

# Nordplus Junior information for granted projects 2024



**Note!**

You need to withdraw the grant within 6 months from the date you received the approval letter.

## Programme Document and Payment

1. Log in to your user account in Espresso. You will find the Project Document under “My project - Documents”.
2. The legal representative of the coordinating organisation need to sign the Programme Document.
3. Scan and upload it on your Espresso user account and e-mail [nordplus@uhr.se](mailto:nordplus@uhr.se) to inform us that you have done so.
4. All grants are disbursed to the bank account that the coordinator stated in the application form.
5. In the partnership you are free to decide your own **payment procedures** depending on context or need.

# Grants



## Approved grant

- 15.000 EUR or less, 100 % of the grant will be paid.
- 15.000 EUR and more, funds are paid in two separate installments, 80 % when a signed Project Document is uploaded on your Espresso account. Maximum 20 % after the final report has been approved.
- Note that you want to keep the grant in EURO due to possible currency exchange rates.

## Grants:

- can not be increased or raised from the amount indicated in the contract.
- may only include the activities that are within the project period.
- can only cover costs for directly related to the project and its activities.
- can only cover costs for Nordic or Baltic participants.
- can not cover cost for activities outside the Nordic and Baltic countries
- can not cover overhead costs.

Contact [nordplus@uhr.se](mailto:nordplus@uhr.se) for an application/certificate!

## Special needs

- Costs involving participants with special needs may be met by a **grant of up to 100%**. Additional funds may be approved to cover the cost of a companion, extra accomodation or similar.
- If support for special needs is required, coordinators may **apply both in the ordinary round**, and if the project is funded **after the application deadline**.
- The application should be **addressed directly to the Junior administration** if the application concerns participants in a project already funded.
- The application requires a **signature from both the legal representative and the school nurse**.

# Project management and documentation

## Role and responsibilities of the coordinating institution

Be the **contact person** for all communication with the Junior administration regarding your project.

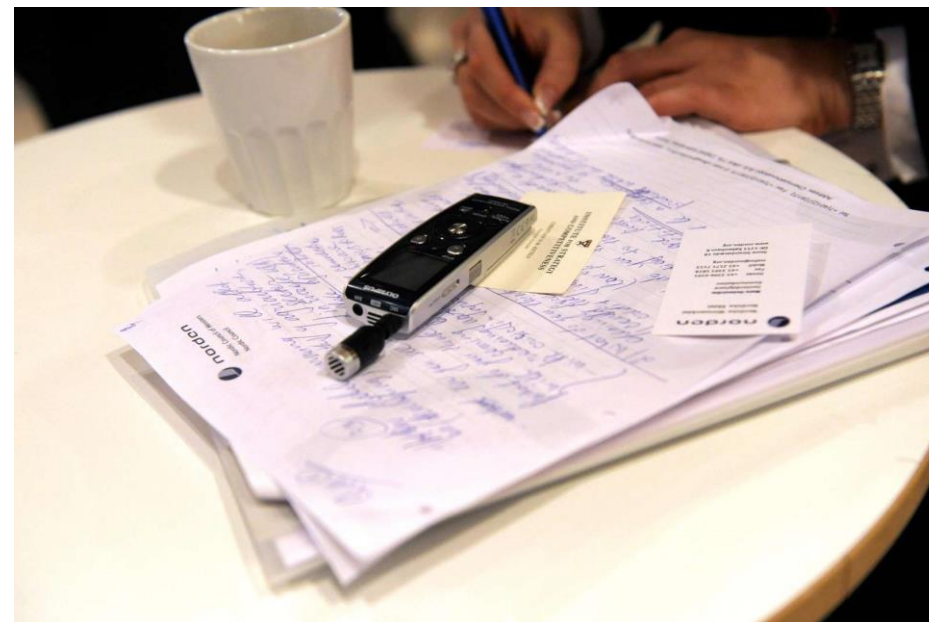
Immediately **inform the Junior administration** of any **changes**.

**Coordinate** the collaboration.

**Oversee** the completed and intended activities.

**Collect and store** all necessary information and documentation from all partner institutions.

**Submit the final report.**



# Project management and documentation

## Role and responsibilities of the coordinating institution

### Project partnership contract

- The Junior administration recommends that a partnership contract is set up in the beginning of the project in order to align expectations and agree on the individual contribution of each partner, as well as the distribution of the grant.



We **recommend** that the partnership contract as a minimum considers:

- **the share of grant** per partner organisation,
- **the principle of distribution** of grant to each partner organisation,
- **the procedure for reporting**,
- **the collection of supporting documents.**



## Documentation

A **list of participants** must be established for all meetings. They should be kept at the coordinating organisation.

The **collecting of information** and documentation should take place from the start of the project and **continue systematically** throughout the entire project period.

There are templates to use in the guide:

“Advice on financial management and documentation for granted projects 2024”

**Annex I: participant list for documenting participation in mobility projects**

Project ID:

Coordinating organisation:

Hosting organisation:

No	Sending organisation	Name/surname of travelling person	Host organisation	From country	To country	Type of exchange	From date	To date
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Date

For the beneficiary

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Signature of the legal responsible of the host organisation



## Annex II: participant list for documenting transnational project meetings in development projects

Project ID:

Coordinator institution:

Host institution:

No	Travelling institution	Name/surname of travelling person	Host institution	From country	To country	Type of meeting/purpose	From date	To date
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Date

For the beneficiary

\_\_\_\_\_

\_\_\_\_\_  
Signature of the legal responsible of the host organisation

# Financial model-unit costs

## Mobility projects

Fixed rates for the categories:

- Travel costs
- Subsistence (this applies only to teachers/pedagogical staff )
- Project management support (if the budget exceeds 15 000€)



## Development projects

Fixed rates for the categories:

- Travel, food and accommodation (only for teachers / teaching staff) for meetings.
- Project management, implementation and dissemination of results.

The lump sum principle is applied!

# Reporting

The final report has a narrative part and a financial part.

The report must present an account of the activities carried out, the results achieved and the use of the grant.

Do not forget lessons learned!

## Final report

- You have to submit your report **one month after the end** of your project period
- Use the same user account (credentials) as when applying to access the project documents and report.
- The final account must be certified by the legal representative of the coordinating organisation.

We recommend using "User and helpguide when reporting" at [nordplusonline.org](https://nordplusonline.org)



## Documentation to keep but not submit

The following documentation must be kept by coordinating organisation:

- receipts and transportation confirmations
- any personal information (e.g., *a certificate issued by the school nurse*)
- participating lists for each mobility or transnational meeting.

**N.B.** Do not submit this documentation attached to the final report!

**Keep the documentation  
for at least five years after  
approval of the final  
report!**



# Reporting Mobility Projects

Preparatory visits  
Study visits  
Teacher exchanges  
Class exchanges

## Section 5 Mobility

- Register the correct and **actual mobility**, one row for each pupil/teacher/staff who travelled. *Note that approved digital mobilities should be registered as actual mobility.*
- If the data is equal for several participants, choose “copy last row” and type the number of lines you want to copy. **Remember to save!**
- If registering **domestic travels**, state the same to and from country (e.g. Iceland-Iceland). The number for duration weeks must be “0”.
- Make sure that the number of mobilities per return trip and the total number of mobilities for the whole project are correct before submitting.

## Section 6 Expenditure

- Please type how much of the grant you have spent on each activity. Support for mobility is based on unit costs, and the expenditure should therefore be reported as unit costs (and not as actual costs).

# Reporting Development Projects

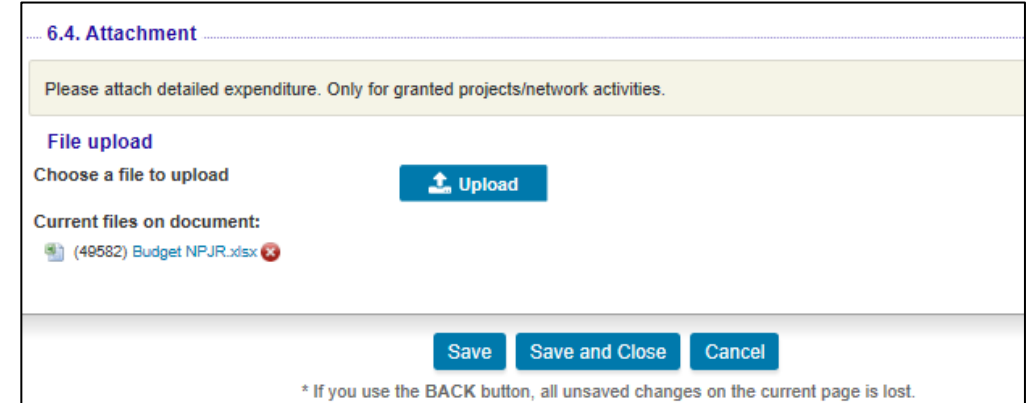
## Section 5 Mobility

You do not have to register any mobility for development activities. Move on to section 6 “Expenditure”.

## Section 6 Expenditure

- For development projects you must register the expenses in 6.2. Support is based on unit costs, and the expenditure should therefore be reported as unit costs (and not as actual costs).

**N.B.** Development projects must upload a separate budget file reporting all transnational travels, participating organisations and eventual domestic travels.



The screenshot shows a web form titled "6.4. Attachment". Below the title is a yellow instruction box: "Please attach detailed expenditure. Only for granted projects/network activities." Underneath is a section labeled "File upload" with the text "Choose a file to upload" and a blue "Upload" button with an upward arrow icon. Below this, it says "Current files on document:" and shows a file named "(49582) Budget NPJR.xlsx" with a red 'x' icon. At the bottom of the form are three buttons: "Save", "Save and Close", and "Cancel". A small asterisk note at the very bottom reads: "\* If you use the BACK button, all unsaved changes on the current page is lost."

# Our Vision 2030

## A **green** Nordic region

Together, we will promote a green transition of our societies and work towards carbon neutrality and a sustainable circular and bio-based economy.



## A **competitive** Nordic region

Together, we will promote green growth in the Nordic region based on knowledge, innovation, mobility and digital integration.



**The Nordic region will become the most sustainable and integrated region in the world**

## A **socially sustainable** Nordic region

Together, we will promote an inclusive, equal and interconnected region with shared values and strengthened cultural exchange and welfare.



## Nordplus Vision 2030-when reporting

A) Our Nordplus project has contributed to a greener Nordic and Baltic region

*Not at all- Little- somewhat-to a large extent-to a great extent*

Describe and give examples how your Nordplus project possibly has contributed to a greener Nordic and Baltic region.

B)... to a more social sustainable Nordic and Baltic region

C)...to a more competitive Nordic and Baltic region.

## Project partner search

### PARTNER SEARCH

In the Nordplus Partner Search database you can find a suitable partner/partners in all the participating countries



Nordplus Junior - Partnersearch and projects

[Partner Search - Nordplus \(nordplusonline.org\)](https://nordplusonline.org)

[Register as a partner - Nordplus \(nordplusonline.org\)](https://nordplusonline.org)

Facebookgroup

[Nordplus Junior - Partnersearch and projects](#)

[nordplusonline.org](https://nordplusonline.org)



Nordplus

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# NORDIC AND BALTIC COOPERATION

educational cooperation starts  
with Nordplus!



Nordplus Statistics



Handbook



Projects



Apply

## Social media

Facebook:

<https://www.facebook.com/wearenordplus/>

Instagram:

<https://www.instagram.com/wearenordplus/>

**Use this # when you post on social media**

**#nordplusjunior**

**#nordplus**

**#letstalkaboutnordplus**

## Contact us

Stay updated at [Home - Nordplus \(nordplisonline.org\)](https://nordplisonline.org)

Nordplus Newsletter [Nordplus Newsletter - Subscription form \(office.com\)](https://nordplusonline.org/office.com)

Always contact us if you have questions!

Junior Administration:

[nordplus@uhr.se](mailto:nordplus@uhr.se)