EXAMPLE APPLICATION ROUND for Public Administration 2023

Content report
Step 1

Financial report
Step 2

Evaluation
Step 3

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

1. Grant-holder

First name: ...

Surname: ...

Position: ...

Home institution: ...

2. Type of application ...

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

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

You have **1000** words remaining

4a. Other comments regaring the results of the project:

You have **1000** words remaining

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

You have **250** words remaining

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

You have **250** words remaining

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

[text box]

You have **100** words remaining

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

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

- [ ] Increased visibility of Nordic-Baltic cooperation
- [ ] Increased quality and involvement in the Nordic-Baltic cooperation
- [ ] Increased knowledge transfer for mutual benefit on all administrative levels
- [ ] Increased network cooperation in politically prioritised areas
- [ ] Increased experience exchange on best practices in respect of public administration and facilitation of harmonisation of standards
- [ ] Increased coordination of joint Nordic-Baltic utilisation of different EU funds and project financing
- [ ] Increased cross-sectoral cooperation
- [ ] Joint projects developed and/or other spin-off effects as a result of the programme

Explain:

[text box]

You have **250** words remaining

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

[text box]

You have **1000** words remaining

10. For group visits *

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

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

Total number of days: ...

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

1. Budget *

A. Contract sum of the grant (€):

B. Advance payment, 85% of grant (€):

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

D. Planned budget and expenditures of the project:

BUDGET ITEM	PLANNED BUDGET	EXPENDITURE (€)		ACTUAL TOTAL EXPENDITURE (€)
		Programme Grant	Co-financing	
1. Travel costs (total)				
1.1 Travel insurance				
1.2 International Travel Costs				
1.3 Local Travel Costs				
2. Accommodation Costs and Per diem (total)				
2.1 Accommodation				
2.2 Per diem				
3. Costs for on-line meetings				
Budget and expenditures in total				

2. Receipts and/or tickets:

NR	TYPE OF DOCUMENT	EXPLANATION	EXPENDITURE (€)	UPLOAD	
1.	▼			☁ UPLOAD FILE No file uploaded yet*	⊖

➕ ADD ANOTHER DOCUMENT

3. Please review your bank requisites:

Account holder:

Reference number (if needed)

ID-number/reg. no.:

Bank:

Bank code (SWIFT/BIC):

Account (IBAN):

Evaluation Form

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

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

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

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

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

- ⭘ Yes
- ⭘ No

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

- ⭘ Yes
- ⭘ No

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

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

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

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

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

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

PREVIEW REPORT   SEND TO MANAGEMENT BODY