

FAQ – Nordplus Junior

Which countries/states can participate? Countries and states able to participate are Denmark, Estonia, Faroe Island, Finland, Greenland, Iceland, Latvia, Lithuania, Norway, Sweden, Åland and Sydslesvig. (Sydslesvig can participate as a partner, but not as coordinator.)

Is our school eligible for a grant? The target groups of Nordplus Junior are pupils, teachers and other pedagogical staff in kindergarten/preschools, primary/secondary schools, upper secondary schools and vocational schools/apprentice programmes.

How long is a project period and how many partners must participate?

	Length of project period	Number of participants (including the coordinator)
Preparatory visits	1 year	At least 2 participants from 2 different countries
Teacher exchanges	1 year	At least 2 participants from 2 different countries
Class exchanges	1-3 years	At least 2 participants from 2 different countries
Pupil exchanges – studies	1 years	At least 2 participants from 2 different countries
Pupil exchanges – work placement	1-3 years	At least 2 participants from 2 different countries
Project and Network activities	1-3 years	At least 3 participants from 3 different countries

When does a project period start and end? All projects begin officially 1 August when a new term usually starts. If a class exchange or a project/network will run during three terms you should apply for a two-year project.

Should we choose class exchange or pupil exchange? Class exchanges can involve whole classes, but also smaller groups, collaborating on a certain theme. Pupil exchanges are for individual students wishing to study or achieve work experience within a Nordplus country/state.

Is it possible for a municipality or a local Board of Education to participate in Nordplus Junior? Yes, it is – but only as partners. Only schools within the formal education systems and kindergartens/preschools (public or private) can act as applicants/coordinators in Nordplus Junior. You can find other cross-sector activities in Nordplus Horizontal.

Is it possible to apply for funding for a field trip? No, it is not possible. Within mobility activities there is another alternative – class exchange – where your own choice of project work involves two or more classes or groups from at least two countries. The exchange and activities should be of an academic nature and be integrated in the ordinary education activity and linked to the curricula.

Should both schools, applying for a class exchange, submit separate applications? No, it is the coordinating school only that applies and submits the application.

What is the role of a coordinating school? One of the institutions should act as a network contact (coordinator) when applying for funds. This means that this institution is responsible for the application, for allocation of the grant and for coordinating the reporting throughout the contract period. However, it is important to remember that activities within Nordplus Junior are cooperations where all participants share rights and responsibilities. Therefore all participants sign a Letter of Intent which is attached to the application.

What can collaboration in a mobility activity be about? Mobility activities are collaborations designed to bring together children, pupils, teachers and other academic staff in order to teach or study in one or more of the participating Nordplus Junior countries. The theme is a joint decision, and should be based on needs or requirements for educational purposes and, integrated in the ordinary activity and linked to the curriculum in the participating institutions.

Our school has a mobility activity within Nordplus Junior since a couple of years. Is it possible for our school to apply for a mobility activity again? You can apply with the same partner, but you must have another theme, or show significant development of the original one; not repeating already completed projects.

How big is the grant? The grant for mobility activities is allocated according to set rates for travel and accommodation/board. Nordplus Junior does not allow accommodation grants for pupils. However, you may use surplus grants from mobilities to cover other costs crucial for the project - for example accommodation for pupils. There is also an opportunity to apply for domestic travels if they exceed 500 kilometers (return trip). You will find more information about fixed travel rates and lump sums in the handbook.

Do we have to pay back the grant for travel if we find a cheaper ticket than the set rate? No, if partners in a mobility project manage to finance the minimum number of granted mobilities with less money than granted, they can use the surplus amount for activities important to the mobility project. For example such surplus money could be used to cover accommodation and board expenses for pupils.

What types of grants are eligible for projects and networks and how does the budget work? When applying, you need to submit a separate budget with an overview of the total estimated costs for activities and how they will be financed; you can find a template on nordplusonline.org. For trips and accommodation you can use the fixed rates used in mobility activities, see the Handbook. For projects and networks the self-financing is 25% of the total approved costs. In addition to cash funding, in-kind contributions, like work hours put in the Nordplus Junior network/project, can be included in the self-financing.

Grants can be allocated within the field of education concerning:

- Planning
- Dissemination of project results
- Development and improvement of pedagogical and didactical methods
- Development of curricula
- Quality assurance

The grants can be used for costs related to publications and other printed matter, as well as for dissemination, like arranging conferences. General operational costs not linked to the project, office equipment, wages or other unspecified overhead costs are not eligible expenditure.

Is it possible to apply for mobility activities within a project or a network? Yes, if the aim or purpose of the project/network includes a class exchange, pupil exchange or teacher exchange. Activities not defined as mobility activities, but project or network/activities may in some cases allow travel costs.

Is it possible to apply for funding for a preparatory visit? Yes, grants are available for preparatory visits and include travel and accommodation for a maximum of 2 teachers per country for one visit.

When do we apply for a preparatory visit? During the programme period 2018 – 2020, one can apply for preparatory visit every year:

- 1 February (the original round)
- 1 October (second round only for preparatory visits)

How do we apply? All application should be submitted electronically through the application and report system Espresso. Applications must be submitted by the institution acting as a coordinator for an activity in Nordplus Junior. The other partners must sign a declaration of intent (Letter of Intent) confirming their active participation. The declaration has to be signed by the appropriate authority of the relevant institution. Each Letter of Intent has to be printed, signed, scanned and uploaded as an attachment to the application in Espresso. An application is not eligible without signed Letters of Intent from all partners (as attachments). There is a step-by-step guide on how to apply on utbyten.se (choose English version of the site). While applying there are also help texts available in Espresso.

We are about to change the legal representative/contact person in our school – what do we do? Contact the Nordplus administration on nordplus@uhr.se.

What happens if we cannot carry through all our granted mobilities? Contact the Nordplus administration on nordplus@uhr.se.

I am unable to report/find our documents in Espresso? It is only the contact person of the coordinating school who can file reports and access all documents. If you have this role, make sure you are using the same e-mail address you stated in the application when you created the account since the report is linked to this address. For example, if you created the account using your private G-mail address, but stated your work mail address as the contact address in the application, the report and documents will be linked to the contact address (and not the e-mail address used to create the account). If difficulties remain, please contact the administration on nordplus@uhr.se.