

# Guidelines for The Funding Scheme

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2018-2022

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If you are preparing an application, sections 2 and 3 are the most important.

If you are writing a report, section 4 is the most important.

It is not necessary to use sections 1 and 5 when filling in an application or report, but these sections provide useful background information.

# 1. Foreword

The **Nordic Welfare Centre** is an institution under the **Nordic Council of Ministers** for Health and Social Affairs (MR-S). NWC's mission is to develop and strengthen the Nordic welfare model.

NWC is one of the Nordic Council of Ministers' tools in the Nordic disability policy co-operation, alongside the **Council of Nordic Co-operation on Disability** and the Council of Ministers' [Action Plan for Nordic Co-operation on Disability 2018 to 2022](#).

The Nordic disability policy co-operation is inter-sectorial in nature. It is formulated and implemented on the basis of the United Nations' Convention on the Rights of Persons with Disabilities (UNCRPD), which has been ratified by all the Nordic countries as well as the Faroe Islands, Greenland and Åland. The United Nations' sustainable development goals in **Agenda 2030** provide a supplementary basis for the Nordic co-operation on disability.

The funding scheme for co-operation between Nordic disabled people's organisations was established by the Nordic Council of Ministers and is administered by NWC, which takes decisions concerning the awarding of funding. NWC will consult the Council of Nordic Co-operation on Disability before awarding funding to major strategic initiatives and projects.

The exchange of experience across Nordic and Nordic-Baltic borders can help to strengthen the efforts being made relating to disability in each Nordic country. It can also boost the capacity of the disabled people's organisations to promote their ideas and proposals. It is therefore important for NWC to continue to support Nordic co-operation between disabled people's organisations.

The Nordic Council of Ministers co-operates with the Baltic States of Estonia, Latvia and Lithuania, partly with the aim of contributing to the creation of networks and the exchange of experience between the countries involved, along with the further development of Nordic-Baltic solidarity and common understanding. Co-operation aimed at strengthening economic and social development, as well as NO co-operation, is specifically mentioned in the guidelines for the Nordic Council of Ministers' co-operation with Estonia, Latvia and Lithuania dating from 2014 ([Retningslinjer for Nordisk ministerråds samarbeid med Estland, Latvia og Litauen fra 2014](#)). The funding scheme therefore also covers Nordic-Baltic co-operation between

organisations in two or more Nordic countries and at least one Baltic State. Applications for funding for co-operation between organisations in at least two or more Nordic countries and organisations in Northwest Russia will also be considered.

This handbook describes the framework for the funding scheme for the disabled people's organisations' Nordic co-operation. The function and content of the handbook will be reviewed and revised in parallel with assessments of the Action Plan for Nordic Co-operation on Disability 2018 to 2022.

*For the purposes of this handbook, 'the Nordic region' or 'Nordic countries' means Denmark, Finland, Iceland, Norway, Sweden, and the Faroe Islands, Greenland and Åland.*

*For the purposes of this handbook, 'the Baltics' or 'the Baltic States' means Estonia, Latvia, and Lithuania.*

*For the purposes of this handbook, 'Northwest Russia' means Arkhangelsk Oblast, Kaliningrad Oblast, Leningrad Oblast, Murmansk Oblast, Pskov Oblast, the Republic of Karelia and the City of St. Petersburg.*

# 2. Purpose, target groups and assessment criteria

## 2.1 Purpose and target group

The support scheme is intended to provide support for

- networking
- initiatives and projects

which are organised and implemented by, with and for national organisations, groups and other civil society stakeholders within the field of disability.

Applicants must be organised and operated by, with and for persons with disabilities or chronic diseases. Applicants and formal co-operation partners may not be a public or commercial institution, organisation or enterprise. Further delimitations of the target group are described in sections 2.7 and 2.8.

The networking activities, initiatives and projects must involve co-operation partners and participants from at least three countries. At least two of the countries must be a Nordic country.

The networking activities, initiatives and projects may involve stakeholders from the Baltic and Northwest Russia.

**It is not possible to apply for support for one and the same activity, both as a network activity and an initiative or project.**

## 2.2 Assessment criteria for networking activities

Networking activities must offer Nordic added value by giving participants a more extensive Nordic network of contacts, contributing to organisational and knowledge development through participants teaching each other new working methods, contributing to a greater understanding of the situations faced by persons with disabilities in other Nordic countries, the Baltic States and

Northwest Russia, and raising awareness of UNCRPD and promoting the interests of disabled persons in society.

The application must describe the desired results or effects and the report must similarly describe the (expected) results or effects as specifically as possible. See the examples of networking activities in section 2.3.

Applicants and groups of co-operation partners who are applying for funding for networking activities two or more consecutive years, must also be able to demonstrate further development of the co-operation or the specific relevance of the networking activity to the work of the individual organisations between meetings.

Funding for networking activities is awarded based on a standard model as a fixed amount per participating country from the group Denmark, Finland, Iceland, Norway and Sweden, and a larger fixed amount per participating country from the Faroe Islands, Greenland, Åland, Estonia, Latvia, Lithuania and Russia. This applies regardless of whether one or more meetings are to be held.

If the networking activity takes place outside the capital regions of Denmark, Finland, Norway or Sweden, a multiple of 1.5 times the standard amount will be awarded per participating country.

In 2018, the standard amount was SEK 4,500 per participating country for Denmark, Finland, Iceland, Norway and Sweden, and SEK 9,000 per participating country for the Faroe Islands, Greenland, Åland, Estonia, Latvia, Lithuania and Russia.

If the organisations are able to document that additional expenses linked to disabilities are incurred, a supplement may be awarded to cover all, or some of, these expenses. 'Additional expenses linked to disabilities' include, for example, expenses relating to an interpreter, accompanying person/guide for a person with disabilities, personal assistant, technical aids, audio induction loops and adapted transportation services.

Networking activities may not take place outside the Nordic region, the Baltics or Northwest Russia. If an activity is carried out in the Baltics or Northwest Russia, it will be a condition that there are co-operation partners and/or participants from the country or region in which the activity or project is being carried out.

Organisations or participants from other countries or regions may participate or contribute, but funding will not be awarded for costs associated with these participants.

## 2.3 Examples of networking activities

Networking activities can for example include:

- Advocacy policy meetings between managers, directors or other representatives of national disabled people's organisations. The meetings must have a specific agenda linked to the exchange of experience, shared and specific goals relating to advocacy policy and continual further development of the co-operation. Travel, accommodation and subsistence expenses must be reasonable, but may be adjusted to take account of any needs attributable to disability.
- Start-up meetings or gatherings to examine the scope for informal Nordic or Nordic-Baltic networks or the formalisation of Nordic co-operation between organisations, teams or other civil society stakeholders.

Both types of meetings can, with advantage, be open or have sessions involving external lecturers, for example, which are open to all.

Physical networking activities may be supplemented by advance meetings or follow-up meetings that take place digitally.

## 2.4 Assessment criteria for strategic initiatives and projects

The strategic initiative or project *must aim* to contribute to new areas of co-operation or long-term results.

The strategic initiative or project *must have* a clear affiliation or relevance to UNCRPD, and to the priorities of the Action Plan for Nordic Co-operation on Disability 2018 to 2022.

*The purpose* of the action plan is to promote the inclusion of persons with a disability through the enhanced Nordic exchange of knowledge and closer co-operation relating to political issues

concerning obstacles to persons with disabilities. Among other things, the co-operation must offer benefits to the countries involved and make a difference for Nordic citizens with disabilities, augment national processes and establish the foundations for the exchange of experience. The principle of equality between men and women and girls and boys, as well as the principle of sustainable development, must form an integral part of the work.

The funding scheme is intended to help strengthen the co-operation at civil society level and enable Nordic disabled people's organisations to work together regarding strategic initiatives and projects aimed at the focus areas and priorities set out in the action plan. These are:

- **Human rights**, such as strategic initiatives and projects that strengthen knowledge and dialogue concerning rights and quality of life for people with disabilities or chronic diseases, concerning participation in schools and leisure activities for children and adolescents with a disability, or concerning indigenous peoples and disabilities
- **Sustainable development**, such as strategic initiatives and projects relating to universal design, to accessibility and participation in democracy, or to a more inclusive working life
- **Freedom of movement**, such as strategic initiatives and projects which focus on Nordic border obstacles, on student mobility in the Nordic region for persons with disabilities, or on societal planning that promotes free movement of all

In the assessment of applications for funding for strategic initiatives and projects, *strong emphasis* will be placed on the target group being involved in every aspect of the project, from conceptual development to assessment, insofar as is possible. *Strong emphasis* will also be placed on strategic initiatives or projects that involve or generate benefits for many people or for a high proportion of the target group.

It would be an *advantage if* the project were to include, in some tangible way, an equality perspective, a child and adolescent perspective or a minority perspective or if it were linked to the UN's sustainable development goals (Agenda 2030).

The strategic initiative or project may not be carried out outside the Nordic region, the Baltics or Northwest Russia. If the strategic initiative or project is carried out in the Baltics or Northwest Russia, it will be a condition that there are co-operating partners and/or



participants from the country or region in which the activity or project is being carried out.

Organisations or participants from other countries or regions may participate, contribute or be part of the target group, but no funding will be awarded for costs attributable to participants from, or distribution to, these countries or regions.

## 2.5 Examples of strategic initiatives and projects

Strategic initiatives and projects could for example involve:

- Activities relating to the rights and interests of people with disabilities in society, such as conferences, major courses or training camps for children and adolescents with disabilities
- Products such as printed information materials, method materials, reports or digital products
- Activities or products that will empower a specific target group, so that their quality of life improves, or they are more able to exercise their rights based on UNCRPD
- Activities or products that can strengthen the partnership and co-operation between the participating organisations, or the Nordic dimension in the work of the organisations
- Activities, or products, that strengthen the organisations' work with a child and adolescent perspective, an indigenous peoples and minority perspective, an equality or sustainable development perspective

It is possible for an organisation or group of organisations to apply for both networking and strategic initiatives or project activities in the same year.

## 2.6 Networking, strategic initiatives and project activities that are not funded

The scheme does not award funding for:

- Sports activities
- Purely social activities or training camps for adults
- Activities with a purely medical theme

- Commercial activities aimed at generating a financial gain or profit
- The ordinary ongoing operations of organisations, including the procurement of equipment and furniture, the payment of wages not related to the strategic initiative or project, or the covering of regular expenses such as rent, electricity, communications or subscriptions.
- Activities, strategic initiatives or projects which were started before the application was submitted, or which will be concluded after the calendar year during which the funding is disbursed
- Activities, strategic initiatives or projects where the majority of the co-operating partners and/or participants come from outside the Nordic region
- Activities where the target group is in the minority relative to professionals
- Activities, strategic initiatives or projects in countries which have no participants in the event, or which are located outside the Nordic region, the Baltics or Northwest Russia
- Participation in third party activities
- Expenses for alcoholic beverages
- Expenses for interpretation between Scandinavian languages and Finnish or Icelandic

## 2.7 Who can apply?

National organisations, associations and groups and networks of national organisations, associations and groups - of, for and with persons with disabilities or chronic diseases. Foundations that have objects, activity and participation that are similar in nature to those of member-based organisations may be considered.

All applicants and co-operation partners must be founded upon democratic values concerning equal rights and equality, equal opportunities and antidiscrimination.

A single stakeholder must be formally responsible for the application. This stakeholder must be resident in the Nordic region or a Baltic State.

## 2.8 Who are not eligible to apply or be a formal co-operation partner?

- Organisations, associations and groups that do not consist of or have any experience of work by, for and with persons with disabilities
- Organisations, associations and groups that are not domiciled in the Nordic region or the Baltic region
- Regional or local groups and organisations
- Sub-groups of national organisations
- Sports organisations
- Commercial stakeholders aimed at generating a financial gain or profit
- Public stakeholders, such as the state, county/region or municipalities
- Private individuals

## 2.9 Financial conditions and time framework

Networking activities may extend through to no later than 30 November inclusive in the year for which funding is awarded.

For networking activities, no funding is awarded above the standard amount per participating country plus documented additional expenses attributable to disability. This applies regardless of whether one or more meetings are planned.

Strategic initiatives and project activities may extend through to 30 June inclusive in the year after awarding. However, it will be seen as a positive factor rather than an obstacle if the work will continue after the project has been concluded and reported.

For strategic initiatives and project activities, funding of between SEK 50,000 and SEK 500,000 will be awarded. Funding may be awarded to specific parts of a project, if the organisations pay for the rest themselves or have other sources of funding.

There are no general requirements regarding self- or co-financing.

# 3. The application process

## 3.1 Timing of announcements, awards and implementation

Funding for networking activities is distributed in December each year, for activities in the following calendar year. The window for receipt of applications opens 15 October at the latest.

Announcements are made via [www.nordicwelfare.org](http://www.nordicwelfare.org) and in the Nordic Welfare Centre's newsletter.

Funding for strategic initiatives and project activities will be distributed during the spring half-year, for activities that end by 30 June of the following year. The window for receipt of applications opens 1 March at the latest. Announcements are made via [www.nordicwelfare.org](http://www.nordicwelfare.org) and in the Nordic Welfare Centre's newsletter.

## 3.2. Submission and processing of applications

Before submitting their application, all applicants must have the following in place:

- a responsible organisation, association, group or other similar civil society stakeholder. The responsible organisation must be based in a Nordic or Baltic State.
- a contact person for the application. An e-mail address and phone number must be provided.
- name and contact details for all organisations participating in the co-operation
- for both types of applications: a clear description of *what* you want to do and *how* the activity fulfils the requirements of point 2.2, and for strategic initiatives or projects, one or more of the criteria in point 2.2.3
- for both types of applications: documentation and/or a description of specific additional expenses attributable to disability

- for networking activities: a draft version of a specific programme which fulfils the requirements of point 2.2
- for strategic initiatives or projects: a concrete plan for the strategic initiative or project that fulfils the requirements of point 2.2, and a detailed budget that corresponds to the amount being applied for.

Applications must be submitted digitally via a link to an online application form on the Nordic Welfare Centre's website. The application must be written in a Scandinavian language or English. 'A Scandinavian language' means Danish, Norwegian (Bokmål and Nynorsk) and Swedish.

The Nordic Welfare Centre will evaluate and amend the application form as and when necessary. The application form will be as simple and user-friendly as possible. It will be available in at least one Scandinavian language and in English. This handbook will also be available in at least one Scandinavian language and in English.

Organisations, associations, groups and other civil society stakeholders applying for funding can contact NWC regarding specific questions relating to the application or application form.

It is not possible to retrospectively send attachments to your application by e-mail or post. In the case of accessibility problems, the applicant is asked to contact NWC to find an appropriate solution.

NWC is unable to process applications or attachments to applications that are received after the specified application deadline. Applications that are wholly or partially received after the application deadline will automatically be rejected.

Applications for funding for networking activities will be processed administratively by NWC after the application deadline has passed. All applicants who fulfil the award criteria will be awarded funding for networking activities.

The standard amount is determined by NWC based on the total amount that NWC has available for funding once all applications have been received. Two thirds of the funds in the scheme will be awarded to networking activities. Applicants will be informed by 31 December about the award for the following year and about the calculation basis and the size of the standard amount, through an award or rejection letter that is sent as an e-mail. Rejections will be justified by reference to the award criteria.

Applications for funding for strategic initiatives and project activities will first be processed administratively by NWC, which will prepare a proposed decision based on priorities according to the award criteria as described in this handbook. The amount to be distributed will be determined by NWC on the basis of the total amount that NWC has available for funding. One third of the funds in the funding scheme will be awarded to strategic initiatives and project activities. Applicants will be informed of the total amount to be distributed at the time of announcement of the funds. In 2018, funding amounting to up to NOK 200,000 was awarded.

The final decision concerning funding for strategic initiatives and project activities will be made by the Director of the Nordic Welfare Centre. The Council of Nordic Co-operation on Disability is involved in the decision-making process. Applicants will be informed by no later than 30 June concerning the awarding of strategic initiative or project funding, through an award or rejection letter which will be sent by e-mail to the specified contact person.

### **3.3 Conflicts of interest**

NWC's senior advisers and managers, as well as involved members of the Council of Nordic Co-operation on Disability, are obliged to declare if they are disqualified for any reason. They are also obliged to represent the interests of the Nordic co-operation, NWC and the Council of Nordic Co-operation on Disability, rather than special interests. Persons with a significant personal interest or possible double roles may not be involved in case handling or decisions if the application concerns the person themselves or an associate or might be expected to entail significant benefit or harm for the person concerned or an associate, or there are other compelling grounds which give reason to doubt the person's neutrality in the case.

### **3.4 Payment of funding**

Funding is awarded and paid out in Swedish kronor. Funds will be paid out by completing an online form. A link to the form will be given in the award letter, together with an agreement form, which must be printed, signed and scanned. Two contact persons for the responsible applicant organisation must sign. At least one of the signatories must have the right to sign and enter into agreements on

behalf of the organisation (signatory rights/signing authority). The agreement form must be uploaded by the deadline stated in the award letter.

Applicants who are awarded funding will receive more detailed information on how the funds will be paid out and when and how reports must be submitted.

### 3.5 The obligations of funding beneficiaries

The responsible organisation undertakes to:

- use the awarded funds in accordance with the application, this handbook and any terms and conditions stated in the award letter
- **contact NWC in the event of any changes during the project which mean that the funding will be used in a different way to that stated in the application and application budget**
- submit a report and accounts by the specified deadline
- repay funds in excess of SEK 1,000 that are not spent
- repay awarded funds that are not used in accordance with the application, this handbook and any terms and conditions stated in the award letter
- for recipients of networking activities: send a copy of the invitation to NWC and state in the invitation that the activity is being funded by NWC
- for beneficiaries of funding for strategic initiatives or projects: state in any printed or digital material that the strategic initiative or project is being funded by NWC

## 4. Reporting

All beneficiaries of funding will be sent a link to the online report and accounting form.

The deadline for reporting and repayment of any remaining funds is 30 November in the funding year for networking activities, and 31 January in the year after the funding year for strategic initiatives and project activities.

The report must clearly state that the activity is being carried out in accordance with the application.

In the report, all those who have been awarded funding for network, strategic initiatives and/or project activities must describe the following:

- Specific results, such as products, knowledge exchange, new processes or routines to which the activity has given rise
- Added value from a disability policy perspective, i.e. how the networking activity, strategic initiative or project has promoted organisation, influence or participation in society for persons with a disability or chronic disease
- The key lessons, experience gained and positive effects of co-operating with Nordic colleagues
- How information about and knowledge gained through the networking activity, strategic initiative or project has been and will be disseminated or used internally or externally
- Possible further development of the co-operation, strategic initiative or project in the future

For networking activities, a list of participants must be enclosed with the name, organisation (where applicable) and country of each participant. Any minutes must also be attached and a brief assessment of the distribution between men and women, girls and boys and different age groups should also be provided.

For strategic initiatives and project activities, an Excel-based spreadsheet must be completed and submitted. Beneficiaries must be able to provide receipts and vouchers upon request through to 31 December inclusive for the year after that in which the report is submitted and approved.



If the networking activity, strategic initiative or project has been referred to in the media and/or on the organisations' websites, a link to this should also be provided.

Beneficiaries can contact NWC regarding any questions linked to reporting.

## 5. Transparency, control and anchoring in the Nordic disability policy co-operation

Every year, NWC will prepare an annual report for information purposes which is submitted to the Nordic Council of Ministers and the Council of Nordic Co-operation on Disability concerning all activities funded by the scheme. The report will include:

- A list of all funding beneficiaries, including the amount awarded and organisations and countries participating in the co-operation
- Statistics concerning the number of applications, the amounts applied for and the amounts awarded
- Distribution between participating countries and regions
- Distribution between gender and age groups in activities
- Statistics concerning the number of activities that include a child and adolescent perspective, an equality perspective, an indigenous peoples perspective or a sustainable development perspective
- A qualitative assessment of the report from the recipient organisations regarding whether the funding affords Nordic benefits and to promotion of the scheme's objectives as described in this handbook

The report will be made available on NWC's website.

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