

Nordic-Baltic Mobility Programme for Public Administration 2017

Basic information

Project description

Budget

Confirmation

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 *

Please note that 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: 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: *
Post address of the institution: *
Country: *
Web address of the institution: *
Upload the confirmation letter: No file uploaded yet *

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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 *

Please note that 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 - -

Please specify the dates and number of days by country:

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.

Country - - - - - -

[+ 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

[< Back](#)

[Next >](#)

[Save](#)

EXAMPLE

Nordic-Baltic Mobility Programme for Public Administration 2017

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

15. Budget Item	In Total	Applied from the Programme
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The budget should be in EUR. Please note that 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.

1. Travel costs (total)

1.1 Travel insurance	[]	[]
1.2 International Travel Costs	[]	[]
1.3 Local Travel Costs	[]	[]
Total	[]	[]

2. Accommodation Costs and Per diem (combined)

Please note that the combined sum of expenditures on accommodation and per diems may be covered from the programme only up to 110 EUR per person per day. 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. Programme activities split into two occasions must take place within a period of 6 months.

	Per day	Days	In total	Applied in total
2.1 Accommodation costs	[]	[]	[]	[]
2.2 Per diem	[]	[]	[]	[]
2.3 Total			[]	[]

Total Budget of the project:

Total Amount Applied from the Nordic-Baltic Mobility and Network Programme for Public Administration

Please note that the programme can finance max. 60% of the total project costs.

Co-financing (min. 40% of the total budget):

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.

[< Back](#)

[Next >](#)

[Save](#)

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[Basic information](#)[Project description](#)[Budget](#)[Confirmation](#)

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

Name: ...

Telephone: ...

E-mail: ...

Date: ...

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

Home institution

Organisation's name:

Street:

Postal code:

City:

Web address.:

Country:

[< Back](#)[Preview application](#)[Send to Management Body](#)