrator can decide to hold back or to redraw funds.

5.4.5 Participants with special needs

Costs involving participants with special needs may be met by a grant of up to 100 %. 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.

5.4.6 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 (see budget template at the end of this handbook).

5.5 Eligibility and assessment of applications

See general information about this in Chapter 1.5. Here is also information about procedures of appeals.

In addition to the general criteria, applications to Horizontal must note the following:

- Project must be horizontal in the meaning of cross-sectoral both regarded to the projects content and participating institutions
- A particular emphasis is put on the dissemination of results that can contribute to development in education in the Nordic-Baltic area

5.6 Project reporting and follow-up

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.

The report is divided into a financial and a contents section. All projects must report through Espresso (**exception for projects having received grants in 2012 and earlier. SIU will give you information about how to report**).

The report must answer 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.
- To which extent have the results of the project benefited target groups outside the institutions?

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. SIU 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. Project visits may also be carried out in order to find and spread project results.

6 Nordplus Nordic Language

6.1 Programme objectives

Nordplus Nordic Language has two guiding objectives for the period of 2012 to 2016:

- Supporting activities that improve language comprehension of the Nordic languages, primarily Danish, Norwegian and Swedish, among children and young people
- Developing materials, methods and strategies for improving comprehension of the Nordic languages on all levels within the educational systems.

High quality programme activities supporting and promoting the guiding objectives of the programme will get high priority. Deadline for submission of applications is **March 1, 2013**

Applications must be written in Danish, Norwegian or Swedish.

6.2 Target groups

Participants in the Nordplus Nordic Language 2012-2016 are Denmark, Finland, Iceland, Norway and Sweden, Estonia, Latvia, Lithuania and the autonomous regions of the Faroe Islands, Greenland and the Åland Islands along with the Saami language areas.

As a general rule only participants from the above-mentioned countries/areas are entitled to support from the programme. However, the programme activities can include participants from other countries/areas if this is considered necessary or helpful for the execution of the project. Generally only activities taking place in the above mentioned countries/areas are entitled to support from the programme.

All entities within the Nordic language area can participate in Nordplus Nordic Languages; among these:

- Pre-schools, schools, universities and research institutions
- Organisations and associations
- NGOs and other informal teaching arenas
- Networks
- Private companies

6.3 Activities in Programme

Support can be granted to establish networks including parties in the language area or to various project activities within the language area. An application must represent **at least 3 different participating countries/areas**, i.e., 1 coordinating institution/organisation and at least 2 collaborators.

Examples of activities receiving support:

- Development of methods for including neighbour language learning in schools
- Cooperation on development of school curricula concerning the position of Nordic languages in the school systems

- Projects that inform about Nordic languages
- Conferences
- Seminars
- Publications
- Language technology projects
- Development and publication of educational aid and teaching materials
- Development projects and other activities focusing on the development and improvement of pedagogical and didactic methods.

Activities that are already running or even completed cannot receive support. Only future activities can receive support. Applicants can apply for support for projects/networks that span up to 3 years, which is the maximum duration of support to one individual project.

6.4 Financing

Nordplus grants are a contribution towards the actual cost of activities and Nordplus Nordic Languages can cover maximum 50 per cent of the total costs of a project. This means that a degree of self-financing should be calculated into the actual costs. Applications to Nordplus Nordic Languages must include a budget with an overview over the total estimated costs for the activities 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. It's possible to receive full support for e.g travels and lodging if the institution's own financing is at least 50% of the total project costs.

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

6.4.1 Support for travel costs

Nordplus Nordic Languages 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.

6.4.2 Support for administrative expenses

The coordinating institution may also use a maximum of five per cent of the used 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

6.4.3 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 % after the contract has been signed and 20 % after the final report has been approved (in some projects 100% of the grant is paid by the signing of the contract).

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.

6.4.4 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 Main administrator can decide to hold back or to redraw funds.

6.4.5 Participants with special needs

Costs involving participants with special needs may be met by a grant of up to 100 %. 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.

6.4.6 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 (see budget template at the end of this handbook).

6.5 Eligibility and assessment of applications

See general information about this in Chapter 1.5. Here is also information about procedures of appeals.

6.6 Project reporting and follow-up

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.

The report is divided into a financial and a contents section. All projects must report through Espresso (**exception for projects having received grants in 2012 and earlier. Rannis will give you information about how to report**).

The report must answer 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.
- To which extent have the results of the project benefited target groups outside the institutions?

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. Rannis 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. Project visits may also be carried out in order to find and spread project results.

7 Appendices

Nordplus Programme:

- 1 – Letter of intent/model agreement**
- 2 – Model budget**

Nordplus Higher Education:

- 2 – student grant**
- 3 – teachers**

7.1 Appendices Nordplus: LOI, budget template

1 – LETTER OF INTENT (LOI)

Letter of intent – Nordplus Programme/ Project ID
Intensjonserklæring – Nordplus– 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/
Søkerpersons (koordinators) navn: <Applicant person name>

I/We have familiarised my/ourselves with the application and the Guidelines on Nordplus 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 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 LOI is generated automatically from the Espresso system – this is just a model

2- BUDGET TEMPLATE – for applications for project/network support only

Project ID: Nordplus HZ_2012_12345

Project title:

Coordinator:

Min. required degree of self-financing for HZ, LA, HE: 50%, JR and AD 25% (work hours can be included in grant for JR and AD, but must be specified)

		Covered by grant	Own Contribution	TOTAL project costs
<i>These are examples only</i>				
Planned activities	Expences	EUR	EUR	EUR
Network meeting Helsinki	travel 6 persons	2000		
	accomodation 6 p	1500		
	dining		500	
	Institution efforts		1000	
Meeting Tromsø	Work hours			
	trav/accomodation	3000		
	Ext. Researcher/speaker	750		
	printing of publication	500		
Project webpage	Local excursion		1000	
	Work hours			
	techn assistance	1000		
Presenting results	work hours		1550	
	Travel/accom	1250		
Coordinator efforts	Work hours		5000	
	Work hours		500	
Administrative costs	max 5% of grant	500		
Totals		10500	9550	20050
Degree of self-financing			48 %	

To be found in version Excel on nordplusonline.org

7.2 Appendices Nordplus Higher Education

CONFIRMATION OF RECEIPT OF NORDPLUS HIGHER EDUCATION GRANT - STUDENT

Academic year: _____

This form will be kept on file by the institution. 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 exchanges abroad should last at least one week (express mobility) but no longer than 12 months
- a Learning/Training Agreement is made and signed by the student, home and host institution
- studies abroad should be fully recognized as a part of the students degree at his/her home institution
- the student should not pay any tuition fees or similar fees during his/her stay abroad

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

- | |
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| <ul style="list-style-type: none">➤ Students name: _____➤ Age: _____➤ Gender: _____➤ Nationality: _____➤ Address: _____➤ Bank account (IBAN): _____➤ Subject and degree: _____➤ Number of years studied: _____➤ Home institution: _____ Country: _____➤ Host institution/work placement employer: _____ Country: _____➤ Duration of exchange (weeks/months): _____➤ Month when the exchange starts? (January=01, February=02 etc): _____➤ The exchange includes work placement (weeks/months): _____ |
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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 the cost of travel, board and accommodation and language training incurred as a result of the study programme abroad.
2. I shall follow the Learning Agreement at the host institution.
3. In the event that I terminate or interrupt my studies/work placement abroad I shall repay the grant partly or in full.
4. I am responsible for taking out adequate insurance.
5. I shall report on my studies abroad upon my return to my home institution (not applicable for express mobility).

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

Place and date: _____

Signature: _____

CONFIRMATION OF RECEIPT OF NORDPLUS HIGHER EDUCATION GRANT - TEACHER

Academic year: _____

This form will be kept on file by the higher education institution. 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 activities abroad eligible for support lasting no less than eight teaching/working hours

If this condition is not met, the grant may be revoked partly or in full.

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| <ul style="list-style-type: none">➤ Teachers name: _____➤ Age: _____➤ Gender: _____➤ Nationality: _____➤ Address: _____➤ Bank account (IBAN): _____➤ Subject (subject/language): _____➤ Other activities: _____➤ Home institution: _____ Country: _____➤ Host institution: _____ Country: _____➤ Duration of exchange: _____➤ When 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 activities abroad.
2. In the event that I terminate or interrupt my activities abroad 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 activities abroad.

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

Place and date: _____

Signature: _____