

Nordplus Café

Nordplus Adult 2026 Application form step-by-step

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Agenda

1. Introduction to the application form step-by-step – both mobility and collaboration projects
2. Your questions – please also ask during the presentation, use the chat or raise your hand.

NB! The slides used in this presentation will be sent to you per e-mail.



Before starting the application.....

Before you start filling in the application form in Espresso, it is a good idea to have the following information ready:

- Name, address, phone number and website of all participating partners
- Name, e-mail and phone number of the contact person and legal representative of all participating partners
- VAT/Organisation number, bank account, IBAN and Swift code of the coordinating organisation

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Click "Apply"

Nordic–Baltic educational collaboration


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Log into Espresso – create an account if you do not have one already

 **Direktoratet for
høyere utdanning
og kompetanse**

Espresso
Søknad og Rapportering

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Logg inn

Innlogging

Logg inn ved hjelp av brukernavn (e-postadresse) og passord.

Dersom du tidligere har registrert deg som bruker i noen av HK-dir sine nettverkstjenester, kan du fortsette å bruke samme brukernavn og passord.

Dersom det oppstår tekniske problemer i forbindelse med registrering eller innlogging, kan du bruke vår [brukerstøtte](#) for å sende en henvendelse.

Brukernavn

Passord

Logg inn

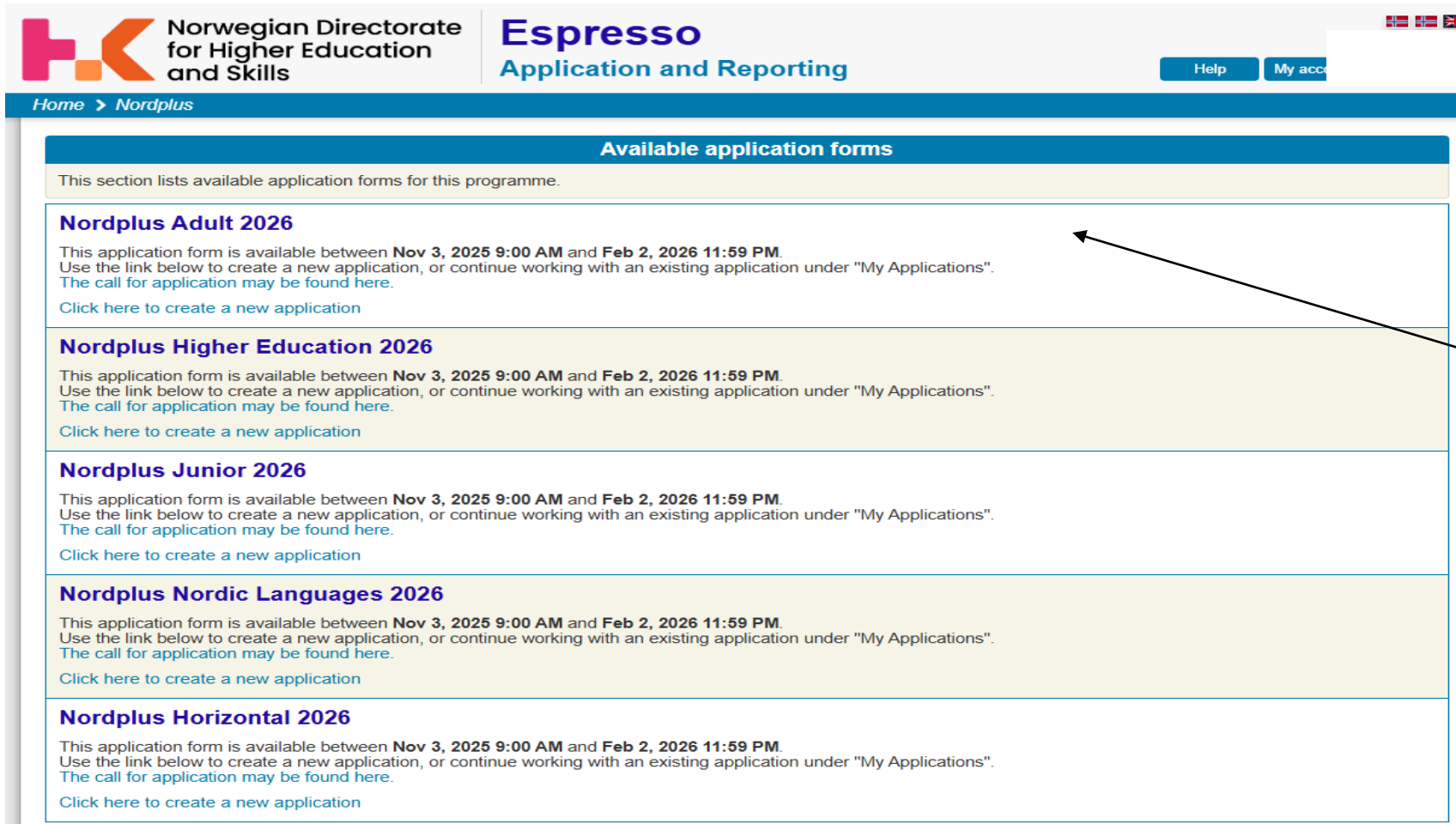
Registrer ny bruker

Glemt passord

Click "Register new user" to create an account

Select the relevant application form – there are 5 different Nordplus sub-programmes

Tip: You can select language in the top right corner. The application form is available in English and Danish



The screenshot displays the 'Available application forms' section of the Nordplus portal. The header includes the Norwegian Directorate for Higher Education and Skills logo, the 'Espresso' title, and language flags (Norwegian, Danish, English). A navigation bar shows 'Home > Nordplus'. The main content area lists five application forms, each with a title, availability dates (Nov 3, 2025 9:00 AM to Feb 2, 2026 11:59 PM), and a link to create a new application. An arrow points from the 'Nordplus Adult 2026' form to a tip box on the right.

Available application forms
<p>This section lists available application forms for this programme.</p> <p>Nordplus Adult 2026 This application form is available between Nov 3, 2025 9:00 AM and Feb 2, 2026 11:59 PM. Use the link below to create a new application, or continue working with an existing application under "My Applications". The call for application may be found here. Click here to create a new application</p> <p>Nordplus Higher Education 2026 This application form is available between Nov 3, 2025 9:00 AM and Feb 2, 2026 11:59 PM. Use the link below to create a new application, or continue working with an existing application under "My Applications". The call for application may be found here. Click here to create a new application</p> <p>Nordplus Junior 2026 This application form is available between Nov 3, 2025 9:00 AM and Feb 2, 2026 11:59 PM. Use the link below to create a new application, or continue working with an existing application under "My Applications". The call for application may be found here. Click here to create a new application</p> <p>Nordplus Nordic Languages 2026 This application form is available between Nov 3, 2025 9:00 AM and Feb 2, 2026 11:59 PM. Use the link below to create a new application, or continue working with an existing application under "My Applications". The call for application may be found here. Click here to create a new application</p> <p>Nordplus Horizontal 2026 This application form is available between Nov 3, 2025 9:00 AM and Feb 2, 2026 11:59 PM. Use the link below to create a new application, or continue working with an existing application under "My Applications". The call for application may be found here. Click here to create a new application</p>

Select the Nordplus Adult application form if your project is related to adult education and learning

The application form is divided into tabs, which adapt to the selected type of project. This is an example of a development project ("collaboration project")

1. Start	2. Institutions	3. General info.	4. Project description	6. Budget	7. Check list	8. Submit
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Basic information

1.1. Project information

Give your project/application a name

Name of project *

Untitled project

Give your project a title
Please note that you can write your application in English, Danish, Norwegian or Swedish.

Project number

NPAD-2025/10008

1.2. Project access

Here you can choose who will have access to the application. The person who is allowed access to the application needs to register/create an account in Espresso. Following the registration you can choose the person from the list of registered users.

Editor access

Editor access means that the person you give access can make changes in the application.

Search for user by email address

Search

Tab 1: Start

1.2. Project access

Here you can choose who will have access to the application. The person who is allowed access to the application needs to register/create an account in Espresso. Following the registration you can choose the person from the list of registered users.

Editor access

Editor access means that the person you give access can make changes in the application.

Search among registered users

Tip: You can give your partners/colleagues reading or editor access so that you can fill in the application form together. Your partner/colleague must create a user account in Espresso so that you can search for him/her in the list.

Read only access

Read only access means that the person you give access can read everything in the application, but not make changes.

Search among registered users

Tab 2: Institutions – Coordinator

1.Start	2.Institutions	3.General info.	4.Project description	5.Mobility	6.Budget	7. Check list	8.Submit
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Institutions

2.1.Coordinating institution

2.2. Partner institutions

Coordinating institution

All organisations involved in Nordplus partnerships are asked to be aware of the limit on number of applications for Nordplus Adult collaboration projects per organisation, per deadline. Each organisation is allowed to be involved in maximum 2 applications as coordinator and/or partner for collaboration projects per deadline. The coordinator is responsible for checking that the partnership complies with the rule – e.g. by asking the partners directly about their involvement in other applications. If an organisation is involved in more than 2 applications, the first 2 submitted applications will be evaluated while the rest will be rejected as ineligible. Higher education institutions can be involved in 2 collaboration applications per department.

NB! The coordinator is responsible for checking that the partnership complies with the limit on submitted number of applications for Nordplus Adult collaboration projects (thematic networks, development projects, mapping projects), which is 2 applications per organisation as coordinator and/or partner. Read more on www.nordplonline.org. The limit does not apply to applications for mobility projects. Higher education institutions are allowed to be involved in 2 collaboration projects per department.

Tab 2 – Institutions: Coordinator

Login > Nordplus > Document editor

1.Start

2.Institutions

3.General info.

4.Project description

6.Budget

7. Check list

8.Submit

Institutions

2.1.Coordinating institution

2.2. Partner institutions

2.3.Letter of Intent (LOI)

Coordinating institution

2.1.1. Coordinating institution

Register the coordinating institution. Please search among the registered institutions to check if your institution is already in the system. (You can search by part of the institution name). If you do not find your institution, you can register your institution by pressing "Add institution".

Coordinating institution

Add institution

Coordinating institution: *

Add institution

Here, you must insert the coordinating organisation. Click "Add institution".

Tab 2: Institutions: Coordinator

Login › Nordplus › Document editor › Search among institutions

Search among institutions

Search for the institution in Espresso's database. Choose country first to narrow your search

Country

Search among institutions

Search

Cannot find the institution?

Check your spelling, and try broadening your search by using fewer letters and/or more search words separated by space.

Still no result? Add a new one by pressing the following button:

Add institution

Use selected

Cancel

Start by searching for the name of the coordinating organisation and select the organisation on the list if it is already registered in Espresso. If the organisation has had a project before, you will be able to find the organisation in Espresso. If the coordinating organisation is not registered in Espresso already, click "Add institution" and fill in the details about the organisation.

Tab 2: Institutions: Coordinator

1.Start

2.Institutions

3.General info.

4.Project description

6.Budget

7. Check list

8.Submit

Institutions

2.1.Coordinating institution

2.2. Partner institutions

2.3.Letter of Intent (LOI)

Coordinating institution

2.1.1. Coordinating institution

Register the coordinating institution. Please search among the registered institutions to check if your institution is already in the system. (You can search by part of the institution name). If you do not find your institution, you can register your institution by pressing “Add institution”.

Coordinating institution

Add institution

Coordinating institution: *

Add institution

Linda test 444 (NO)

Here, I have selected/registered the coordinating organisation, and the organisation has been inserted.

Tab 2: Institutions: Coordinator

2.1.2. Unit

If it is relevant for your institution, please register unit. For collaboration projects, higher education institutions are allowed to be involved in 2 applications per department. Department can be registered as unit.

Unit coordinating institution

Update unit

Add new unit

Select type of organisation from the list. If relevant, fill in details about unit. This is mainly relevant if the coordinating organisation is large, e.g. a university. Higher education institutions can be involved in 2 collaboration projects per department. Department can be registered as unit.

Tab 2: Institutions: Coordinator

2.1.3. Legal representative

Press “edit” to register legal person for your institution. Legal person means the person at your institution that can sign a contract on behalf of the institution.

Name		Action(s)
!		
		Edit

Fill in the details about the contact person and legal representative of the coordinating organisation. The legal representative is the person who is allowed to sign contracts on behalf of the coordinating organisation. The contact person will receive all information about the project from the Nordplus administration. Click "Edit" in order to fill in the details

2.1.4. Contact person

Press “edit” to register the contact person for the project. The contact person is the person at the coordinating institution who will receive information from Nordplus regarding the project/application.

Name		E-mail	Action(s)
!			
			Edit

Save

Save and Close

Cancel

Tab 2: Institutions – partner institutions

Login > Nordplus > Document editor

1.Start

2.Institutions

3.General info.

4.Project description

6.Budget

7. Check

Institutions

2.1.Coordinating institution

2.2. Partner institutions

2.3.Letter


Partner institutions

Press «Add new partner» to register the partner institution(s). Also here you must first search among the registered institutions before you can register a new institution.

Add new partner

You register partner organisations by clicking "Add new partner". Hereafter, the procedure is the same as when you selected/registered the coordinating organisation. You start by checking if the partner organisation is already in Espresso by searching for the name. You register the organisation if it is not in Espresso. Click "Add new partner" for each organisation that you want to register as a partner. Nordplus funding can only be allocated to organisations that are part of the registered partnership.




Tab 2: Institutions: Partner institutions



Norwegian Directorate
for Higher Education
and Skills

Espresso

Application and Reporting



malene@rickmann.dk

[Help](#)[My account](#)[Logout](#)

[Login](#) > [Nordplus](#) > [Document editor](#) > [Partner](#)

Network partner

Add institution

Institution *

Type *

Unit

Add new unit

Update unit

Contact person

Please press edit button to fill in/update information on the contact person at the partner institution, including personal data/contact information.

Start by searching for the partner organisation's name and select the organisation from the list if it is already registered.

If the partner organisation is not registered, click "Add institution" and fill in the details about the partner organisation. Your partner can help you with this if you give him/her editor access in tab 1.

Also select the type of organisation that applies to the partner organisation.

Tab 2: Institutions: Partner institutions

Network partner

Add institution

Add institution

Institution *

Type *

If relevant, you can register the unit of the partner organisation. Higher education institutions are allowed to be involved in 2 Nordplus Adult collaboration projects per department. Department can be registered as unit.

Unit

Add new unitUpdate unit

Contact person

Please press edit button to fill in/update information on the contact person at the partner institution, including personal data/contact information.

	Name	E-mail	Action(s)
!			Edit

Legal representative

Please press edit button to fill in/update information on the legal representative at the partner institution, including personal data/contact information.

	Name	E-mail	Action(s)
!			Edit

Select the organisation type from the list. If nothing fits, choose "other". If relevant, fill in "unit". This is mainly relevant for large organisations, e.g. higher education institutions. These are allowed to be involved in 2 collaboration projects per department. Department can be registered as "unit". Fill in the details about contact person and legal representative of the partner organisation by clicking "Edit".

Tab 2: Institutions: Partner institutions

Login > Nordplus > Document editor

2.1.Coordinating institution

2.2. Partner institutions

2.3.Letter of Intent (LOI)

Partner institutions


Press «Add new partner» to register the partner institution(s). Also here you must first search among the registered institutions before you can manually register a new institution.

Add new partner

Here, I have selected/registered a partner organisation, and it has been inserted into the application form.

Institution	Unit	Contact person	Action(s)
Test (EE)		Rickmann, Malene	<div>Edit</div> <div>Delete</div>

Tab 2: Institutions: Letter of intent (LOI)



2.1.Coordinating institution	2.2. Partner institutions	2.3.Letter of Intent (LOI)
<div>Letter of Intent (LOI)</div> <p>The Letter of Intent (LOI) must be signed by all participating institutions in the project. The partner institutions need to print, sign and upload the signed LOIs to the application. The coordinating institution must also print, sign and upload the signed LOI under the section "Budget".</p> <div>LOI</div> <div>Sending of Letter of Intent</div> <p>Tick those institutions you want to send the Letter of Intent to. The Letter of Intent will be sent by e-mail to the contact person of each institution (if you have individual comments alongside the Letter of Intent, send the Letter of Intent singly to each partner institution). You can also send the Letter of Intent by pressing the institution name, and then save it.</p>		<div>Tip: Remember to attach a "letter of intent" from all participating organisations – both the coordinating organisation and all partner organisations. If the LOI is missing, your application will be rejected since the LOI is the only proof of commitment to participation in the project. The LOI must be signed by the contact person and the legal representative of each organisation. All LOIs must be uploaded in tab 6 "Budget" by the coordinator before submitting the application.</div>
Institution		Contact person
 Test (EE)	Rickmann, Malene (malene@rickmann.dk)	<input type="checkbox"/>

Tab 2: Institutions: Letter of intent (LOI)

LOI

Sending of Letter of Intent

Tick those institutions you want to send the Letter of Intent to. The Letter of Intent will be sent by e-mail to the contact person at the partner institution. (If you want to give individual comments alongside the Letter of Intent, send the Letter of Intent singly to each partner institution). You can also download the Letter of Intent to your computer by pressing the institution name, and then save it.

Institution	Contact person	
 Test (EE)	Rickmann, Malene (malene@rickmann.dk)	

☐ Provide a custom message with the Letter of Intent

Send Letter(s) of Intent

The letter of intent is generated automatically for each participating organisation when you have filled in the information about the coordinating organisation and the partner organisations. You can choose to send the document to the contact person by clicking the box placed to the right of the name. You can also choose to download the documents by clicking on the pdf-document to the left. Save the documents on your computer and send them to the partner organisations for signature.

Letter of intent – LOI – example (coordinator)

Letter of intent / Intensjonserklæring – Nordplus

Coordinating institution / Koordinatorinstitusjon

I/we hereby confirm my/our participation in
Jeg/vi bekrefter med dette min/vår deltakelse i:
Nordplus Adult

Project entitled / Prosjekttittel:
NPAD-2021/10007 - Malenes testansøgning

Coordinated by Institution/Organization
Koordinert av institusjon/organisasjon:
Test institution

Unit / Enhet:

Contact person / Kontaktperson:
Rickmann, Malene

Legal representative / Juridisk ansvarlig:
Rickmann, Malene R

I/We have familiarised myself/ourselves with the application and the Guidelines on Nordplus and agree that I/we will coordinate this project.
Jeg/vi har gjort meg/oss kjent med retningslinjene for Nordplus og samtykker i at jeg/vi vil koordinere dette prosjektet.

Signatures / Signaturer

Place and date - Sted og dato:

Place and date - Sted og dato:

Signature of contact person at coordinating institution
Signatur kontaktperson på koordinatorinstitusjon:

Signature of legal representative
Signatur juridisk ansvarlig:

Tip: The contact person and the legal representative can be the same person. This is often the case in small organisations. The important thing is that the legal representative has the right to sign contracts on behalf of the organisation.

Letter of intent – LOI

The coordinator is responsible for sending the letter of intent to each participating organisation.

The coordinating organisation and each partner organisation must do the following with the letter of intent:

- Print the document**
- The document must be signed by the legal representative and the contact person by hand or electronically**
- The signed document must be scanned and sent to the coordinator**
- The coordinator must attach all letters of intent to the application in tab 6 "Budget"**



Tab 3: General info.

General information

3.1. Type of project

Which type of project do you wish to apply for? In Nordplus Adult you can apply for the following types:

Mobility projects

- preparatory visits (PV)
- exchange of teachers/adult education staff
- exchange of adult learners

Collaboration projects

- thematic network
- development project
- mapping project.

You can apply for only **ONE** type of project in one application, as each project is to be perceived as an independent project with its own set of aims, activities and results. Please note that it is possible to apply for a maximum of 2 collaboration projects (thematic networks, development projects, mapping projects) per organisation as coordinator and/or partner per deadline. This limit does not apply to applications for mobility projects. If you want to apply for more than one project, you must fill in an application for each project.

Teachers accompanying adult learners (as helpers) are an integrated part of the application for exchange of adult learners.

You must specify the type of collaboration project under "Project description". Here you will be asked to choose thematic network, development project or mapping project.

Read more about the project types of Nordplus Adult on our website www.nordplusonline.org.

In this tab, you must register what type of project you want to apply for. Nordplus Adult has 6 different project types. Read about the different types of projects on our website www.nordplusonline.org so that you select the correct project type. The tabs of the application form will adjust to the type of project.

Tab 3: General info.

Choose type of project: *

- ☐ Preparatory visits
- ☐ Exchange of teachers/pedagogical staff
- ☐ Exchange of adult learners
- ☒ Collaboration project ←

3.2 Summary

Give a short summary of the project (250 words max) *

Give a short summary of the project (250 words max), introducing its main features, e.g. the type of activity, target group(s), subject and results to be achieved. Please note, that the summary may be used as information to the Nordplus Programme Committee and the Nordic Council of Ministers, and in case of approval, it may be used in the publishing of granted projects.

B *I* U | Paragraph

Write a short summary of your project. Describe the following:

- project type, titel, partners
- what is the background and motivation behind this project?
- target group, expected learning outcome, products to be produced in mapping- and development projects

Select your project type here. If you want to apply for a thematic network, a mapping project or a development project, you must choose "collaboration project". Later in the application form, you will be asked to specify the precise sub-category of collaboration project.

Please note that it is not possible to combine different types of projects in one application. If you want to apply for more than one project type, you will have to fill in an application form for each project type.

Tab 3: General info.

3.3. Project theme

Please select the theme which you find most representative for your project. You must choose among the themes listed below and you can choose one theme only. If none of the themes listed are representative for your project, please choose "Other".

The themes are generally universal in the sense that they are broad and can be used to cover all Nordplus programmes across sectors and types of applications. Please note that the registration is meant for statistical purposes only allowing the administration to identify and communicate the issues and fields addressed by the applications that are granted under Nordplus each year. The themes should not be seen as programme priorities and the registration is not used in the assessment of the application.

For more information see description of project themes

Choose one theme *

Health and well-being ▼

Select the topic from the list that fits your project the best. If no topics fit, you can select "Other".

3.4. Other information

Project period *

The project period cannot start earlier than 1 May this year. Activities that are carried out before the project is approved are not eligible. Collaboration projects and mobility projects in Nordplus Adult can last for up to two years. Preparatory visits are to be carried out within one year. The final report of all project types must be submitted at the latest one month after the end of the project period.

From date (dd.mm.yyyy)

17

To date (dd.mm.yyyy)

17

Register the start- and end date of your project. Please remember that mobility and collaboration projects can have a project period up to 2 years, except preparatory visits that can have a project period of max 1 year.

If your project is selected for funding, you will receive your contract during May 2026, and the payment will be transferred when the contract has been signed. It is a good idea to start the project no earlier than at the end of May/beginning of June 2026 or later if you want to be sure to have the payment before the activities start. The project must start before the end of 2026.

Tab 3: General info.

Which of the following orientations within adult learning does your project involve? *

- ☐ General adult education and learning
- ☐ Vocational adult education and training
- ☐ Both general and vocational learning.

Here, you must select the choices that apply to your project. If you or your partners have received Nordplus funding before, you will be asked to state the project IDs/titles. Please ask your partners if they are involved in other applications in this round – also in order to check that your partnership complies with the limit of 2 applications for collaboration projects per organisation per deadline. The limit does not apply to mobility projects or to the other Nordplus sub-programmes.

3.5. Earlier/other Nordplus project

Previous Nordplus activities? *

Has your institution and any of your partner institutions, individually or as a partnership, earlier been granted Nordplus funding?

- ☐ No
- ☐ Yes

Nordplus applications in this round *

Is this project related to other Nordplus projects in this application round? If yes, state the project ID and/or explain.

- ☐ No
- ☐ Yes

Tab 4: Project description

1.Start	2.Institutions	3.General info.	4.Project description	6.Budget	7. Check list	8.Submit
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Project description

4.1.Project aim and content

Project aim and content

Type of collaboration project

Read more about the collaboration projects in the Nordplus Handbook.

Choose type of collaboration project *

Choose one ▼

←

In tab 4, you must describe your project, your partnership and your plan for anchoring and dissemination of your project results. Your application will be assessed according to the following 4 criteria that are all represented in tab 4:

- Relevance of the project in relation to the objectives and frames of Nordplus and Nordplus Adult
- Quality of the plan for implementation of the project
- Quality and relevance of the partnership
- Quality and relevance of the plan for anchoring and dissemination of the project results

Here, you select your type of collaboration project if relevant.

Tab 4: Project description

Login > Nordplus > Document editor

Project aim *

Describe the specific aims of the project. What do you want to achieve with the initiative? The aims should be described on different levels, e.g. participant level, organization level and sector/regional level. Max 150 words.

B *I* U | Paragraph

Describe the specific aims of the project. What do you want to achieve with this project? Please remember that you write the application on behalf of a partnership. The aims should therefore reflect the aims of all partners and not just what the coordinating organisation hopes to achieve. The aims should be realistic, concrete and measurable.

Path: p

Background *

Describe the broader context of your initiative. What is the background and motivation for the project? The project can relate to e.g. specific needs or challenges of participants, be motivated by previous initiatives or specific priorities and focus areas of the organizations. Max 175 words.

B *I* U | Paragraph

What is the background and motivation for this project? Who needs this project and why? Please remember that you write the application on behalf of a partnership. It must be evident that all participating organisations experience a need for this project, and that they all expect a positive outcome from this project.

Tab 4: Project description

Login > Nordplus > Document editor

Nordic/Baltic added value *

Explain why you wish to carry out this initiative in a Nordic/Baltic context as opposed to a strictly national context. What is the added value of this transnational initiative and what are the specific benefits for the project working with organizations from other Nordic/Baltic countries? Max 150 words.

B *I* U | | Paragraph

Describe why it is necessary to carry out this project as a transnational project rather than just a national project. Why/How does it add an extra value to implement this project across the Nordic/Baltic region?










Path: p

Tab 4: Project description

Activities *

Describe the activities to be carried out in the project specifying in what way the activities support the project aims explained above. Present a structured activity plan for the full project period, which clearly demonstrates **what** is to be done, **when** it will be done, **who** is responsible and **what** the outcomes will be. It could be in the form of a time plan structured in different stages/ milestones or work packages.

For *mobility projects* a detailed program for the stay(s) must be presented. Remember to include the preparatory and follow up stages, e.g. preparations of the participants prior to the stay and possible dialogue between the participants from the different countries before and after the stay(s).

B *I* U |    |   Paragraph    

Describe the activities that you want to carry out within the chosen project period. It is important that all activities support the aims of the project. Present a structured activity plan for the whole project period. The plan must present what should be done, who should do it, when it should be done, and how the activity contributes to reaching the goals of the project. The activities must be realistic and represent "value for money" compared to the expected outcome.

Path: p

Tab 4: Project description

1.Start

2.Institutions

3.General info.

4.Project description

5.Mobility

6.Budget

7. Check list

8.Submit

Project description

4.1.Project aim and content

4.2.Organisation





4.3.Dissemination

Organisation

Organisation *

Present each participating organisation in the project focusing in particular on their involvement in and connection to adult learning/education including the types of learners, adult educators and target groups they engage in their daily activities.

Furthermore describe in what capacity the organisations participate in the project – i.e. the particular expertise of each organisation and their role and contribution to the project. It is also important to explain why each organisation needs this project for their own organisational purposes.

B *I* U    **H1** **H2** **H3** **H4** A 

Tab 4: Project description

Collaboration*

Describe how the collaboration between the participating organisations is organized. Who does what? Specify the responsibilities of each organisation in the project, and describe how the organisations will be communicating and coordinating with each other, e.g. via virtual and physical meetings etc.

B *I* U | | Paragraph

Describe how you want to cooperate in the partnership. How will the tasks and responsibilities be distributed among the partners? It is important to demonstrate that all partners deliver a necessary contribution to the project, and that the competencies of the partners are used for the benefit of the project. Here, you also describe the concrete channels of communication, physical meetings etc.

Path: p

Anchoring*

Explain how you will anchor the results and experiences of the project in your organisations after it has ended. How will the partnership ensure that the results will be sustainable and come to the benefit of adult learners, the management, fellow colleagues and the organisation as a whole?

B *I* U | | Paragraph

Here, you need to describe how you will make sure that the project results stay in the participating organisations when the project ends. How will you make sure that the new knowledge and project results are distributed within the participating organisations?

Tab 4: project description

4.1. Project aim and content

4.2. Organisation

4.3. Dissemination

Results and Dissemination

Results *

Describe the expected results and outcomes of the project. The results can be given on participant level, on organisation level and on sectorial/regional level. **Who** will be affected and **how** – in concrete terms, how do e.g. the learners, the teachers and the management benefit from the project? For development projects and mapping projects describe in particular the products to be developed (courses, modules, teaching materials, methods and mapping reports). Outline the content, design and purpose of the individual product, specifying how it is to be used by whom and for whom (target group).

B *I* U |    |   Paragraph    

Describe the expected results of the project. The results should correspond to your description of the project aims described in section 4.1. Who will benefit from this project? You must demonstrate that a relevant and defined adult target group will benefit from the project's results. If you apply for a development or a mapping project, it is required that you produce one or more "products" (e.g. teaching materials, e-learning courses, handbooks, manuals, guides, videos etc.) that must be made freely accessible when the project ends. These products must be described as detailed as possible here so that the evaluators can assess if the products represent value for money. The products must also be innovative, i.e. they must not duplicate already existing products. Furthermore, it must be demonstrated that there is a need for the products, i.e. a needs analysis should be carried out prior to this application.

Tab 4: Project description

Dissemination*

Present your plan for the dissemination of results and experiences of the project both during the project period and after project end. Describe the target groups for your dissemination and the means you will use to reach them, e.g presentations at meetings, seminars and conferences, social media campaigns, articles in newspapers or professional magazines, open house events, distribution of folders and publications etc. The dissemination plan should include dissemination to external actors outside the partnership, e.g. other organisations in your field of work, teacher organisations and bodies for adult learning at regional, national or Nordic/Baltic level. Please note that for collaboration projects the establishing of a project website is obligatory. It can be a sub-site to the organisation's existing website, but it must clearly identify the project. Please note that all products developed with support from Nordplus must carry the Nordplus logo and be clearly identifiable and made publicly available when the project ends. Please also note that following the submission of your final report, the project results will be published in the Nordplus project database on www.nordplusonline.org. We also encourage you to consider dissemination of your project results on EPALE, the Electronic Platform for Adult Learning in Europe.

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Describe how you want to make external, relevant target groups aware of your project results. How will you spread the message about your project and its results? Depending on the scope and complexity of your project, the plan for dissemination can be more or less comprehensive. You might also consider to share your project results with a European audience on EPALE, the EU-Commission's online platform for adult education. Since dissemination is an independent evaluation criterion in the assessment of your application, it is recommended to pay special attention to this part of the application.

Path: p

Tab 4: Project description

Evaluation*

Present your plan for evaluation of the project and its results. Specify what aspects of the project you want to evaluate and the means you will use. The evaluation could e.g. include questionnaires, interviews, testing, thematic debates etc., and focus on outcomes for adult learners/teachers, the functionality of a product, the cooperation between project organisations and the partnership composition etc. Please note that a project should be continuously monitored and evaluated during the process in order to adjust activities and tasks and hereby achieve the most optimal results. For this purpose a risk analysis can be a fruitful tool.

B *I* U |    |   Paragraph ▼  ▼ |  |  

Describe how you plan to evaluate the implementation of the project and the project results and impact on relevant target groups.

Budget part

Mobility projects:

- Exchange of adult learners
- Exchange of adult education staff
- Preparatory visits



Tab 5: Mobility (Budget part for mobility projects)

1.Start

2.Institutions

3.General info.

4.Project description

5.Mobility

6.Budget

7. Check list

8.Submit

Exchange of teachers and other adult education staff

Registration of mobility - Teachers/adult education staff

Register who is travelling, which country they are travelling from and to, number of travellers and the duration. Choose "Add mobility" to register the mobility

Add mobility

What	From Country	To Country	Number of travellers	Duration		
Studying	Estonia	Greenland	1	0m, 1w, 0d	1 800	<div>EditDelete</div>
Total			1		1 800	

Ev. comments to the mobility

Here, you can give extra information about the travelling participants, i.e. their position and relevance for adult education and learning. This is in particular important if the travelling staff include participants who are not adult educators, trainers, e.g. managers, administrative staff, councillors etc.
Please note that all travelling participants must have a formal link to the partnership organisations, i.e. be employees or work as volunteers in the participating organisations. It is not possible to spend Nordplus funding on participatns without a formal link to the partnership organisations.

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Here, you must register the mobility stays that you want to carry out. Click "Add mobility" and fill in the information. The system will automatically calculate the Nordplus grant. If you plan more mobility stays, you will have to click "Add mobility" for each stay. The coordinator also applies for mobilities on behalf of the partners if mutual exchange is planned.

This is a test application for exchange of adult educators and other adult education staff. If the travelling participants are not clearly teachers that are directly responsible for the education of adult learners, you are asked to explain how the participants are relevant for adult education. Also note that a formal link to partnership organisations is required for all travelling participants.

Tab 5: Mobility

Registration of mobility - Teachers/adult education staff

Register what type of teacher/staff exchange, you are applying for: "Training course", "Studying practices in partner institution" or "Teaching in partner institution". Then choose home and destination country, total number of travelling participants and the duration of the stay per participant, including travel days.

What *

From Country *

To Country *

Number of travellers *

The duration of the stay is registered either as days, weeks or months. Is the exchange 7 days, you must register it as 1 week, and is the exchange more than three weeks you must register it as 1 month.

Please note that the minimum duration of each mobility stay is 3 days, i.e. three full study/working days. Travel days can be added to the duration, usually two travel days. Hence 5 days is the usual minimum duration.

If the length of the stay for the teachers/staff varies, you must do the registration in several turns.

Duration of the exchange Months Weeks Days

Domestic travelling over 250 km

In connection with transnational travel, it is possible to apply for an additional 175 € per person for domestic travel when the distance between the participating organisation's address and the international airport, train or bus station of departure is more than 250 km. one way. Domestic travel can also be applied for in the host country when the distance between the airport, train or bus station of arrival and the address of the hosting organisation is more than 250 km. Register domestic travel by adding a mobility with the same country as departure and destination country (e.g. from Sweden to Sweden) and set the duration to "0".

Write a comment to domestic travel, in which the distance is accounted for.

Ev. Comments

Here, I have clicked "Add mobility". Select type of activity, departure country, destination, number of travellers and duration.

Register the duration so that it is the cheapest solution for Nordplus – e.g. 1 week instead of 7 days. The minimum duration is 3 days, exclusive travel days. It is possible to apply for the subsistence grant also on travel days.

Here, you can choose to add a comment to the budget. This is a good idea if you apply for e.g. domestic travel so that the evaluators can check the distance.

Tab 5: Mobility

Registration of mobility - Teachers/adult education staff

Register what type of teacher/staff exchange, you are applying for: "Training course", "Studying practices in partner institution" or "Teaching in partner institution". Then choose home and destination country, total number of traveling participants and the duration of the stay per person.

What * Training courses ▼

From Country * Finland ▼

To Country * Denmark ▼

Number of travellers * 2

The duration of the stay is registered either as weeks or months. Is the exchange more than three weeks you must register it as months.

Please note that the minimum duration of each mobility stay is 3 days, i.e. three full study/working days. Travel days can be added to the duration, usually two travel days. Hence 5 days is the usual minimum duration.

If the length of the stay for the teachers/staff varies, you must do the registration in several turns.

Duration of the exchange Months Weeks Days

Here, I have registered a course taking place in Denmark for two Finnish teachers. I have selected a duration of 1 week. This would typically cover 5 full working days and 2 travel days.

Tab 5: Mobility

- 1.Start
- 2.Institutions
- 3.General info.
- 4.Project description
- 5.Mobility
- 6.Budget
7. Check list
- 8.Submit

Exchange of teachers and other adult education staff

Registration of mobility - Teachers/adult education staff

Register who is traveling, which country they are traveling from and to, number of travellers and the duration of the exchange. The mobility can be registered in several turns.

Choose "Add mobility" to register the mobility

When I have entered the information in the previous slide and clicked "save", the system automatically calculates the Nordplus grant for each stay. If you need to register more stays, you will have to click "Add mobility" again.

Add mobility

What		From Country	To Country	Number of travellers	Duration of the exchange	Total grant	Action(s)	
	Training courses	Finland	Denmark	2	0m, 1w, 0d	1 660	Edit	Delete
Total				2		1 660		

Tab 6: Budget

6.1. Mobility support

Grant for project management:

In order to be eligible for a grant for project management, the following criteria must be met:

- The mobility project must be of the type "Exchange of teachers and other adult education staff" or "Exchange of adult learners (adult students)". Preparatory visits are not eligible for this grant.
- The applied grant for travel and subsistence must be minimum 10.000 €, or the number of traveling participants must be minimum 15.

Please enter the grant amounts for coordinator and partner(s) manually in the table below if your mobility project meets the criteria.

Inclusion support:

If the project involves participants with inclusion needs, i.e. mental or physical disabilities, it is possible to apply for coverage of up to 100% of extra costs related to these needs. If you want to apply for inclusion support, you can manually fill in the needed amount in EUR in the table below. Please read about participants with inclusion needs in the chapter about Nordplus Adult in the Nordplus Handbook at www.nordplusonline.org before you apply. If you apply for inclusion support, you must explain in the comment to the budget what the applied amount will cover, and the real costs must be documented when you submit your final report by means of an invoice or similar documentation.

Budget

	EUR	Applied Nordplus grant
Mobility		
Teachers/adult education staff		16 580
SUM - Mobility		16 580
Project management for Mobility -Exchange of teachers/pedagogical staff		
Coordinator (EUR 2000,-)		2 000
Partner(s) (EUR 1000,- per partner institution)		1 000
SUM - Project management for Mobility -Exchange of teachers/pedagogical staff		3 000
Extra project support		
Inclusion support		3 500
SUM - Extra project support		3 500
Total		23 080
		<button>Update sums</button>

When I have registered all the planned mobility stays, I go to the next tab "6. Budget". Here, I can see the applied total grant for travel and subsistence.

The next step will be to consider if my mobility project meets the requirements for the grant for project management. The applied grant for travel and subsistence must be at least 10.000 EUR **or** the number of travelling participants must be at least 15. In this case, I have applied for 16.580 EUR, and therefore I can also apply for project management, which must be entered manually.

It is also possible to apply for coverage of costs related to participants with inclusion needs in real costs.

Tab 6: Budget

Budget

EUR - Euro		Applied Nordplus grant
Mobility		
Teachers/adult education staff		16 580
SUM - Mobility		16 580
Project management for Mobility -Exchange of teachers/pedagogical staff		
Coordinator (EUR 2000,-)		2 000
Partner(s) (EUR 1000,- per partner institution)		1 000
SUM - Project management for Mobility -Exchange of teachers/pedagogical staff		3 000
Extra project support		
Inclusion support		3 500
SUM - Extra project support		3 500
Total		23 080
		<button>Update sums</button>

Here, I have manually entered the grants for project management: 2000 EUR for the coordinating organisation and 1000 EUR for each participating partner organisation. When I click "Update sums", my total Nordplus grant is calculated.

I have also entered 3.500 EUR for inclusion support. This cost is 100% real costs that must be documented with e.g. bills when the project period ends.

Comments to the budget

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If you apply for coverage of costs related to participants with inclusion needs, i.e. participants with mental or physical disabilities, it is mandatory to explain what the applied amount will cover. Please read about inclusion support coverage on www.nordplusonline.org.

Path: p

Budget part

Collaboration projects:

- Thematic networks
- Development projects
- Mapping projects



Tab 6: Budget (collaboration projects do not have a tab 5)

6.1. Project support

Use the Nordplus Adult budget template to calculate your applied grant

The applied grant is to be calculated in the designated unit cost grant template available below in 6.2. Attachment, and thereafter the sub-totals from the grant template are to be inserted manually in the column BUDGET hereunder.

Nordplus Adult does not set a fixed ceiling for grants. It means that applicants have the opportunity to define their needs for support on the basis of their specific project. Please note, however, that the programme has a limited budget available. For each project a thorough assessment of the applied budget is made. In particular, the assessment addresses the coherence between the description of the project and its results and the support applied for. Grant reductions may be introduced in the case a budget is not substantiated by a project description.

An average grant for a Nordplus Adult collaboration project is 50,000 EUR. For more information about the grant scheme and unit costs please consult the Nordplus Handbook.

Inclusion support

If the project involves participants with inclusion needs, i.e. mental or physical disabilities, it is possible to apply for coverage of up to 100% of extra costs related to these needs. If you want to apply for inclusion support, you can manually fill in the needed amount in EUR in the table below. Please read about participants with inclusion needs in the chapter about Nordplus Adult in the Nordplus Handbook at www.nordpluseonline.org before you apply. If you apply for inclusion support, you must explain in the comment to the budget what the applied amount will cover, and the real costs must be documented when you submit your final report by means of an invoice or similar documentation.

Budget

EUR - Euro
Project support
Project management, implementation and dissemination
Development work
Transnational meetings
Domestic travel and subsistence*
SUM - Project support
Extra project support
Inclusion support
SUM - Extra project support
Total

Only collaboration projects must attach a budget. In mobility projects, the budget is integrated in the application form.

Working with the budget has 2 steps:

- 1) Fill in the Nordplus Adult budget template (excel-file), which you download from this tab (click the link in 6.2). Upload the completed budget template in this tab (click "Upload").
- 2) Enter the sub totals for each budget category manually in the boxes here. Make sure that the sum totals in the excel file and the boxes are identical.

Applied Nordplus grant	
	0
	0
	0
	0
k	0
	0
	0
	0
	Update sums

Tab 6: Budget

6.2. Attachment

Please attach a filled out grant scheme to be downloaded here: [Nordplus Adult grant template](#)

The information on the total applied grant provided in the template is also to be manually inserted in the column above.

Here, you find the Nordplus Adult budget template for 2026 (excel file), which you need to fill in if you want to apply for a collaboration project.

Attachment

Signed Letter of Intent (LOIs) from all participant institutions must be uploaded here.

Attachment

File upload

Choose a file to upload



Current files on document:

No attachments

Here, you attach the signed letters of intent (LOIs) from the coordinating organisation and from all partner organisations. You must also attach the completed budget template here (the excel-file) in collaboration projects.

Tab 6 Budget template (Excel file)

Partnership (please insert name and country of each participating organisation)

Coordinator/Partner	Organisation	Country
Coordinator	Malene's test organisation	Denmark
Partner 1	Estonian test organisation	Estonia
Partner 2	Swedish test organisation	Sweden
Partner 3		
Partner 4		
Partner 5		
Partner 6		
Partner 7		
Partner 8		
Partner 9		
Partner 10		
Partner 11		
Partner 12		
Partner 13		
Partner 14		
Partner 15		
Partner 16		
Partner 17		
Partner 18		
Partner 19		
Partner 20		

If the partnership consists of more than 20 organisations, please contact the Nordplus administration.

Project management

Organisation	Project management €
Malene's test organisation	4.000
Estonian test organisation	2.000
Swedish test organisation	2.000
0	0

Fill in the names of the organisations – coordinator and partners and countries

The template will automatically calculate the lump sum grant for project management for the coordinator and the partners

Tab 6 Budget template (Excel file)

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* Please note that on average Nordplus Adult grants 25 working days per year per institution. The total number of granted working days per institution for a full project period only in exceptional cases exceeds 40 days. It must be explicitly substantiated in the application if the applied number of working days significantly exceeds

Only development and mapping projects can apply for grants for development work since this grant is a contribution to salaries for development of the project products. Thematic networks cannot apply for this grant since they do not produce products. Max: 40 working days per organisation. Fill in the number of requested working days per organisation, and the grant is calculated automatically.

Fill in information about the planned physical meetings – who will travel? Destination? Number of travelling participants? Only participants from the participating organisations are eligible for funding.

NB! Domestic travel must be registered as shown below with a separate line, e.g. Sweden-Sweden

Transnational meetings (please insert the number of travelling persons per travelling organisation per meeting during the full project period)

Travelling organisation	Type	Description of meeting	From Country	To Country	Domestic above 500 km*	Number of travellers	Travel & Subsistence €
Malene's test organisation	Project meeting	Kick-off meeting	Denmark	Sweden	No	2	1.260
Estonian test organisation	Project meeting	Kick-off meeting	Estonia	Sweden	No	2	1.260
Swedish test organisation	Project meeting	1st project meeting	Sweden	Estonia	No	2	1.260
Swedish test organisation	Project meeting	1st project meeting	Sweden	Sweden	Yes	2	350
Malene's test organisation	Project meeting	1st project meeting	Denmark	Estonia	No	2	1.260
Estonian test organisation	Project meeting	Final project meeting	Estonia	Denmark	No	2	1.260
Swedish test organisation	Project meeting	Final project meeting	Sweden	Denmark	No	2	1.260
Swedish test organisation	Project meeting	Final project meeting	Sweden	Sweden	Yes	2	350
							0
							0

Tab 6 Budget template (Excel file)

Total applied grant	€
Project management	8.000
Development work	15.625
Transnational meetings	8.260
Total cost	31.885

In tab 2 of the budget template, you will find the sub totals that you must enter manually into the table in the application form in Espresso

Applied grant per participating organisation

Organisation (Coordinator):	Malene's test organisation
Project management	4.000
Development work	6.250
Transnational meetings	2.520
Total cost	12.770

Organisation (Partner 1):	Estonian test organisation
Project management	2.000
Development work	4.375
Transnational meetings	2.520
Total cost	8.895

Organisation (Partner 2):	Swedish test organisation
Project management	2.000
Development work	5.000
Transnational meetings	3.220
Total cost	10.220

You will also find the budget distribution allocated to the coordinator and each partner. This might be a help for the coordinator when handling the budget on behalf of the partnership.

Tab 6: Budget

Budget

EUR - Euro	Applied Nordplus grant
Project support	
Project management, implementation and dissemination	8 000
Development work	15 625
Transnational meetings	8 260
Domestic travel and subsistence*	0
SUM - Project support	31 885
Extra project support	
Inclusion support	3 500
SUM - Extra project support	3 500
Total	35 385
	<button>Update sums</button>

Here, I have entered the sub totals from my test budget template. When I click "Update sums", the total Nordplus grant is calculated automatically.

You can also apply for real cost coverage of costs related to participants with inclusion needs (i.e. physical and/or mental dissabilities) by entering the requested amount in EUR here. You must explain in the comment to the budget what the amount will cover

* It is possible to apply for domestic travel and domestic subsistence (475 EUR per person) for transnational project meetings if the partnership has two or more organisations from the same country, and there is more than 250 km. between the partner organisation's hometown and the hosting organisation's hometown in the same country. Please insert the grant of 475 EUR per participant manually in the table above if you want to apply for this grant.

Tab 6: Budget

* It is possible to apply for domestic travel and domestic subsistence (475 EUR per person) for transnational project meetings if the partnership has two or more organisations from the same country, and there is more than 250 km. between the partner organisation's hometown and the hosting organisation's hometown in the same country. Please insert the grant of 475 EUR per participant manually in the table above if you want to apply for this grant.

Comments to the budget

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We recommend that you explain if you apply for more than 40 working days per organisation in development and mapping projects since this must be justified duly. You are also asked to explain what costs will be covered if you apply for inclusion support. We recommend that you read about inclusion support in the Nordplus Handbook on nordplisonline.org (in the chapter about Nordplus Adult). Finally, we recommend that you state the distances using Google maps if you apply for domestic travel and/or domestic travel and subsistence.

Path: p

Tab 6: Budget

6.3. Bank information

The following bank information regards the coordinating institution. Observe that Nordplus does not transfer funds to private accounts

Bank name: *

State the name of the bank of the coordinating organisation - NB! No private accounts

Bank account holder: *

State the name of the coordinating organisation

Address bank account holder: *

State the address of the coordinating organisation

IBAN: *

|

BIC-code/SWIFT-address: *

Tab 6: Budget

BIC-code/SWIFT-address: *

VAT-number OR Organisation number *

Every organisation in the EU has a VAT number (Value added tax number). If the coordinating institution is from Norway, Iceland or the Faroe Islands, you may use organisation number, which is equivalent to VAT. Nordplus needs this number to control the correlation between organisation and bank account.

Your reference:

To identify the grant within your own organisation, you should state a reference relevant to your organisation. If unsure, check with your economy department. The maximum is 35 characters.

E.g. your reference can be the title or project ID of your Nordplus project

Tab 7: Check list

1.Start	2.Institutions	3.General info.	4.Project description	6.Budget	7. Check list	8.Submit
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Confirmation and check list

7.1. Nordplus General Data Protection Regulation

Nordplus applicants have to accept Nordplus Data Protection Policy before they send in their application.

[Nordplus Data Protection Regulation can be seen here](#)

☒ I confirm that I have read and accept the Nordplus General Data Protection Regulation *

Before you can submit your application in tab 8, you must confirm that you accept Nordplus GDPR-regulation.

7.2. Check list

Before you submit your application, confirm that all in the check list is OK.

NOTE! Letter of Intent must be enclosed from all participating institutions, both coordinating institution and registered partner institutions. Applications that are missing Letter of Intent will not be assessed

Tab 7: Check list

7.2. Check list

Before you submit your application, confirm that all in the check list is OK.

NOTE! Letter of Intent must be enclosed from all participating institutions, both coordinating institution and registered partner institutions. Applications that are missing Letter of Intent will not be assessed

- ✓ There are at least three institutions from three different “Nordplus” countries in the project registered in the application *
- ✓ Enclosed Letter of Intent from all participants (coordinator and partners) *
- ✓ Enclosed budget

You must also confirm that you have attached letters of intent and budget (attached budget is only for collaboration projects). Finally, you must confirm that you are aware that the partnership must consist of minimum 3 organisations from 3 different Nordplus countries in order to be eligible for a collaboration project (For mobility projects, the minimum is 2 organisations from 2 different Nordplus countries).

Tab 7: Check list

..... 7.3. Check list - Max two collaboration applications per organisation

From 2025, the same organisation can be involved in maximum two applications for Nordplus Adult collaboration projects (i.e. thematic networks, development projects, mapping projects) as coordinator and/or partner per deadline.

If an organisation is involved in more than two applications as coordinator and/or partner for Nordplus Adult collaboration projects for the same deadline, the first two submitted applications will be evaluated, and the rest of the applications involving the organisation will be assessed as ineligible.

☐ I, as coordinator, confirm that the organisations in this application do not participate in more than two Nordplus Adult collaboration applications in this call.

If submitting an application for a thematic network, development project or mapping project, the coordinator must check that the partnership complies with the limit on number of applications per organisation per deadline. Higher education institutions can be involved in two collaboration projects per department. Department can be registered as "unit" in section 2 Institutions.

Tab 8: Submit

1.Start

2.Institutions

3.General info.


4.Project description


6.Budget

7. Check list

8.Submit

8.1. Preview

 Print preview (opens in new window)

 Download PDF

8.2. Submit

Submit application

When you click this button, you submit your application. You can also download your application as a pdf-file.

Save

Save and Close

Cancel

What happens after submission of the application?

You will receive an e-mail from the Nordplus administration when the deadline has been passed, i.e. after 2 February. The Nordplus administration will confirm receipt of your application.

Your application will be assessed by at least 2 evaluators and be recommended for funding or rejection.

The Nordplus Programme Committee formally concludes on the grant proposal of the Nordplus administration on its meeting at the end of April.

During the first week of May, you will receive an answer to your application from the Nordplus administration.

If your project is funded, you will receive a contract, which must be signed before the payment can be transferred. The payment of grants above 15.000 EUR happens in two installments: 80% by receipt of signed contract and 20% by approval of final report.



Questions about anything?

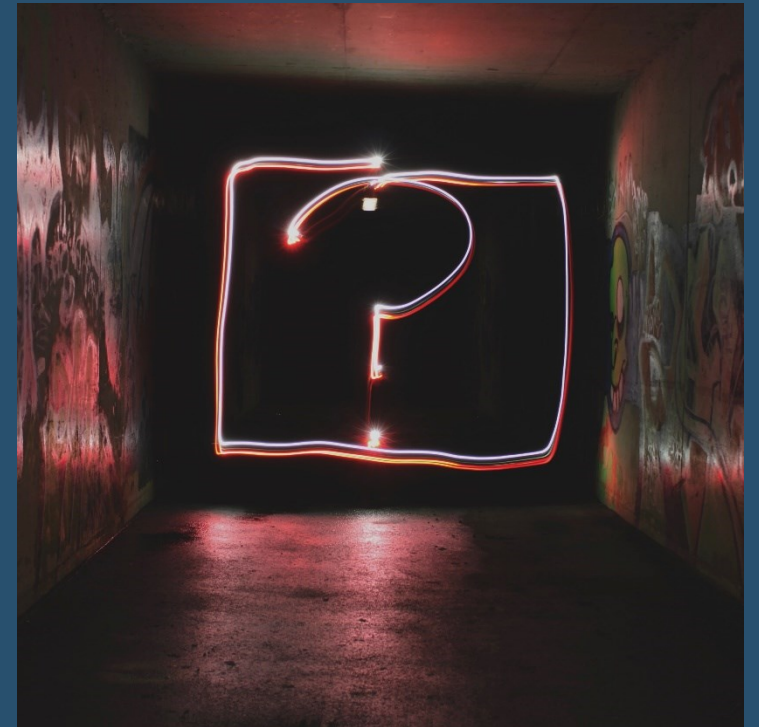
Do not hesitate to contact me:

Malene Rickmann, mbsr@ufm.dk

Guidance in your own language?

Contact your local Nordplus office:

[Contact us - Nordplus](#)



Evaluation of this Nordplus Café

- We kindly ask you to fill in this short evaluation form:
- <https://link.webpolsurveys.com/S/60F914B562407FBE>



