|  |
| --- |
| 1. Basic information
 |
| 1.1 Project title |  |
| 1.2 Administrative body | Name: |  |
| Address: |       |
| Civil registration no. / Corporate registration no. |       |
| 1.3 Bank details | Account owner: |       |
| IBAN: |       |
| SWIFT: |       |
| Bank account (DK only) |       |
| 1.4 Type of administrative body |       |
| 1.5 Description of administrative body |       |
| 1.6 Is your organisation audited by a Nordic national audit office?  |

|  |  |
| --- | --- |
|  Yes: [ ]  | No: [ ]   |

If "No," please provide the name of the auditing firm:       |
| 1.7 Signatory of the contract | Name: |       |
| Phone number: |       |
| E-mail: |       |
| 1.8 Project manager | Name: |       |
| Phone number: |       |
| E-mail: |       |
| 1.9 Re-application | Yes: **[ ]**  | No: **[ ]**  |       |

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

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

|  |
| --- |
| The project’s expected output and impact |
| 2.8 Description of the project’s expected output, as well as its outcomes and impact | Output  | Outcomes | Impact  |
|       |            |       |
|       |
|       |
|       |
|       |            |
|       |
|       |
|       |
|       |       |
|       |
| Project activities - Timeline |
| 2.9 Describe the project’s planned activities |
| # | Activity description | Expected start date | Expected end date |
| 1 | Project management (compulsory activity):       |       |       |
| 2 |       |       |       |
| 3 |       |       |       |
| 4 |       |       |       |
| 5 |       |       |       |
| 6 |       |       |       |
| 7 |       |       |       |
| 8 |       |       |       |
| 9 |       |       |       |
| 10 |       |       |       |

|  |
| --- |
| Cross-sectoral perspectives (sustainable development, gender equality, and a children’s rights and young people’s perspective) |
| 2.10 Describe how the cross-sectoral perspectives are mainstreamed in the implementation of the project |
|       |

|  |
| --- |
| 1. Nordic value and participation
 |
| 3.1 Describe how the project contributes to a Nordic value  |       |
| 3.2 Indicate Nordic participation(min. 3 Nordic countries, or 2 Nordic countries + 1 non-Nordic country, Including the Baltic countries) | [ ]  | Denmark | [ ]  | Finland | [ ]  | Faroe Islands |
| [ ]  | Greenland | [ ]  | Iceland | [ ]  | Norway |
| [ ]  | Sweden | [ ]  | Åland | [ ]  | Estonia |
| [ ]  | Latvia | [ ]  | Lithuania | Other countries |       |
| 3.3 Organisation of Nordic participation  |       |

|  |
| --- |
| 1. Risk analysis
 |
| 4.1 Report identifiable risks that may affect the implementation and output of the project |
| Risk | Probability(Low/Medium/High) | Impact(Low/Medium/High) | Preventative measures |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| 1. Appendices:
 |
| 5.1 Specify any appendices enclosed with the project description |
| # | Appendix |
| 1. | Budget (mandatory) |
|    |       |
|    |       |
|    |       |
|    |       |

|  |
| --- |
| 1. NCMS – Preparatory body |
| 1.1 Date |  | 1.2 Department |  |
| 1.3 Advisor |  | 1.4 Head of Dept. |  |
| 1.5 Coordinator |  | 1.6 Sector |  |
| 1.7 Assessed by |  |

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

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

|  |
| --- |
| 4. NCMS – Summary of proposal |
| 4.1 Summary of NCMS assessment and justification |  |
| 4.2 Proposal for financing of undertaking | NCMS proposes that: * EK-XX/MR-XX agrees with the Secretariat's assessment of the undertaking [insatstitel] and the Administrative Body.
* EK-XX/MR-XX decides to approve this proposal for undertaking: [insatstitel] with annexes.
* EK-XX/MR-XX decides to dispose xxx DKK of the 2025 funds from Budget XXXX to [FO] for the implementation of the undertaking: [Insatstitel].

During delegation:* - EK-XX/MR-XX provides a mandate for further allocation in the context of the allocation of the undertaking [Projekt/Programtitel och nummer] to [Secretary General/Head of Departement] as representative of the NMRS.
 |

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