

Nordplus Nordic Languages

Nordplus Café – Application form step-by-step

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The Agenda

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



Facts about Nordplus Nordic Languages

- A programme aimed at promoting Nordic Languages and culture, inter-Nordic language comprehension, as well as mutual Nordic-Baltic linguistic and cultural understanding
- Open for everyone involved in teaching and disseminating Nordic Languages
- One main application round each year, **2 february 2026** for project and network activities and open for applications for preparatory visits two times a year (February and October)
- **A new mobility category in 2025:** Nordic Language Courses
- Limited budget, approx. 1.2 million € each year (with around 400 000 € earmarked for the Nordic Language Courses)
- Operates with a mix of unit costs and real costs

Who can apply?

All entities within the Nordic language area can participate in Nordplus Nordic Languages;

- e.g. schools, universities, research institutions, organizations and associations, NGOs and other informal teaching arenas, networks and private companies

Other practical information:

- The application must be in Scandinavian or English.
- Minimum 2 countries
- Project period: 1 - 2 years



Activities

— Preparatory Visits (1 year)

- Travel and subsistence

— Nordic Language Courses (1-2 years) NEW!

- Course management and administration
- Travel and subsistence
- Extraordinary project activities costs
- Inclusion support

— Project and network activities (1-2 years)

- Project Management
- Travel and subsistence
- Project Activities
- Extraordinary Project activities
- Inclusion support

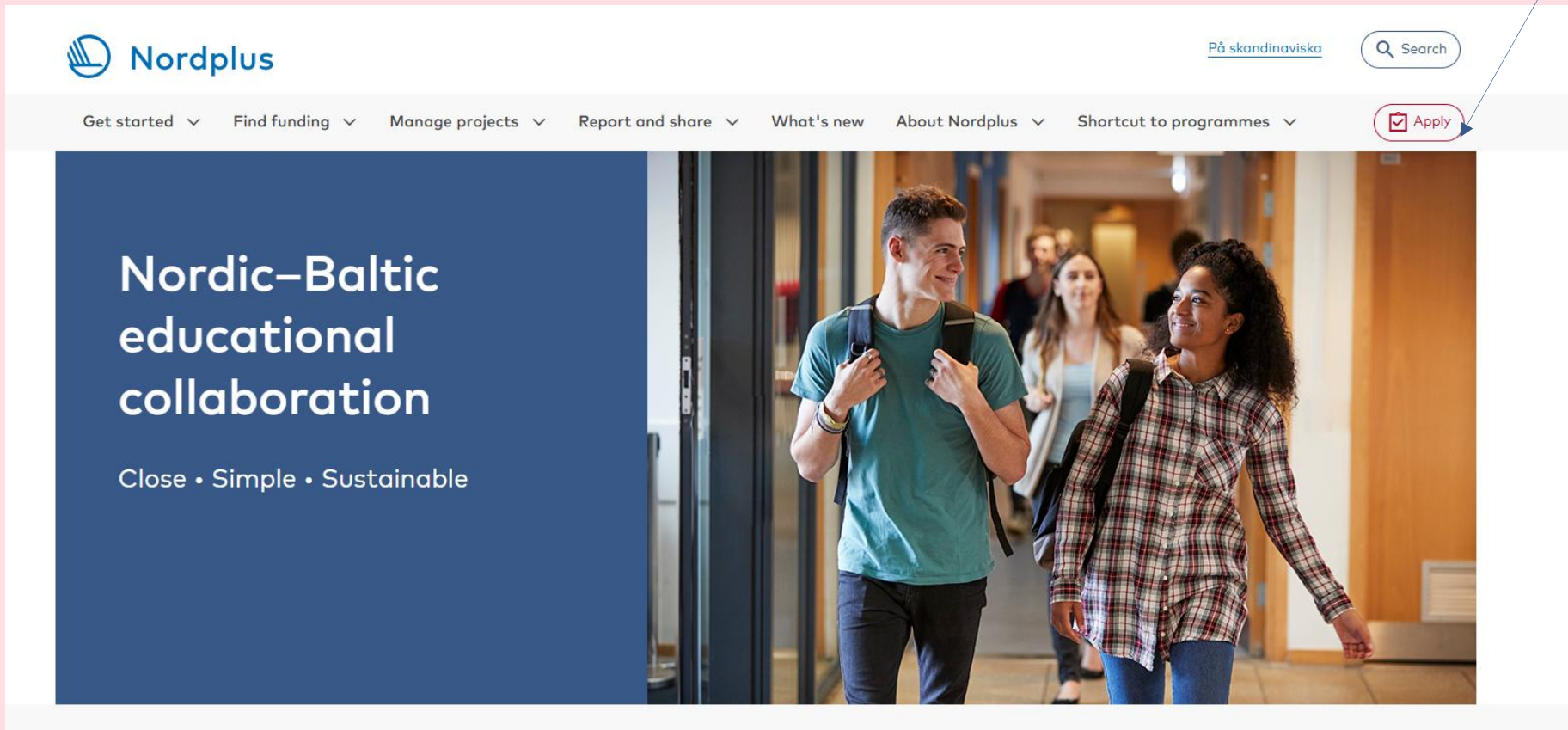
Before starting the application.....

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

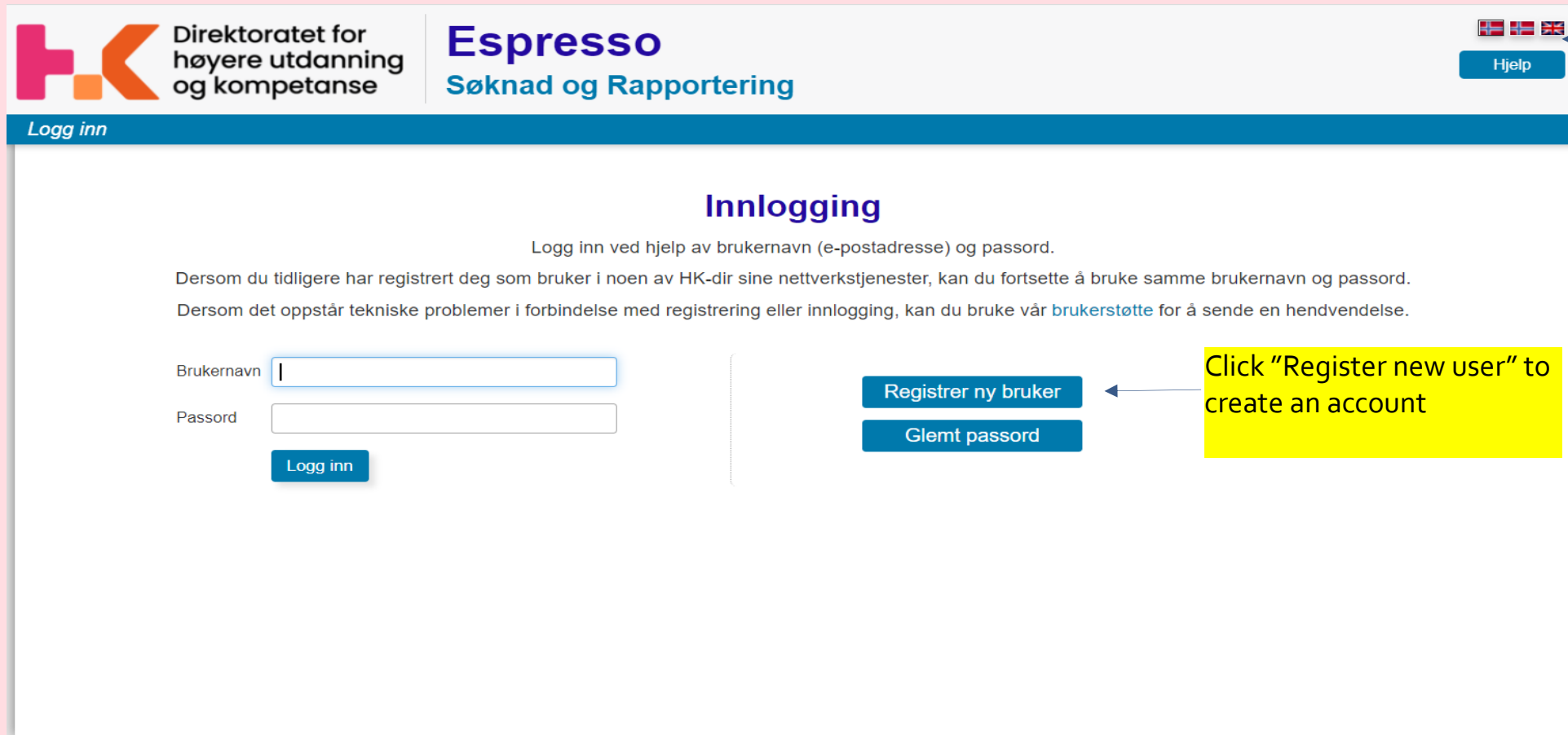
- Name, address, phone number and website of all participating partners
- Name, e-mail and phone number of the contact person and legal representative of all participating partners
- VAT number, bank account, IBAN and Swift code of the coordinating organisation

Go to our website www.nordplusonline.org

Click "Apply"



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



The screenshot shows the login page for Espresso, a system for higher education and competence. The header includes the logo for 'Direktoratet for høyere utdanning og kompetanse' and the title 'Espresso Søknad og Rapportering'. A language selection menu in the top right corner shows flags for Norwegian, Danish, and English. Below the header is a blue bar with the text 'Logg inn'. The main content area is titled 'Innlogging' and contains instructions for logging in with a username and password. It also provides links for users who have previously registered and for those who need assistance. The login form consists of two input fields: 'Brukernavn' (Username) and 'Passord' (Password), followed by a 'Logg inn' button. To the right of the form are two buttons: 'Registrer ny bruker' (Register new user) and 'Glemt passord' (Forgot password).

Direktoratet for høyere utdanning og kompetanse

Espresso
Søknad og Rapportering

Hjelp

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

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



Åpne søknadsskjema

Denne seksjonen viser alle åpne søknadsfrister for dette programmet.

Nordplus Adult 2023

Dette søknadsskjemaet er åpent mellom **04.nov.2022 15:00** og **01.feb.2023 23:59**.
Bruk lenken under for å opprette en ny søknad, eller fortsett å jobbe med en eksisterende søknad under "Mine søknader".
Utlysningsteksten for denne søknaden finnes [her](#).

[Klikk her for å opprette en ny søknad](#)

Nordplus Horizontal 2023

Dette søknadsskjemaet er åpent mellom **04.nov.2022 15:00** og **01.feb.2023 23:59**.
Bruk lenken under for å opprette en ny søknad, eller fortsett å jobbe med en eksisterende søknad under "Mine søknader".
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[Klikk her for å opprette en ny søknad](#)

Nordplus Junior 2023

Dette søknadsskjemaet er åpent mellom **04.nov.2022 15:00** og **01.feb.2023 23:59**.
Bruk lenken under for å opprette en ny søknad, eller fortsett å jobbe med en eksisterende søknad under "Mine søknader".
Utlysningsteksten for denne søknaden finnes [her](#).

[Klikk her for å opprette en ny søknad](#)

Nordplus Nordic Languages 2023

Dette søknadsskjemaet er åpent mellom **04.nov.2022 15:00** og **01.feb.2023 23:59**.
Bruk lenken under for å opprette en ny søknad, eller fortsett å jobbe med en eksisterende søknad under "Mine søknader".
Utlysningsteksten for denne søknaden finnes [her](#).

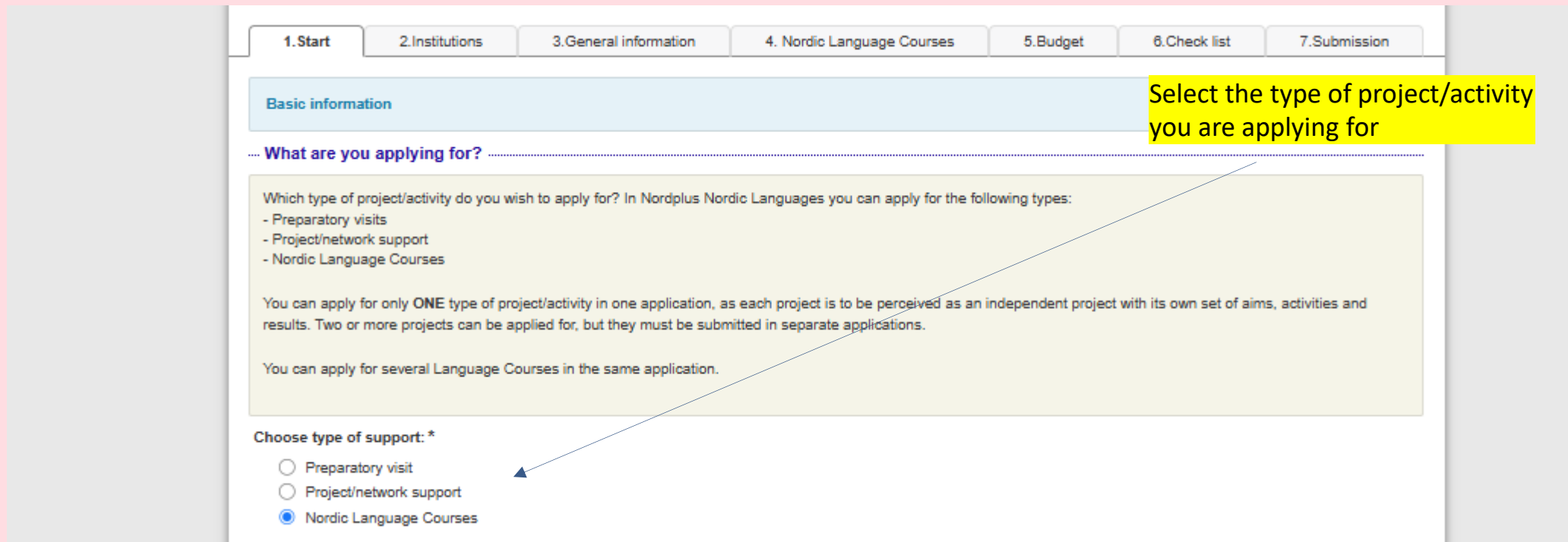
[Klikk her for å opprette en ny søknad](#)

Nordplus Higher education 2023

Select the Nordplus Nordic Languages form if your project is related to Nordic Languages



What are you applying for?



1. Start 2. Institutions 3. General information 4. Nordic Language Courses 5. Budget 6. Check list 7. Submission

Basic information

.... What are you applying for?

Which type of project/activity do you wish to apply for? In Nordplus Nordic Languages you can apply for the following types:

- Preparatory visits
- Project/network support
- Nordic Language Courses

You can apply for only **ONE** type of project/activity in one application, as each project is to be perceived as an independent project with its own set of aims, activities and results. Two or more projects can be applied for, but they must be submitted in separate applications.

You can apply for several Language Courses in the same application.

Choose type of support: *

- ☐ Preparatory visit
- ☐ Project/network support
- ☒ Nordic Language Courses

Select the type of project/activity you are applying for

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

The screenshot shows the 'Espresso' application and reporting interface. The header includes the Norwegian Directorate for Higher Education and Skills logo, the 'Espresso' title, and user information (eydisvalsdottir@gmail.com) with flags for Norway and the UK. Navigation buttons for 'Help', 'My account', and 'Logout' are present. A breadcrumb trail shows 'Home > Nordplus > Document editor'. The main heading is 'Nordplus Nordic languages - Application 2023' with the subtitle 'NPLA-2023/10002 - Untitled project'. A horizontal tab bar contains seven tabs: '1.Start', '2.Institutions', '3.General information', '4.Project description', '5.Budget', '6.Check list', and '7.Submission'. The '1.Start' tab is active, displaying a 'Basic information' section. Under '1.1. Project information', there is a text input field with the placeholder 'Give your project/application a title.' and a yellow callout box pointing to it that says 'Give your project a title'. Below this is a 'Project title *' label and a text input field containing 'Untitled project'. At the bottom, the 'Project number' is displayed as 'NPLA-2023/10002' in a greyed-out field.

Norwegian Directorate for Higher Education and Skills

Espresso
Application and Reporting

eydisvalsdottir@gmail.com

Help My account Logout

Home > Nordplus > Document editor

Nordplus Nordic languages - Application 2023
NPLA-2023/10002 - Untitled project

1.Start 2.Institutions 3.General information 4.Project description 5.Budget 6.Check list 7.Submission

Basic information

1.1. Project information

Give your project/application a title.

Give your project a title

Project title *

Untitled project

Project number

NPLA-2023/10002



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 them in the list.

Read only access

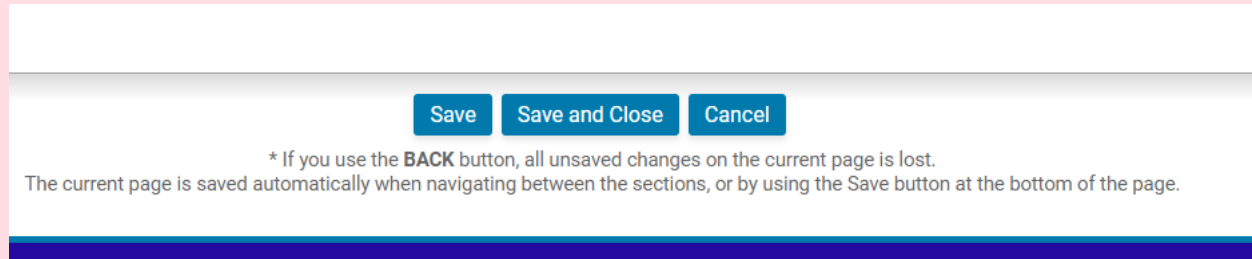
Read only access means that the person you give access can read everything in the application, but not make changes.

Search among registered users

Tab 1: Start

NB! Remember to click
"Save" before you leave a
tab.



A screenshot of the bottom section of a web form. It features three blue buttons with white text: "Save", "Save and Close", and "Cancel". Below these buttons is a warning message in a smaller font: "* 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." The entire section is enclosed in a white box with a thin grey border, and a dark blue horizontal bar is at the very bottom.

Save Save and Close Cancel

* 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: Coordinator

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: 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

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:

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 information 4.Project description 5.Budget 6.Check list 7.Submission

Institutions

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: * Association of Foreign Language Teachers in Iceland (IS-STÍL)

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

Tab 2: Institutions: Coordinator

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

Type of institution *

Linda test 444

Postal address	E-mail lindapetrine@gmail.com
Address for courier delivery	Web page www.kompetansenorge.no

2.1.2. Unit

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

Unit coordinating institution

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.



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	E-mail	Action(s)
!			<div>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</div> <div>Edit</div>

2.1.4. Contact person

Press “edit” to register the contact person for the project. the project/application.

who will receive information from Nordplus regarding

	Name	E-mail	Action(s)
!			<div>Edit</div>

Save

Save and Close

Cancel



Tab 2: Institutions – partner institutions

Home > Nordplus > Document editor

Nordplus Nordic languages - Application 2023
NPLA-2023/10002 - Untitled project

1.Start 2.Institutions 3.General information 4.Project description 5.Budget 6.Check list

Institutions

2.1.Coordinating institution 2.2.Partner institutions 2.3.Letter of

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 manu 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: 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: 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

Partner institution / *Partnerinstitusjon*

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

Project entitled / *Prosjekttittel:*
NPLA-2023/10002 - Untitled project

Coordinated by Institution/Organization
Koordinert av institusjon/organisasjon:

Unit / *Enhet:*

Contact person at coordinating institution
Kontaktperson på koordinatorinstitusjon:

Name of partner institution/organization
Navn på med søker/partnerinstitusjon:
d

Unit / *Enhet:*

Contact person at partner institution/organization
Kontaktperson hos partnerinstitusjon/-organisasjon:
Jónsson, Jón

I/We have familiarised myself/ourselves with the application and the Guidelines on Nordplus and agree that I/we will participate as an active partner in this project.
Jeg/vi har gjort meg/oss kjent med retningslinjene for Nordplus og samtykker i at jeg/vi vil delta som en aktiv samarbeidspartner i dette prosjektet.

Signatures - *Signaturer*

Place and date - *Sted og dato:*

Place and date - *Sted og dato:*

Signature of contact person at partner institution
Signatur kontaktperson på partnerinstitusjon:

Signature of legal representative
Signatur juridisk ansvarlig:



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 me (eydis@rannis.is).

Tab 3: General info.

General information

3.1.1. General description of the project

Summary of the project (250 words max) *

Please give a short description of the content of the application and the project that you are applying for. It will be used as information for the Program Committ  , The Nordic Council of Ministers and similar. It might be published on [www.nordplusonline.org](#), where we publish information about all projects that receive grants.

B I U | | Paragraph | A | | |

Path: p

3.1.2. 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 a theme *

Choose one v



Tab 3: General info.

... 3.1.3. Other information

Web page

If your project has a web page (or use one of the institutions web page), please write it below.

Contract period *

In Nordplus Nordic Languages 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 2026) ←
- ☐ 2 years project (ends August 2027)

Activity period *

The activity period means the time span of your planned activities. Normally the activity period follows the contract period, but if you plan activities 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 2025. Nordplus do not support activities that have been carried out before. Nordplus Nordic Languages accept activities taken place from 1 May 2025. Your activities can not take place after the end of the contract period.

Projects in Nordplus Nordic Languages can last for maximum two years. Both the contract- and activity period must be within this time frame.

From date (dd.mm.yyyy)



To date (dd.mm.yyyy)



Comments to the project-/activity periode

Rich text editor with toolbar (bold, italic, underline, list, link, unlink, paragraph, text color, background color, undo, redo) and a text area.

Path: p

Register the start- and end date of your project. Please remember that projects can have a duration of 1 or 2 years. 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 if you want to be sure to have the payment before the activities start. The Activity Period is the period that the activities of the project will be carried out. Here you can also comment on the timeline of the project.



Tab 3: General info.

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.

..... 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 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



Project/Network Support

... What are you applying for?

Which type of project/activity do you wish to apply for? In Nordplus Nordic Languages you can apply for the following types:

- Preparatory visits
- Project/network support
- Nordic Language Courses

Select the type of project/activity you are applying for

You can apply for only **ONE** type of project/activity in one application, as each project is to be perceived as an independent project with its own set of aims, activities and results. Two or more projects can be applied for, but they must be submitted in separate applications.

You can apply for several Language Courses in the same application.

Choose type of support: *

- ☐ Preparatory visit
- ☒ Project/network support
- ☐ Nordic Language Courses



Tab 4: Project description

Nordplus Nordic languages - Application 2023 NPLA-2023/10002 - Untitled project

1.Start

2.Institutions

3.General information

4.Project description

5.Budget

6.Check list

7.Submission

Information about the project

4.1 Background and project aim

4.2 Project activities

4.3 Results and dissemination

Background and project aim

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 Nordic Languages
- 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



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

Sectors *

Which sectors are involved in the project? ←

- ☐ University
- ☐ University College
- ☐ Preschool
- ☐ Primary/secondary school
- ☐ Upper secondary school
- ☐ Vocational school/apprentice programme
- ☐ Cultural School
- ☐ Folk High School
- ☐ Foundation
- ☐ Governmental Organization
- ☐ NGO
- ☐ Research Centre
- ☐ Private Enterprise
- ☐ Public Enterprise
- ☐ Employers Organization
- ☐ Trade Union
- ☐ Language School
- ☐ Center For Adult Learning
- ☐ Other

Here you should pick the sectors that are involved in your project.

Tab 4: Project description

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

... Languages

Which language(s) is the project about?

☐ Danish
☐ Icelandic
☐ Finnish
☐ Faroese
☐ Greenlandic
☐ Norwegian
☐ Sami
☐ Swedish
☐ Other

If Other, specify

B *I* U | Paragraph

Path: p

Please state what Languages that are involved in the project.

Tab 4: Project description

Project activities

Project activities

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

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 describe what should be done, who should do it, when should it be done and how does the activity contribute to reaching goals of the project. The activities must be realistic and present "value for money" compared to the expected outcome.

Path: p



Tab 4: Project description

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

Milestone

Register the main activities in your project here and state when you think you at going to carry them out.

Add work package

Work package *	Activity *	Start year *	Start month *	End year *	End month *	Action(s)
<div>1</div>	<div></div>	<div>Choose one ▾</div>	<div>Choose one ▾</div>	<div>Choose one ▾</div>	<div>Choose one ▾</div>	<div>Add activity</div> <div>Delete</div>

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)

When you have put in all the information that you need to you need to "Add activity"



Tab 4: Project description

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.

- ☐ Research/analysis
- ☐ Conferences/seminar/workshops
- ☐ Development of learning material
- ☐ Establishment of network
- ☐ Publication/ Dissemination of results
- ☐ Scandinavian language teaching among children and young
- ☐ Scandinavian languages in the Baltic countries
- ☐ Minority Languages in the Nordic countries

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.

- ☐ Research/analysis
- ☐ Conferences/seminar/workshops
- ☐ Development of learning material
- ☐ Establishment of network
- ☐ Publication/ Dissemination of results
- ☐ Scandinavian language teaching among children and young
- ☐ Scandinavian languages in the Baltic countries
- ☐ Minority Languages in the Nordic countries

Comments

Please comment your choice above.

B *I* U | | Paragraph

Here you should pick the type of activities that best fits your project. You can choose more than one type.

Here you should choose the main type of activity that best fits your project.

Here you can comment your choices.



Tab 4: project description

4.1 Background and project aim

4.2 Project activities










4.3 Results and dissemination

Results and Dissemination

Evaluation and risk assessment *

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 your plan for evaluation of the project and its results, as well as the risk assessment of the project as a whole. How are you going to carry out the evaluation? Which method is going to be used? Who is responsible for the implementation? How will this be monitored and evaluated?



Tab 4: project description

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 target group will benefit from the projects results. If the project will produce a "product" (e.g. teaching materials, e-learning courses, handbooks, manuals, guides, videos, surveys, publications etc.) they must be freely available 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. There must be a demonstrated need for the activities, products etc.

Path: p



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, 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. 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.

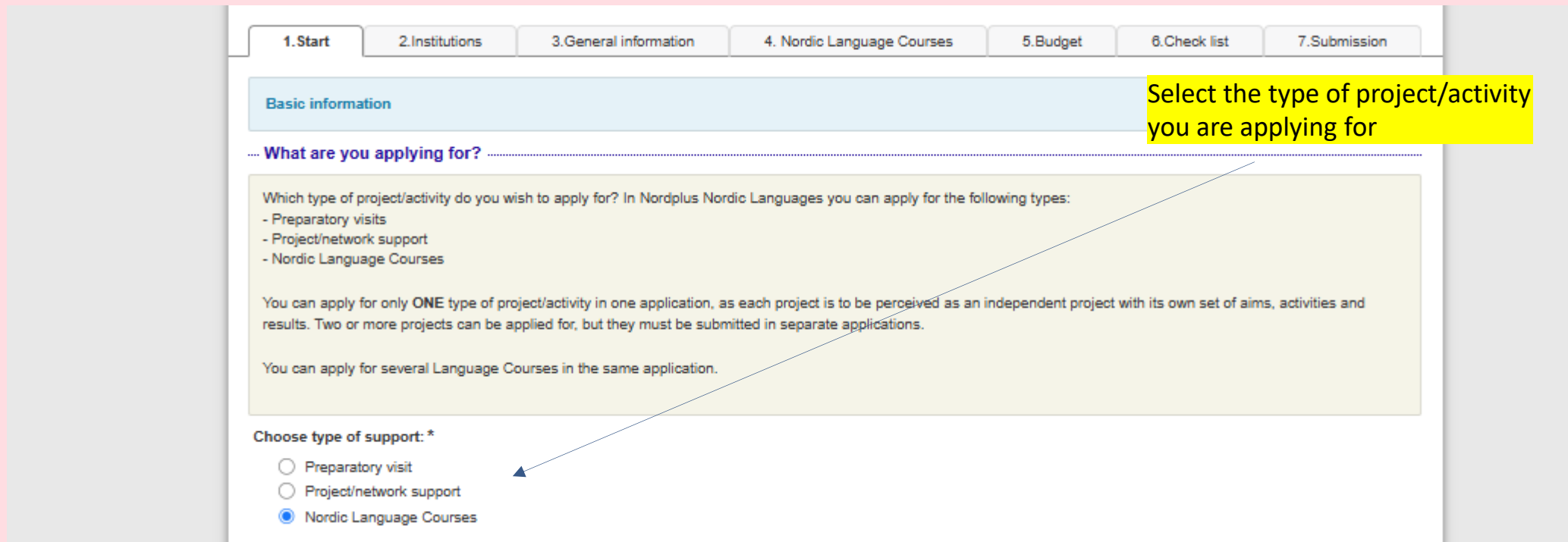
B *I* U | Paragraph

Describe how you want to make external relevant target groups aware of your projects results. How will you spread the message about your projet 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 on relevant platforms and forums. Note that the establishing of a project website is obligatory.

Path: p



Nordic Language courses



The screenshot shows a web application form with a progress bar at the top containing seven steps: 1. Start, 2. Institutions, 3. General information, 4. Nordic Language Courses, 5. Budget, 6. Check list, and 7. Submission. Step 4 is currently active.

Below the progress bar is a section titled "Basic information". Under this section is the heading ".... What are you applying for?" followed by a light yellow box containing the following text:

Which type of project/activity do you wish to apply for? In Nordplus Nordic Languages you can apply for the following types:

- Preparatory visits
- Project/network support
- Nordic Language Courses

You can apply for only **ONE** type of project/activity in one application, as each project is to be perceived as an independent project with its own set of aims, activities and results. Two or more projects can be applied for, but they must be submitted in separate applications.

You can apply for several Language Courses in the same application.

Below the yellow box is the section "Choose type of support: *". It contains three radio button options:

- ☐ Preparatory visit
- ☐ Project/network support
- ☒ Nordic Language Courses

A yellow callout box with the text "Select the type of project/activity you are applying for" has an arrow pointing to the "Nordic Language Courses" radio button.

Tab 4: Nordic Language Courses

1.Start 2.Institutions 3.General information **4. Nordic Language Courses** 5.Budget 6.Check list 7.Submission

4.1 Background and project aim 4.3 Course Overview 4.4. Dissemination and Sustainability

Background and project aim

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 H1 H2 H3 H4 A

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 H1 H2 H3 H4 A

Here you should give a short description of the overall aim of the courses

Here you should give us the context of the planned courses and background information.

Activity – Course overview

Course

Course name *

Course code/ID

Description *

Course languages

☐ Danish

☐ Icelandic

☐ Finnish

☐ Faroese

☐ Greenlandic

☐ Norwegian

☐ Sami

☐ Swedish

☐ Scandinavian languages

☐ Other

Target groups

Estimated participants

ECTS Credits

Duration

Start

Institution offering the course *

Comments

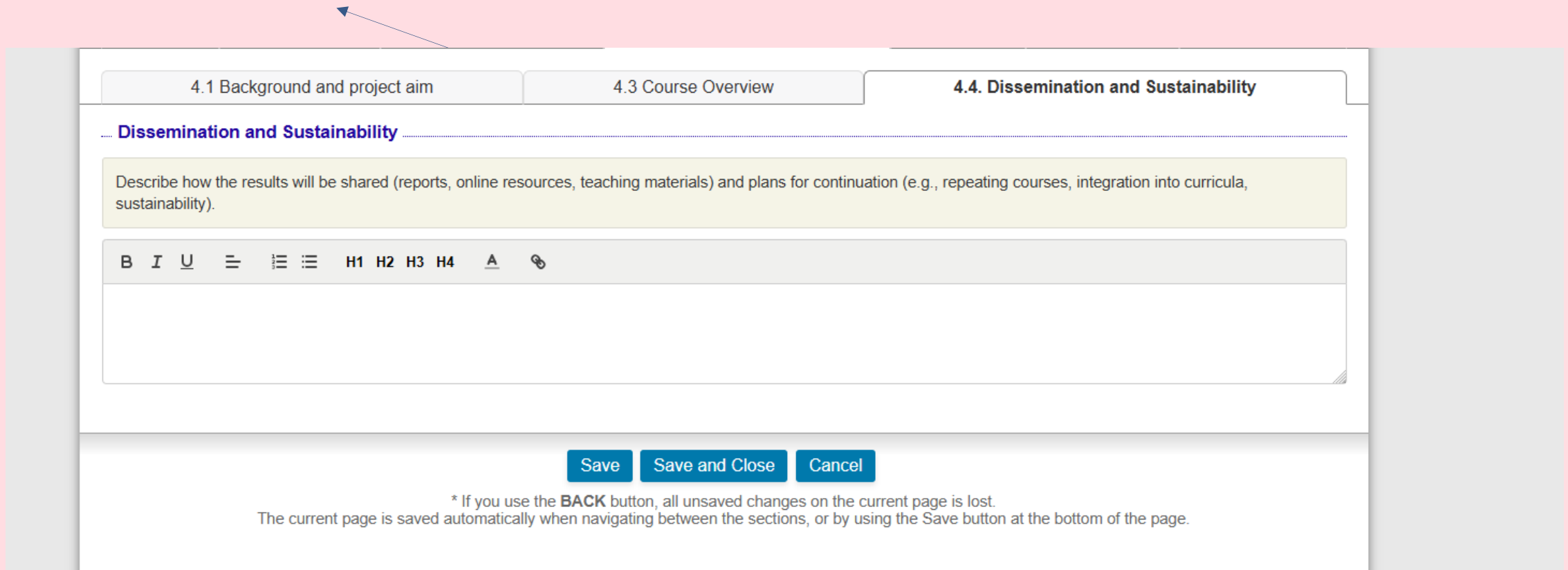
Save

Cancel

Here you should give your course a name, a short summary of it and indicate the timeline, the number of participants according to target groups. You should also indicate the duration of the course in days and if the course will give ECTS credits this should be stated.



Activity – Dissemination and sustainability



The screenshot shows a web form interface with three tabs at the top: '4.1 Background and project aim', '4.3 Course Overview', and '4.4. Dissemination and Sustainability'. The '4.4. Dissemination and Sustainability' tab is active. Below the tabs, the section title 'Dissemination and Sustainability' is followed by a yellow instruction box: 'Describe how the results will be shared (reports, online resources, teaching materials) and plans for continuation (e.g., repeating courses, integration into curricula, sustainability)'. Below this is a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Headings (H1, H2, H3, H4), Text Color (A), and Link. The text area below the toolbar is empty. At the bottom of the form are three buttons: 'Save', 'Save and Close', and 'Cancel'. A disclaimer at the very bottom states: '* 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.'

4.1 Background and project aim 4.3 Course Overview **4.4. Dissemination and Sustainability**

Dissemination and Sustainability

Describe how the results will be shared (reports, online resources, teaching materials) and plans for continuation (e.g., repeating courses, integration into curricula, sustainability).

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

Save **Save and Close** **Cancel**

* 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 5: Budget

- PV project do not have to attach a budget. Working with the budget has 2 steps:
- 1) Fill in the Nordplus Nordic Languages budget template (Excel-file that can be found under 5.2).
 - 2) Enter the sum total for each budget category manually in the boxes as can be seen here. Make sure that the sum total in the excel file and the boxes are identical.
 - 3) Please observe that there is a different file for the Project/Network Support and Nordic Language Courses

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

Activity	
Project management	<input type="text" value="0"/>
Travel and subsistence	<input type="text" value="0"/>
Cost for project and network activities	<input type="text" value="0"/>
Extraordinary project support, if justified*	<input type="text" value="0"/>
SUM - Activity	0
Total	0

Update sums

***Justification of extraordinary project support**

This support will only be granted for the exceptional cases. It is intended for:

- a) extraordinary projects which are extensive, research-based and/or labor intensive, and
- b) special needs in connection with disabled participants.
- c) other

These projects may apply for extraordinary, organizational support beyond the fixed rates. If applying for such support, the need must be explained and justified.

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

B *I* U | | Paragraph |



Tab 5: Budget

5.2. Attachment

Please upload a detailed budget for the project.

We recommend that you use the Nordplus budget model, which can be downloaded here: [Nordplus budget model](#)

Signed Letters of Intent (LOIs) from **ALL** participant institutions must also be uploaded here.

File upload

Choose a file to upload



Current files on document:

No attachments

Here, the budget template (excel file), which you need to fill in if you want to apply for a project/network support, for Nordic Language Courses you need to form your own budget.

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 here (the excel-file)



Tab 5: 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: Check list

Confirmation and 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 two institutions from two 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 in tab 7, you must confirm that you accept Nordplus GDPR-regulation.

You must also confirm that you have attached letters of intent and budget. Finally you must confirm that the partnership of the project consists of minimum 2 organisations from 2 different Nordplus countries in order to be eligible for a grant.



Tab 7: 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

8.2. Submit


Submit application

Save

Save and Close

Cancel

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



rannís

Few tips and tricks on the application

- ✓ Try and be as specific as is possible. The evaluators need to understand what the project is about and how it will be executed.
- ✓ The evaluators need to see how the project fits the **objectives of the program**, and that it is relevant for the **target group**. Read more about this on the [Nordplus webpage](#).
- ✓ Describe in detail how the responsibilities of the work packages and activities will be divided between the partners. Each partners needs to have a role!
- ✓ Describe in details the **results** that you want to achieve and what **effects** they will have on the society.
- ✓ Read carefully through the **budget** of the project and try to convince the evaluators of the value of the project.



What happens after the submission of the application?

- The application deadline is the 2 February 2026
- You will receive a confirm receipt of your application on the 3 of February
- Your application will be assessed by at least 2 evaluators and be recommended for either funding or rejection
- You will receive an answer in the beginning of May 2026 after the Nordplus Programme Committé decides on the grant proposal
- If your project is funded you will receive a contract, which must be signed before the payment can be transfered.
- The payment of grants 15 000 € happens in one installment.
- For applications granted between 15 000 € and 120 000 €, 80% is paid out after receipt of signed contract and 20% by approval of final report
- For applications granted 120 000 € or more the funds are paid in three installments: 40 % after the contract has been signed, 40% after 70% of the first installment is used and 20% after the final report has been approved.



Do you have any questions?

You can contact me with questions at: nordplus@rannis.is.

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

Evaluation



[Evaluation of Nordplus café 8 January 2026](#)