


# TEST APPLICATION ROUND for Public Administration 2020

**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:  No file uploaded yet \*

All fields marked with an asterix (\*) 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.

Country <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
---------------------------------------	-------------------------------	-------------------------------

**+** ADD ANOTHER COUNTRY

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

This field can not be empty.

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

 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.

 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"/>	<input type="text"/>
1.2 International Travel Costs	<input type="text"/>	<input type="text"/>
1.3 Local Travel Costs	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>

## 2. Accommodation 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	PROJECT BUDGET	APPLIED FROM THE PROGRAMME
2.1 Accommodation costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.2 Per diem	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>			<input type="text"/>	<input type="text"/>

## 3. 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
3.1 Total Budget of the project:	<input type="text"/>	
3.2 Co-financing (min. 40% of the total budget): *	<input type="text"/>	
3.3 Total Amount Applied from the Nordic-Baltic Mobility and Network Programme for Public Administration		<input type="text"/>

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
<b>Name:</b>	<b>Organisation's name:</b>
<b>Telephone:</b>	<b>Street:</b>
<b>E-mail:</b>	<b>Postal code:</b>
	<b>City:</b>
	<b>Web address.:</b>
	<b>Country:</b>

Date: 01.01.2020

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

SAVE

EXAMPLE