


# EXAMPLE APPLICATION ROUND for Public Administration 2023

**Basic info**  
Step 1

**Project**  
Step 2

**Budget**  
Step 3

**Confirmation**  
Step 4

 All fields marked with an asterisk (\*) are mandatory.

## Applicant info \*

First name: ...

Surname: ...

Date of birth: ...


Sex: ...

Professional title/position: ...

E-mail: ...

Telephone: ...

## 6. Home institution \*

 A letter of recommendation from home institution must be enclosed to the application

Name of the institution (In English):

POST ADDRESS OF THE INSTITUTION:

Street:

Postal code:

City:

Web address of the institution:

Country:

Upload the letter of recommendation from home institution:



UPLOAD FILE

No file uploaded yet

## 7. Contact information of your superior at home institution \*

Name:

Professional title/position:

E-mail:

Telephone:

## 8. Type of activity \*

Study trip

Internship

## 9. Host institutions abroad \*

Name of the institution (In English):

Contact person's first name:

Contact person's surname:

Contact person's position:

E-mail:

Telephone:

Ext

Post address of the institution:

Country:

Country

Web address of the institution:

Upload the confirmation letter:

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All fields marked with an asterisk (\*) are mandatory.

## 9. Project title: \*

## 9a. Sector of activity of the project \*

- Agriculture, forestry, fisheries and food issues
- Culture
- Economic, financial, business and entrepreneurship issues
- Education and research
- Energy
- Environment
- Gender equality
- Labour and working environment
- Legislative issues, police
- Local and regional development
- Social and health
- Other

Comments on the sector(s) of activity:

## 10. Suggested duration of the project \*

**!** Programme activities split into two occasions must take place within a period of 6 months. A grant should be used within twelve months after notification.

Project begins at    and ends at

### 10.1 Dates and number of days by country \*

Please specify the dates and number of days by country:

**i** You can change the number of days at the budget part of the application according to the days you wish to apply for daily allowance

**!** The range of duration of stay in the country of destination is generally min. 3 and max. 10 working days per country. In special cases, e.g. internships and on the job-training, a maximum of 20 working days per country is possible. These rules do not apply to network activities.


<input type="text" value="Country"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>
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**+** ADD ANOTHER COUNTRY

## 11a. Main objectives of the project (Max 75 words) \*

You have **75** words remaining

## 11b. Description of the activities of the project \*

 Please describe the detailed plan and content of the activities; max. 500 words.

You have **500** words remaining

## 12. Expected results of the project (Max 100 words) \*

You have **100** words remaining

## 13. How will the project benefit your organisation? (Max 150 words) \*

You have **150** words remaining

## 14. How will the project contribute to the objectives of the programme? \*

Please select the Indicators of Success that apply to your project objectives:

- Increased visibility of Nordic-Baltic cooperation
- Increased quality and involvement in the Nordic-Baltic cooperation
- Increased knowledge transfer for mutual benefit on all administrative levels
- Increased network cooperation in politically prioritised areas
- Increased experience exchange on best practices in respect of public administration and facilitation of harmonisation of standards
- Increased coordination of joint Nordic-Baltic utilisation of different EU funds and project financing
- Increased cross-sectoral cooperation
- Joint projects developed and/or other spin-off effects as a result of the programme

Explain: (Max 150 words)

You have **150** words remaining

EXAMPLE

## 15. Budget \*

**⚠** The budget should be in EUR. Confirmation letter regarding co-financing must be enclosed to the application. Activities carried out before the funding decision from the programme are not eligible for funding from the programme.

**i** Inputs marked with the background are calculated automatically by the system.

### 1. Travel costs (total)

BUDGET ITEM	PROJECT BUDGET	APPLIED FROM THE PROGRAMME
1.1 Travel insurance	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
1.2 International Travel Costs	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
1.3 Local Travel Costs	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total</b>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

### 2. Accomodation Costs and Per diem (combined) \*

COST TYPE	PER DAY	DAYS	PROJECT BUDGET	APPLIED FROM THE PROGRAMME
2.1 Accomodation costs	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
2.2 Per diem	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Total</b>			<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

### 3. On-line meetings

**i** Rent of technical devices/meeting rooms/technical help for on-line meetings are considered as eligible costs for on-line meetings.

BUDGET ITEM	PROJECT BUDGET	APPLIED FROM THE PROGRAMME
3.1 Costs for on-line meetings	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

### 4. Co-financing and Amount Applied from the Programme \*

**i** The programme can finance max. 60% of the total project costs.

	PROJECT BUDGET	APPLIED FROM THE PROGRAMME
4.1 Total Budget of the project:	<input type="text" value="0.00"/>	
4.2 Co-financing (min. 40% of the total budget): *	<input type="text" value="0.00"/>	
4.3 Total Amount Applied from the Nordic-Baltic Mobility and Network Programme for Public Administration		<input type="text" value="0.00"/>

Upload a confirmation regarding co-financing:

 **UPLOAD FILE**

No file uploaded yet \*

## 16. Additional financial support applied for/received from other sources \*

- YES, applied  
 YES, received  
 NO

If yes, please state the applied/received sum as well as source.

Is your application related to any other projects/applications submitted to this programme? If yes, please specify the name of the applying organisation and of the project leader of the project/application which is related to your project/application.

You have **300** words remaining

### Applicant

PROJECT MANAGER	INSTITUTION
Name:	Organisation's name:
Telephone:	Street:
E-mail:	Postal code:
	City:
	Web address.:
	Country:

Date: 01.01.2023

I hereby confirm that the data is correct and that I am the project manager.

PREVIEW APPLICATION

SEND TO MANAGEMENT BODY