

Nordplus Horizontal Nordplus Café – Application form step-by-step

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Norwegian Directorate for Higher Education and
Skills



The Agenda

- A very very short introduction to Nordplus Horizontal
- Introduction to the application form (Espresso) step-by-step
- Questions – but please do not hesitate to ask during the presentation!

Facts about Nordplus Horizontal

- A programme for education partnerships aimed at supporting cross-sectoral projects and network activities in the Nordic and Baltic countries
- Nordplus Horizontal supports cross-sectoral and educational activities: see www.nordplusonline.org
- Nordplus Horizontal does not offer support for individual student mobility, unless such travel is linked to project and network activities
- One application round each year, **1 February (in 2026 it is 2 February)**
- Limited budget, appr. EUR 1 million each year
- Budget in application: a mix of unit costs and actual costs



Other practical information

- The application must be in Scandinavian or English
- The application must have minimum **three partners** from three Nordic or Baltic countries
- The application must have partners from at least **two sectors**, e.g. higher education, schools, kindergartens, organisations or businesses.
- Maximum duration of project: **2 years**

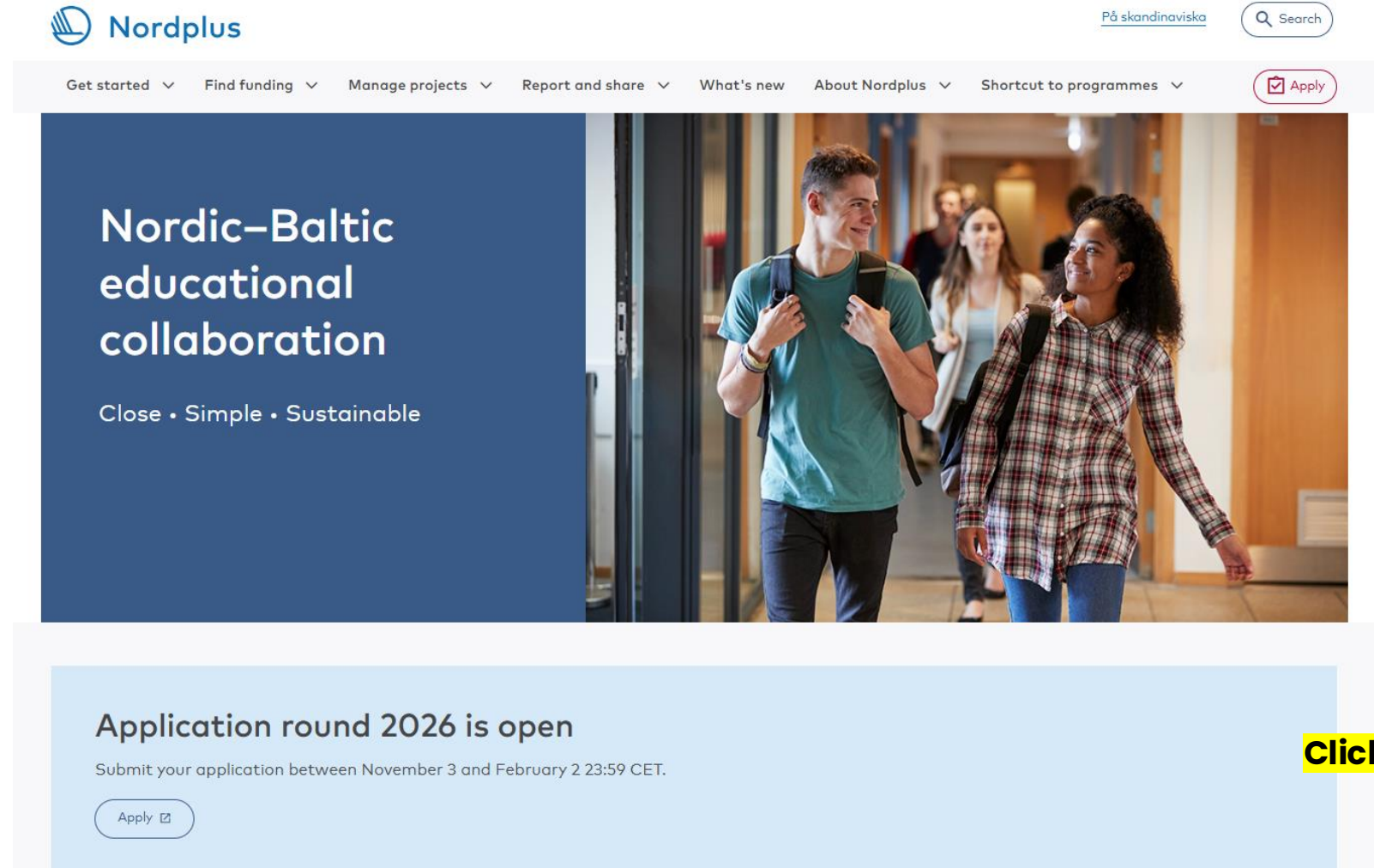


New from 2025:

- **The same organisation can be involved in maximum two applications for Nordplus Horizontal projects as coordinator and/or partner per call.**
- Universities and university colleges are exempt from this rule.
- The coordinator is responsible for checking that the partnership complies with the limit on submitted number of applications per organisation for Nordplus Horizontal projects.
- This limit only applies to Nordplus Horizontal applications, i.e. the limit does not apply to applications submitted to the other Nordplus sub-programmes.



Go to our website www.nordplusonline.org



The screenshot shows the Nordplus website homepage. At the top, there is a navigation bar with the Nordplus logo on the left, a language selector for "På skandinaviska" in the center, and a search bar on the right. Below the navigation bar is a horizontal menu with links: "Get started", "Find funding", "Manage projects", "Report and share", "What's new", "About Nordplus", and "Shortcut to programmes". A red "Apply" button with a checkmark icon is also present in the top right of the navigation bar. The main content area features a large blue banner on the left with the text "Nordic-Baltic educational collaboration" and "Close • Simple • Sustainable". To the right of the banner is a photograph of three students walking in a hallway. Below the banner, there is a light blue section titled "Application round 2026 is open" with the text "Submit your application between November 3 and February 2 23:59 CET." and an "Apply" button with an external link icon. A yellow callout box with the text "Click 'Apply'" points to the "Apply" button.

Nordplus

På skandinaviska Search

Get started Find funding Manage projects Report and share What's new About Nordplus Shortcut to programmes Apply

Nordic-Baltic educational collaboration

Close • Simple • Sustainable

Application round 2026 is open

Submit your application between November 3 and February 2 23:59 CET.

Apply

Click "Apply"

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

Norwegian Directorate for Higher Education and Skills

Espresso
Application and Reporting

Help

Login

Login

Please log in with user name (e-mail address) and password

If you have previously used HK-dir's online services, you can use the same user name and password as before.

If you experience technical problems with registration or login, please use our [support](#) page.

Username

Password

Login


Register new user

Forgot password

Here you can pick the language that you prefer

Click "Register new user" to create an account

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



Available application forms
<p>This section lists available application forms for this programme.</p>
<p>Nordplus Adult 2026</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>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 sub-programme you want to apply to

The application form is divided into tabs, which adapt to the selected type of project.

Nordplus Horizontal - Application 2026
NPHZ-2026/10001 - test application - do not submit

1.Start

2.Institutions

3.Project description

4.Budget

5.Check list

6.Submission

Grunnleggende informasjon

1.1. Prosjektinformasjon

Gi prosjektet/søknaden en tittel.

Prosjekttittel *

test application - do not submit

Prosjektnummer

NPHZ-2026/10001

Give your project a title

This is the ID for your application/project.

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

Search

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 them in the list.

Read only access

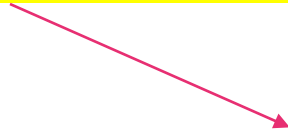
Read only access means that the person you give access can read everything in the application, but not make changes.

Search among registered users

Search

Tab 1: Start

NB! Remember to click
"Save" before you leave
Espresso.



SaveSave and CloseCancel

* If you use the **BACK** button, all unsaved changes on the current page is lost.

The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.

Tab 2 – Institutions: 2.1. Coordinating institution

2.1.Coordinating institution 2.2.Partner institutions 2.3.Letter of Intent (LOI)

Coordinating institution

2.1.1. Registration of coordinating institution

Register the coordinating institution. Please, search first among the registered institutions 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”.

Add institution Add institution

Coordinating institution: *

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

Tab 2: Institutions: 2.1. Coordinating institution

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: 2.1. Coordinating institution

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

2.1.Coordinating institution	2.2. Partner institutions	2.3.Letter of Intent (LOI)
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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: 2.1. Coordinating institution

Please choose type of institution. (If you cannot find your type of institution, choose "other" and specify further under "Project description".)

Type of institution *

Choose one

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.

Linda test 444

Postal address

Address for courier
delivery

E-mail lindapetrine@gmail.com

Web page www.kompetansenorge.no

2.1.2. Unit

If it is relevant for your institution, please register unit.

Unit coordinating institution

Update unit

Add new unit

Tab 2: Institutions: 2.1. Coordinating institution

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.

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

The contact person will receive all information about the project from the Nordplus administration. Click "Edit" in order to fill in the details.

The email registered her for the contact person must be the same email that this person use as username for their user account.

Save

Save and Close

Cancel

Tab 2: Institutions 2.2. Partner institutions

Nordplus Horizontal - Application 2026
NPHZ-2026/10001 - test application - do not submit

1.Start

2.Institutions

3.Project description

4.Budget

5.Check list

Institutions

2.1.Coordinating institution

2.2.Partner institutions

2.3.Letter of Intent

Partner institutions

Press «Add new partner» to register the partner institution(s). Here, too, you first have to search among the registered institutions before you can manually add a new institution.

Add new partner

Institution	Unit	Contact person	Action(s)
-------------	------	----------------	-----------

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.

Tab 2: Institutions: 2.2. 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

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

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

Tab 2: Institutions: 2.3. 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)	<input type="checkbox"/>

☐ 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 Horizontal

Project entitled / *Prosjekttittel:*
NPHZ-2024/10001 - Test application - do not submit

Coordinated by Institution/Organization
Koordinert av institusjon/organisasjon:
Centre for High North Logistics

Unit / *Enhet:*

Contact person / *Kontaktperson:*
Vardøy, Benedikte Fjellanger

Legal representative / *Juridisk ansvarlig:*
Krohn, Frank

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:

Vardøy, Benedikte Fjellanger

Krohn, Frank

Letter of intent – LOI

- It is the responsibility of the coordinator to send 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 (not electronically)
- The signed document must be scanned and sent to the coordinator
- The coordinator attaches all letters of intent to the application in tab 5 "Budget"

NB! If you encounter any problems with the LOIs, please contact HK-dir nordplus@hkdir.no before the deadline 2 February.

Tab 3: Project description

Nordplus Horizontal - Application 2026
NPHZ-2026/10001 - test application - do not submit

1.Start

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6.Submission

Information about the project

3.1.General information

3.2. Background and project aim

3.3.Project activities

3.4. Results and dissemination

General information

In tab 3, 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:

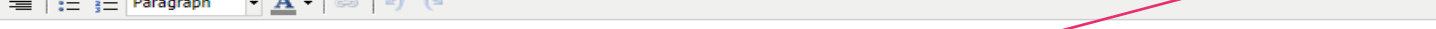
- Relevance of the project in relation to the objectives and frames of Nordplus and Nordplus Horizontal
- Quality of the plan for implementation of the project
- Quality and relevance of the partnership
- Quality and relevance of the plan for anchoring and dissemination of the project results

3.1.General information	3.2. Background and project aim	3.3.Project activities	3.4. Results and dissemination
--------------------------------	--	-------------------------------	---------------------------------------

Here you give a general description of the project. This text can be published, so take care that you describe this project so that everyone can understand.

General information

Summary of the project (250 words max) *



The screenshot shows the Microsoft Word ribbon with the Paragraph group selected. A red arrow points to the Paragraph dropdown menu, which is currently set to 'Paragraph'. The ribbon also shows the Font group with options for Bold, Italic, Underline, and Paragraph styles. The status bar at the bottom indicates the path is 'p'.

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

Web page

Tab 3.1: General information

Contract period *

In Nordplus Horizontal a project can last for 1 or 2 years. The contract period follows the school/academic year, which starts and ends in August each year. The contract period decides when you must submit your final report. The final report must be submitted at the latest one month after the end of the contract period. This means that you must submit the final report during September the year the contract period ends.

- ☐ 1 year project (ends August 2027)
☐ 2 years project (ends August 2028)

Activity period *

The activity period means the time span of your planned activities. Normally the activity period follows the whole contract period. If your planned activities do not stretch out for the whole/does not follow the whole contract period, please specify the period/timeline for the planned activities.

The activities cannot start before 1 May 2026. Nordplus do not support activities that have been carried out before the project has been approved. This means that Nordplus Horizontal accept activities taken place from 1 May 2026. Your activities can not take place after the end of the contract period.

Projects in Nordplus Horizontal can last for maximum two years. Both the contract- and activity period can end no later than 31 August 2028.

From date (dd.mm.yyyy)



To date (dd.mm.yyyy)



3.1.4. Earlier/other Nordplus projects

Previous Nordplus activities *

Has the network previously been granted support from Nordplus? If yes, state the project ID and/or explain.
The network is defined as new if at least 50 % of the participating institutions are new.

- ☐ No
☐ Yes

Nordplus applications in this round *

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

- ☐ No
☐ Yes

Please choose if this is a one year or two years project. It is the end date that decide.

Then you can state the start- and end date for your activities. The start date cannot be earlier than end of May 2025 and the end date cannot be later than 31 August 2027. **The end date here decides when we send you the final report and this report must be submitted within one month after the end date.**

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.




Tab 3.2: Background and project aim

3.2.1. Aim and content

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 200 words.

239 / 1400




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

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 the coordinating organisation. The aims should be realistic, specific and measurable.

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 200 words.

147 / 1400

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

Who needs this project and why? Please remember that you write the application on behalf of a partnership: the content should reflect this.

Tab 3.2: Background and project aim

3.2.2. Project partners and their contribution

Presentation of project partners and their contribution

Present each participating institution and 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. How will the project be anchored at each institution? (Max 100 words per partner)

B I U ≡ ≡ ≡ H1 H2 H3 H4 A 🔗

Sectors *

Which sectors are involved in the project? Cooperation within Nordplus Horizontal must consist of partners from at least two different sectors. Choose those sectors which best suit your project.
For more information, see Nordplus Handbook, chapter 5.

- ☐ Higher education
- ☐ Adult learning
- ☐ Primary/secondary/upper secondary Schools
- ☐ Preschool/Kindergarten
- ☐ Public sector
- ☐ Private sector
- ☐ NGO

Cross-sectoral relevance

One of the goals for Nordplus Horizontal is to increase cross-sectoral cooperation. Give a short description of why the project is relevant for more than one sector. Max 200 words.

B I U ≡ ≡ ≡ H1 H2 H3 H4 A 🔗




0 / 1400

Tab 3.2: Background and project aim

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 200 words.

0 / 1400

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

Tab 3.3: Project activities

3.1.General information

3.2. Background and project aim

3.3.Project activities

3.4. Results and dissemination

Project activities

.... 3.3.1. Project activities

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 expected outcome will be. It must be presented in the form of a timeline structured in different stages/milestones or work phases below.

Activity plan

Register the main activities in your project here and state when you plan to carry them out.
The overview of the activities should correspond to the activities listed in the attached budget.

Add work package

Work package *	Activity *	Start year *	Start month *	End year *	End month *	Activity
1		Choose one ▼	Choose one ▼	Choose one ▼	Choose one ▼	Add activity

Here we want you to list all the activities described above.

The registration under "Milestone" should correspond with the description of the project activities.

Here you should fill in the different "Work packages" of the project

Tab 3.3: Project activities

Activity plan

Register the main activities in your project here and state when you plan to carry them out.
The overview of the activities should correspond to the activities listed in the attached budget.

Add work package

Work package *	Activity *	Start year *	Start month *	End year *	End month *	Action(s)
1	Work package 1 - "name"/"description"	2026	Choose one	Choose one	Choose one	Add activity Delete
1.1	Activity 1.1 - "name"/"description"	2026	Choose one	Choose one	Choose one	Delete
1.2	Activity 1.2 - "name"/"description"	2027	Choose one	Choose one	Choose one	Delete
2	Work package 2 "name"/"description"	2027	Choose one	Choose one	Choose one	Add activity Delete
2.1	Activity 2.1 - "name"/"description"	2027	Choose one	Choose one	Choose one	Delete
2.2	Activity 2.2 - "name"/"description"	2028	Choose one	Choose one	Choose one	Delete

You can chose numbers for the work package to better structure the projects timeline

You should describe the activity of the "Work package", when it starts and ends (what year and what month)

You can have several "Work package" and several "activities" within each work package.

Tab 3.3: Project description

3.3.2. Type of activity

Type of activities *

What type of project/activities are you applying support for? You can choose more than one type to describe your project.

- ☐ Clarification/analysis of a topic
- ☒ Conferences
- ☒ Seminars and/or workshops
- ☒ Development of teaching material (also for web)
- ☐ Establishment of network for further cooperation
- ☐ Dissemination of results/publications

Main type of activity *

What is the **main** activity for your project? Here you can only choose one activity type. This can be based both on time spent on the activity and/or grants you are applying for to this part of the project.

- ☐ Clarification/analysis of a topic
- ☒ Conferences
- ☐ Seminars and/or workshops
- ☐ Development of teaching material (also for web)
- ☐ Establishment of network for further cooperation
- ☐ Dissemination of results/publications

Comments

Please comment your choice above.

B *I* U | Paragraph

Path: p

Tab 3.4: Project description

3.1. General information	3.2. Background and project aim	3.3. Project activities	3.4. Results and dissemination
Results and Dissemination			
Evaluation and risk assessment *			
<p>Present your plan for evaluation of the project and its results. Specify the aspects of the project that you want to evaluate and the means you will use. The evaluation could e.g. include questionnaires, interviews, testing, thematic debates etc. It should focus on outcomes for the target group, the functionality of ev. products, the cooperation between project organisations and the partnership composition etc.</p> <p>Please note that a project should be continuously monitored and evaluated during the project period. This makes it possible to adjust activities and tasks in the project and hereby achieve the most optimal results. For this purpose a risk assessment can be a fruitful tool. Max 200 words.</p>			
<div>0 / 1400</div> <div>B I U = [bullets] [numbered] H1 H2 H3 H4 A [link]</div> <div></div>			
Results *			
<p>Describe the expected results and outcomes of the project. The results can be given at participant level, at organisation level and at 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 groups). Max 200 words.</p>			
<div>0 / 1400</div> <div>B I U = [bullets] [numbered] H1 H2 H3 H4 A [link]</div> <div></div>			
Dissemination *			
<p>Present your plan for the dissemination of results and project experiences both during the project period and after the project has ended. Describe the target groups for your dissemination and the means you will use to reach them, e.g presentations at meetings, seminars and conferences, 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 at regional, national and/or Nordic/Baltic level. Max 200 words.</p>			
<div>0 / 1400</div>			

Tab 4: Project description

Dissemination *

Present your plan for the dissemination of results and project experiences both during the project period and after the project has ended. Describe the target groups for your dissemination and the means you will use to reach them, e.g presentations at meetings, seminars and conferences, 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 at regional, national and/or Nordic/Baltic level. Max 200 words.

0 / 1400

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

Save

Save and Close

Cancel

Tab 4: Budget

Working with the budget has 2 steps:

- 1) Fill in the Nordplus Horizontal budget template (Excel-file that can be found under 4.2).
- 2) Enter the total sum for each budget category manually in the boxes as can be seen here. Make sure that the sum in the excel file and the boxes are identical.

EUR - Euro	Nordplus contribution
Activity	
Project management	<input type="text" value="0"/>
Travel and subsistence	<input type="text" value="0"/>
Project and network activities	<input type="text" value="0"/>
Extraordinary project support*	<input type="text" value="0"/>
Inclusion support	<input type="text" value="0"/>
SUM - Activity	0
Total	0
<input type="button" value="Update sums"/>	

Here, you enter the total sums from the budget template. When you click "Update sums", the total Nordplus grant is calculated automatically.

*Justification of extraordinary project support

Important: If the application includes support for extraordinary, organizational support beyond the fixed rates for project management, the need must be explained and justified as this support is granted only for the exceptional cases. This support is intended for:

- a) extraordinary projects which are extensive, research-based and/or labor intensive
- b) particularly expensive travel and/or accommodation costs
- c) other reasons

If you are applying for "Extraordinary project support" you need to motivate these specific project costs here.

Tab 4: Budget

4.2. Attachment

Mandatory attachments include:

- A detailed budget for the project (please use this template: [Nordplus budget model](#))
- Signed Letters of Intent (LOIs) from **ALL** participant institutions

File upload

Choose a file to upload



Here, you find the Nordplus Horizontal budget template for 2025 (excel file), which you need to fill in and attach to the application

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)

Tab 4: Budget template

Nordic Languages/Horizontal Project and Networks budget form

Project number:	
Number of active organisations:	select number

Budget summary of a project or network meetings

based on inserted data. Use these amounts in the Espresso application!¹

Project Management	0 €
Travel & subsistence:	0 €
Project or network activities	0 €
Extraordinary project support, if justified:	0 €
Inclusion Support:	0 €
Maximum amount:	0 €

When you have filled in all expenses in the budget template you will have a “budget summary” equal with the budget in Espresso. Fill in these numbers in the Espresso budget.

Tab 4: Budget

4.3. Bank information

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

Name of Bank: *

Bank account holder: *

Address bank account holder: *

IBAN: *

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 Faroe Island you may use the organisation number which is equivalent to VAT. Nordplus needs this number in order identify the ownership of the 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. Maximum 35 characters.

Tab 5: Check list

... 5.1. Nordplus General Data Protection Policy

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

[Nordplus General Data Protection Policy](#) can be read [here](#).

☐ I confirm that I have read and accept the "Nordplus General Data Protection Policy" *

... 5.2. Eligibility check

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

NOTE: Your application will not be assessed if you are missing any LOIs or enclosed budget, or if any other necessary requirements are not fulfilled.

- ☐ There are at least three institutions from three different "Nordplus" countries in the project and registered in the application *
- ☐ All necessary Letters of Intent (LOI) both from coordinating institution and partners have been signed and attached to this application *
- ☐ The Nordplus budget model has been attached to this application *

Before you can submit your application, you must confirm all the requirements for the application.

... 5.3. Check list - Max two applications per organisation

From 2025, the same organisation can be involved in maximum two applications for Nordplus Horizontal projects as coordinator and/or partner per call. NB! Universities and university colleges are exempt from this rule.

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

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

Tab 6: Submit

Nordplus Adult - Application 2023
NPAD-2023/10010 - Malene's test project 2023

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

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

8.2. Submit

Submit application

Save

Save and Close

Cancel

What happens after the submission of the application?

- The application deadline is 2 February 2026
- You will receive a confirm receipt of your application on 3 February
- Your application will be assessed by at least 2 evaluators from different participating countries and be recommended for either funding or rejection
- You will receive an answer in the beginning of May 2026 after the Nordplus Programme Committee decides on the grant proposal
- If your project is funded, you will receive a contract which must be signed before the payment can be transferred
- The payment of grants happens in two instalments: 80% by receipt of signed contract and 20% by approval of final report



Do you have any questions?

- You can contact us at: nordplus@hkdir.no.
- You can also contact your local Nordplus office for guidance in your own language:
- www.nordplusonline.org/about/contact
- Read more on www.nordplusonline.org
- **Link to evaluation of Nordplus Café:**
<https://link.webpolsurveys.com/S/60F914B562407FBE>

