


# EXAMPLE APPLICATION ROUND for Public Administration 2020

Content report  
Step 1

Financial report  
Step 2

Evaluation  
Step 3

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

## 1. Grant-holder

First name: ...

Surname: ...

Position: ...

Home institution: ...

2. Type of application ...

3. Start and end dates of the fulfilled activities: ...

## 4. Description of the activities, including the timetable and contents of the activities: \*

You have 1000 words remaining

### 4a. Other comments regarding the results of the project:

You have 1000 words remaining

## 5. Please describe how the project benefited your organisation: \*

You have 250 words remaining

## 6. Please describe how the project benefited the Nordic-Baltic cooperation: \*



You have 250 words remaining

## 7. Please describe how gender equality perspective was integrated in the project? \*

You have 100 words remaining

## 8. Please describe how the project measured against the indicators of success listed below \*

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

- 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:

You have 250 words remaining

## 9. Did your project attract media attention? Please provide all links to media sources (also social media like Facebook, news on your or your partners' homepage(s), etc).

You have 1000 words remaining

## 10. For group visits \*

**i** In this table the information on the participants of the project will be automatically inserted from your application. If there are or have been changes in the list of participants of the project, these changes will have to be inserted in the original application via the e-system of the mobility programme, using the submenu "My applications changes", and these changes will have to be approved by the management body of the mobility programme.

| NAME OF THE PARTICIPANT OF THE PROJECT | COUNTRIES VISITED | NUMBER OF DAYS OF THE VISIT |
|--|-------------------|-----------------------------|
| ...                                    | ...               | ...                         |

Total number of days: ...

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

# 1. Budget \*

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

A. Contract sum of the grant (EUR):

B. Advance payment, 85% of grant (EUR):

C. Estimated sum to be additionally paid / refunded (EUR):

...

D. Planned budget and expenditures of the project:

| BUDGET ITEM  | PLANNED BUDGET       | EXPENDITURE (EUR)    |                      | ACTUAL TOTAL EXPENDITURE (EUR) |
|--|----------------------|----------------------|----------------------|--------------------------------|
|  |                      | Programme Grant      | Co-financing         |                                |
| <b>1. Travel costs (total)</b>   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>           |
| 1.1 Travel insurance   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>           |
| 1.2 International Travel Costs   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>           |
| 1.3 Local Travel Costs   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>           |
| <b>2. Accommodation Costs and Per diem (total)</b>   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>           |
| <b>⚠</b> 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. |                      |                      |                      |                                |
| 2.1 Accommodation  | <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>3. Costs for on-line meetings</b>   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>           |
| <b>Budget and expenditures in total</b>  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>           |

# 2. Receipts and/or tickets:

**⚠** Please provide dates and references of the exchange rates used when payments made in currencies other than EUR.

| NR | TYPE OF DOCUMENT     | EXPLANATION          | EXPENDITURE (EUR)    | UPLOAD   |
|----|----------------------|----------------------|----------------------|--|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="UPLOAD FILE"/> No file uploaded yet* |

**+** ADD ANOTHER DOCUMENT

# 3. Please review your bank requisites:

Account holder:


Reference number (if needed)

ID-number/reg. no.:

Bank:

Bank code (SWIFT/BIC):

Account (IBAN):

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

## 1. Where did you attain information on the Nordic-Baltic Mobility and Network Programme for Public Administration? \*

- Internet advertisements
- E-mail/newsletter
- Newspaper/magazine advertisement
- Information events/seminars/meetings
- Social media
- Co-operation partners
- Work, colleagues
- Other

## 2. Please, note through which information channel would you have preferred to receive the information on the mobility programme? \*

## 3. Did you find the information on requirements of the programme sufficient and relevant in the guidelines of the programme? \*

- Yes
- No

## 4. Was the information delivered to you by the Management Body of the programme sufficient and relevant regarding the programme? \*

- Yes
- No

## 5. Do you consider your mobility project valuable in terms of sharing experience? \*

- Yes, for personal skills
- Yes, for my home organisation
- Yes, for the host organisations
- No

## Please give an example of experiences/values gained through the mobility project: \*

## 6. Please describe briefly whether the Nordic-Baltic Mobility Programme for Public Administration met your expectations: \*

**7. Any other comments and suggestions concerning the programme are welcome:**

**i** Please note that the text and information inserted by the project manager under p. 5-6 and 9 in the Content report and under p. 5-6 in the Evaluation may be used and published by the management body of the mobility programme with an aim of spreading the results and information on the mobility programme at the web page [www.nb8grants.org](http://www.nb8grants.org) under the submenu „Success stories“ and in other public media channels and information materials.

PREVIEW REPORT

SEND TO MANAGEMENT BODY

EXAMPLE