# Contract documents (budget and description of activities) for activities funded by the Nordic Council of Ministers by way of framework contracts

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|  TO BE COMPLETED BY THE ADMINISTRATIVE BODY |  UTFYLLS AV NORDISKA MINISTERRÅDETS SEKRETARIAT |
|  Administrative body:       |  Project name and number in Unit4:       |
|  |  Public360 number:       |
|  |  Budget item:       |
|  Project manager:       |  Advisor:       |
| AUDIT INFORMATION  |
| Is your organisation audited by a Nordic national audit office? |  [Yes/No]  |
| If "No," please provide the name of the auditing firm |   [Name]   |

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| BANK DETAILS |
| Account holder: |       | Organisationsnr./FO:nr/CVR.nr:       |
| IBAN: |       | SWIFT:       |
| Bank account, (if Danish) |       |

## Planned activities

The objectives and expected results of the planned activities for the year ahead are to be described here.

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| OBJECTIVES FOR PLANNED ACTIVITIES |
|       |
| EXPECTED RESULTS OF PLANNED ACTIVITIES |
|        |
| STATE HOW THE PLANNED ACTIVITIES CONTRIBUTE TO [**OUR VISION 2030**](https://pub.norden.org/politiknord2020-728/)   |
|       |
| STATE HOW THE PLANNED ACTIVITIES CONTRIBUTE TO CROSS-SECTORAL PERSPECTIVES OF GENDER EQUALITY, SUSTAINABLE DEVELOPMENT, AND A CHILDREN’S AND YOUNG PEOPLE’S PERSPECTIVE. [LINK TO RELEVANT POLICY DESCRIPTION OF THE PERSPECTIVES LISTED ABOVE](https://www.norden.org/en/node/59573)  |
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Indicate Nordic participation

[ ]  Denmark [ ]  Finland [ ]  Iceland [ ]  Norway
[ ]  Sweden [ ]  Faroe Islands [ ]  Greenland [ ]  Åland
[ ]  Estonia [ ]  Latvia [ ]  Lithuania [ ]  Other country

## Budget for funding from the Nordic Council of Ministers:

State the budget for the planned activities to be funded by the Nordic Council of Ministers in the coming year, here (the table can be expanded with more rows if needed).

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| Budget form for framework agreement | (DKK) |
| Unused funds carried forward from 2023[[1]](#footnote-1) |       |
| Grant for 2024  |       |
| Interest income 2024 |       |
| ORDINARY OPERATING EXPENSES |
| Budget line 1 | Rental costs and lease  |       |
| Budget line 2 | Purchase of goods and services  |       |
| Budget line 3 | Personnel costs and salaries  |       |
| OTHER ORDINARY OPERATING EXPENSES |
| Budget line 4 | Representation, travel and transportation  |       |
| Organisational relevant budget lines  |       |
| Budget line 5 | xx |       |
| Budget line x | xx |       |
| Budget notes  |
| Budget line 1 |       |
| Budget line 2 |       |
| Budget line 3 |       |
| Budget line 4 |       |
| Budget line 5 |       |
| Budget line x |       |

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**Budget guidance for administrative bodies with framework agreements**

EXPLANATION FOR THE BUDGET FORM

The budget form displays 4 standard budget lines. Additionally, new budget lines can be added to adapt the budget to the individual organisation. In the budget form, there is also a form for budget notes: The purpose of the budget notes is to support the budget with explanatory comments or additional subcategories for the budget item as needed.

**Unused funds carried forward from 2023**

Total unused NMR funds that the administrative body wishes to carry over to 2024. This enables the transfer of the desired unused funds from the current year, 2023, to the upcoming contract for 2024. It is important to note that the amount transferred must be the same as the "Unused NMR funds 2023" and "Total expenditures" in the annual report to ensure accuracy and compliance with the FIFO principle. However, it is important to note that the amount regarding unused funds from 2024 may only be transferred within the same framework contract period (within the same number series), meaning if previous contracts were concluded in 2023 and then a new one is initiated in 2024, no funds can be transferred between these.

**Funding for 2024**: Specify the contract funds granted for the year from NMR.

**Interest income for 2024**: The interest income in the budget refers to the potential interest income that the administrative body may receive on its bank accounts. This includes only the funds allocated to them by the Nordic Council of Ministers.

**Budget line 1. Rental costs and lease in general**

This budget line includes expenses for rent and leasing of premises. This includes expenses such as rent for buildings, offices, rooms, premises, cleaning, water, heating, and goods rental, etc.

**Budget line 2. Purchase of goods and services**

This budget line includes purchases of goods and services.

**Budget line 3. Personnel costs and salaries**

This budget line includes salaries and personnel costs, including salary costs for individuals as payment for personal work services as part of a service or employment relationship.

**Budget line 4. Representation, travel, and transportation**

This budget line includes expenses related to business trips, as well as all travel and logistics costs. This also includes event/meeting expenses, such as food and beverages.

## Other conditions

* The Nordic budget and budget items can be used from January up to and including December of the current year. According to financial regulations, funds from the Nordic budget may be used for a maximum of three years. This is the obsolescence rule, also called the three-year rule. The first year of the obsolescence rule is the year in which the current budget applies. For example, if funds are allocated from the Nordic budget for 2023, these funds can also be used in 2024 and 2025, but no longer.
* The administrative body may, if so stated in the relevant contract, carry unspent funds forwards for use during the next contract year. The administrative body has an obligation to ensure that the obsolescence rule mentioned above is taken into account. This applies also to underlying allocations where a project or activity is managed by an external party that has received a share of the funding from the Nordic Council of Ministers. However, the guideline is to set as precise a budget as possible and to plan activities so that the budget is used during the contract year.
* Regarding overhead costs, the basic principle is that no special remuneration for these is to be given to Nordic institutions, to administrative bodies allocated funds from budget items of framework contracts, or to administrative bodies that are government agencies. According to the same basic principle, remuneration for overheads is given to NGOs.
The issue of remuneration is regulated in the individual contract.

[www.norden.org/en/information/terms-and-conditions-standard-agreement-nordic-council-ministers](http://www.norden.org/en/information/terms-and-conditions-standard-agreement-nordic-council-ministers)

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

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

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

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| 4. NCMS – Summary of proposal |
| 4.1 Summary of NCMS assessment and justification |  |
| 4.2 Proposal for financing of undertaking | NCMS proposes that: * EK-XX/MR-XX agrees with the Secretariat's assessment of the undertaking [insatstitel] and the Administrative Body.
* EK-XX/MR-XX decides to approve this proposal for undertaking: [insatstitel] with annexes.
* EK-XX/MR-XX decides to dispose xxx DKK of the 202X 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.
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1. The amount regarding unused funds carried forward from 2023 may only be transferred within the same framework contract period (within the same number series), meaning if previous contracts were concluded in 2023 and then a new one is initiated in 2024, no funds can be transferred between them. If you are unsure, please feel free to contact your contact person at the Secretariat of the Nordic Council of Ministers. [↑](#footnote-ref-1)