

Nordplus  
2018–2022

**The  
Nordplus  
handbook  
2018**



English Version

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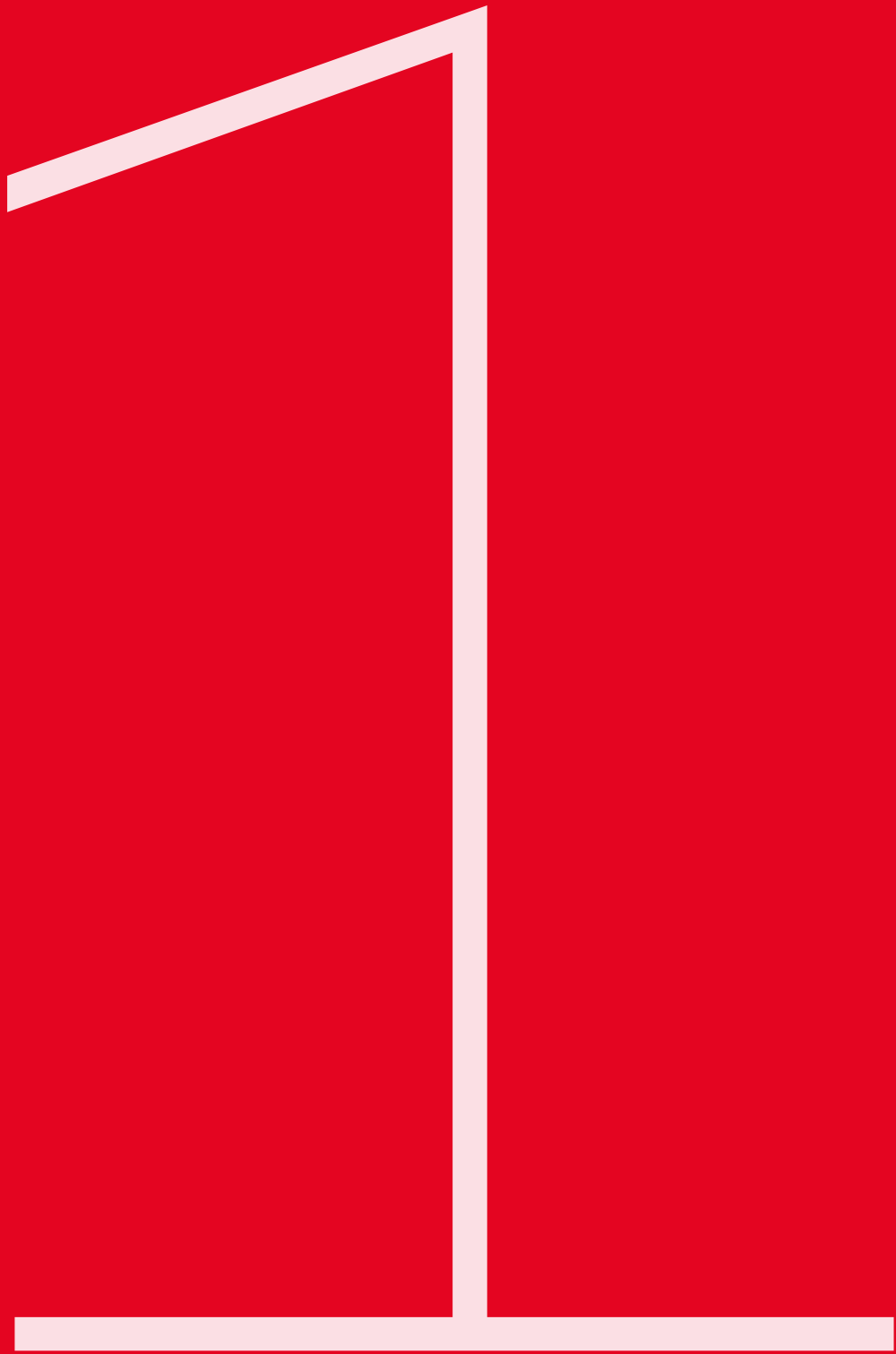
October 2017

# **The Nordplus handbook**

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# Nordplus

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## Reading guide

Welcome to the Nordplus handbook. The handbook is a guide to you as an applicant and describes who can apply, what you can apply for, and how to apply. It provides information about Nordplus in general and about the five different sub-programmes.

The first part of the handbook is a brief introduction to Nordplus, providing a quick overview of the programmes, objectives, target groups and activities. Here you can also find practical information about the application rounds and where to seek further advice and guidance.

After the introduction you will find a chapter for each of the five sub-programmes in Nordplus with information about the characteristics and objectives of the sub-programme, its target groups, activities, finances and funding.

The chapter *General information about applying* provides information about the application process, the assessment of applications and reporting of completed projects. The chapter contains guidelines and detailed information about the evaluation criteria and on the reporting once a project is completed. There is also a checklist to help you fill in the application electronically when using the Espresso application system.

At the end of the handbook, you will find a list of contact details – addresses, phone numbers, e-mail addresses and websites for each Nordplus office in the eleven countries participating in Nordplus.



# Introduction to Nordplus

Each year, Nordplus awards 9,3 million euro in funding for mobility, projects and networks. Nordplus is a mobility and network programme for education in the Nordic and Baltic countries, including the autonomous regions of Åland, the Faroe Islands and Greenland. Nordplus is the largest educational programme within the Nordic Council of Ministers and funded by the Nordic and Baltic countries.

**Nordplus consists of five sub-programmes:**

## Nordplus Junior

– for preschools, primary and lower secondary schools, cultural schools, general and vocational upper secondary schools and apprenticeship programmes, school authorities and the public and private organisations/institutions involved in the area of school education.

## Nordplus Higher Education

– for public and private institutions of higher education.

## Nordplus Adult

– for all organisations and institutions involved in adult education and learning.

## Nordplus Horizontal

– for all organisations and institutions involved in education and lifelong learning across sectors.

## Nordplus Nordic Languages

– for all organisations and institutions interested and involved in Nordic languages within all fields of education.

# Objectives

The general objectives for Nordplus 2018–2022 are to:

- strengthen and develop Nordic co-operation on education, including early childhood and care, and help to create a Nordic–Baltic educational area;
- support, build on, reap the benefits of and promote innovative products and processes in education through the systematic exchange of experiences and good practice;
- contribute to the development of quality and innovation in the educational systems for lifelong learning in the participating Nordplus countries through co-operation in education and training, as well as co-operation with the labour market on development projects, exchange programmes and networking;
- promote Nordic language and culture and mutual Nordic-Baltic linguistic and cultural understanding;
- improve inter-Nordic language comprehension (primarily between Danish, Swedish and Norwegian), especially among children and young people;
- stimulate interest in and knowledge and understanding of the languages of the Nordic countries essential to society (Danish, Finnish, Faroese, Greenlandic, Icelandic, Norwegian, Sami) and Nordic sign language.

## **Nordplus Highlight in 2017 & 2018**

In 2017 and 2018, Nordplus welcomes applications aiming at integration of refugees and immigrants through education and learning within all sectors and in all Nordplus sub-programmes.

Information and news about Nordplus is available at [www.nordplusonline.org](http://www.nordplusonline.org)

# Target groups

Nordplus is aimed at all educational sectors and organisations and institutions involved in learning and education. Only institutions or organisations can apply in Nordplus – you cannot apply as an individual.

Only applicants from the Nordic countries – Denmark, Norway, Sweden, Finland, Iceland, the Baltic countries – Estonia, Latvia, Lithuania – and the autonomous regions of Åland, the Faroe Islands and Greenland, which act as independent countries in Nordplus, are eligible for grants. Institutions placed outside the Nordic and Baltic countries are not eligible for funding from the programme but can participate in Nordplus projects if they cover their own expenses.

You can read more about who is eligible for applying in the sub-programme chapters.

# Activities

Nordplus primarily supports two types of activities:

## **Project and networks:**

An application must consist of at least three institutions from three different Nordplus countries. For Nordplus Nordic Languages, applications with two institutions from two different countries are eligible.

## **Mobility:**

An application must consist of at least two institutions from two different Nordplus countries.

Nordplus Junior, Higher Education and Adult include all types of activities, while Nordic Languages and Horizontal are only open to project and network applications. Funding from Nordplus is a contribution towards the total project costs and the degree to which the total project budget is covered varies according to the rules of each sub-programme.

Detailed descriptions of the types of activities and grants you can apply for can be found in the sub-programme chapters.

## Application rounds

### Deadline for applications 1 February every year

Each year, Nordplus calls for applications for all its sub-programmes in all participating countries. The call for applications provides information about the possibilities for applying for funding from the various sub-programmes. The main deadline is 1 February and the call for applications is announced 3 months before this date. Applicants receive an answer approximately three months after the application deadline.

#### **– Application deadline for preparatory visits 1 October every year –**

Nordplus Junior, Adult and Nordic Languages have an additional round of applications for preparatory activities with a deadline of 1 October. For the October application round applicants receive an answer approximately 6 weeks after application deadline.

The deadline for applying is before midnight – 23:59 CET. If the deadline falls on a Sunday or public holiday, the deadline is moved to the next working day.

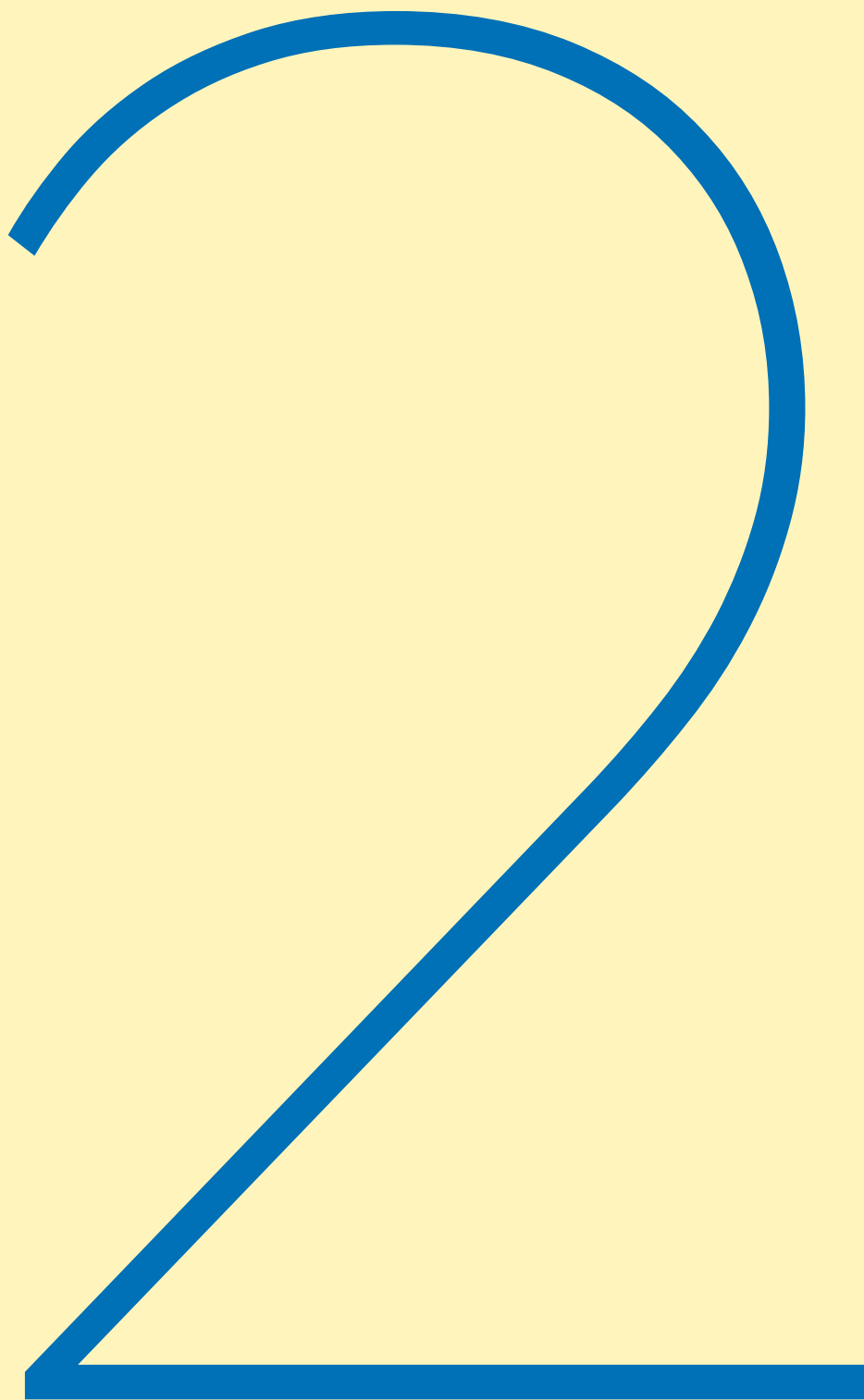
All Nordplus applicants – regardless of which participating country they come from or which activities they seek funding for – must submit their application electronically through the Espresso application system. See more at [www.nordplusonline.org](http://www.nordplusonline.org)

## Information & guidance

Each Nordic and Baltic country has a programme office while the autonomous regions have an information office working with and providing information about Nordplus. If applicants have questions about the programme, the application or the application process, they must contact the office in their home country directly.

You can find contact information at the end of the handbook.





# Nordplus Junior

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# Introduction to Nordplus Junior

Nordplus Junior gives contributions to school exchanges through partnerships with schools in the Nordic and Baltic countries, for example on projects, pupil and teacher exchanges or work placements abroad for students. Nordplus Junior addresses preschools, primary and secondary schools, including both general and vocational programmes. Pupils and teachers and other pedagogical staff can participate.

Strengthening and developing partnerships between schools and organisations in the Nordic and Baltic countries can range from minor ventures with a focus on the process and the actual exchange of experiences, to major development projects with the aim of developing new ideas, methods and ways of working. It may also include exchanges of individual participants – for example continuing professional development for teachers and staff from the above mentioned target groups/ institutions, or work placements for students in technical and vocational secondary study programmes or class exchanges.

Examples of themes and areas for collaboration within Nordplus Junior could be: entrepreneurship, inclusive education, digitalisation (ICT), promoting knowledge of Nordic and Baltic culture, democracy, environment and sustainable development, integration, education and employment, developing knowledge about the Nordic and Baltic languages, all subjects within each country's national curricula, as well as enhancing basic skills such as literacy.

## Target groups for the programme

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

Nordplus Juniors målgrupper är elever, lärare och annan pedagogisk personal i:

- Kindergarten/preschools
- Primary schools
- Lower and upper secondary schools (general and vocational)
- Vocational schools/apprentice programmes
- Culture schools with a national or regional curriculum in their home country



- Organisations and institutions working with or having strong interests in the area of school education. However, these may only participate as partners.

All Nordic and Baltic countries are eligible to apply. 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 autonomous regions of Åland, the Faroe Islands and Greenland. Each application round has earmarked funds for mobility within the framework of Nordplus Nordic Languages.

Only schools within the formal education systems and kindergartens/preschools, public or private, can act as coordinators of applications to Nordplus Junior.

Culture schools with a national or regional curriculum in their home country can also be coordinators. Each national programme office decides if the culture school should be considered eligible as coordinator. Other types of organisations/institutions may participate as partners. Please contact your national programme office for more information.

## Activities in the programme

Nordplus Junior supports activities within the areas of:

- Mobility
- Projects
- Networks

All activities must be based on agreements between participating partners and have a clearly defined aim, an expected outcome and correspond with the main objectives of the Nordplus programme. The project must be relevant to the participating organisations, and must identify development needs in participating organisations and clarify the international added value.

Regardless of the 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. For an application in Nordplus Junior to be eligible, duly signed Letters of Intent from all institutions (coordinator and partner) must be attached to the application prior to the deadline. A coordinator can submit more than one application per round of applications. It is the quality of the application that determines whether or not funds will be granted.

If a coordinator has received Nordplus Junior funding in previous appli-

cation rounds, the coordinator will be excluded from funding if the new application is comparable (e.g. a copy and paste of previous applications without any development/progress) to previous granted applications.

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 board and lodging and other costs related to the project and network activities. Please see the section Funding for more information on grants and financing.

After the final report has been approved, the coordinating institution will receive a diploma. This will be sent out electronically and is addressed to all the participating organisations in the project. Diplomas will be distributed to projects awarded funding from the 2016 application round and onwards.

## Mobility activities

Mobility activities require cooperation between at least two partners (including the coordinator) from two different Nordplus countries. The following activities are eligible:

### A. Preparatory visits

Grants are available for preparatory visits. The purpose of preparatory visits is to help institutions/organisations wishing to prepare a project to formulate an application to Nordplus Junior. The main principle is that one of the participating institutions/organisations acts as host. As a maximum one grant for one visit with two participating teachers per country can be applied for. The host institution is not included in a mobility grant.

**Eligible participants:** teachers and other pedagogical staff.

**Project period:** The activity must be carried out within the period of one year.

**Duration of activity:** Preparatory visits may last a maximum of five days, including travel days.

### B. Exchanges between teachers and pedagogical staff

Pedagogical staff employed at eligible types of schools may apply for a grant to travel to another Nordic or Baltic country. Teacher mobility includes teacher exchange (job-swab), job-shadowing, study visits, or teacher exchanges where teachers take part in teaching in the different countries. The exchange may take place between one or more schools.

**Eligible participants:** teachers and other pedagogical staff.

**Project period:** the activity must be completed within a period of one year.

**Duration of activity:** Teacher exchanges can be from one week (five working days and two travel days) up to one year.

### C. Class exchange

Grants are available for two or more groups of pupils or classes from at least two participating Nordplus countries wishing to work together on a joint theme within the objectives of the Nordplus programme.

The common theme must be of a pedagogical nature and linked to curricula. All participating partners are expected to benefit and to gain from the cooperation.

**Eligible participants:** pupils and accompanying teachers.

**Project period:** These exchanges can range from one week (five working days and two travel days) and up to three weeks. At the option of the applicant, these exchanges can be implemented either within one year, two years or a maximum of three years. The allocation of the number of pupils each year should be described in the application. However, grants can be awarded for a maximum of 30 pupils per country and a maximum of two accompanying teachers per 10 pupils.

**Example:** two schools from two different Nordplus countries are partners in a class exchange. Each school can receive mobility grants for 30 pupils and six accompanying teachers. They can choose to complete this total of 66 exchanges during one year. But they can also choose to spread out the exchanges over a longer period up to a maximum of three years. The required period (1–3 years) must be specified in the application. The description of the project content/activities must state how the activities will be distributed throughout the whole project period.

**Duration of activity:** The exchange can range from one week (five working days and two travel days) and up to three weeks.

### Individual student exchange – studies

Mobility grants are available for individual upper secondary students wishing to take part in theoretical studies. The school applies for contributions for this.

**Eligible participants:** students and accompanying teachers.

**Project period:** the activity must be completed within a period of one year.

**Duration of activity:** Student exchanges can be from one week (five working days and two travel days) to one year. An accompanying teacher may participate for a maximum of one week.

### Individual student exchange – work placements

Mobility grants are available for individual students attending upper secondary school/vocational school for work experience. Applications must be submitted by the school.

**Eligible participants:** students and accompanying teachers.

**Project period:** Applications within this activity may have duration of one year, two years or up to a maximum of three years. Applicants may request student exchanges for a new group of individual students annually for up to a maximum of three years.

**Duration of activity:** Student exchanges can be from one week (five working days and two travel days) to one year. An accompanying teacher may participate for a maximum of one week.

## Project and network activities

Applications for funding for both networking and project activities must be based on an agreement between a minimum of three institutions or organisations from three different participating countries.

### Projects

Schools can form project collaborations around a specific theme that is consistent with the objectives of Nordplus and with the development needs of the participating organisations. Project partnerships are long-term collaborations aimed at giving schools the opportunity to develop pedagogical and didactical methods. The projects are meant to broaden the perspective on the chosen subjects.

Here some examples of fields for project partnerships:

- Quality assurance
- Dissemination of project results
- Development and improvement of pedagogical and didactical teaching methods
- Curriculum development

Project partnerships may apply for a grant for a maximum of three years.

### Networks

School groups, organisations or institutions working together on a specific theme or issue within education or lifelong learning located in a participating country may apply 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 Nordplus. 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.

Eligible activities for network support include:

- Administrative meetings to establish and develop the network
- Information activities as well as the dissemination of results

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

## Funding

Different rules apply to the various Nordplus Junior activities. See further details below.

### Funding of mobility activities

#### Mobility funding

The funding of mobility activities in Nordplus Junior is based on set travel rates. Applications for mobility activities do not require documented co-financing; however, a degree of self-financing must be foreseen, as the set travel 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:

<b>FIXED MAXIMUM TRAVEL RATES (mobility activity A, D and E)</b>	
<b>ROUTR</b>	<b>AMOUNT (RETUR JOURNEY)</b>
To and from Greenland	<b>1 300 €</b>
To and from Färöarna och Island	<b>660 €</b>
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	<b>330 €</b>
Domestic, more than 500 km, return trip	<b>150 €</b>

*Grants for domestic travel can be applied for, both for travel in the home country and in the country where the partner school is situated.*

A maximum contribution amount for travel applies to the following mobility activities:

- A. **Preparatory visits** (teachers only)
- D. **Individual student exchange – theoretical studies** (including accompanying teacher)
- E. **Individual student exchange – work placement** (including accompanying teacher)

**Fixed maximum travel rates  
(return journey) (mobility activity B and C)**

För mobilitetsaktiviteterna B. *Utbyten mellan lärare och pedagogisk personal* och C. *Klassutbyten* beräknas resebidragen enligt beloppen i nedanstående tabell:

Country code	DK	EE	FO	FI	GL	IS	LV	LT	NO	SE	AX	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	150
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	150
LT	300	200	660	250	1.300	660	150		330	330	330	150
NO	300	330	660	330	1.300	550	330	330		250	330	150
SE	200	330	660	300	1.300	550	330	330	250		200	150
AX	200	330	660	150	1.300	550	330	330	330	200		150

\*Domestic more than (both ways)

Beloppet i kolumnen för inrikes resor kan sökas om resor inom landet överstiger 500 km och reskostnaden därigenom skulle bli extra stor. I ansökningssystemet Espresso söker man detta bidrag genom att man väljer resa till och från det egna landet. Detta bidrag söks alltså utöver övriga ordinarie resebidrag mellan deltagande länder. Beräkningen av bidraget för inrikes resor görs separat i ansökningsprocessen och kommer i förekommande fall att utgöra en del av hela mobilitetsbidraget.

**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 mobility project).

If partners in a project manage to finance the number of mobilities with a lower sum than granted, they can use the surplus money for relevant project activities without having to present proof of these expenses. Such surplus money could be used to cover accommodation and board expenses for students, or other costs related to the project.

<b>FIXED RATES FOR ACCOMMODATION/BOARD – FOR TEACHERS AND PEDAGOGICAL STAFF</b> <i>(not for pupils/students):</i>			
	<b>DAY</b>	<b>WEEK</b>	<b>MONTH</b>
Teachers and mentors	<b>70 €</b>	<b>355 €</b>	<b>1 065 €</b>

Teachers and pedagogical staff can, in addition to the grants for travels, also receive grants for board and lodging according to the above rates per traveller and duration. The lump-sum principle also applies to these grants.

In the final report, the grant holders must affirm the actual number of mobilities involved in the project. If they have completed fewer mobilities than granted, a repayment must be made.

## Funding of projects and networks

Applications for projects and networks can include grants for travel and board and lodging for teachers and mentors, support for information activities, dissemination of results, production of material and other relevant costs in connection with the project. It is important that the budget data is entered correctly in Espresso.

<b>BUDGET</b>			
<b>EUR – EURO</b>	<b>NORDPLUS CONTRIBUTION</b>	<b>OWN CONTRIBUTION</b>	<b>SUM</b>
Project support	0	0	0
Travel expenses	0	0	0
Board and lodging	0	0	0
Work hours (only own contribution)	0	0	0
Others costs (specify below)	0	0	0
<b>SUM _Project support</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SUM _TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

In addition to this, applications for projects/networks must also include a separate budget (see budget template at [www.nordplusonline.org](http://www.nordplusonline.org) and the budget conditions above).

### Self-financing

Funding from Nordplus for other expenses in connection with project and network activities within Nordplus Junior may comprise a maximum of 75% of the approved expenses.

In the appended budget, the applicant must show how the remaining expenses will be covered. Self-financing in the form of working hours directly linked to Nordplus projects or networks can be included in the overall budget.

### Support for travel costs

Support for mobility activities, such as participation in joint project meetings, must be included in the budget with the calculated, actual costs for travel and board and lodging (for staff only). We recommend using the travel rates that can be found in the budget tables above. These expenses may be covered with up to 100% if the total cost of the project includes at least 25% co-financing from the project partners.

However, projects and networks can also include mobility activities as specified in Funding of mobility activities above and will in those cases be financed according to the applicable rules.

### Support for administrative expenses

For projects and networks only, 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 of administrative expenses.

### Ineligible costs

- Overheads, 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

### Special needs

Costs involving participants with special needs may be met by a grant of up to 100%. In the event of participants with special needs 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 approved to cover the cost of a companion, interpreter or similar. This rule only applies to participants in activities that have already been given a grant.



### Irregular use of funds

If the funds are not used as implied in the contract, and/or final reports are not submitted as agreed upon in the contract, the main administrator can decide to hold back or to withdraw funds.

## Payments and audits

Applicants may receive full funding (the sum applied for), partial funding (only some of the activities applied for are funded, or the budget has been reduced due to ineligible costs or inaccurate calculations), or the entire application may be rejected. All applicants receive detailed information on the grant they have been awarded. If funding has been granted for part of the application only, the applicant will receive information about this and the reasons for the reduction.

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

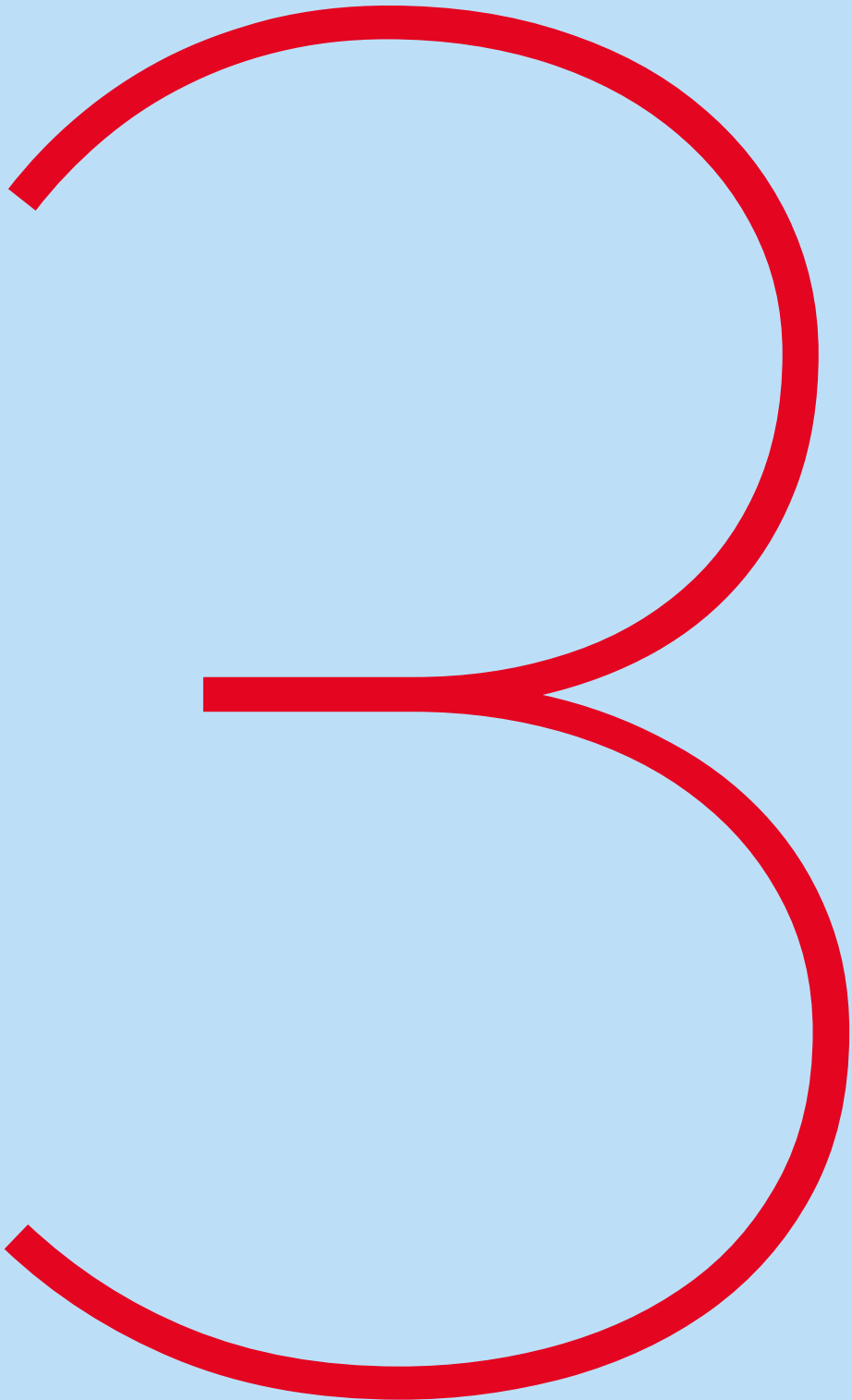
The approved contributions are paid in two separate instalments: 80% after the contract has been signed and the remainder (20%) after the final report has been approved.

For applications granted 15,000 euro or less, 100% of the funds are paid after the contract has been signed. Note: The Swedish Council for Higher Education will issue the payment no later than 45 calendar days after the signed contract has been received by the Nordplus Administration.

The grant must be recorded in accordance with national and internal regulations as a separate cost item in the institution or organisation's account so that all payments are visible in the event of an audit.

At [www.nordplusonline.org](http://www.nordplusonline.org) you can find templates and guides concerning:

- How to complete the application and final report.
- How to achieve good quality in an application



# Nordplus Higher Education

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# Introduction to Nordplus Higher Education

Nordplus Higher Education awards grants to higher education cooperation with Higher Education Institutions (HEIs) and other actors in the Nordic and Baltic countries as well as the autonomous regions of the Faroe Islands, Greenland and Åland. Grants may be awarded for networking activities, intensive courses, joint study programmes, development projects and mobility of students and academic staff.

The goal is to enhance the collaboration between the actors within higher education and with working life. The dissemination of good praxis and innovative results is important. The programme supports also academic mobility and work placements of high quality.

The cooperation can revolve around mobility for individual students and academic staff between the partner institutions, intensive courses, development projects, joint study programmes or networking activities. It can include all subject areas and deal with themes that the actors find relevant. Usually the themes are subject related but the cooperation can also address overarching themes such as education and the working life, entrepreneurship, digitalisation, sustainable development, democracy or e.g. integration.

Nordplus Higher Education and Nordic Council of Ministers' Nordic Master are programmes that complement each other and support the development and establishment of joint study programmes.

## Target groups for the programme

Nordplus Higher Education's target groups are students studying for a degree on bachelor or master level, academic and other staff in HEIs and other actors working with or having a strong interest within 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.
- **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 project partnership is that they consist of at least three institutions from three different countries. Greenland, the Faroe Islands and Åland are regarded as countries in the programme.

As an exception, if the application consists only of mobility activities, a bilateral collaboration with a sending and a hosting institution can be eligible.

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

## Activities in the programme

Nordplus Higher Education supports the following activities:

### **Mobility**

- Student mobility
- Teacher mobility

### **Project activities**

- Intensive courses
- Joint study programmes
- Development projects for Higher Education, including joint curriculum development and joint modules. For cross-sector projects, networks are recommended to apply from Nordplus Horizontal.

### **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's and master's, third cycle and research activities are not eligible. Thus, researchers and PhD students are not eligible for Nordplus grants unless they participate as teachers, e.g. on an intensive course.

The programme does not support further education or surveys either

## Mobility

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 for under project activities and as a part of the total costs for that project.

### Long-term student mobility from 3 to 12 months

Mobility grants are awarded for full-time studies or work placements lasting 3–12 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 costs of studying abroad.

This type of long-term mobility within the Nordplus Network can be financed from other sources (e.g. Erasmus+). Nordplus networks are encouraged to examine the possibilities of any such funding in partner institutions and how this could be used for student mobility in the Nordplus network. This helps to save more of Nordplus' limited resources for short-term mobility or projects.

### Short-term student mobility from 1 to 2 months

Mobility grants may also be awarded for short, full-time studies of 1–2 months' duration and for work placements in another Nordplus country on the same basis as for long-term student mobility (see above).

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

### Express mobility under 1 month

Students may also be awarded grants for shorter exchanges – express mobility grants. The minimum duration of express mobility is one week (5 working days). This form of student mobility is intended to broaden the possibilities for students to study abroad for shorter periods in cases where longer periods are not possible. Express mobility is also intended to encourage institutions to invite students from partner institutions to participate in their own courses and thus promote internationalisation at home.

Express mobility grants are awarded according to the same guidelines, criteria and rules as regular student mobility grants, but with some exceptions (see below).

The following rules apply to all student mobility types:

- The studies/work experience placements abroad shall be fully recognised as a part of the degree at the student's home institution.
- ECTS shall be used.
- The Nordplus exchange is only possible after the student has studied for at least one year at his/her home institution (exception: express mobility, joint master's programmes).
- Generally speaking, the Nordplus student does not pay any fees to the host institution (exception: any fees to student organisations, application fees, tuition fees for third-country students, any course fees).
- The student shall live at his/her place of study; commuting between place of study and ordinary place of residence is not permitted.
- Confirmation of grant award shall be signed before payment is made (please find the document on nordplusonline.org under 'Documents').
- A learning/training agreement shall be signed before the exchange (Learning Agreement). Erasmus+ model contracts can be used.
- A final report on the exchange shall be submitted by the student after the exchange has been completed (not mandatory for express mobility).

### **Teacher mobility**

Academic staff 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 eight teaching/working hours.

The following rules apply to Nordplus teacher mobility grants:

- If the grant is paid as an individual scholarship, confirmation of receipt of the scholarship should be signed before payment (please find the document on nordplusonline.org under 'Documents').
- A final report on the exchange must be submitted by the grant holder after the exchange has been completed.
- Mobility support may only be granted to academic staff. Networks/institutions are welcome to explore opportunities for staff exchanges with the support of Erasmus+.

## Project

### Intensive courses

Nordplus Higher Education awards grants for 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 academic staff from at least three different countries. The courses must yield ECTS points and must be recognised as part of the students' degree. The number of ECTS points should be stated in the application.

PhD students may act as teachers on intensive courses. They are not eligible for a grant if they are students in the programme.

The same intensive course can be granted Nordplus funding for three consecutive years but annual applications must be submitted. It is recommended that the hosting institution is rotated.

### Joint study programmes

Nordplus Higher Education awards grants for development of joint study programmes.

Nordplus joint study programmes are defined as follows:

- Programmes are full-degree study programmes established according to national legislation.
- Programmes lead to a degree recognised by national authorities.
- Degree certificates with a Diploma Supplement are issued according to national legislation.
- Mobility is integrated into the programme setup.
- Programmes are developed jointly, and all courses and study units should be approved by all participating parties.
- The collaborative venture 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 for three consecutive years but annual applications must be submitted.

Joint study programmes are complex processes. HEIs can combine Nordplus and Nordic Master grants in various ways. More information on Nordic Master is available on [www.nordicmaster.org](http://www.nordicmaster.org). The website consists also of many useful handbooks and guides on joint programmes.



## Development projects

Nordplus Higher Education offers grants for innovative development projects within the field of Higher Education.

For cross-sector projects, networks are recommended to apply the Nordplus Horizontal programme. Apart from joint curriculum planning and joint modules, 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 for three consecutive years but annual applications must be submitted.

## Networks

Nordplus Higher Education distributes network support for the establishment and development of new networks as well as for quality assurance and quality development of academic cooperation within established networks. Network grants are available for e.g. following activities:

- Administrative meetings to establish and develop new networks. The network is defined as new for the three subsequent years in Nordplus.
- Short meetings for academic staff for the quality assurance of mobility, courses and/or admission of new partners. Other staff can also participate in the activities to a limited extent. Networks/institutions are encouraged to explore opportunities for financing via Erasmus+.

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

# Funding

## Funding: mobility

Support for mobility to networks 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 established rates. Mobility grants differ from other kinds 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 for individuals are maximum rates, thus the network can decide the level of 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 takes place. Transparency and equality should be the guiding principles in setting the levels of scholarships among the partner institutions.

<b>TRAVEL RATES:</b>	
To and from Greenland	<b>1.300 €</b>
To and from the Faroe Islands and Iceland	<b>660 €</b>
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	<b>330 €</b>
Domestic, in connection with exchange abroad	<b>Up to 150 €</b>

<b>ACCOMMODATION/BOARD RATES:</b>			
	<b>PER DAY</b>	<b>PER WEEK/ 5 WORKING DAYS</b>	<b>PER MONTH</b>
Students	<b>20 €</b>	<b>70 €</b>	<b>200 €</b>
Teachers	<b>70 €</b>	<b>355 €</b>	<b>1.065 €</b>

Here are examples on how to calculate the scholarships:

- 5-week student mobility, the maximum rate is  
200 € + 70 € = 270 € + travel grant
- 1-week (5–7 days) express mobility, the maximum rate is  
70 € + travel grant
- 8-day teacher mobility, the maximum rate is  
355 € + 70 € + travel grant
- 1-day teacher mobility, the maximum rate is 70 € + travel grant
- 5 (working)day teacher mobility, the maximum rate  
is 355 € + travel grant

## **Funding: project and network activities**

Nordplus grants should be seen as 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 (not applicable for intensive courses, see below). Applications for network and project funding can include support for travel, board and lodging, administration and other costs. Costs for the network and project activities can be supported with up to 50% 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 must be submitted as attachments to the application for network and project activities. Budget template is available through Espresso or can be downloaded from the Nordplus website, [www.nordpluonline.org](http://www.nordpluonline.org) (under the 'Documents' menu).

### **Budget model for intensive courses**

When applying for an intensive course, the applicant shall first fill out a budget template available through Espresso or download it from [www.nordpluonline.org](http://www.nordpluonline.org) (under the Programme Documents menu). The form automatically calculates the requested amounts when filling in the form. The applicant then has to copy these amounts to the budget field in Espresso. The self-financing part of the budget does not need to be calculated in the application.

## **Contract period**

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

## **Support for administrative expenses**

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 of administrative expenses.

## Ineligible costs:

- Overheads, i.e. general unspecified costs not directly connected to the Nordplus project
- Purchasing of office equipment (such as IT equipment)
- Costs for non-Nordic and non-Baltic participants
- Costs for activities outside the Nordic and Baltic countries

Generally speaking, Nordplus does not cover salary costs, but networks/projects can include work hours directly related to Nordplus activities as part of their self-financing

## Special needs

Costs involving participants with special needs can be covered by 100%. 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 EDUFI in Finland. Additional funds may be provided to cover the cost of companions, interpreters or similar. Please contact EDUFI in good time before the planned exchange.

## 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, EDUFI requires reimbursement of the grant.

## Payments and audits

Applicants may receive full funding (the sum applied for), partial funding (only some of the activities applied for are funded, or the budget has been reduced due to ineligible costs or inaccurate calculations), or the entire application may be rejected. All applicants receive detailed information on the grant they have been awarded. If funding has been granted for part of the application only, the applicant will receive information about this and the reasons for the reduction.

Grants are paid to the coordinator, who is then responsible for the funds for the whole duration of the contract period. The funds granted 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 in full when a signed copy of the contract has been returned to EDUFI.

The grant must be recorded in accordance with national and internal regulations as a separate cost item in the institution or organisation's account so that all payments are visible in the event of an audit.



# Nordplus Adult

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# Introduction to Nordplus Adult

Nordplus Adult includes all parts of adult learning – formal, non-formal and informal learning, whether in the context of general, liberal or vocational education in the Nordic and Baltic countries.

The programme should be a catalyst for the development of the sector through grants for mobility, establishment of networks and project collaboration. It is crucial that a project involves organisations with knowledge, expertise and experience that can be of mutual benefit in the partnership.

The programme supports initiatives that improve the quality of the training, meet new learner needs or test new organisational forms or teaching methods. In practice, the programme is open to a wide range of themes, topics and subject areas. Most importantly, each partnership should be based on the current challenges and needs that educators face in their work.

Examples of themes that can be addressed are key competences and basic skills, validation and recognition of prior learning, link and transition between education and the labour market – e.g. work-based learning, up-skilling and re-training and entrepreneurship. Initiatives can also focus on current societal challenges such as integration, green growth and sustainable development, digitalisation, health, democracy and active citizenship. The programme also supports initiatives targeted at vulnerable and marginalised adults – e.g. learners with special needs, senior citizens, refugees/migrants and the unemployed. Other themes are also welcome – what is important is that the initiative derives from a specific development need within the organisation.



# Target groups for the programme

Nordplus Adult comprises a broad and diverse sector and is open to all types of organisations engaged in the field of adult learning in the eight participating countries and the three autonomous regions.

Examples organisation and institution types that can apply Nordplus Adult are:

- Educational institutions, including institutions with adult educator/mentor programmes, institutions involved in special needs education for adults and research-based institutions with experience and expertise in adult learning
- Other organisations, including associations, public authorities, businesses, cultural institutions and non-governmental organisations working with adult education and adult learning in informal and non-formal settings.

Although Nordplus Adult is not limited to established educational institutions, the initiative must address education and learning directed at “adult learners”. For example, continuing vocational training is covered by the programme, whereas projects involving basic vocational education and training (VET) must apply the Nordplus Junior programme.

More information about target groups and specific requirements can be found in the descriptions of the individual activities in the programme.

# Activities in the programme

Nordplus Adult welcomes applications to the following activities:

## **Mobility projects**

- preparatory visits
- exchange of teachers and other pedagogical staff
- exchange of adult learners (adult students)

## **Collaboration projects**

- thematic networks
- development projects
- mapping projects

Collectively these types of activities support different phases and parts of the partnership: from the proactive phase of establishing contacts, to networking and exchange of experiences onto the realisation of actual development work.

## **Mobility projects**

Mobility projects must involve cooperation between a minimum of two organisations from at least two countries within a period of one year. The following can be applied for:

### **Preparatory visits**

The aim of preparatory visits is to support the preparation and planning of projects and applications within the other activity types in Nordplus Adult.

Grants for travel and subsistence are available for participating in joint meetings between organisations from different countries with a view to clarifying scope for collaboration and planning a concrete application for the next Nordplus Adult application deadline.

Grants may be given for one preparatory meeting of a maximum of five days' duration (including travel time) with the participation of up to two representatives from each organisation.

One of the participating organisations serves as host for the preparatory meeting. Travel expenses grants are only available to cover the travel expenses of the visiting organisations.

An application must describe the following elements:

- A detailed programme of the planned visit
- The background and motivation as well as general topics and objectives of the future project
- Each organisation's contribution and expertise in relation to the future project

Note that grants for general teacher exchange/study visits between organisations not aimed at the development of a joint project must be applied for under "exchange of teachers and other pedagogical staff" described below.

## Exchange of teachers and other pedagogical staff

The aim of the exchange is to provide participants with new professional skills and experience of other cultures and learning traditions in order to enhance the quality of adult learning and, more generally, to strengthen cooperation and exchanges between Nordic/Baltic organisations and institutions in adult learning and education.

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

Only teachers, trainers and other pedagogical staff responsible for the education of adults are eligible to receive support in connection with an exchange programme.

Please note that applications for exchange of teachers from higher education or from primary/secondary education must be submitted to Nordplus Higher Education and Nordplus Junior programme respectively.

Furthermore applications must comply with the following criteria to be eligible for support:

- The individual stay(s) must have a duration of one week, i.e. five full working days, travel excluded. However, in justified cases, exchanges of shorter duration may be approved.
- The number of participants in the exchanges should normally not exceed two representatives per organisation, unless the need for more participants is specifically argued for.
- The application as a whole may include the exchange of several people from several participating organisations. However, each stay must be organised on an individual basis and take place within a single institution. Study trips involving short visits to a number of institutions and organisations are not prioritised.

- Applications may include visits and revisit(s); however, revisit(s) are not required in order to qualify for a grant.
- A detailed programme involving planned trips with a clear objective and expected results must be included in the application.
- All planned stays must be completed within one year, which is the maximum period for mobility projects.

## Exchange of adult learners (adult students)

The aim of the exchange is to provide participants with new competences and/or professional skills and insight into other cultures and learning environments and to strengthen cooperation and exchange of experiences between Nordic/Baltic organisations and institutions in adult learning and education.

Grants for travel and subsistence are given for the exchange of adult learners (adult students) between Nordic/Baltic institutions and organisations. Exchange of learners enrolled in continuing vocational training is eligible to apply while applications for exchange of students in vocational education and training (VET) should be submitted to Nordplus Junior.

The following criteria must be met in order to be eligible for a grant:

- The individual stay(s) must have a duration of one week, i.e. five full working days, travel excluded. However, in justified cases, stays of shorter duration may be approved.
- The stay must be organised as an exchange in an educational institution and/or a work placement in a company, where learners take part in learning activities with the host organisation together with learners from the host country.
- A detailed programme involving planned trips with a clear objective and expected results must be included in the application.
- Applications may include visits and revisit(s); however, revisit(s) are not required in order to qualify for a grant.
- The application as a whole may include the exchange of several learners from several participating organisations. However, each stay must be organised on an individual basis and take place within a single institution/company. Study trips involving short visits to a number of institutions/companies are not eligible.
- All planned must be completed within one year, which is the maximum project period for mobility projects.

Please note that it is possible to apply for grants for accompanying teachers or individual support when there are special circumstances or needs that necessitate this. You must account specifically for these circumstances or needs in the application – see the section on *Special needs* at the end of the chapter.

## Collaboration projects

Collaboration projects must involve cooperation between at least three organisations from at least three different Nordic/Baltic countries within a maximum period of three years. The following can be applied for:

### Thematic networks

The purpose of thematic networks is to provide organisations, institutions, associations, etc., with an opportunity to form networks across the Nordic/Baltic countries. The idea of thematic networks is to form new, permanent relations and partnerships that ideally traverse areas and sectors within adult learning.

In thematic networks, the participating organisations work with a shared theme in the form of an issue, a topic or a challenge. The process is based on the exchange of knowledge and experience on the selected theme, which then forms the basis of new knowledge and proposals for new initiatives.

The following criteria must be met in order to be eligible for a grant:

- The network must exchange knowledge and experience in relation to a specific topic, issue or challenge shared by all the involved parties.
- A detailed work schedule with clear aims and expected outcomes must be presented in the application.
- The network activity must lead to new knowledge and ideas.
- Priority is given to applications based on new constellations and partnerships in which different types of organisations and institutions in adult learning and education are represented.

The network activity may also lead to new proposals within other parts of the Nordplus Adult programme.

### Development projects

The aim of development projects is to give Nordic and Baltic organisations and institutions the opportunity to carry out joint development work within adult learning. Development projects must lead to the development of new courses, modules, formats, methods, materials, etc. The aim is to improve 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.

The following criteria must be met in order to be eligible for a grant:

- A development project should be based on existing knowledge and experience in the relevant field, but previous projects are not to be duplicated.
- A detailed work plan with clear aims and expected outcomes has to be presented in the application.
- A development project must be product-oriented, meaning that a fully developed and accessible product must be created at the end of the project period. The product must be made accessible to the wider public, e.g. by way of a course description or teaching materials.

## Mapping projects

With mapping projects, the programme supports the collection, identification and analysis of existing knowledge on adult learning. The mapping project is a study and could e.g. involve descriptions and statistics of specific traditions or sectors within adult learning and take form of comparisons between specific 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 hereby creating the basis for new projects.

The following criteria must be met in order to be eligible for a grant:

- A mapping project should be based on existing knowledge and research in order to avoid duplication of previous research and mapping projects.
- A mapping project must have general relevance and the results should be useful beyond the circle of participating organisations and the specific project.
- A detailed work plan with clear aims and expected outcomes has to be presented in the application.
- A mapping project 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/institutions.
- The outcomes of a mapping project are to be made public. It is therefore essential that applications give details on how the acquired knowledge will be handled and published.

# Funding

Grants from Nordplus Adult are based on fixed unit costs for different types of expenses connected to the applied activity. Grants from Nordplus are contributions to project expenses and all participating organisations must therefore expect some degree of co-financing.

The co-financing is not to be specified or documented neither in the application nor in the final report as it is presupposed in the unit rate system.

Furthermore, the unit costs system is based on the premise that it is the implementation of the activity and not the actual cost that must be documented. This provides greater financial flexibility in relation to the project implementation. It is recommended to take stock of the level of co-financing needed to carry out the project in question before submitting an application. It is advisable, however, for the partnership to take stock of the overall need for co-financing prior to submission of the application.

Mobility projects and cooperation projects operate with two different unit cost systems described below. Following the signing of the contract, approved projects will receive the *Nordplus Adult financial guide* containing more detailed information on reporting requirements and documentation of activities. This guide can also be downloaded from Nordplusonline.

## Mobility projects

Allocation of grants for mobility projects is based upon fixed unit costs for travel and subsistence, (lodging/board) and will automatically be calculated in the application when information on the number of participants, their home and hosting country(-ies) and the duration(s) of the stay(s) is inserted.

TRAVEL UNIT COSTS (PER PARTICIPANT)	
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 (both ways)	150 €

\*The unit cost for domestic travelling is an addition to the unit costs for transnational travel. Grants for domestic travel can be applied for when the distance between the participant's hometown and the nearest international airport, train or bus station in their home country is more than 250 km.

SUBSISTENCE UNIT COSTS (PER PARTICIPANT)			
TYPE OF PARTICIPANT	PER DAY	PER WEEK	PER MONTH
Folk high school students	20 €	70 €	200 €
Adult learners (students)	40 €	160 €	480 €
Teachers and other pedagogical staff	70 €	355 €	1.065 €

## Collaboration projects

Grants for collaboration projects are allocated according to fixed unit costs for travel, work hours and other project expenses. The unit costs serve as a basis for determining a given grant, and the system offers flexibility in relation to moving funds between and within the various types of expenses included in the overall grant. See the Nordplus Adult financial guide at Nordplusonline for further details.

The programme provides grants for three types of costs:

- Project management, implementation and dissemination of results
- Transnational meetings
- Development work

Grant applications may be submitted for development work when applying with regard to development and mapping projects, but not for thematic networks that do not aim at product development.

Nordplus Adult does not set a fixed ceiling for grants. It means that applicants have the opportunity to define their needs for support on the basis of their specific project. Please note, however, that the programme budget is limited to approximately 1.2 million euro per year. For each project, a thorough assessment of the applied budget is made. In particular, the assessment addresses the coherence between the description of the project and its results and the support applied for. Grant reductions may be introduced in the case a budget is not substantiated by a project description.

An average grant for a two-year Nordplus Adult collaboration project involving three or four partners is 50,000 euro.

### Project management, implementation and dissemination of results

The purpose of the grant is to cover the administrative costs and expenses for dissemination of the project's results which is required of all for Nordplus Adult collaborative projects. Administrative expenses may be any type



of costs of coordinating and participating in a project such as accounting, reporting, meetings, etc.

The costs of disseminating project results could, for example, be publishing reports and pamphlets, translation, websites and organisation (transnational conferences, seminars and meetings).

Please note that expenses for services and external suppliers, such as fees, cannot be applied for separately, but may be covered by this unit cost or by the institutions' co-financing.

The grant is a lump sum and thus independent of project duration, type and content. The grant is triggered automatically per participating organisation when applying for a collaboration project. The coordinating institution is awarded a higher rate since greater administrative costs are foreseen when coordinating a project.

<b>RATE PER PARTICIPATING INSTITUTION FOR PROJECT MANAGEMENT, IMPLEMENTATION AND DISSEMINATION OF RESULTS</b>	
Coordinator:	<b>3.000 €</b>
Partner:	<b>1.000 €</b>

## **Transnational meetings**

Grants for travel and subsistence for staff of participating institutions for meetings between project partners with a view to planning, follow-up and coordination of the project. Other forms of meetings, e.g. network meetings, smaller seminars/courses with the participation of partners' own staff/adult learners, etc. are also covered by this unit cost. Costs for larger, external events with participation of persons outside the partnership are to be covered by the unit cost of "project management, implementation and dissemination of results".

Please note that the unit costs include both travel and accommodation expenses. They are based on the general mobility travel unit costs, with a small contribution towards accommodation.

<b>UNIT COST PER PARTICIPANT PER TRANSNATIONAL MEETING</b>	
To and from Greenland	<b>1.600 €</b>
To and from the Faroe Islands and Iceland	<b>960 €</b>
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	<b>630 €</b>

## Development work

The grant is designed to cover the hours spent in preparing substantial, educational products. This may be curricula, IT tools, analyses, surveys, open source materials teaching methods, etc.

Please note that time invested in project work and participation is not included, but may be covered by the unit cost of project management, implementation and dissemination of results.

The application must state an estimate of the number of workdays required for each individual partner for developing the project product(s). The calculation is based on unit costs per person per working day within three groups of countries.

UNIT COST PER PARTICIPANT PER DAY FOR DEVELOPMENT WORK	
Denmark, Greenland, the Faroe Island, Sweden and Norway	250 €
Finland, Åland and Iceland	225 €
Lithuania, Latvia and Estonia	125 €

There is no fixed grant ceiling for development work, but all budgets will undergo a careful assessment looking at the description of the actual development work vis-à-vis the number of work days applied for. It will also be taken into account whether the project scope and scale fall within the budget of the Nordplus Adult programme.

On average Nordplus Adult grants 25 working days per year per institution. The total number of granted working days per institution for a full project period can only in exceptional cases exceed 40 days. It must be explicitly substantiated in the application if the total number of working days exceeds this level.

### Ineligible costs:

- Overheads, i.e. general unspecified costs not directly connected to the Nordplus project
- Purchasing of office equipment (such as IT equipment)
- Costs for non-Nordic and non-Baltic participants
- Costs for activities outside the Nordic and Baltic countries

### Special needs

Expenses for learners with special needs can be approved with up to 100%. If the need arises for additional granting to network/project and mobility activities this may be applied for outside the ordinary application round. This must be applied for directly to the main administrator of Nordplus Adult along with a doctor's certificate. Additional grants may be approved to cover expenses for a companion, interpreter or similar. This grant is only available to participants in activities that have already been approved.

### Irregular use of funds

If the funds are not used as implied in the contract, and/or final reports are not submitted as agreed upon in the contract, the main administrator can decide to hold back or to withdraw funds.

### Payment and auditing

Applicants may receive full funding (the sum applied for), partial funding (only some of the activities applied for are funded, or the budget has been reduced due to ineligible costs or inaccurate calculations), or the entire application may be rejected. All applicants receive detailed information on the grant they have been awarded. If funding has been granted for part of the application only, the applicant will receive information about this and the reasons for the reduction.

The grant is paid to the project or network coordinator responsible for the funds throughout the contract period. The project/network determines how resources are to be distributed among the partners. The approved contributions are paid in two separate instalments: 80% after the contract has been signed and the remainder (20%) after the final report has been approved. For applications granted 15,000 euro or less, 100% of the funds are paid after the contract has been signed.

The Danish Agency for Science and Higher Education will issue the payment no later than 45 calendar days after the signed contract has been received by the Nordplus administration.

The grant must be recorded in accordance with national and internal regulations as a separate cost item in the institution or organisation's account so that all payments are visible in the event of an audit.

At [www.nordplusonline.org](http://www.nordplusonline.org) you can find the financial guidelines for Nordplus Adult named *Guide for reporting, documentation of activities and financial management of grants*.

5

# Nordplus Horizontal

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# Introduction to Nordplus Horizontal

Nordplus Horizontal awards grants for innovative project and network activities spanning more than one education sector in the Nordic and Baltic countries. Any institutions and organisations working with education and lifelong learning may apply, and projects may also involve partners outside the field of education.

A grant application for project and network activities from Nordplus Horizontal must involve participants from at least three Nordic and/or Baltic countries. A further prerequisite is that the application must involve participants from at least two educational sectors. Accordingly, the programme is open to participation from institutions and organisations such as enterprises, public and private sector organisations, labour market organisations and various administrative entities in addition to institutions and organisations involved in education at any level. Nordplus Horizontal is flexible in the sense that grants are available for a number of educational activities, ranging from conferences to major development projects.

Nordplus Horizontal awards grants for a wide spectrum of themes and areas. Examples of themes eligible for support are activities that link education and work life, activities that concern entrepreneurship, integration, democracy and active citizenship, inclusion of marginalised groups, digitalisation/ICT, in-service training and further education for teachers at all levels, development of new teaching methods, environment and sustainable development, health, sports, art and culture. The main point is that the activity is cross-sectorial and educational.

## Target groups for the programme

Nordplus Horizontal is aimed at institutions and organisations in the eight participating countries and the three autonomous regions that mainly work in the education and lifelong learning sectors. A Nordplus Horizontal application for project and network activities must involve partners from at least two sectors. They 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 education partnership.

The activities should involve a minimum of three partners from three different participating countries. 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. To qualify for a grant, therefore, mobility activities must be linked to a project or network.

## Activities in the 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 a Nordplus Horizontal project is three years.

## Funding

Nordplus grants are a contribution to cover the actual costs of project activities. Nordplus Horizontal can meet up to 50% of the total project costs. This means that a degree of self-financing must be calculated into the total actual costs. Applications to Nordplus Horizontal must include a budget with an overview of the total estimated costs for the activities and a plan of how these costs will be financed. Applicants are recommended to use the budget template that can be found at [www.nordplusonline.org](http://www.nordplusonline.org).

Approved costs include the participating institutions' 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 is possible to receive full support for e.g. travel and board and lodging if the institution's own financing constitutes at least 50% of the total project costs.

Applications for funding can include support for travel, board and lodging, administration, production and other costs. Nordplus Horizontal does not define a maximum allocation limit, preferring instead to let the applicants themselves define their need for funding for any given project. However, applicants must note that Nordplus Horizontal has a limited budget and that approximately 1 million euro is awarded in total each year. For that reason, careful consideration is given to whether the amount applied for is proportionate to the description of the individual project, its activities and results. The Nordplus Horizontal administration may reduce allocation to a project approved for a grant if the need for the grant is not clearly described or justified in the project description. An average Nordplus Horizontal grant is approximately 50,000 euro.

### Support for travel costs

Nordplus Horizontal does not award grants for individual mobility. Accordingly, the unit costs applicable to mobility activities under the other Nordplus programmes do not apply to Horizontal. Travel and board and lodging costs must be calculated in relation to real costs, and these will be approved as long as the expenses are related to project- or network activities.

### Support for administrative expenses

For projects and networks only, 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 of administrative expenses.

### Ineligible costs:

- Overheads, i.e. general unspecified costs not directly connected to the Nordplus project
- Purchasing of office equipment (such as IT equipment)
- Costs for non-Nordic and non-Baltic participants
- Costs for activities outside the Nordic and Baltic countries

Generally speaking, Nordplus does not cover salary costs, but networks/projects can include work hours directly related to Nordplus activities as part of their self-financing.



## 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 Nordplus Horizontal. A medical certificate is usually required. Additional funds may be provided to cover the cost of a companion, interpreter or similar.

This rule only applies to participants in activities that have already been given a grant.

## Irregular use of funds

If the funds are not used as implied in the contract, and/or final reports are not submitted as agreed upon in the contract, the main administrator can decide to hold back or to withdraw funds.

## Payments and audits

Applicants may receive full funding (the sum applied for), partial funding (only some of the activities applied for are funded, or the budget has been reduced due to ineligible costs or inaccurate calculations), or the entire application may be rejected. All applicants receive detailed information on the grant they have been awarded. If funding has been granted for part of the application only, the applicant will receive information about this and the reasons for the reduction.

The grant is paid to the project or network coordinator responsible for the funds throughout the contract period. The project/network determines how resources are to be distributed among the partners. The approved contributions are paid in two separate instalments: 80% after the contract has been signed and the remainder (20%) after the final report has been approved. For applications granted 15,000 euro or less, 100% of the funds are paid after the contract has been signed.

The grant must be recorded in accordance with national and internal regulations as a separate cost item in the institution or organisation's account so that all payments are visible in the event of an audit.



# Nordplus Nordic Languages

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# Introduction to Nordplus Nordic Languages

Nordplus Nordic Languages provides grants to all institutions and organisations in the field of Nordic languages in the Nordic and Baltic countries. The programme is aimed at all levels of education and is open for all institutions, organisations and actors interested in working with or promoting the Nordic languages.

Nordplus Nordic Languages should stimulate interest in and knowledge and understanding of the languages of the Nordic countries essential to society which are Danish, Finnish, Faroese, Greenlandic, Icelandic, Norwegian, Sami and Nordic sign language.

In particular, the programme puts focus on activities that improve language comprehension of the Nordic languages among children and young people, primarily Danish, Norwegian and Swedish. The programme also puts strong focus on projects that seek to develop materials, methods and strategies for improving comprehension of the Nordic languages on all levels within the educational systems.

Other thematic areas and activities covered by the programme are e.g. methods of teaching neighbouring languages in schools, development of teaching plans for Nordic languages in the school systems, second language learning in adult education, language technology projects, development and publication of learning and teaching materials and other activities that focus on improving educational and didactical methods in relation to the Nordic languages.

Nordplus Nordic Languages only supports activities that aim to improve the comprehension of another Nordic language than the Nordic mother tongue spoken by a given target group. However, Nordplus Nordic Languages also supports projects aimed at language learning of Nordic languages for new inhabitants of the Nordic countries, e.g. immigrants and refugees.

Applications may be written in Danish, Norwegian, Swedish or English.

# Target groups for the programme

Nordplus Nordic Languages is aimed at institutions and organisations in the eight Nordic and Baltic countries and the three autonomous regions.

As a general rule only participants from the above-mentioned countries and areas are entitled to support from the programme. However, the programme activities can include participants from other countries and areas if this is considered necessary or helpful for the execution of the project, but Nordplus grants cannot be used to cover these expenses.

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

- Pre-schools, primary and secondary schools, adult education institutions, universities and research institutions
- Organisations and associations
- NGOs and other informal learning arenas
- Networks
- Private companies

# Activities in the programme

Nordplus Nordic Languages welcomes applications for the following activity types:

## Projects and networks

Projects and networks must involve cooperation between at least two organisations from two Nordic and Baltic countries. Grants may be awarded to establish networks, including institutions or organisations in the area of languages, or to various project activities within the language area.

The following activities may be carried out in the context of a Nordic Languages project:

- Methods for including neighbour language learning in schools
- Development of school curricula concerning the position of Nordic languages in the school systems
- Information campaigns about Nordic languages
- Conferences
- Seminars
- Publications
- Language technology projects
- Development and publication of educational aid and teaching materials

It is possible to apply for funding for a project/network with duration of up to 3 years, which is the maximum duration of funding for one and the same project.

## Preparatory visit

The aim of preparatory visits is to support the preparation and planning of projects and applications within the other activity types in Nordplus Nordic Languages.

Grants for travel and subsistence are available for participating in joint meetings between organisations from different countries with a view to clarifying scope for collaboration and planning a concrete application for the next Nordplus Nordic Languages application deadline.

Grants may be given for one preparatory meeting of a maximum of five days' duration (including travel time) with the participation of up to two representatives from each organisation. The activity must be carried out within a period of one year.

One of the participating organisations serves as host for the preparatory meeting. Travel expenses grants are only available to cover the travel expenses of the visiting organisations.

An application must describe the following elements:

- A detailed programme of the planned visit
- The background and motivation as well as general topics and objectives of the future project
- Each organisation's contribution and expertise in relation to the future project

## Funding

Nordplus grants are a contribution to cover the actual costs of project and network activities. Nordplus Nordic Languages can meet up to 75% of the total project costs. This means that a degree of self-financing must be calculated into the total actual costs. Applications to Nordplus Nordic Languages must include a budget with an overview of the total estimated costs for the activities and a plan of how these costs will be financed. Applicants are recommended to use the budget template that can be found at [www.nordplusonline.org](http://www.nordplusonline.org).

Nordplus Nordic Languages does not define a maximum allocation limit, preferring instead to let the applicants themselves define their need for funding for any given project. However, applicants must note that Nordplus Nordic Languages has a limited budget and that approximately 0,6 million euro is awarded in total each year. For that reason, careful consideration is given to whether the amount applied for is proportionate to the description of the individual project, its activities and results. The Nordplus Nordic Languages administration may reduce allocation to a project approved for a grant if the need for the grant is not clearly described or justified in the project description.

Please note that Nordplus Nordic Languages does not award grants for individual mobility except for preparatory visits described in the paragraph below where fixed mobility rates must be used. For projects and networks, travel and board and lodging costs must be calculated in relation to real costs, and these will be approved as long as the expenses are related to project- or network activities.

## Funding for preparatory visits

Grants for preparatory visits is based upon fixed unit costs for travel and subsistence, (lodging/board) and will automatically be calculated in the application when information on the number of participants, their home and hosting country(-ies) and the duration(s) of the stay(s) is inserted.

TRAVEL UNIT COSTS (PER PARTICIPANT)	
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 (both ways)	150 €

\*The unit cost for domestic travelling is an addition to the unit costs for transnational travel. Grants for domestic travel can be applied for when the distance between the participant's hometown and the nearest international airport, train or bus station in their home country is more than 250 km.

ACCOMMODATION/BOARD PER PARTICIPANT		
	PER DAY	PER WEEK
Participant	70 €	355 €

## Funding for projects and networks

Applications for projects and networks can include grants for travel and board and lodging for participants, work hours, support for information activities and dissemination of results, production and publication of materials and other relevant costs in connection with the project and network.

Please note that Nordplus can only grant work hours directly related to development work in connection with preparing substantial, educational products. This may be curricula, IT tools, analyses, surveys, open source platforms, teaching methods, etc. Time invested in general project work and participation may be included as part of the co-financing of the institutions.

Funding from Nordplus for other expenses in connection with project and network activities may comprise a maximum of 75% of the approved expenses. It is possible to receive full support for e.g. travel and board and lodging if the institution's own financing constitutes at least 25% of the total project costs.

In the appended budget, which can be downloaded from the application form or at [www.nordplusonline.org](http://www.nordplusonline.org), the applicant must show how the remaining expenses will be covered.

## Support for administrative expenses

For projects and networks only, 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 of administrative expenses. Ineligible costs:

- Overheads, i.e. general unspecified costs not directly connected to the Nordplus project
- Purchasing of office equipment (such as IT equipment)
- Costs for non-Nordic and non-Baltic participants
- Costs for activities outside the Nordic and Baltic countries

## 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 Nordplus Nordic Languages. A medical cer-



tificate is usually required. Additional funds may be provided to cover the cost of a companion, interpreter or similar.

This rule only applies to participants in activities that have already been given a grant.

## **Irregular use of funds**

If the funds are not used as implied in the contract, and/or final reports are not submitted as agreed upon in the contract, the main administrator can decide to hold back or to withdraw funds.

## **Payments and audits**

Applicants may receive full funding (the sum applied for), partial funding (only some of the activities applied for are funded, or the budget has been reduced due to ineligible costs or inaccurate calculations), or the entire application may be rejected. All applicants receive detailed information on the grant they have been awarded. If funding has been granted for part of the application only, the applicant will receive information about this and the reasons for the reduction.

The grant is paid to the project or network coordinator responsible for the funds throughout the contract period. The project/network determines how resources are to be distributed among the partners. The approved contributions are paid in two separate instalments: 80% after the contract has been signed and the remainder (20%) after the final report has been approved. For applications granted 15,000 euro or less, 100% of the funds are paid after the contract has been signed.

The grant must be recorded in accordance with national and internal regulations as a separate cost item in the institution or organisation's account so that all payments are visible in the event of an audit.



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# General information about applying

## The application

In this chapter you will find information on the formal eligibility criteria that each application must meet in order to be considered for funding. Subsequently, you will find information on the qualitative criteria by which applications are assessed, as well as information on the most important things to remember before submitting an application.

### Assessment of eligibility

The following criteria must be met in order for the application to be considered for funding in Nordplus. Please note that special conditions may in the individual sub-programmes. We refer to the individual chapters in this handbook for further details.

The application must be submitted electronically using the Espresso application system within the application deadline.

The application must be written in Danish, Norwegian, Swedish or English.

All the necessary appendices must be included – Letter of Intent (LOI) and, if relevant, budget.

All organisations participating in an application, including the coordinator, must submit a duly completed and signed LOI. The LOI is proof of the agreement between the partners involved in the project, and failure to include the LOI will result in a rejection of the application.

The applicant institution must have fulfilled any previous obligations to Nordplus, e.g. reporting or repayment of unused funds.

Applications for mobility must include at least two participants from two different Nordplus countries.

Applications for project or network activities must include at least three organisations from three different Nordplus countries.

Applications for projects or network activities for Nordplus Nordic Languages must include at least two organisations from two different countries.

Applications to Nordplus Horizontal must include participants from at least two different sectors.

Applications must include funding for future activities only. Ongoing or completed activities cannot be funded.

## Assessment criteria

Nordplus applications are assessed according to four general aspects: project relevance, objectives and content, organisation and implementation, and dissemination of results. You can read more about what is entailed by each criterion below.

Visit [www.nordplusonline.org](http://www.nordplusonline.org) to access a guide to writing a successful application.

### Relevance

- Does the application follow the overall objectives of Nordplus? A description of these can be found in the introduction to this handbook.
- Does the application fall within the sub-programme's framework in terms of target group and activity?
- Does the application involve a true transnational cooperation, where all partners contribute actively to the implementation of the project and benefit from the outcome?
- What is the added international value of this collaboration?

### Project objectives and content

- Does the application describe clear, realistic objectives and outcomes?
- Does the application describe specific, relevant activities spanning the entire project period?
- Is there a clear connection between objectives and planned activities?
- Does the application have a realistic budget in relation to the activities planned and the funding available in the programme?
- Does the application describe how the objectives will be evaluated, and how the outcome will be achieved?

### Organisation and implementation

- Does the application have a clear, realistic project implementation plan with balanced distribution of tasks and responsibilities between the partners?
- Are the organisations involved relevant to the implementation of the planned activities and to the utilisation of the expected results?
- Does the application show how activities are anchored within the participating organisations?
- Does the application describe how the project will secure efficient communication and good cooperation between the participants?
- Does the application clearly define the expected effects and benefits for the participants?

### Dissemination of results

- Does the application have a clear, realistic plan for dissemination of results, including a description of the intended method of communicating with relevant target groups during the project period?
- Will results and products be made available to the public so that others can benefit?
- Does the application include ideas and plans for longer-term outcomes?

## Preparatory visits

A successful application for preparatory visits should describe:

- Project background and motivation
- The subject and target group(s) of the future project and which type of project activity is planned for
- Each organisation and its capacity within the project – e.g. the organisation's particular expertise and competencies as well as its role and contribution to the project
- The agenda and programme for the visit
- Place and date

### Formal checklist when you submit an application

Please make sure to fully answer the questions in the application form in Espresso, and remember to submit your application within the deadline.

#### Letter of Intent (LOI):

- Have you included an LOI for each organisation? (Please note the special rule for Nordplus Higher Education)
- Has the LOI been signed by the institution's legal representative and the project coordinator?

#### Partners:

- Is your institution eligible for support from the sub-programme?
- Project/network applications: Does the application include at least three participating organisations from three different countries?  
For Nordplus Nordic Languages: Does the application include at least two organisations from two different countries?
- Mobility applications: Does the application include at least two participating organisations from two different countries?
- For Nordplus Horizontal: Does the application include partners from at least two sectors?

#### Budget:

- Applications for project/network grants under any sub-programmes except for Nordplus Adult must include a budget – you can find a template at [www.nordplusonline.org](http://www.nordplusonline.org). However, if you are only applying for mobility funding, you do NOT need to include a budget.
- The budget must clearly indicate the costs to be covered by the Nordplus grant together with amounts and types of costs to be covered by self-funding. However, there is no need to include self-funding in the case of grants from Nordplus Adult, which are based on unit costs, or for intensive courses with Nordplus Higher Education.
- Remember that the budget is an important part of the assessment.

For further information please contact the Danish Agency for Science and Higher Education in Denmark.

## **Access for schools from South Schleswig**

As of 2018, schools under Dansk Skoleforening for Sydslesvig (Danish Schools Association of South Schleswig) may participate in Nordplus. In order to be considered, applications must meet the requirement of representing at least two or three countries. Accordingly, in the case of mobility applications, schools in South Schleswig may participate with educational institutions from at least two countries and in case of project collaboration with at least three participating countries. Schools in South Schleswig cannot be the coordinator of a project, and must therefore participate as a partner. For participants from South Schleswig the same mobility rates apply as participants from Denmark.

The expenses associated with the schools' participation are covered by funds specifically earmarked for this purpose by Denmark. The budget frame will be announced towards the end of 2017.

## **EU rules on state aid**

Funding from Nordplus falls within the EU "de minimis" regulation. Accordingly, if applicants receive grants for activities that may be described as "economic activity" in accordance with EU rules<sup>1</sup>, they will be asked to declare any previously received state aid. This is done to ensure compliance with the established limit of 200,000 euro of funding per organisation over a period of three years.

## **Processing of applications**

All applications that fall within the objectives and framework of the programme will be subject to two independent assessments by the Nordplus administration. Applications are received and processed by the Nordplus programme office responsible for the sub-programme in question (if any funds are allocated, the contract will be signed and payment issued by the designated Nordplus office). All applications are handled by at least

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<sup>1</sup> Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (the general de minimis Regulation). [http://ec.europa.eu/competition/state\\_aid/legislation/de\\_minimis\\_regulation\\_en.pdf](http://ec.europa.eu/competition/state_aid/legislation/de_minimis_regulation_en.pdf)



one other programme office. The programme offices may obtain external expert assessments of the applications. The decision determining which applications will receive grants is made by the Nordplus Programme Committee on the basis of a recommendation from the administration. Read more about the Nordplus Programme Committee at the end of the handbook.

Applicants to the general annual deadline in February will be notified approximately three months after the deadline, while applicants to the supplementary deadline for preparatory visits in October will be notified approximately six weeks after the deadline. If the project is approved, the coordinating organisation will receive a contract. Part of the grant amount or the full grant will be paid once the contract has been signed and returned to the Nordplus administration. The programme offices send information to all applicants regarding the outcome of the application, and a summary of results from the entire round of applications is provided at [www.nordplusonline.org](http://www.nordplusonline.org).

Applications can be awarded a full grant (the amount applied for), a partial grant (only some of the activities will receive a grant or the budget will be reduced) or they may be rejected. The main reasons for rejection are:

- Ineligibility
- The application is not of sufficient quality in relation to the assessment criteria
- Tough competition for funding can mean an application that meets the evaluation criteria is nevertheless not recommended for funding

Reduced grant: In some cases, approved applications are awarded a lower amount than the amount applied for. The most typical reasons for this are:

- The application budget includes expenses that are not eligible for grants
- Imprecise calculations
- Too big a budget in relation to the activities and results described
- Too big a budget in comparison to the total available budget for the entire sub-programme

The rejection letter will describe the main reason for rejection. For further explanation of why an application was not approved for a grant or for information on how to improve an application, please contact the main administrator for the sub-programme in question.

## How to appeal

All applicants may ask for an explanation as to why their application was rejected. Please note, however, that an explanation is not the same thing as an appeal. An appeal is only possible if the applicant can argue that the decision is based on formal procedural errors made by the Nordplus administration. Any appeal must be provided in writing to the programme office responsible for the relevant sub-programme. The appeal must clearly state any mistakes that the applicant considers were made.

The programme office will decide – if need be in cooperation with the rest of the Nordplus offices – whether an appeal is valid. If the appeal is deemed valid, the programme office decides whether the application should be reassessed or whether to recommend it for a grant award. The Nordplus Programme Committee has the final say on any award.

If the appeal is deemed invalid, the programme office will inform the applicant of the outcome and also provide information on the applicant's right to appeal the decision to the Nordplus Programme Committee. An applicant who does take the appeal further must present his/her version of the case for why the decision of the programme office is not accepted as well as the communication in the case. Similarly, the programme office presents its version of the case to the Nordplus Programme Committee. The Nordplus Programme Committee makes a subsequent decision regarding the case.

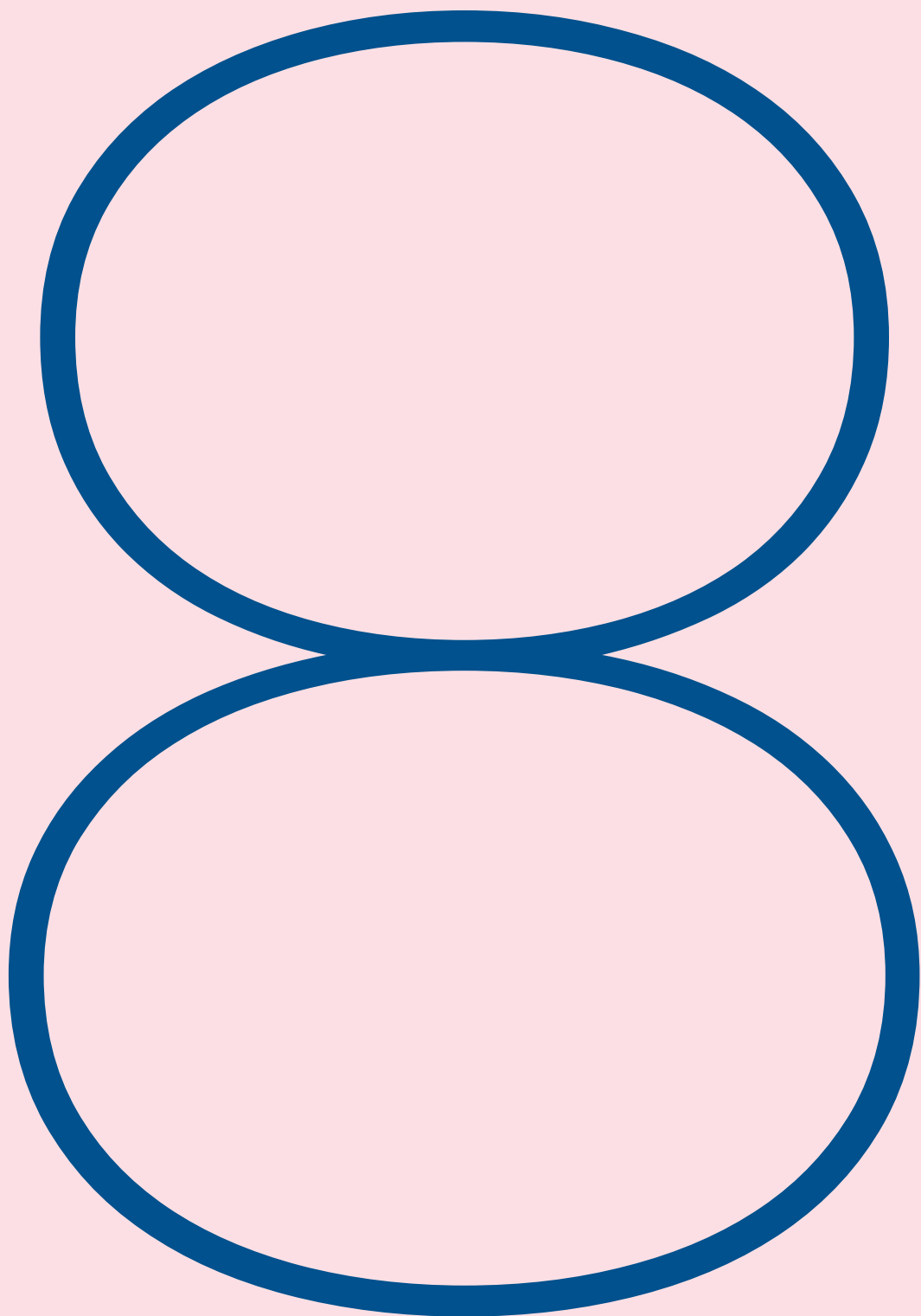
## Project follow-up and reporting

All parties receiving funding from Nordplus must submit a final report no later than 30 days after expiry of the project period. The final report must be submitted electronically via Espresso. You must use the same login and password used in connection with the application. For projects that last more than 18 months, an interim report must be submitted halfway through the project period. The final report is divided into a contents section and a financial section. The financial report must be authorised by the finance unit of the institution or organisation. Among other things the final report must answer questions concerning how the activities were carried out, how the results were obtained and how the grant was used.

### Audit

Documentation of realised activities is not to be included in the final report, but all documentation from all participating organisations must be collected by the coordinating entity and retained by the coordinating

entity for at least five years after approval of the final report, in case an audit is conducted. Nordplus project coordinators must be prepared for follow-up visits, including audits, from Nordplus.



# Contact information

# Nordplus Administration

Each Nordic country and Baltic country has a programme office, and the autonomous regions each have their own information office. Applicants must address questions about the programme and applications directly to the office in their home country.

The five Nordic programme offices have primary responsibility for the administration of its own Nordplus sub-programme. Here is the list of countries having the main responsibility of the various sub-programmes:

**Nordplus Junior:**

The Swedish Council for Higher Education (UHR)

**Nordplus Higher Education:**

The Finnish National Agency for Education (EDUFI)

**Nordplus Adult:**

The Danish Agency for Science and Higher Education (SFU)

**Nordplus Nordic Languages:**

The Icelandic Centre for Research (Rannís)

**Nordplus Horizontal:**

The Norwegian Centre for International Cooperation in Education (SIU)

The main administrators are responsible for processing applications for their own sub-programme. Working with the programme offices in the Baltic countries, they form a coordinated administrative system for the whole of Nordplus. The autonomous regions are part of the administration and provide information on Nordplus in their territory, but they do not participate in the processing of applications.

## The Nordplus Programme Committee

The Nordplus Programme Committee comprises 16 members from relevant ministries in the participating countries. The members are appointed by the participating countries – two from each of the Nordic and Baltic countries – and the three autonomous regions have one participating observer each. The Nordplus Programme Committee determines the distribution of the funds in each sub-programme, and is also responsible for the development of each sub-programme and Nordplus as a whole. The Nordic office performs the main coordinating role for the administration of Nordplus and also serves as the programme committee secretariat. The Danish Agency for Science and Higher Education (SFU) is serving as main coordinator for the period 2014–2018.

## Denmark

### The Danish Agency for Science and Higher Education (SFU)

Bredgade 40,  
DK-1260 Copenhagen K  
Phone: +45 3544 6200  
Fax: +45 3544 6201  
E-mail: nordplus@ufm.dk  
www.ufm.dk/nordplus

## Estonia

### Sihtasutus Archimedes – Archimedes Foundation

L. Koidula 13A, 10125 Tallinn  
Phone: +372 699 399  
Fax: +372 697 9226  
E-mail:  
nordplus@archimedes.ee  
[http://archimedes.ee/haridus/  
nordplus](http://archimedes.ee/haridus/nordplus)

## Finland

### Finnish National Agency for Education (EDUFI)

P.O. Box 380,  
FI-00531 Helsinki, Finland  
Visiting address: Hakanie-  
menranta/Hagnäskajen 6  
Phone: +358 (0) 295 331 100  
(switchboard)  
Fax: +358 (0) 295 331 035  
E-mail: nordplus@oph.fi  
<http://www.oph.fi/english>

## The Faroe Islands

### Altjóða Skrivstovan – International Office

J. C. Svabos gøtu 7,  
P.O. Box 272, FO-110  
Torshavn, Faroe Islands  
Phone: +298 292513  
Fax: +298 352501  
E-mail: ask@setur.fo  
www.setur.fo/ask

## Greenland

### The Nordic Institute of Greenland – NAPA

Imaneq 21, P.O. Box 770,  
3900 Nuuk, Greenland  
Phone: +299 32 4733  
Fax: +299 32 5733  
E-mail: napa@napa.gl  
www.napa.gl

## Iceland

### Icelandic Center for Research – Rannís

Borgartún 30, 105 Reykjavík,  
Iceland  
Phone: +354 515 5800  
E-mail: nordplus@rannis.is  
www.nordplus.is

## Latvia

### State Education Development Agency – Valsts Izglītības Attīstības Aģentūra

Valņu iela 1, Rīga,  
LV-1050, Latvia  
Phone: +371 6 78 14 322  
Fax: +371 6 78 14 344  
E-mail: nordplus@viaa.gov.lv  
www.viaa.gov.lv

## Lithuania

### Education Exchanges Support Foundation – Švietimo mainų paramos fondas

Rožių al. 2,  
LT-03106 Vilnius  
Phone: +370 5 261 0592  
Fax: +370 5 249 7137  
E-mail: nordplus@smpf.lt  
www.nordplus.lt

## Norway

### The Norwegian Centre for International Cooperation in Education (SIU)

P.O. Box 1093,  
NO-5809 Bergen, Norway  
Visiting address: Fortunen 1  
Phone: +47 5530 3800  
Fax: +47 5530 3801  
E-mail: nordplus@siu.no  
www.siu.no

## Sweden

### The Swedish Council for Higher Education (UHR)

P.O. Box 45093,  
SE-104 30 Stockholm,  
Sweden  
Visiting address:  
Wallingatan 2  
Phone: +46 (0) 10 470 0300  
E-mail: nordplus@uhr.se  
www.utbyten.se

## Åland

### The Åland Government, Department of Education and Culture

The Åland Government  
P.O. Box 1060,  
AX-22111 Mariehamn, Åland  
Phone: +358 (0)18 25 000  
Fax: +358 (0)18 19155  
E-mail:  
nordplus@utbildning.ax  
www.regeringen.ax

