


TEST APPLICATION ROUND for Public Administration 2018

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:



UPLOAD FILE

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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:



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REMOVE

ADD INSTITUTION/PARTNER

[NEXT](#) →

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

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.

Participant 1

-

+ [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

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

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	IN TOTAL	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"/>
Total	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

2. Accomodation Costs and Per diem (combined) *

i 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.

COST TYPE	PER DAY	DAYS	IN TOTAL	APPLIED IN TOTAL
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"/>
Total			<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Budget of the project:				<input type="text" value="0.00"/>
Total Amount Applied from the Nordic-Baltic Mobility and Network Programme for Public Administration				<input type="text" value="0.00"/>

i 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:

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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 →](#)

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

[← BACK](#)

SAVE

EXAMPLE