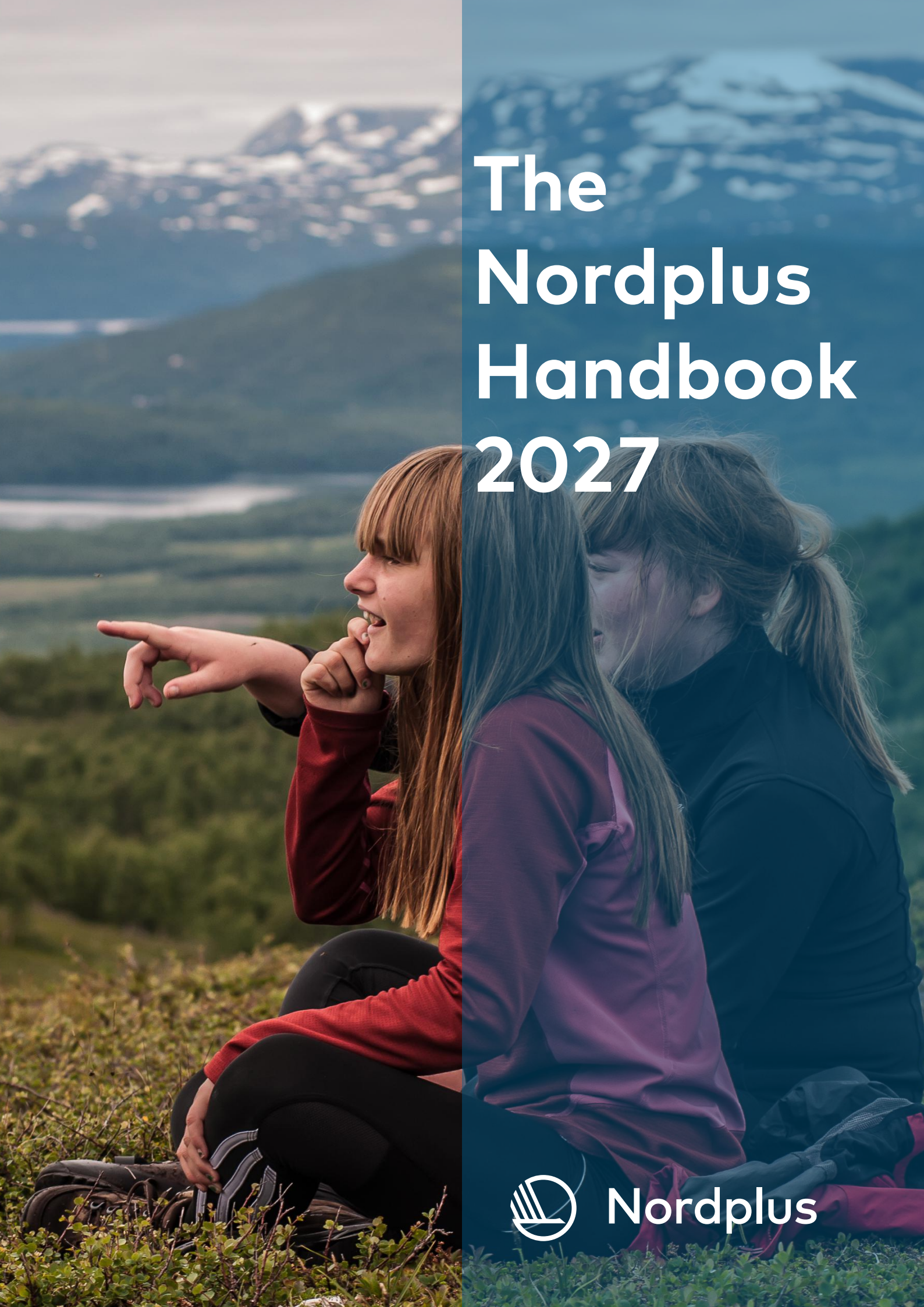

The Nordplus Handbook 2027

Nordplus

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Nordplus handbook 2027

Reading Guide

Welcome to the Nordplus handbook. The handbook is a guide for you as an applicant. It describes what you can apply for, and how to apply. It provides information about Nordplus in general and about the five different sub-programmes.

The first part of the handbook is a brief introduction to Nordplus, providing a quick overview of the programmes, objectives, target groups and activities. Here you can also find practical information about the application rounds and where to seek further guidance.

After the introduction you will find one chapter for each of the five sub-programmes in Nordplus with information about the sub-programme objectives, its target groups, activities, finances, and funding.

The chapter General information about applying provides information about the application process, the assessment of applications and reporting of completed projects. The chapter contains guidelines and detailed information about the evaluation criteria and on the reporting once a project is completed. There is also a checklist to help you fill in the application electronically when using the Espresso application system.

At the end of the handbook, you will find a list of contact details for each Nordplus office in the eleven countries participating in Nordplus.

Introduction to the Nordplus handbook

Each year, Nordplus awards around 11 million euros in funding for mobility, projects, and networks. Nordplus is a mobility and network programme for education in the Nordic and Baltic countries, including the autonomous regions of Åland, the Faroe Islands and Greenland. Nordplus is the largest educational programme within the Nordic Council of Ministers and funded by the Nordic and Baltic countries.

Nordplus consists of five sub-programmes:

- **Nordplus Junior**
  For preschools, primary and lower secondary schools, cultural schools, general and vocational upper secondary schools and apprenticeship programmes, school authorities and the public and private organisations/institutions involved in school education

- **Nordplus Higher Education**
  For public and private institutions of higher education

- **Nordplus Adult**
  For all organisations and institutions involved in adult education and learning

- **Nordplus Horizontal**
  For organisations and institutions involved in education and life long learning

- **Nordplus Nordic Languages**
  For all organisations and institutions interested and involved in Nordic languages within all fields of education

Objectives

The general objectives for Nordplus 2023–2027 are to:

- Strengthen and develop Nordic and Baltic cooperation on education, including early childhood and care, and help to create a Nordic–Baltic educational area
- Support, build on, reap the benefits of and promote innovative products and processes in education through the systematic exchange of experiences and good practice
- Contribute to the development of quality and innovation in the educational systems for lifelong learning in the participating Nordplus countries through cooperation in education and training, as well as co-operation with the labour market on development projects, exchange programmes and networking
- Enhance mobility for educational purposes and expand digital collaboration in education in the region
- Enhance opportunities for all, regardless of background and resources, to participate in regional educational collaboration and to gain new knowledge and skills based on collaboration between organisations
- Promote Nordic languages and culture and mutual Nordic-Baltic linguistic and cultural understanding
- Improve inter-Nordic language comprehension (primarily between Danish, Swedish and Norwegian, especially among children and young people)
- Stimulate interest in and knowledge and understanding of the languages of the Nordic countries essential to society (Danish, Finnish, Faroese, Greenlandic, Icelandic, Norwegian, Sami and Swedish) and Nordic sign language, and revitalise national minority languages in the Nordic Region.

Nordplus Highlight 2027: A Competitive Nordic and Baltic Region

In line with the Nordic Council of Ministers' vision of the Nordic region as the world's most sustainable and integrated region by 2030, Nordplus presented a new highlight in 2025: "Skills and Knowledge for a Competitive Nordic and Baltic Region". We define a competitive region as a sustainable and equitable region that promotes education supporting needed competence on the labour market.

The emphasis of the highlight is therefore placed on improving basic skills in language and aritmethics. As part of the highlight we at Nordplus place increased emphasis on projects that support knowledge of STEM subjects, digital skills and entrepreneurship. In our experience most individuals grow through mobility and gain new perspectives of other cultures also increases their possibility of establishing themselves on the labour market.

Nordplus highlights relate to all Nordplus sub-programmes and are a way of encouraging inclusion of their particular issues, but there are no requirements for the content of new projects to be guided by the highlights. Only the quality of the application determines if projects are approved.

Target Groups

Nordplus is aimed at all educational sectors, organisations and institutions involved in learning and education. Only institutions or organisations can apply in Nordplus – you cannot apply as an individual.

Only applicants from Denmark, Norway, Sweden, Finland, Iceland, Estonia, Latvia, Lithuania, such as Åland, the Faroe Islands and Greenland, which act as independent countries in Nordplus, are eligible for grants. Institutions placed outside the Nordic and Baltic countries are not eligible for funding from the programme but can participate in Nordplus projects if they cover their own expenses.

You can read more about who is eligible for applying in the sub-programme chapters.

Activities

Nordplus primarily supports two types of activities:

Collaboration Projects
An application must consist of at least three institutions from three different Nordplus countries. For Nordplus Nordic Languages, applications with two institutions from two different countries are eligible.

Mobility Projects
An application must consist of at least two institutions from two different Nordplus countries.

Nordplus Junior, Nordplus Higher Education, Nordplus Adult and Nordplus Nordic Languages include all types of activities, while Nordplus Horizontal is only open to project and network applications.

Nordplus Nordic Languages offers also mobilities for Nordic Language courses.

Detailed descriptions of the types of activities and grants you can apply for can be found in the sub-programme chapters.

Grants and inclusion support

Grants
Nordplus grants are primarily based on unit costs (fixed rates). Grants from Nordplus are contributions to project expenses and all participating organisations must therefore expect some degree of co-financing.

Costs that can be included in the grant and more detailed terms for using grants are defined in the sub-programme chapters.

Inclusion Support
Nordplus is the educational programme of the Nordic Council of Ministers and one of the objectives of the programme is to work towards the Nordic Vision 2030.

To achieve one part of the vision, a socially sustainable Nordic Region, inclusion is prioritized.

Nordplus places strong emphasis on ensuring equal participation in all sub-programmes. This is done through additional financial support, aimed at addressing the unique challenges faced by participants from diverse backgrounds.

Eligibility for Inclusion Support
Nordplus offers inclusion support to projects that involve participants who might face barriers to full participation due to disabilities or health issues. Participants who live in or travel to rural areas far from international airports can apply for Domestic Travel support. Note that this support is only available to apply for in the application process, not afterwards.

Application for Inclusion Support
Institutions and organisations participating in Nordplus can apply for inclusion support for participants as part of their project proposals. This application should detail the specific needs of participants and the intended use of funds to facilitate inclusive participation. However, it is also possible to apply for inclusion support during the project implementation directly to the programme administrators. It's important to note that applications from individual persons are not accepted. For more information see the chapter for each sub-programme on how to apply.

Application Rounds

Deadline in February 2027
Each year, Nordplus calls for applications for all its sub-programmes in all participating countries. The call for applications provides information about the possibilities for applying for funding from the various sub-programmes. The main deadline is usually 1 February, and the call for applications is announced 3 months before this date. Applicants receive an answer approximately three months after the application deadline.

Deadline in October 2027
Nordplus Junior, Adult and Nordic Languages have an additional round of applications for preparatory activities in the autumn. In this application round it is also possible to apply for study visits in Nordplus Junior. For the October application round, the deadline is usually 1 October, and the applicants receive an answer approximately 6 weeks after the application deadline.

The deadline for applying is before midnight – 23:59 CET.
OBS. Keep updated about the exact deadlines by checking our website. If a deadline falls on a Sunday or public holiday, the deadline is moved to the next working day.
All Nordplus applicants – regardless of which participating country they come from or which activities they seek funding for – must submit their application electronically through the Espresso application system. See more at www.nordplusonline.org.

Information & Guidance

Each Nordic and Baltic country has a programme office while Åland, the Faroe Islands and Greenland have an information office working with and providing information about Nordplus. If applicants have questions about the programme, the application, or the application process, they must contact the office in their home country directly.

You can find contact information here and at the end of this handbook.

Nordplus Junior

Introduction to Nordplus Junior

Nordplus Junior gives contributions to school's strategic quality work through partnerships between schools in the Nordic and Baltic countries. All activities aim at strengthening and developing collaboration and include everything from minor ventures with a focus on the process and the actual exchange of experiences, to major development projects with the aim of developing new ideas, methods and ways of working. It may also include exchanges of individual participants, for example continuing professional development for teachers and staff, or transnational pupil cooperation closely connected to curricula. Target groups for the programme are kindergardens/preschools, lower and upper secondary schools, vocational schools, apprenticeships and other organisations within the educational field.

The programme provides teachers and other pedagogical staff with an opportunity to strengthen their profesionalism and work skills,. Pupils get the chance to explore other cultures, broaden their horizons and gain new inspiration.

All projects should originate in the development needs of the participating institutions and organisations, as well as in each country's curricula and regulatory documents.
Examples of themes and areas for collaboration within Nordplus Junior could be: entrepreneurship, inclusive education, digitalization (ICT), promoting knowledge of Nordic and Baltic culture, democracy, environment and sustainable development, integration, education and employment, developing knowledge about the Nordic and Baltic languages, all school subjects e.g. mathematics and social sciences, as well as enhancing basic skills such as literacy.

Target Groups for Nordplus Junior

All Nordic and Baltic countries are eligible to apply. In order to receive a Nordplus Junior grant all activities must take place in one or more of the participating countries or in the autonomous regions of Åland, the Faroe Islands and Greenland. The target groups of Nordplus Junior are pupils, teachers and other pedagogical staff in:

- Kindergarden/preschools (for children from 1 years and older)
- Primary schools
- Lower and upper secondary schools (general and vocational)
- Vocational schools/apprentice programmes
- Local Education Departments if the project is aimed for teachers and pupils of a certain school/schools within formal education as mentioned above
- Culture schools
- Organisations and institutions working with or having strong interests in the area of school education, e.g. Departments for Education. However, these may only participate as partners.

Coordinator or partner
All projects must appoint a coordinating institution which will be responsible for the application and the granted funds for the duration of the project period.

Schools and culture schools within the formal education systems and kindergardens/ preschools, public or private, can act as coordinators. Each national office decides if a culture school is eligible as coordinator. It is not allowed to transfer your coordinating rights or responsibilities to third parties.

Other types of organisations may participate as partners in the activities development projects and preparatory visits. However, partners in mobility projects (teacher and class exchanges) must be preschools, schools or culture schools. Please contact your national programme office for more information.

All projects must be based on mutual agreements between the participating organisations, both coordinators and partners. In order for the application to be eligible, these agreements (Letters of Intent), must be duly signed by both coordinators and partners and attached to the application prior to the deadline.

A coordinator may submit more than one application in the same application round – it is the project's quality which determines whether funds will be granted.

The coordinating organisation bears sole responsibility for the project, including all financial and administrative obligations, both towards the participating organisations and towards the Nordplus administration. This responsibility may not be transferred, delegated, or assigned to any third party. The same principle will be incorporated into the General Conditions of the Project Document (Beneficiary Contract) to ensure consistency.

Activities in Nordplus Junior

Development projects and mobilities, such as job-switching for teachers between schools are examples of the activities in the programme. All activities must have a clearly defined aim, an expected outcome and correspond with the main objectives of the Nordplus programme. The project must be relevant to all of the participating organisations, identify development needs within the institutions and clarify the added international value. All activity types can be combined in the same application (except for preparatory visits and study visits).

If a project has received Nordplus Junior funding in previous application rounds, the project will be excluded from funding if the new application is comparable to previous granted applications (e.g. a copy and paste of previous applications without any development or progress).

The project period begins when the decision of approval has been sent out, in May for the spring round and November for the autumn round. If a project includes plans for activities during three terms, one applies for a two-year project period.

Mobility projects
Mobility activities require cooperation between at least two partners (including the coordinator) from two different Nordplus countries. The following activities are eligible:

A. Preparatory visits
The purpose of preparatory visits is to give project partners the possibility to plan a future project and formulate an application to Nordplus Junior. The main principle is that one of the participating institutions/organisations acts as host. The host institution is not included in a mobility grant. As a maximum, one visit with two participating teachers per organisation and country can be applied for. An application for a preparatory visit cannot be combined with other mobility activities or development projects.

Eligible participants: Teachers and other pedagogical staff
Project period: The activity must be carried out within the period of 1 year
Duration of activity: Preparatory visits may last a maximum of 5 days, including travel days

B. Teacher exchanges

Staff within eligible types of schools can apply for different kinds of exchanges, e.g. job-swapping, job-shadowing or experience exchanges where teachers take part in teaching in partner countries. The exchange may take place between one or more schools.

Eligible participants: Teachers and other pedagogical staff

Project period: The activity must be completed within a period of 1-2 years

Duration of activity: Teacher exchanges can range from 5 days (at least 3 working days and 2 travel days) up to 2 years

C. Class exchange

Class exchanges involve groups of pupils or classes, from at least two participating Nordplus countries. Further, the project may involve upper secondary students wishing to prolong their stay at their own costs and take part in theoretical studies and/or a work placement.

Grants can be awarded for a maximum of 30 pupils per school and a maximum of two accompanying teachers per 10 pupils. If travelling with fewer than 10 pupils, funding may be granted for two accompanying teachers.

Eligible participants: Pupils and accompanying teachers

Project period: 1 year or 2 years. The allocation of the number of pupils each year should be described in the application

Duration of activity: The exchange can range from 5 days (at least 3 working days and 2 travel days) and up to 3 weeks

Example: Two schools from two different Nordplus countries are partners in a class exchange. Each school can receive mobility grants for 30 pupils and six accompanying teachers. They can choose to complete these 72 exchanges during one year. But they can also choose to spread out the exchanges over a longer period up to a maximum of two years. The required period (1–2 years) must be specified in the application

D. Study visits

Schools or local Education Departments may apply for a visit to other educational institutions, research centers, governmental institutions, school legal bodies, companies etc. The study visit must contribute to new knowledge, experiences and perspectives relevant to the professions within the school sector and must clearly meet an identified development need at the organisation.

Grants can be awarded for a minimum of 2 and maximum of 5 participants per school/ organisation. Grants can be awarded for maximum 5 days per person and one visit per application. Grants can only be awarded for one visit per application. The applicant must select a host organisation in another Baltic or Nordic country for the Study visit. You may perform other relevant meetings during the stay; however, all activities must be clearly motivated in the application.

Eligible Participants: Teachers, school leaders, pedagogical staff or employees at local Education Departments. N.B. grants will not be awarded to pupils

Project period: The activity must be performed within 6 months

Duration of activity: The duration of the Study visit may be 2 - 3 days excluding travelling days

Application round: Applications for the activity Study visit can only be submitted during the autumn application round
Priorities: If necessary, applications with a certain geographical distribution or newcomers in Nordplus Junior will be prioritised.

Development projects
Applications for development activities must be based on an agreement between a minimum of three institutions or organisations from three different participating countries.

Development projects may involve strategic partnerships or networks.

Schools can form development projects on a specific theme that is consistent with the objectives of Nordplus and with the development needs of the participating institutions. Schools and organisations can form long term partnerships aimed at giving schools the opportunity to develop their pedagogical and didactical methods. The projects are meant to broaden the perspective on the chosen theme(s).

Examples of fields for partnerships:

- Quality assurance
- Dissemination of project results
- Development and improvement of pedagogical and/or didactical teaching methods
- Curriculum development

School groups, organisations or institutions can also form long-term networks collaborating within the educational sector. In thematic networks, participants exchange knowledge and experience on a shared issue, topic or challenge. This can generate new ideas and proposals for future initiatives.

Eligible activities for network support include:

- Administrative meetings to est ablish and develop the network
- Information activities
- Dissemination of results, for example dissemination seminars

A develoment project may apply for a grant for a maximum of two years.

Funding in Nordplus Junior

Grants from Nordplus Junior are based on fixed unit costs for different types of expenses connected to the applied activity. The grants are contributions to project expenses and all participating organisations must therefore expect some degree of co-financing.

The co-financing is not to be specified or documented neither in the application nor in the final report as it is presupposed in the unit rate system.

Furthermore, the unit cost system is based on the premise that it is the implementation of the activity and not the actual cost that must be documented. This provides greater financial flexibility in relation to the project implementation. It is advisable to evaluate the level of co-financing needed to carry out the project before applying.

More practical information on financial management and documentation can be found at nordplusonline.org/project management.

Mobility and development projects operate with two different unit cost systems as described below.

Grants for mobility projects cover travel costs for pupils, and both travel and subsistence costs for teachers and other pedagogical staff.

Grants for development projects cover travels, expenses for board and lodging, and other relevant costs connected to the activities within the development project. See further details below.

Funding of mobility projects
The funding of mobility activities in Nordplus Junior is based on the following categories:

- Project management*
- Fixed travel rates for return trips
- Subsistence (board/lodging) for pedagogical staff.

*Note that an administrative grant for project management is only granted to projects with a budget exceeding 15 000€.

Project Management / Mobility Projects

Rate per participating organisation för project managment *N.B. Only for budgets exceeding 15 000€	
Coordinatior:	1000 €
Partner:	500 €

The grant for project management can be used to cover the administrative costs but also for project related costs. The grant can be used to cover extra costs e.g., regarding travel and accommodation. It may also be used for costs related to arranging digital meetings as a compliment to the physical exchanges.

The grant is a lump sum and thus independent of project duration, type and content. The payment will be executed to the coordinating institution. The coordinating institution is awarded a higher rate since greater administrative costs are foreseen when coordinating a project

Fixed maximum travel rates for mobility projects

A. Preparatory visits (teachers/pedagogical staff only)

B. Teacher exchanges (and other pedagogical staff)

C. Class exchanges

D. Study visits (teachers/pedagogical staff only)

Route	AMOUNT (RETURN JOURNEY)
To and from Greenland	1300 €
To and from Faroe Islands and Iceland	660 €
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330 €
Domestic*, more than 500 km, return trip	175 €

* The amountfor domestic travel can be applied for if the distance between the school and the nearest international airport, train or bus station are above 500 km return trip. This concerns trips within your own country and/or the host country. In the Espresso application system, you apply for this contribution by selecting the same to- and from-country, and "0" in duration of stay. Accordingly, this contribution is applied for in addition to the other ordinary travel contributions between participating countries.

Fixed rates for subsistence– for teachers and pedagogical staff:

Fixed rates for subsistensce (not for pupils/students)	DAY	WEEK	MONTH
Teachers and mentors	100 €	500 €	1350 €

If you apply for 6-7 days duration you must use the weekly rate.

Funding of development projects
Grants for development projects are allocated according to fixed unit costs for travel, subsistence (board/lodging) and other project expenses. The system offers flexibility and permits moving funds within the various types of expenses included in the overall grant. See the guide Advice on financial management and documentation for granted projects at nordplusonline.org for further details.

The programme provides grants for two types of costs:

- Project management, implementation and dissemination of results
- Transnational meetings

Applications for development projects must attach a separate budget based on the unit cost categories above. The budget template is available on www.nordplusonline.org and it is also linked to in the application system Espresso.

Project management, implementation and dissemination of results
The purpose of the grant is to cover the administrative costs and expenses for dissemination of the project's results which is required of all for Nordplus Junior collaborative projects. Administrative expenses may be any type of costs of coordinating and participating in a project such as accounting, reporting, meetings or arranging digital meetings etc.

The costs of disseminating project results could, for example, be publishing reports and pamphlets, translation, websites and organisation, conferences, seminars and meetings. To some extent even costs for rent, fees for speakers and food and beverage could be included.

Expenses for services and external suppliers, such as fees, cannot be applied for separately, but may be covered by this unit cost or by the institutions' co-financing.

The grant is a lump sum and thus independent of project duration, type and content. The payment will be executed to the coordinating institution. The coordinating institution is awarded a higher rate since greater administrative costs are foreseen when coordinating a project.

Rate per participating institutions for project management, implementation and dissemination of results	€
Coordinatior	3000 €
Partner	1000 €

Transnational meetings
This grant covers travel and subsistence for meetings between project partners with a purpose of planning, follow-up and coordination of the project. Other forms of meetings, e.g. network meetings, smaller seminars/courses with the participation of partners' own staff etc. are also covered by this unit cost.

Costs for larger, external events with participation of persons outside the partnership are to be covered by the unit cost of "project management, implementation and dissemination of results".

Please note that the unit costs include both travel and subsistence expenses. They are based on the general mobility travel unit costs, with a small contribution towards subsistence.

UNIT COST PER PARTICIPANT PER MEETING	
To and from Greenland	1600 €
To and from the Faroe Islands and Iceland	960 €
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	630 €
* Domestic, more than 500 km(return trip)	175 €
**Domestic travel and subsistence, national meetings, more than 500 km (return trip)	475 €

*The unit cost for domestic travelling is an addition to the unit costs for transnational travel. Grants for domestic travel can be applied for when the distance between the participant's hometown and the nearest international airport, train or bus station in their home country is more than 500 km both ways (return trip).

**Unit cost for domestic travel and subsistence can also be applied for by participants from partner institution(s) in the same country as the hosting institution, if the distance is more than 500 km both ways (return trip).

The lump-sum principle
When an application has been approved, the applicant will be informed of how much the project has been allocated. This will be expressed in a number of approved mobilities (1 mobility = 1 return journey between partners in a mobility project).

All mobility projects are covered by the lump-sum principle. This principle means that if partners in a project manage to finance the number of mobilities with a lower sum than granted, they can use the surplus money for relevant project activities without having to present proof of these expenses. Such surplus money could be used to cover accommodation and board expenses for students, or other costs related to the project.

In the final report, the grant holders must affirm the actual number of accomplished mobilities in the project. If they have completed fewer mobilities than granted, a repayment must be made.

Ineligible Costs

- Overheads, i.e. general unspecified costs not directly connected to the project
- Office equipment (such as IT equipment and fixed inventory)
- Costs for non-Nordic or non-Baltic participants
- Costs for activities outside the Nordic or Baltic countries

Inclusion support for participants
Pupils and staff who require inclusion support can apply for additional funds. These expenses can be approved with up to 100% of real costs if these costs are not covered through other sources.

At application time, it is possible to apply for known real costs related to inclusion needs directly in the application form.

If the need for additional funds related to inclusion support arises during the project period, this may be applied for outside the ordinary application round. In this case, please send an e-mail directly to the main administrator of Nordplus Junior (nordplus@uhr.se). Examples of inclusion support include expenses for an accompanying person, interpreter, single room or similar. This grant is only available to participants in activities that
have already been approved. The reason for inclusion support coverage must be duly substantiated in the application or e-mail to the Nordplus Junior administration.

Irregular use of funds
If the funds are not used as implied in the contract, and/or final reports are not submitted as agreed upon in the contract, the main administrator can decide to hold back or withdraw funds.

Payments and audits
All applicants receive detailed information on the conditions of the grant, if awarded one. If funding has been granted for parts of the application only, the applicant will receive information about this and the reasons for the reduction. Reductions might be the result of ineligible costs, calculation errors, or that only certain activities were approved. Applications who are not eligible, or have reached the approved level of quality, will be rejected.

Funds are paid to the project coordinator, who is then responsible for the allocation during the project period. Within each project, the partners and coordinator jointly decide how the contribution is to be distributed between the participating institutions.

For applications granted 15,000 Euros or less, 100% of the funds are paid after the contract has been signed. Applications granted more than 15,000 Euros will receive the grant in two separate instalments: 80% after the contract has been signed and the remaining 20% after the final report has been approved. The grant will be disbursed in Euros and should not be converted to another currency due to the risk of losing funding because of changes in currency rates.

Note: The Swedish Council for Higher Education will issue the payment no later than 45 calendar days after the signed contract has been received by the Nordplus Administration.

The grant must be recorded in accordance with national and internal regulations as a separate cost item in the institution's accounting so that all payments are visible in the event of an audit. The coordinating entity should save the documentation for at least five years.

You can read more at www.nordplusonline.org

Here you can access the Nordplus Junior Budget Model 2027

Nordplus Higher Education

Introduction to Nordplus Higher Education

Nordplus Higher Education awards grants to higher education cooperation linked to degree education up to and including master level with Higher Education Institutions (HEIs) and other organisations in the Nordic and Baltic countries. Grants may be awarded for networking activities, intensive courses, joint study programmes, development projects and mobility of students and academic staff.

The goal is to enhance the collaborations between the organisations within higher education and with work life. The dissemination of good praxis and innovative results is important. The programme also supports academic mobility and work placements of high quality. The cooperation can revolve around mobility for individual students and academic staff, intensive courses, development projects, joint study programmes or networking activities.

It can include all subject areas and deal with themes that are relevant to the organisations. Usually the themes are subject related but the cooperation can also adress overarching themes such as education and work life, entrepreneurship, digitalisation, sustainable development, democracy or integration.

Target Groups for Nordplus Higher Education

Nordplus Higher Education's target groups are students pursuing higher education degree up to and including master level, academic and other staff in HEIs and other organisations working with or having a strong interest within higher education.
The collaboration can be established in two ways:

- As a network. The most common way to organise the collaboration in the programme is by networking. A network is usually thematic or subject specific and aims at long term collaboration on a wide range of different activities
- As a project partnership. This form of collaboration is time limited and focuses on a specific task - a project - with a specific outcome

The minimum requirement for a network and project partnership is that they consist of at least three institutions from three different countries. Greenland, the Faroe Islands and Åland are regarded as countries in the programme.

As an exception, if the application consists only of mobility activities, a bilateral collaboration with a sending and a hosting institution can be eligible. A coordinating institution must be appointed as responsible for the application and the financing granted for the entire contract period.

The coordinating institution is thus also responsible for the final report on behalf of all the network/project partnership. Only a HEI that is recognised by national authorities can act as a coordinator. If the network/project partnership includes organisations other than HEIs, there must be at least two HEIs participating from two different countries.

Activities in Nordplus Higher Education

Nordplus Higher Education supports the following activities:

Mobilities
- Student mobility
- Teacher mobility

Project activities
- Intensive courses
- Joint study programmes
- Development projects for Higher Education, including joint curriculum development and joint modules. For cross-sector projects, networks are recommended to apply to Nordplus Horizontal.

Network meetings

- To establish and develop new networks
- Meetings for staff for developing established networks
- Meetings for implementing, developing and quality assurance of Erasmus+ funded student and teacher mobility within the Nordplus network

What is eligible for funding?
As the programme supports collaboration in higher education up to and including master level degree, PHD students and researchers are not eligible for Nordplus grants unless they participate as teachers, e.g. on an intensive course.

The programme does not support surveys.

Mobility
Mobility is defined as individual student or teacher exchanges between the partner institutions in a network. Mobility takes place also in projects, such as in intensive courses, but this form of mobility should be applied for under project activities and as a part of the total costs for that project.

Long-term student mobility from 3 to 12 months
Mobility grants are awarded for full-time studies or work placements lasting 3-12 months in another Nordplus country. The grant is available to degree students of any nationality studying for a higher education degree up to and including master level at a HEI in the participating countries. In case of work placements, the exchange doesn't need to be connected to a network partner but can be directly arranged between the student's home institution and the host organization/company where the training will take place. PhD students are not eligible for a Nordplus grant. The grant should be seen as a contribution towards the additional costs of studying abroad.

This type of long-term mobility within the Nordplus Network is recommended to be financed from other sources (e.g. Erasmus+). Nordplus networks are encouraged to examine the possibilities of any such funding at partner institutions and how this could be used for student mobility in the Nordplus network. This helps to save more of Nordplus' limited resources for short-term mobility or projects.

Short-term student mobility from 1 to 2 months
Mobility grants may also be awarded for short, full-time studies of 1-2 months' duration and for work placements in another Nordplus country on the same basis as for long-term student mobility (see above).

Express mobility 1- 3 weeks

Students may also be awarded grants for shorter exchanges – express mobility grants. The minimum duration of express mobility is one week (5 working days). This form of student mobility is intended to broaden the possibilities for students to study abroad for shorter periods in cases where longer periods are not possible. Express mobility is also intended to encourage institutions to invite students from partner institutions to participate in their own courses and thus promote internationalisation at home.

Express mobility grants are awarded according to the same guidelines, criteria and rules as regular student mobility grants, but with some exceptions (see below).

Work placements grants (long-term, short-term and express) are awarded according to the same main guidelines, criteria and rules that apply to regular student mobility grants except that they may also be awarded for a mobility period taking place after graduation and then the following applies:

- The grant must be awarded before graduation
- The work placement must be finalised within one year of graduation

The following rules apply to all student mobility types:

- The studies/work experience placements abroad shall be fully recognised as a part of the degree at the student's home institution (exception: work placement after graduation)
- ECTS shall be used. Not mandatory for express mobility. In any case, the mobilityperiod must be included in a larger study entity which is a part of the student's degree.
- The Nordplus Exchange is possible from the first year of study at the student's home institution
- Generally speaking, the Nordplus student does not pay any fees to the host institution (exception: any fees to student organisations, application fees, tuition fees for third-country students, any course fees)
- The student shall live at his/her place of study. Commuting between place of study and place of residence is not permitted
- Confirmation of grant award shall be signed before payment is made (please find the document at nordplusonline.org)
- A learning/training agreement shall be signed before the exchange. Not mandatory for express mobility. Erasmus + model contracts are recommended
- A final report of the exchange shall be submitted by the student after the exchange has been completed (not mandatory for express mobility)

Teacher mobility
Academic staff of any nationality employed at HEIs in the participating countries may be awarded a Nordplus grant for exchanges in another Nordic or Baltic country. The exchange can include teaching, tutoring, development of teaching materials etc. It is also possible to use these grants for activities connected to work placements and collaboration with the labour market.

This type of mobility within the Nordplus network is recommended to be financed from other sources (e.g. Erasmus+ which also offers funding opportunities for non-academic staff).

Nordplus networks are encouraged to examine the possibilities of any such funding at partner institutions and how this could be used for staff mobility in the Nordplus network. This helps to save more of Nordplus' limited resources for projects and network meetings.

The minimum duration of the teacher exchange is eight teaching/working hours.

The following rules apply to Nordplus teacher mobility grants:

- If the grant is paid as an individual scholarship, confirmation of receipt of the scholarship should be signed before payment (please find the document on nordplusonline.org).
- A final report on the exchange must be submitted by the grant holder after the exchange has been completed

Project

Intensive courses
Nordplus Higher Education awards grants for intensive courses lasting between one week (five working days) and one month. Courses may take place during term time or in the summer by way of short courses, symposiums, master classes or workshops. Intensive courses must include students and academic staff from at least three different countries. The courses must yield ECTS points and must be recognised as part of the students' degree. The number of ECTS points should be stated in the application.

PhD students may act as teachers on intensive courses. They are not eligible for a grant if they are students in the programme.

The same intensive course can be granted Nordplus funding for three consecutive years but annual applications must be submitted. It is recommended that the hosting institution is rotated.

Joint study programmes
Nordplus Higher Education awards grants for development of joint study programmes.

Nordplus joint study programmes are defined as follows:

- Programmes are full-degree study programmes established according to national legislation
- Programmes lead to a degree recognised by national authorities
- Degree certificates with a Diploma Supplement are issued according to national legislation
- Mobility is integrated into the programme setup
- Programmes are developed jointly, and all courses and study units should be approved by all participating parties
- The collaborative venture is governed by a signed agreement defining its aims as well as the roles of the participating parties
- These definitions set the target aimed for but Nordplus can award grants for all stages of the development process, from the very first idea up to finalisation

The same joint study programme can be granted Nordplus funding for three consecutive years but annual applications must be submitted.

Development projects
Nordplus Higher Education offers grants for innovative development projects within the field of Higher Education.

For cross-sector projects, networks are recommended to apply the Nordplus Horizontal programme. Apart from joint curriculum planning and joint modules, projects may focus on issues such as:

- Collaboration with the labour market
- Quality assurance
- The dissemination and use of results achieved by networks and projects
- The development of collaborations with other institutions in the public or private sectors as well as non-governmental organisations (NGOs) within Higher Education
- The development of new teaching methods
- Digitalisation and use of AI in education

The same project can be granted Nordplus funding for three consecutive years but annual applications must be submitted.

Network meetings
Nordplus Higher Education allocates support for:

- Meetings for establishing NEW networks. The network is defined as new for three consequtive years but annual applications must be submitted
- Meetings for staff for developing established networks
- Meetings for implementing, developing and quality assurance of Erasmus+ funded student and teacher mobility within the Nordplus Network

Nordplus networks are encouraged to examine the possibilities of other funding sources for network support. E.g. Erasmus+ which also offers funding opportunities for non-academic staff via "Organisational Support" and in "Staff Training" can be used for these meetings. The support is allocated from the home institution. Note! Double funding is not eligible.

Funding in Nordplus Higher Education

Funding for mobility
Support for mobility to networks is allocated according to set rates for travel and accommodation/board. The application and reporting system (Espresso) will calculate the grant sum based on the established rates.

The rates for individuals are maximum rates, thus the network can decide the level of each scholarship according to the total grant available. It is important that an agreement on the exchange and the scholarship is made before the actual exchange takes place. Transparency and equality should be the guiding principles in setting the levels of scholarships among the partner institutions.

The coordinating institution may use a maximum of 5% of the total used grant for the administration of the mobility. The amount used for administration shall be reported but no supporting documentation is needed in the final report.

TRAVEL RATES:

To and from Greenland	1.300 €
To and from the Faroe Islands and Iceland	660 €
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330 €
Domestic, in connection with exchange abroad	Up to 175 €

ACCOMMODATION/BOARD RATES:

	PER DAY	PER WEEK/ 5 WORKING DAYS	PER MONTH
Students (short and long term mobility)	20 €	70 €	250 €
Students (express mobility)	50 €	250 € 1st week, + 100 € 2nd week, + 100 € 3rd week	
Teachers	100 €	500 €	1.350 €

Here are examples on how to calculate the scholarships:

- 5-week student mobility, the maximum rate is 250 € + 70 € = 320 € + travel grant
- 2-weeks Express mobility: the maximum grant is 250 € + 100 € + travel grant
- 8-day teacher mobility, the maximum rate is 500 € + 100 € = 600 € + travel grant
- 1-day teacher mobility, the maximum rate is 100 € + travel grant
- 5 (working)day teacher mobility, the maximum rate is 500 € + travel grant

Funding for intensive courses, project activities and network meetings
Nordplus grants should be seen as a contribution towards the actual cost of activities in the participating countries. The maximum grant for each project is 100 000 €. The same project may receive renewal funding in three calls in a row, hence in total 300 000 €. The same course can also be funded three times in a row.

To make the application process easier for the applicant, the budget system uses fixed unit costs that automatically calculates the amount that can be applied. The granted sum, however, is allocated as a lump sum that shall be used based on real costs and may freely be used for travels, subsistence, organisation and in projects for development work. If major changes in the project plans occur and the need for the use of the grant changes, the network coordinator shall contact the main administrator (Finnish National Agency for Education, EDUFI).

Budget models to be used
When applying for a project activity and/or network meetings, the applicant must use budget models that are provided in the application form in Espresso and at nordplusonline.org. There are two types: one for Intensive courses and another for Development projects, Joint study programmes and Network meetings.

The forms calculate automatically the requested amounts based on the inserted data. The applicant should then insert these calculated amounts in the budget fields in the online Espresso application. It is necessary to match the amounts in the application with the amounts in the attached budget forms. Project activities and network meetings without attached budget models will be rejected.

Ineligible costs

- Overheads, i.e. general unspecified costs not directly connected to the Nordplus project
- Purchase of office equipment (such as IT equipment)
- Costs for participants from non-Nordic and non-Baltic organisations
- Costs for activities outside the Nordic and Baltic countries

Inclusion support for participants

Expenses for participants with inclusion needs can be approved with up to 100 % of real costs if these are not covered with other sources. If need for additional help and support for participants arises during the project, the coordinator may apply for further funds, also after the ordinary application deadline. The application should be addressed directly to EDUFI in Finland. Additional funds may be provided to cover the expenses for accompanying person, interpreters or similar. Please contact EDUFI in good time before the planned exchange.

Contract period

Grants for mobility, network and project activities are allocated for a fixed contract period that starts on 1 May and ends on 1 October the following year. The final report must be submitted within 30 days after the contract period is terminated.

Payments, audits and reporting

Applicants may receive full funding (the sum applied for), partial funding (only some of the activities applied for are funded, or the budget has been reduced due to ineligible costs or inaccurate calculations), or the entire application may be rejected. All applicants receive information on the decision. If funding has been granted for part of the application only, the applicant will receive information about this and the reasons for the reduction upon request from EDUFI.

When the contract has been signed and submitted to EDUFI, grants are paid in full to the coordinator, who is then responsible for the funds for the whole duration of the contract period. The network/project partnership decides how the funds are to be allocated between the participating institutions.

The funds granted should be accounted for in accordance with national/ internal requirements and rules as a separate project in the accounts of the coordinating institution so that all payments are visible in the event of an audit. All documents are to be retained by the coordinator in at least five years after the end of the contract period.

When reporting the grants, no additional financial documentation is needed.

Irregular use of funds

If the funds are not used as implied in the contract, and/or reports are not submitted as agreed upon in the contract, EDUFI requires reimbursement of the grant.

Budget models

Budget model for intensive courses 2027

Budget model for development projects, joint study programmes and network meetings 2027

Nordplus Adult

Introduction to Nordplus Adult

Nordplus Adult includes all parts of adult learning – formal, non-formal and informal learning, whether in the context of general, liberal or vocational education in the Nordic and Baltic countries. The programme should be a catalyst for the development of the sector through grants for mobility, establishment of networks and project collaboration. It is crucial that a project involves organisations with knowledge, expertise and experience that can be of mutual benefit in the partnership.

The programme supports initiatives that improve the quality of adult education and learning, meet new learner needs or test new organisational forms and teaching methods. In practice, the programme is open to a wide range of themes and subject areas. Most importantly, each partnership should be based on the current challenges and needs that the partnership organisations face in their daily work.

Examples of themes that can be addressed are key competences and basic skills, validation and recognition of prior learning, link and transition between education and the labour market – e.g. work-based learning, up-skilling, re-training and entrepreneurship. Initiatives can also focus on current societal challenges such as green transition and sustainable development, digitalisation, integration, inclusion, health, democracy and active citizenship. The programme also supports initiatives targeted at vulnerable and marginalised adults – e.g. learners with special needs, senior citizens, refugees/migrants and the unemployed. Other themes are also welcome – what is important is that the initiative derives from a specific development need within the partnership, and that the partnership organisations need the project results for their own adult education activities.

Target Groups for Nordplus Adult
Nordplus Adult comprises a broad and diverse sector and is open to all types of organisations engaged in the field of adult education and learning in the eleven Nordplus programme countries.

Examples of organisation and institution types that can apply to Nordplus Adult are:

- Educational institutions for adult learners, including institutions with adult educator/mentor programmes, institutions involved in special needs education for adults and research-based institutions with experience and expertise in adult learning
- Other organisations, including associations, public authorities, businesses, cultural institutions (e.g. museums and libraries) and non-governmental organisations working with adult education and adult learning in informal and non-formal settings
- Although Nordplus Adult is not limited to established educational institutions, the initiative must address education and learning directed at adult learners in the partnership organisations. For example, the programme covers continuing vocational training (CVET), whereas projects involving basic vocational education and training (VET) must apply to the Nordplus Junior programme

  More information about target groups and specific requirements can be found below in the descriptions of the individual activities in the programme.

Activities in Nordplus Adult

Nordplus Adult welcomes applications for the following activities:

Mobility projects

- prepatory visits
- exchange of teachers and other adult education staff
- exchange of adult learners (adult students)

Collaboration projects

- thematic networks
- development projects
- mapping projects

Collectively, these types of activities support different phases and parts of the partnership: From the proactive phase of establishing contacts, to networking and exchange of experiences onto the realisation of mapping and development work.

Mobility projects
Mobility projects must involve cooperation between a minimum of two organisations from at least two programme countries within a period of max 2 years. Preparatory visits have a max. duration of 1 year. The following project types can be applied for:

Preparatory visits
The aim of preparatory visits is to support the preparation and planning of projects and applications for the other activity types in Nordplus Adult.

Grants for travel and subsistence are available for participation in a joint meeting between organisations from at least two different programme countries with a view to clarifying scope for collaboration and/or planning a concrete application for a future Nordplus Adult application deadline.

Grants are offered for one preparatory meeting of a maximum of five days' duration (including travel time) with the participation of up to two representatives from each traveling organisation.

One of the participating organisations serves as host of the preparatory meeting. Travel and subsistence grants are only available to cover the travel expenses of the visiting organisations. The host organisation is not eligible for a grant. Priority is given to new partnerships.

An application must describe the following elements:

- A detailed programme for the planned visit
- The background and motivation as well as general topics and objectives of the future project
- Each organisation's contribution and expertise in relation to the project

Note that grants for general teacher exchange/study visits between organisations not aimed at the development of a joint project must be applied for under "Exchange of teachers and other adult education staff", which is described below.

Exchange of teachers and other adult education staff
The aim of the exchange is to provide staff from the partnership organisations with new professional skills and experience of other cultures and learning traditions in order to enhance the quality of adult learning and, more generally, to strengthen cooperation and exchanges between Nordic/Baltic organisations and institutions in adult learning and education.

Grants for travel and subsistence are offered for the participation of teachers and other relevant staff in training courses as well as self-organised study or teaching stays in relevant institutions and organisations in another Nordic/Baltic country. Furthermore, a grant for project management is offered to partnerships that comply with the criteria for grant amount or number of traveling participants. These criteria are explained in more detail in the section "Funding".

Only teachers, trainers and other relevant staff responsible for the education of adults are eligible to receive support under this project type. Please note that applications for exchange of teachers from higher education or from primary/ secondary education must be submitted to the Nordplus Higher Education and Nordplus Junior programme respectively.

Furthermore, applications must comply with the following criteria to be eligible for support:

- The individual stay(s) must have a duration of minimum of three days, i.e. three full working days, travel excluded
- The number of participants in the exchanges should normally not exceed two representatives per organisation unless the need for more participants is specifically argued for
- The application as a whole may include the exchange of several members of staff from several partnership organisations. However, each stay must be organised on an individual basis and take place within a single partner institution. Study trips involving short visits to a number of institutions and organisations are not prioritised
- Applications may include visits and revisit(s); however, revisit(s) are not required in order to qualify for a grant
- A detailed programme involving planned trips with clear objectives and expected results must be included in the application
- All planned stays must be completed within two years, which is the maximum project period for mobility projects
- All travelling staff must have a formal link to the partnership organisations as employees or contracted volunteers

Exchange of adult learners (adult students)

The aim of the exchange is to provide adult learners enrolled in the partnership organisations with new competences and/or professional skills and insight into other cultures and learning environments. Furthermore, the aim is to strengthen cooperation and exchange of experiences between Nordic/Baltic organisations and institutions in adult learning and education.

Grants for travel and subsistence are offered for the exchange of adult learners (adult students) between Nordic/Baltic institutions and organisations. Additionally, a grant for project management is offered to partnerships that comply with the criteria for grant amount or number of traveling participants. These criteria are explained in more detail in the section "Funding".

Adult learners participating in continuing vocational training (CVET) are also eligible participants in this project type while applications for exchange of students in vocational education and training (VET) should be submitted to Nordplus Junior.

The following criteria must be met in order to be eligible for a grant:

- The individual stay(s) must have a duration of minimum 3 days, i.e. three full working days, travel excluded
- The stay must be organised as an exchange in an educational institution and/or a work placement in a company, where adult learners take part in learning activities with the host organisation together with learners from the host country
- A detailed programme with clear objectives and expected results must be included in the application
- Applications may include visits and revisit(s); however, revisit(s) are not required in order to qualify for a grant
- The application as a whole may include the exchange of several adult learners from several partnering organisations. However, each stay must be organised on an individual basis and take place within a single institution/company. Study trips involving short visits to a number of institutions/companies are not eligible
- All planned activities must be completed within two years, which is the maximum project period for mobility projects

Please note that it is possible to apply for grants for accompanying teachers when traveling with adult learners/adult students.

Furthermore, it is possible to apply for coverage of costs related to participants with inclusion needs – read more about „Participants with inclusion needs " in the section Funding.

Collaboration projects

Collaboration projects must involve cooperation between at least three organisations from at least three different programme countries within a maximum period of two years.

The same organisation can be involved in maximum one application for Nordplus Adult collaboration projects (i.e. thematic networks, development projects, mapping projects) as coordinator or partner per application deadline. Higher education institutions are allowed to submit one collaboration application per department.

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

The coordinator is responsible for checking that the partnership complies with the limit on submitted number of applications per organisation for Nordplus Adult collaboration projects.

This limit only applies to Nordplus Adult collaboration applications, i.e. the limit does not apply to Nordplus Adult mobility applications or to applications submitted to the other Nordplus sub-programmes.

Thematic networks

The purpose of thematic networks is to provide organisations, institutions, associations, etc., with an opportunity to form networks across the Nordic and/or Baltic countries. The idea of thematic networks is to form new, permanent relations and partnerships.

In thematic networks, the participating organisations work with a shared theme in the form of an issue, a topic or a challenge. The process is based on the exchange of knowledge and experience on the selected theme, which subsequently forms the basis of new knowledge and proposals for new initiatives.

The following criteria must be met in order to be eligible for a grant:

- The network must exchange knowledge and experience in relation to a specific topic, issue or challenge shared by all the involved organisations
- A detailed work schedule with clear aims and expected outcomes must be presented in the application
- The network activity must lead to new knowledge and ideas on the chosen theme or challenge
- Priority is given to applications based on new constellations and partnerships, in which different types of organisations and institutions in adult learning and education are represented

The network activity may also lead to new proposals within other parts of the Nordplus Adult programme.

Development projects

The aim of development projects is to give Nordic and Baltic organisations and institutions the opportunity to carry out joint development work within adult learning. Development projects must lead to the development of one or more "products", e.g. new teaching material, (online) courses, modules, methods, platforms etc. The aim is to improve adults' access to learning, improve the quality of adult learning or meet new or changing needs. The programme also supports the development of training opportunities for teachers, mentors and other relevant staff of the partnership organisations.

The following criteria must be met in order to be eligible for a grant:

- A development project should be based on collected existing knowledge and experience in the relevant field. Previous projects are not to be duplicated
- A detailed work plan with clear aims and expected outcomes has to be presented in the application
- The developed product(s) must be needed by the partnership organisations for their own adult education activities
- A development project must be product-oriented, meaning that one or more fully developed and accessible product(s) must be created during the project period. The product(s) must be made freely accessible to the wider public at the end of the project period. All products funded by Nordplus grants must carry the Nordplus logo

Mapping projects

With mapping projects, the programme supports the collection, identification and analysis of existing knowledge on adult learning. The mapping project is a study and often involves descriptions of and statistics on specific traditions or sectors within adult learning. The study might take form of comparisons between specific countries or areas/sectors within adult learning. The aim of mapping projects is to take stock, define development needs, make recommendations for future initiatives, and hereby create the basis for new projects.

The following criteria must be met in order to be eligible for a grant:

- A mapping project should be based on existing knowledge and research in order to avoid duplication of previous research and mapping projects
- A mapping project must have general relevance, and the results should be useful beyond the circle of participating organisations
- A detailed work plan with clear aims and expected outcomes has to be presented in the application
- A mapping project usually involves a combination of practitioner organisations and research-based institutions with expertise in adult-learning. High priority is given to projects involving different types of institutions/organisations
- The outcomes of a mapping project are to be made public. It is essential that the application gives details on how the acquired knowledge will be published, e.g. in the form of a report etc.
- Reports, analyses etc. must carry the Nordplus logo

Funding in Nordplus Adult

Grants from Nordplus Adult are based on fixed unit costs for different types of expenses connected to the applied activity. Grants from Nordplus are contributions to project expenses, and all participating organisations must therefore expect some degree of co-financing.

The co-financing is not to be specified or documented in the application or in the final report as it is presupposed in the unit cost system.

Furthermore, the unit cost system is based on the premise that the implementation of the activity and not the actual cost must be documented. This provides greater financial flexibility in relation to the project implementation.

If the project partners complete all the granted activities (e.g. the granted number of traveling participants, the granted duration of stays, the granted number of working days etc.), the partnership is entitled to keep the total awarded grant, regardless of whether the real costs of the activities are lower than the awarded grant. Possible surplus funding can be spent on any project-related activities. On the other hand, if the real costs are higher than the awarded grant, the partnership will have to co-finance the extra costs. It is therefore recommended to take stock of the level of co-financing needed to carry out the project before submitting the application.

Mobility projects and collaboration projects operate with two different unit cost systems as described below. Following the signing of the contract, approved projects will receive the "Nordplus Adult guide for reporting, documentation of activities and financial management of grants", which contains detailed information on how to manage the project.

Mobility projects

Grants for travel and subsistence

Allocation of grants for mobility projects is based upon fixed unit costs for travel and subsistence (lodging/board) and will automatically be calculated in the application form when information on the number of participants, their home and hosting country(-ies) and the duration(s) of the stay(s) is inserted.

TRAVEL UNIT COSTS (PER PARTICIPANT, ROUND-TRIP)	
To and from Greenland	1.300 €
To and from the Faroe Islands and Iceland	660 €
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330 €
*Domestic, more than 500 km (round-trip)	175 €

*The unit cost for domestic travel is an addition to the unit costs for transnational travel. Grants for domestic travel can be applied for in the home country when the distance between the participating organisation's address and the airport, train or bus station of international departure is more than 250 km. Domestic travel can also be applied for in the host country when the distance between the airport, train or bus station of arrival and the adress of the hosting organisation is more than 250 km.

SUBSISTENCE UNIT COSTS (PER PARTICIPANT)			
TYPE OF PARTICIPANT	PER DAY	PER WEEK	PER MONTH
Adult learners (students)	70 €	250 €	750 €
Teachers and other adult education staff	100 €	500 €	1.350 €

The grant for subsistence is designed to cover the whole stay, including travel days (usually, two travel days).

Grant for project management
The purpose of the grant is to contribute to all kinds of project-related costs for managing and implementing the mobility project.

Costs for managing and implementing the project may be any type of costs of coordinating and participating in a mobility project such as accounting, reporting, preparing meetings and activities. In addition, costs for preparing and participating in virtual activities can be covered with this grant. The grant may also cover extra costs for implementing the project in a sustainable way, e.g. extra costs for green travel.

The grant is a lump sum and thus independent of project duration and content. The coordinating institution is awarded a higher grant since greater costs are foreseen when coordinating a project.

The following criteria must be met in order to be eligible for a project management grant:

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

RATE PER PARTICIPATING INSTITUTION FOR PROJECT MANAGEMENT	
Coordinator:	2.000 €
Partner:	1.000 €

Collaboration projects
Grants for collaboration projects are allocated according to fixed unit costs for travel/subsistence, working days and expenses for project management. The unit costs serve as a basis for determining a given grant, and the system offers flexibility in relation to moving funds between and within some types of expenses.The programme provides grants for three types of costs:

- Project management
- Transnational project meetings
- Development work

Grant applications can be submitted for development work when applying for development and mapping projects, but not for thematic networkssince these projects do not aim at product development.

Nordplus Adult does not set a fixed ceiling for grants. This means that applicants have the opportunity to define their needs for support on the basis of their specific project. Please note, however, that the programme budget is limited to approximately 1.2 million € per year. For each project, a thorough assessment of the applied budget is made. In particular, the assessment addresses the coherence between the description of the project, its results and the support applied for. Grant reductions may be introduced if a budget is not substantiated by a sufficient project description.

An average grant for a two-year Nordplus Adult collaboration project involving three or four partners is 50.000 €.

Grant for project management
The purpose of the grant is to contribute to all kinds of project-related costs for managing, implementing and disseminating the collaboration project.

Costs for managing and implementing the project may be any type of costs of coordinating and participating in a collaboration project such as accounting, reporting, preparing meetings and activities. In addition, costs for preparing and participating in virtual activities can be covered with this grant. The grant may also cover extra costs for implementing the project in a sustainable way, e.g. extra costs for green travel.

All collaboration projects are obliged to disseminate their project results to relevant external target groups defined in the application. Examples of costs for dissemination are publication of reports and newsletters, campaigns on social media, translation, websites and organisation of conferences, seminars and meetings about the project results.

Please note that expenses for services from external suppliers, such as fees, cannot be applied for separately, but can be covered by this grant or by the institutions' co-financing.

The grant is a lump sum and thus independent of project duration, type and content. The grant is triggered automatically per participating organisation when applying for a collaboration project. The coordinating institution is awarded a higher grant since greater costs are foreseen when coordinating a project.

RATE PER PARTICIPATING INSTITUTION FOR PROJECT MANAGEMENT	
Coordinator:	4.000 €
Partner:	2.000 €

Grant for transnational project meetings
This grant is for travel and subsistence for staff of participating institutions for meetings between project partners during the project period. The meetings can be used for planning, coordinating, following up and evaluating the project. Network meetings, small seminars/courses with the participation of partners' own staff/adult learners are also covered by this unit cost.

Costs for external events with participation of persons outside the partnership are to be covered by the grant for project management, which is described above. Please note that transnational project meetings can only take place in programme countries, which are represented in the partnership. The autonomous regions Greenland, the Faroe Islands and Åland are independent programme countries in Nordplus.

Please also note that the grant includes both travel and accommodation expenses. The unit costs are based on the general mobility travel unit costs with a small contribution for accommodation.

UNIT COST PER PARTICIPANT PER TRANSNATIONAL MEETING (ROUND-TRIP)	
To and from Greenland	1.600 €
To and from the Faroe Islands and Iceland	960 €
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	630 €
*Domestic, more than 500 km (round-trip)	175 €
**Domestic travel and subsistence, more than 500 km (round-trip)	475 €

* The unit cost for domestic travel is an addition to the unit costs for transnational travel. Grants for domestic travel can be applied for in the home country when the distance between the participating organisation's address and the airport, train or bus station of international departure is more than 250 km. Domestic travel can also be applied for in the host country when the distance between the airport, train or bus station of arrival and the adress of the hosting organisation is more than 250 km.

**The unit cost for domestic travel and subsistence can be applied for by participants from partner institution(s) in the same country as the hosting institution if the distance between the address of the partner organisation and the address of the hosting organisation is more than 250 km.

Grant for development work
The grant is a contribution to coverage of the working days spent on the development of substantial, educational products of mapping and development projects. Thematic networks are not eligible for this grant since they do not aim at development of products. The products are described in the application – examples are curricula, IT tools, analyses, reports, open source materials, teaching material and methods, etc.

Please note that time invested in other project work than concrete product development cannot be covered with the grant, but may be covered by the grant for project management, which is described above.

The application must state an estimated number of working days required for each individual partner for development of the project product(s). The calculation is based on unit costs per person per working day within two groups of countries.

UNIT COST PER PARTICIPANT PER DAY FOR DEVELOPMENT WORK	
Baltic countries	125 €
Nordic countries	250 €

There is no fixed grant ceiling for development work, but all budgets will undergo a careful assessment, which will compare the description of the products and development work with the applied number of working days. It will also be taken into account whether the project's scope and scale fall within the budget frame of the Nordplus Adult programme.

On average, Nordplus Adult grants 25 working days per year per institution. The total number of granted working days per institution for a full project period can exceed 40 days only in exceptional cases. It must be explicitly substantiated in the application if the total number of working days exceeds 40 days.

Ineligible costs

- Overheads, i.e. general unspecified costs not directly connected to the Nordplus project
- Purchasing of office equipment (such as IT equipment)
- Costs for non-Nordic and non-Baltic participants
- Costs for activities outside the Nordic and Baltic countries

Inclusion support for participants
Adult learners and staff who require inclusion support due to disabilities or health issues can apply for additional funds. These expenses can be approved with up to 100% of real costs if these costs are not covered through other sources. At application time, it is possible to apply for known real costs related to inclusion needs directly in the application form.

If the need for additional funds related to inclusion support arises during the project period, this may be applied for outside the ordinary application round. In this case, please send an e-mail directly to the main administrator of Nordplus Adult (nordplus@ufm.dk).

Examples of inclusion support include expenses for an accompanying person, interpreter, single room or similar. This grant is only available to participants in activities that have already been approved. The reason for inclusion support coverage must be duly substantiated in the application or e-mail to the main administrator. In the final report, invoices and/or other documents proving the real costs for inclusion support must be attached.

Irregular use of funds
If the funds are not used as implied in the contract, and/or the final report is not submitted as agreed upon in the contract, the main administrator can decide to hold back or to withdraw funds.

Please also note: the coordinating organisation bears sole responsibility for the project, including all financial and administrative obligations, both towards the participating organisations and towards the Nordplus administration. This responsibility may not be transferred, delegated, or assigned to any third party. The same principle will be incorporated into the General Conditions of the Project Document (Beneficiary Contract) to ensure consistency.

Payment and auditing
Applicants may receive full funding (the sum applied for), partial funding (only some of the activities applied for are funded, or the budget has been reduced), or the entire application may be rejected.

Applicants of awarded projects receive detailed information on their grant. If funding has been granted for part of the application only, the applicant will receive information about this and the reasons for the reduction.

The grant is paid to the coordinator, who is responsible for the funds throughout the contract period. The partnership determines how resources are to be distributed among the partners. For grants of 15.000 € or more, the approved grant is paid in two separate instalments: 80% after the contract has been signed and the remainder (20%) after the final report has been approved. For applications granted less than 15.000 €, 100% of the funds are paid after the contract has been signed.

The Danish Agency for Higher Education and Science will issue the payment no later than 45 calendar days after the signed contract has been received.

The grant must be recorded in accordance with national and internal regulations as a separate cost item in the organisation's account so that all payments are visible in the event of an audit.

Budget model 2027 for Nordplus adult

Nordplus Horizontal

Introduction to Nordplus Horizontal

Nordplus Horizontal awards grants for cross-sectoral projects and network activities in the Nordic and Baltic countries. Any institutions and organisations working with education and lifelong learning may apply, and projects may also involve partners outside the field of education.

A grant application for project and network activities from Nordplus Horizontal must involve participants from at least three Nordic and/or Baltic countries. A further prerequisite is that the application must involve participants from at least two sectors. Accordingly, the programme is open to participation from institutions and organisations such as enterprises, public and private sector organisations, labour market organisations and various administrative entities in addition to institutions and organisations involved in education at any level. Nordplus Horizontal is flexible in the sense that grants are available for a number of educational activities, ranging from conferences to major development projects.

Nordplus Horizontal awards grants for a wide spectrum of themes and areas. Examples of themes eligible for support are activities that link education and work life, activities that concern entrepreneurship, integration, democracy and active citizenship, inclusion of marginalised groups, digitalisation/ICT, in-service training, and further education for teachers at all levels, development of new teaching methods, environment and sustainable development, health, sports, art and culture. The main point is that the activity is cross-sectorial and educational.

Target Groups for Nordplus Horizontal

Nordplus Horizontal is aimed at institutions and organisations in the eleven participating countries that mainly work in the education and lifelong learning sectors. A Nordplus Horizontal application for project and network activities must involve partners from at least two sectors. They may be sectors within the education system, e.g. partnerships between institutions in higher education and schools (pre-schools and kindergartens as well), or between organisations, institutions and businesses across the public, private and/or voluntary sectors, provided that the project applied for is an education partnership.

The activities should involve a minimum of three partners from three different participating countries. Applications may also include participants from countries outside the Nordic / Baltic countries that are deemed relevant by the network or by the project partners. However, expenses for partners from outside the Nordplus countries are not eligible for financial support. A good application is cross-sectoral, both in terms of participating institutions/ organisations, and in terms of content and activities.

The programme does not offer support for individual mobility, be it pupils, students, teachers or staff, unless such travel is linked to project and network activities.

Limited number of applications
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.

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.

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.

Activities in Nordplus Horizontal

Nordplus Horizontal can support the following activities:

- Workshops
- Seminars for exchanging experiences
- Conferences
- Studies and analyses
- Statistics projects
- Projects aiming to exploit the results of educational research
- The production of materials for innovative language training, teaching and translation, or similar materials in other areas of expertise
- The establishment of new course modules using new learning and teaching platforms
- The publication, distribution and exchange of results and experiences in education

Other examples of cross-sectoral networks and project activities may include activities that build on and expand previous Nordplus-supported networks and projects, e.g. activities that to a greater extent focus on analysis, the exchange of experiences, comparisons and the dissemination of results. The maximum duration of a Nordplus Horizontal project is two years.

Funding for projects and networks in Nordplus Horizontal

Nordplus grants should be seen as a contribution towards the actual costs of activities in the project. The Nordplus Horizontal programme provides grants for five types of costs:

- Project management
- Travel and subsistence
- Project and network activities
- Salaries and fees
- Inclusion support

Grants for project management as well as travel and subsistence are based on fixed unit costs, whereas grants for project activities, salaries and fees and inclusion support are based on actual costs.

Applications to Nordplus Horizontal must include a budget with an overview of the total estimated costs for the activities. Applicants should use the budget template that can be found in the application form. The template can also be found here.

Nordplus Horizontal does not define a maximum allocation limit, preferring instead to let the applicants themselves define their need for funding for any given project. However, applicants must note that Nordplus Horizontal has a limited budget and that approximately EUR 1 million is awarded in total annually. For that reason, careful consideration is given to whether the amount applied for is proportionate to the description of the individual project, its activities and results. The Nordplus Horizontal administration may reduce allocation to a project approved for a grant if the need for the grant is not clearly described or justified in the project description.

Support for project management and administrative expenses
The purpose of the grant is to cover the administrative costs and expenses.
Administrative expenses may be any type of costs of coordinating and participating in a project, such as work hours, accounting, reporting, meetings, etc.

The grant is a lump sum and thus independent of project duration, type and content. The grant is triggered automatically per participating organisation, up to seven. The coordinating institution is awarded a higher rate since greater administrative costs are foreseen when coordinating a project. Neither coordinators nor partners need to provide supporting documentation of administrative expenses.

RATE PER PARTICIPATING INSTITUTION FOR PROJECT MANAGEMENT	
Coordinator	4000 €
Partner (up to 6)	2000 €

Support for travel and subsistence
For projects and networks, travel and subsistence (lodging/board), are based on fixed unit costs, and these will be approved as long as the expenses are related to project- or network activities. The support includes travel and subsistence for staff of participating institutions for meetings between project partners to plan, follow-up or coordinate the project. Other forms of meetings, e.g. network meetings, conferences, seminars, courses etc. are also covered by this unit cost.

UNIT COSTS, TRAVEL AND SUBSISTENCE PER PROJECT PARTICIPANT	
To and from Greenland	1.600 €
To and from the Faroe Islands and Iceland	960 €
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	630 €
*Domestic, more than 250 km (one way)	175 €
**Domestic travel and subsistence, national meetings, more than 250 km (one way)	475 €

*The unit cost for domestic travel is an addition to the unit costs for transnational travel. Grants for domestic travel can be applied for when the distance between the participant's hometown and the nearest international airport, train or bus station in their home country is more than 250 km one way.

**Unit cost for domestic travel and subsistence can also be applied for by participants from partner institution(s) in the same country as the hosting institution, if the distance is more than 250 km one way.

Support for project and network activities
Expenses for project activities are based on real costs. Here you can apply for direct costs in relation to the activities that are to be carried out within the context of the Nordplus Horizontal project, and can include actual costs for arranging workshops, seminars and conferences, and other costs neccessary for project implementation. Note that the support for Project Activities should not include fees or work hours, that should be applied for under Salaries and Fees and motivated accordingly in the application.

Salaries and Fees
This grant is for additional funding when regular project management support is not sufficient. It can cover:

- Research-based or labour-intensive activities
- Development work directly related to the project
- Fees for external experts, speakers, etc.

Applicants must clearly justify the need for this addition support in the application. Note that Nordplus only covers part of the costs. All participating organisations must co-finance the project through work hours. There is no requirement to document this co-financing at application or reporting stage.

Inclusion support
Nordplus Horizontal offers inclusion support to projects that involve participants who might face barriers to full participation on equal footing with others. Costs that arise because of exceptional circumstances hindering participation of individuals, can also be considered, if duly motivated. This should be clearly stated in the application form. Expenses for inclusion support can be approved with up to 100% of real costs if these costs are not covered through other sources.

Ineligible costs

Please note that the following costs may not be covered by Nordplus:

- Overheads, i.e. general unspecified costs not directly connected to the Nordplus project
- Purchasing of office equipment (such as IT equipment and inventory)
- Costs for non-Nordic and non-Baltic participants
- Costs for activities outside the Nordic and Baltic countries

Irregular use of funds
If the funds are not used as implied in the contract and/or final reports are not submitted as agreed upon in the contract, the main administrator can decide to hold back or to withdraw funds.

Payments and audits
Applicants may receive full funding (the sum applied for), partial funding (only some of the activities applied for are funded, or the budget has been reduced due to ineligible costs or inaccurate calculations), or the entire application may be rejected. All applicants receive detailed information on the grant they have been awarded. If funding has been granted for part of the application only, the applicant will receive information about this and the reasons for the reduction.

The grant is paid to the project or network coordinator responsible for the funds throughout the contract period. The project/network determines how resources are to be distributed among the partners. The approved contributions are paid in two separate instalments: 80% after the contract has been signed and the remainder (20%) after the final report has been approved.

The grant must be recorded in accordance with national and internal regulations as a separate cost item in the institution or organisation's account so that all payments are visible in the event of an audit.

Budget model
Here is a Budget Model (2027) for the Horizontal programme.

Introduction to Nordplus Nordic Languages

Nordplus Nordic Languages provides grants to institutions and organisations in the field of Nordic languages in the Nordic and Baltic countries. The programme is aimed at all levels of education and is open for institutions, organisations and actors interested in working with or, promoting the Nordic language. Nordplus Nordic Languages should stimulate interest in, and knowledge and understanding of the languages of the Nordic countries recognized as essential to society (Danish, Finnish, Faroese, Greenlandic, Icelandic, Norwegian, Sami and Nordic sign language)* .

In particular, the programme puts focus on activities that improve language comprehension of the Nordic languages among children and young people, primarily Danish, Norwegian and Swedish. This includes language courses for qualified teachers and teacher students as well as other student of higher education. The programme places a strong emphasis on projects that seek to develop materials, methods, and strategies for improving comprehension of the Nordic languages within the educational system.

Other thematic areas and activities covered by the programme include methods of teaching neighbouring languages in schools, development of teaching plans for Nordic languages in the school systems, second language learning in adult education, language technology projects, development and publication of learning and teaching materials, and other activities that focus on improving educational and didactical methods in relation to the Nordic languages.

Nordplus Nordic Languages only supports activities that aim to improve the comprehension of another Nordic language than the Nordic mother tongue of a given target group. However, Nordplus Nordic Languages also supports projects aimed at language learning of Nordic languages for new inhabitants of the Nordic countries, e.g. immigrants and refugees. The programme also supports projects that aim to revitalise national minority languages in the Nordic Region.

Applications may be written in Danish, Norwegian, Swedish or English.

*These languages are recognized as essential to society and can therefore be used for official purposes in the Nordic Region, see Declaration on Nordic Language Policy.

Target Groups for Nordplus Nordic Languages

As a general rule only institutions and organisations in the eight Nordic and Baltic countries and the three autonomous regions are entitled receive to support from the programme. The programme activities can include participants from institutions other countries if this is considered necessary or helpful to the execution of the project, but Nordplus grants cannot be used to cover these expenses.

All organisations within the Nordic language area can participate in Nordplus Nordic Languages such as:

- Pre-schools, primary and secondary schools, adult education institutions, universities and research institutions
- Organisations and associations
- NGOS and other informal learning arenas
- Networks
- Private companies

Activities in Nordplus Nordic Languages

Nordplus Nordic Languages welcomes applications for the following activity types: Mobility projects (Preparatory Visits and Nordic Languages Courses) and projects and networks. All types of activities must involve cooperation between at least two organisations from two Nordic and/or Baltic countries.

Project and networks
In the context of a project within the Nordplus Nordic Languages sub-programme, various activities can be undertaken. These include developing methods to incorporate neighbour language learning in schools and creating school curricula that address the role of Nordic languages in the education system. Additionally, information campaigns about the Nordic languages or official minority languages in the Nordic region can be conducted, along with organizing conferences and seminars. Publications, language technology projects, and the development and publication of educational aids and teaching materials are also part of the possible activities.

It is possible to apply for funding for a collaboration project or network with a duration of up to two years.

Nordic Language Courses
Nordplus Nordic Languages offers support to the planning and implementation of courses in Nordic languages with the aim of preserving and sharing the linguistic heritage of the Nordic region and enhance inter-nordic language comprehension. The target language must be one of the Nordic languages essential to society (Danish, Finnish, Faroese, Greenlandic, Icelandic, Norwegian, Sami and Swedish) however with a priority given to Scandinavian languages (Danish, Norwegian and Swedish).

The target groups are qualified teachers, teacher students and other students of higher education. The courses should primarily target Scandinavian speaking teachers, teacher students and university students, and secondarily participants who speak other Nordic languages.

Courses should be of a duration of minimum 2 days and maximum one month and can be organised in the form of a symposium. It is possible to apply for funding to organize multiple courses for two consecutive years with the option to reapply for the same course activity for another two years.

Funding in Nordplus Nordic Languages

Nordplus grants are a contribution to cover the costs of mobilities, project and network activities. Grants for Project management as well as Travel and Subsistence are based on fixed unit costs. Grants for project activities, course management and administrative cost as well as and extraordinary project activities are based on actual costs.

Applications to Nordplus Nordic Languages must include a budget with an overview of the total estimated costs for the activities and a plan of how these costs will be financed. Applicants should use the budget template that can be found at www.nordplusonline.org.

Nordplus Nordic Languages does not define a maximum allocation limit for Project Activities or Extraordinary Project activities, preferring instead to let the applicants themselves define their need for funding for any given project. However, applicants should note that Nordplus Nordic Languages has a limited budget and approximately 1,1 million EUR is awarded in total annually, where approximately 0,5 million EUR is reserved for the Nordic Language Courses. For that reason, careful consideration is given to whether the amount applied for

is proportionate to the description of the individual project, its activities and results. The Nordplus Nordic Languages administration may reduce allocation to a project approved for a grant if the need for the grant is not clearly described or justified in the project description.

For mobility projects and projects and networks, travel and subsistence (lodging/board), are based on fixed unit costs, and these will be approved as long as the expenses are related to mobility, project- or network activities. Travel or subsistence costs covered by other means may not be included.

Funding for preparatory visits
Grants for preparatory visits are based upon fixed unit costs for travel and subsistence, (lodging/ board) and will automatically be calculated in the application when information on the number of participants, their home and hosting country(-ies), and the duration(s) of the stay(s) is inserted.

TRAVEL UNIT COSTS (PER PARTICIPANT)	
To and from Greenland	1.300 €
To and from the Faroe Islands and Iceland	660 €
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330 €
*Domestic, more than 500 km (both ways)	175€

*The unit cost for domestic travelling is an addition to the unit costs for transnational travel. Grants for domestic travel can be applied for when the distance between the participant's hometown and the nearest international airport, train or bus station in their home country is more than 250 km.

GRANT PER PARTICIPANT	PER DAY
Participant	100 €

Funding for Projects and Networks
The programme provides grants for five types of costs under Projects and Networks:

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

Support for Project Management and administrative expenses
The purpose of the grant is to cover the administrative costs and expenses.
Administrative expenses may be any type of costs of coordinating and participating in a project such as accounting, reporting, meetings, etc.

The grant is a lump sum and thus independent of project duration, type and content. The grant is triggered automatically per participating organisation, up till seven partners inclusive the project coordinator. The coordinating institution is awarded a higher rate since greater administrative costs are foreseen when coordinating a project. Neither coordinators or partners need to provide supporting documentation of administrative expenses.

RATE PER PARTICIPATING INSTITUTION FOR PROJECT MANAGEMENT	
Coordinator	4000 €
Partner (up till 6)	2000 €

Support for Travel and Subsistence
Grant for travel and subsistence for staff of participating institutions for meetings between project partners to plan, follow-up or coordinate the project. Other forms of meetings, e.g. network meetings, conferences, seminars, courses etc. are also covered by this unit cost.

TRAVEL UNIT COSTS (PER PARTICIPANT)	
To and from Greenland	1.600 €
To and from the Faroe Islands and Iceland	960 €
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	630 €
*Domestic, more than 500 km (both ways)	175 €
** Domestic travel and subsistence, national meetings, more than 250 km (one way)	475 €

*The unit cost for domestic travelling is an addition to the unit costs for transnational travel. Grants for domestic travel can be applied for when the distance between the participant's hometown and the nearest international airport, train or bus station in their home country is more than 250 km.

**Unit cost for domestic travel and subsistence can also be applied for by participants from partner institution(s) in the same country as the hosting institution, if the distance is more than 250 km one way.

Support for Project Activities
Expenses for project activities are based on real costs. Here you can apply for costs in relation to the activities that are to be carried out within the context of the Nordplus Nordic Language project and can include method or school curricula development, information campaigns, conferences, seminars, publication, development of language technology, development and publication of educational aids and teaching materials etc. Note that the support for Project Activities should not include work hours, that should be applied for under Extraordinary Project Activities and motivated accordingly in the application.

Support for Extraordinary Project Activities
There is a possibility of applying for extra grant, beyond the project management support, to cover expenses connected to particularly research-based or labour-intensive projects, including development work of any kind directly related to the project's objectives. It should be argued and justified that the project management support is not sufficient for carrying out the project. Other reasons for applying for extraordinary project activities can be found but should be motivated accordingly in the application.

Inclusion Support
Nordplus Nordic Languages offers inclusion support to projects that involve participants who might face barriers to full participation on equal footing with others. Costs that arise because of exceptional circumstances hindering participation of individuals, can also be considered, if duly motivated. This should be clearly stated in the application form. Expenses for inclusion support can be approved with up to 100% of real costs if these costs are not covered through other sources.

Funding for Nordic Language courses
The programme provides grants for these four types of costs under Nordic Language courses:

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

Course management and administrative costs

Expenses for course management and administrative costs are determined by actual expenditures. These costs may include facility rentals, instructor fees, registration, meetings, and other related expenses.

Support for Travel and Subsistence
Grants for travel and subsistence apply to course participants and instructors but may also cover travel and accommodation for involved staff to meet, plan, follow up, and coordinate course activities. Travel or subsistence costs funded by other sources, such as scholarships, cannot be included.
Grants for travel and subsistence are based upon fixed unit costs and will automatically be calculated in the application when information on the number of participants, their home and hosting country(-ies) and the duration(s) of the stay(s) is inserted.

TRAVEL UNIT COSTS (PER PARTICIPANT, Round trip)	
To and from Greenland	1.300 €
To and from the Faroe Islands and Iceland	660 €
Between Denmark, Estonia, Finland, Latvia, Lithuania, Norway, Sweden and Åland	330 €
*Domestic, more than 500 km (both ways)	175€

*The unit cost for domestic travelling is an addition to the unit costs for transnational travel. Grants for domestic travel can be applied for when the distance between the participant's hometown and the nearest international airport, train or bus station in their home country is more than 250 km.

**Unit cost for domestic travel and subsistence can also be applied for by participants from partner institution(s) in the same country as the hosting institution, if the distance is more than 250 km one way.

SUBSISTENCE UNIT COSTS (PER PARTICIPANT)			
TYPE OF PARTICIPANT	PER DAY	PER WEEK	PER MONTH
Course participants and involved staff	100€	500€	1.350€

The grant for subsistence is designed to cover the whole stay, including travel days (usually, two travel days).

Extraordinary Project Activities
Extraordinary Project Activities is a budget category for costs related to for instance project management and/or salary costs that are not immediately covered by other costs and must be motivated accordingly in the application.

Inclusion Support
Nordplus Nordic Languages offers inclusion support to activities that involve participants who might face barriers to full participation on equal footing with others. Costs that arise because of exceptional circumstances hindering participation of individuals, can also be considered, if duly motivated. This should be clearly stated in the application form. Expenses for inclusion support can be approved with up to 100% of real costs if these costs are not covered through other sources.

Ineligible costs:
Please note that the following costs may not be covered by Nordplus:

- Overheads, i.e. general unspecified costs not directly connected to the Nordplus project
- Purchasing of office equipment (such as IT equipment and inventory)
- Costs for non-Nordic and non-Baltic participants
- Costs for activities outside the Nordic and Baltic countries

Irregular use of funds
If the funds are not used as agreed in the contract, and/or final reports are not submitted as agreed upon in the contract, the main administrator can decide to hold back or to withdraw funds.

Payments and audits
Applicants may receive full funding (the sum applied for), partial funding (only some of the activities applied for are funded, or the budget has been reduced due to ineligible costs or inaccurate calculations), or the entire application may be rejected. All applicants receive detailed information on the grant they have been awarded. If funding has been granted for part of the application only, the applicant will receive information about this and the reasons for the reduction.

The grant is paid to the project or network coordinator responsible for the funds throughout the contract period. The project/network determines how resources are to be distributed among the partners. The approved contributions are paid in two separate installments:* *** 80% after the contract has been signed and the remainder (20%) after the final report has been approved.

*For applications granted 15,000 euro or less, 100% of the funds are paid after the contract has been signed.

** For applications granted 120 000 euro 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.

There is no fixed budget template for Nordic Language Courses. Applicants must, however, attach a project budget that follows the correct budget categories as outlined on nordplusonline.org/Nordic Languages. All travel costs must be calculated using the official Unit Costs provided above.

The Application

In this chapter, you will find information on the formal eligibility criteria that each application must meet in order to be considered for funding. Subsequently, you will find information on the qualitative criteria by which applications are assessed, as well as information on the most important things to remember before submitting an application.

Assessment of eligibility
The following criteria must be met in order for the application to be considered for funding in Nordplus. Please note that special conditions may be in the individual sub-programmes.

- The application must be submitted electronically using the Espresso application system within the application deadline.
- The application must be written in Danish, Norwegian, Swedish or English.
- All the necessary appendices must be included - Letter of Intent (LOI) and, if relevant, budget.
- All organisations participating in an application, including the coordinator, must submit a duly completed and signed LOI. The LOI is proof of the agreement between the partners involved in the project, and failure to include the LOI will result in a rejection of the application.
- The applicant institution must have fulfilled any previous obligations to Nordplus, e.g. reporting or repayment of unused funds.
- Applications for mobility must include at least two participants from two different Nordplus countries.
- Applications for project or network activities must include at least three organisations from three different Nordplus countries.
- Applications for projects or network activities for Nordplus Nordic Languages must include at least two organisations from two different countries.
- Applications to Nordplus Horizontal must include participants from at least two different sectors.
- Nordplus Horizontal projects are subject to a limit of max. two applications per organization as coordinator and/or partner per call.
- Applications must include funding for future activities only. Ongoing or completed activities cannot be funded.
- Applications for Nordplus Adult collaboration projects are subject to a limit of one application per organisations as coordinator or partner per call.

Assessment criteria
Nordplus applications are assessed according to four general aspects: project relevance, objectives and content, organisation and implementation, and dissemination of results. You can read more about what is entailed by each criterion below.

Visit www.nordplusonline.org to get advice on what is considered a successful application.

Relevance
Does the application fall within the sub-programme's framework in terms of target group and activity?

Does the application involve a true transnational cooperation, where all partners contribute actively to the implementation of the project and benefit from the outcome?

What is the added international value of this collaboration?

Project objectives and content

- Does the application describe clear, realistic objectives and outcomes?
- Does the application describe specific, relevant activities spanning the entire project period?
- Is there a clear connection between objectives and planned activities?
- Does the application have a realistic budget in relation to the activities planned and the funding available in the programme?
- Does the application describe how the objectives will be evaluated, and how the outcome will be achieved?

Organisation and implementation

- Does the application have a clear, realistic project implementation plan with balanced distribution of tasks and responsibilities between then partners?
- Are the organisations involved relevant to the implementation of the planned activities and to the utilisation of the expected results?
- Does the application show how activities are anchored within the participating organisations?
- Does the application describe how the project will secure efficient communication and good cooperationbetween the participants?
- Does the application clearly define the expected effects and benefits for the participants

Dissemination of results

- Does the application have a clear, realistic plan for dissemination of results, including a description of the intended method of communicating with relevant target groups during the project period?
- Will results and products be made available to the public so that others can benefit? Does the application include ideas and plans for longer-term outcomes?

Preparatory visits

A successful application for preparatory visits should describe:

- Project background and motivation
- The subject and target group(s) of the future project and which type of project activity is planned for
- Each organisation and its capacity within the project - e.g. the organisation's particular expertise and competencies as well as its role and contribution to the project
- The agenda and programme for the visit
- Place and date

Checklist when you submit an application

Please make sure to fully answer the questions in the application form in Espresso, and remember to submit your application within the deadline.

Letter of Intent (LOI):

- Have you included an LOI for each organisation? (Please note the special rule for Nordplus Higher Education)
- Has the LOI been signed by the institution's legal representative and the project coordinator?

Partners

- Is your institution eligible for support from the sub-programme?
- Project/network applications: Does the application include at least three participating organisations from three different countries? For Nordic Languages: Does the application include at least two organisations from two different countries?
- Mobility applications: Does the application include at least two participating organisations from two different countries?
- For Nordplus Horizontal: Does the application include partners from at least two sectors?

Number of applications
Applications for Nordplus Adult collaboration projects are subject to a limit of one application per organisation as coordinator or partner per call. Nordplus Horizontal projects are subject to a limit of max. two applications per organization as coordinator and/or partner per call.

Budget
Applications for project/network grants within Nordplus Horizontal and Nordic languages must include a budget – you can find a template at www.nordplusonline.org. The budget is based on unit-costs for travel and subsistence, and project management. The budget for project activities and extraordinary project activities must be clarified and motivated in both the budget and project application.

If you apply for project/network grants under Nordplus Adult, Junior and Higher Education you must submit a budget template based on fixed unit cost categories – you can find these templates at www.nordplusonline.org. There is no need to include self-financing because these grants are based on unit costs.

Remember that the budget is an important part of the assessment. If you are only applying for mobility funding, you do NOT need to include a budget. When applying for Nordic Language courses under Nordplus Nordic Languages, a specific budget template should be used.

Access for schools from South Schleswig
As of 2018, schools under Dansk Skoleforening for Sydslesvig (Danish Schools Association of South Schleswig) may participate in Nordplus.

In order to be considered, applications must meet the requirement of representing at least two or three countries. Accordingly, in the case of mobility applications, schools in South Schleswig may participate with educational institutions from at least two countries and in case of project collaboration with at least three participating countries. Schools in South Schleswig, cannot be the coordinator of a project, and must therefore participate as a partner. For participants from South Schleswig the same mobility rates apply as for participants from Denmark.

The expenses associated with the schools' participation are covered by funds specifically earmarked for this purpose by Denmark with a total budget of DKK 200,000 per year.
For further information please contact the Danish Agency for Higher Education and Science.

EU rules on state aid
In most cases, grants awarded under Nordplus do not constitute State aid within the meaning of Article 107 (1) of the Treaty on the Functioning of the European Union (TFEU). However, where a grant supports an activity that constitutes economic activity under EU State aid rules, the grant may be awarded as de minimis aid under Commission Regulation (EU) 2023/2831.

Where this is relevant, applicants will be asked to declare any de minimis aid received during the previous three years. This enables Nordplus to verify that the applicable de minimis ceilings are respected before a grant is awarded.

Under the Nordic Council of Ministers' State aid model, any de minimis aid is treated as being granted in equal shares by the five Nordic EU- and EEA-states. Consequently, the de minimis-ceiling of EUR 300.000 applies separately in relation to each Member state.

In practice, this means that de minimis aid awarded through Nordplus may be accumulated up to a total of EUR 1,5 million provided that the recipient has not already received de minimis aid from other respective Nordic member states that count towards those national ceilings.

Responsible Internationalisation
The rise of geopolitical tensions has impacted international educational cooperation. Applicants should take responsibility for ensuring that international collaborations are conducted in a secure and ethically responsible way. This matter is not subject to formal assessment by the Nordplus administration. Please consult relevant guidelines and recommendations on responsible internationalisation.

Processing of Applications

All applications that fall within the objectives of the programme will be subject to two independent assessments by the Nordplus administration. Applications are received and processed by the Nordplus programme office for the sub-programme in question. If any funds are allocated, the contract will be signed and payment issued by the designated Nordplus office.

All applications are handled by at least one other programme office. The programme offices may obtain external expert assessments of the applications. The decision about which applications will receive grants is made by the Nordplus Programme Committee based on a recommendation from the administration. Read more about the Nordplus Programme Committee at the end of the handbook.

Applicants to the general annual deadline in February will be notified approximately three months after the deadline, while applicants to the deadline for preparatory visits in October will be notified approximately six weeks after the deadline. If the project is approved, the coordinating organisation will receive a contract. Part of the grant amount or the full grant will be paid once the contract has been signed and returned to the Nordplus administration. The programme offices send information to all applicants regarding the outcome of the application, and a summary of results from the entire round of applications is provided on the website.

Applications can be awarded a full grant, a partial grant or they may be rejected. The main reasons for rejection are:

- Ineligibility
- The application is not of sufficient quality in relation to the assessment criteria
- Tough competition for funding can mean an application that meets the evaluation criteria is nevertheless not recommended for funding

  Reduced grant: In some cases, approved applications are awarded a lower amount than the amount applied for. The most typical reasons for this are:

- The application budget includes expenses that are not eligible for grants
- Imprecise calculations
- Too big a budget in relation to the activities and results described
- Too big a budget in comparison to the total available budget for the entire sub-programme

The rejection letter will describe the main reason for rejection. For further explanation of why an application was not approved for a grant or for information on how to improve an application, please contact the main administrator for the sub-programme in question.

How to appeal
All applicants may ask for an explanation as to why their application was rejected. Please note, however, that an explanation is not the same thing as an appeal. An appeal is only possible if the applicant can argue that the decision is based on formal procedural errors made by the Nordplus administration. Any appeal must be provided in writing to the programme office

responsible for the relevant sub-programme. The appeal must clearly state any mistakes that the applicant considers were made.

The programme office will decide - if need be in cooperation with the rest of the Nordplus offices - whether an appeal is valid. If the appeal is deemed valid, the programme office decides whether the application should be reassessed or whether to recommend it for a grant award. The Nordplus Programme Committee has the final say on any award.

If the appeal is deemed invalid, the programme office will inform the applicant of the outcome and also provide information on the applicant's right to appeal the decision to the Nordplus Programme Committee. An applicant who does take the appeal further must present his/her version of the case for why the decision of the programme office is not accepted as well as the communication in the case. Similarly, the programme office presents its version of the case to the Nordplus Programme Committee.
The Nordplus Programme Committee makes a subsequent decision regarding the case.

Follow-up and reporting

Project coordinators must submit a final report no later than 30 days after expiry of the project period. The final report must be submitted electronically via Espresso. You must use the same login and password as for the application. The final report is divided into a contents section and a financial section. The financial report must be authorised by the finance unit of the institution or organisation. Among other things, the final report must answer questions concerning how the activities were carried out, how the results were obtained and how the grant was used.

Audit
Documentation of realised activities is not to be included in the final report, but all documentation from all participating organisations must be collected and retained by the coordinating entity for at least five years after approval of the final report, in case an audit is conducted. Nordplus project coordinators must be prepared for follow-up visits, including audits, from Nordplus.

Nordplus Administration

Each Nordic- and Baltic country has a programme office, and Åland, Greenland and the Faroe Islands each have their own information office. Applicants must address questions about the programme and applications directly to the office in their home country.

The five Nordic programme offices have primary responsibility for the administration of its own Nordplus sub-programme. Here is the list of countries having the main responsibility of the various sub-programmes:

Nordplus Junior
The Swedish Council for Higher Education (UHR)

Nordplus Higher Education
The Finnish National Agency for Education (EDUFI)

Nordplus Adult
Danish Agency for Higher Education and Science (UFS)

Nordplus Nordic Languages
The Icelandic Centre for Research (Rannís)

Nordplus Horizontal
Norwegian Directorate for Higher Education and Skills (HKdir)

The main administrators are responsible for processing applications for their own sub-programme. Working with the programme offices in the Baltic countries, they form a coordinated administrative system for the whole of Nordplus. The autonomous regions are part of the administration and provide information on Nordplus in their territory, but they do not participate in the processing of applications.

The Nordplus Programme Committee
The Nordplus Programme Committee is comprised of 16 members from relevant ministries in the participating countries. The members are appointed by the participating countries, two from each of the Nordic and Baltic countries. The three autonomous regions have two participating observers each. The Nordplus Programme Committee determines the distribution of the funds in each sub-programme. The Committee is also responsible for the development of each sub-programme and Nordplus as a whole.

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Cover photo: Mats Bjerde/ Young people in the North, NN-norden.org