

# Funding Scheme Handbook

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# 1. Foreword

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

The funding scheme administered by the Nordic Welfare Centre is part of the **Nordic Programme for Cooperation on Disability 2023-2027**.

The programme comprises the following sub-areas:

1. **Human rights:** To support and strengthen the work with national implementation and monitoring of the UN Convention on the Rights of Persons with Disabilities.
2. **Participation:** To strengthen inclusion and participation and promote equality through commonly designed physical and digital environments, and to counteract discrimination against people with disabilities in all parts of Nordic society through strategic integration of disability perspectives in work relating to sustainable development.
3. **Free movement:** To promote free movement and the removal of borders that particularly affect persons with disabilities.

**The Council of Nordic Cooperation on Disability** participates in strategic discussions regarding the development and guidelines of the Funding Scheme.

Nordic cooperation on disability policy is cross-sectoral. It is designed and implemented in accordance with the UN 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. Nordic cooperation on disability is also based on the UN's goals in the 2030 Agenda for Sustainable Development.

Exchange of experience between the Nordic and Baltic countries will strengthen disability cooperation in each country. It can also strengthen the capacity of disability organisations to promote their ideas and proposals.

The Nordic Council of Ministers cooperates with Estonia, Latvia, and Lithuania, among others, towards the establishment of networks between the countries. The cooperation is described in the [Guidelines for the Nordic Council of Ministers' Cooperation with Estonia, Latvia and Lithuania from 2014](#).

This Handbook describes the framework of the scheme.

*In this handbook, the terms "Nordic" and "Nordic countries" refer to Denmark, Finland, Iceland, Norway, and Sweden, as well as the Faroe Islands, Greenland, and Åland. "Baltic" and "Baltic countries" refer to Estonia, Latvia, and Lithuania.*

## 2. Purpose, target groups and assessment criteria

### 2.1 Purpose and target group

The following are arranged within the framework of the Funding Scheme:

- network activities
- supplementary project activities

These are carried out by, with, and for national organisations, groups, or other civil society operators in the field of disability.

Applicants must be organised by, with, and for persons with disabilities or chronic diseases. Applicants or formal partners cannot be a public or commercial institution, organisation, or business.

The network activities and project activities must involve partners and participants from at least three countries. At least two of the countries must be Nordic.

### 2.2 Assessment criteria for activities

The activities shall contribute to Nordic benefit and added value by providing participants with a larger Nordic network of contacts and by promoting organisational and knowledge development. Cooperation shall contribute to increased knowledge about the situation of persons with disabilities in society and about the implementation of the UN Convention on the Human Rights of Persons with Disabilities (UNCRPD).

The application must describe the desired results or effects, and reporting must describe the results and effects as specifically as possible.

If applying for funding for recurrent activities, it must be demonstrated that the activities are relevant to organisations between meetings as well.

Funding for **network activities** is provided according to a standard model with a fixed amount of about SEK 5,000 per Nordic country and

maximum SEK 9,000 SEK for Greenland, if the costs are higher for them compared to other Nordic countries. The amount is the same regardless of how many meetings are arranged. The standard amounts for network activities can be adjusted by the Nordic Welfare Centre depending on the number of applications.

If the network activities take place outside the capital regions some extra support can be covered.

If organisations can demonstrate additional costs due to disability, such as assistance, assistive devices, etc., these costs can be fully or partially covered.

**Supplementary project funds** may be granted if there are funds left after network activities. Funding for project activities should not be used for travelling, hotel or meetings that already are financed within network activities (see some examples of project activities below).

Network activities cannot be carried out outside the Nordic or Baltic countries.

## 2.3 Examples of network activities

Network activities include:

- Meetings between leaders or other representatives of national disability organisations
- Start-up meetings or gatherings to explore opportunities for Nordic or Nordic-Baltic networks

Both types of meetings can be open or partially open to anyone interested.

On-site network meetings can be supplemented with digital meetings, or meetings can be completely digital. In such a case, however, the budget shall be adjusted according to real costs.

## 2.4 Examples of supplementary project activities

- Additional activities with an interest group perspective, such as seminars or training courses
- Information material, methodological material, reports or digital products
- In some cases e.g. camp activities for children and youth

## 2.5 Network and project activities unable to receive funding

- Sports activities
- Purely social activities or camp activities for adults
- Activities with a purely medical theme
- Commercial activities for generating economic gains or profits
- Normal, ongoing operating costs of organisations, purchase of equipment and furniture, payment of salaries not related to the project or fixed costs such as rent, electricity, telecommunications, or subscriptions
- Activities where most of the participants come from countries outside the Nordic region
- Activities where the target group is in the minority compared to experts
- Expenditure on alcoholic beverages
- Expenditure on interpretation between Scandinavian languages and Finnish or Icelandic

## 2.6 Who can apply?

National organizations, associations and groups, or networks of national organizations of persons with disabilities or chronic diseases.

Foundations that have the same purpose and similar activities may, in some cases, qualify as applicants.

All applicants must work according to democratic principles, and must work to promote equal rights, gender equality and anti-discrimination.

## 2.7 Who cannot be a formal partner?

- Organisations, associations or groups not resident in the Nordic or Baltic countries
- Regional or local groups and organisations
- Subgroups of national organisations
- Sports organisations
- Commercial operators seeking economic gains or profits
- Public sector operators, such as state, regional or municipal operators
- Private individuals

## **2.8 Economic conditions and timeframes**

Network and project activities can be run until 31 December of the same year the funding is granted.

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

# **3. The application process**

## **3.1 Timeframe for announcements, approval and implementation**

The funds are distributed in January to February each year. The call is opened no later than 1 October for the following year's applications. Information about the call is distributed through [www.nordicwelfare.org](http://www.nordicwelfare.org) and in the Nordic Welfare Centre's newsletter.

## **3.2 Submission and processing of applications**

To submit an application, all applicants must meet the following criteria:

- Appoint a coordinating organisation or association
- Appoint a contact person for the application
- Provide a clear description of what will be done and describe how the activities meet the criteria for funding
- Document and/or describe any additional costs stemming from disability
- Provide a description of specific agenda for network activities
- If applying for supplementary project activities, a description of the activities and a preliminary budget must be provided

The application is done digitally via an application form on the Nordic Welfare Centre website. The application must be written in a



Scandinavian language or in English. Scandinavian languages refer to Danish, Norwegian (Bokmål and Nynorsk) and Swedish. The application form is available in Swedish and English. This Handbook is also available in Swedish.

Organizations, associations, groups or other civil society operators can turn to the Nordic Welfare Centre with specific questions regarding the application procedure.

It is not possible to send attachments by email or post after the application has been submitted. If there are problems with the application form, the applicant is urged to contact the Nordic Welfare Centre.

The Nordic Welfare Centre cannot process applications or attachments after the specified submission deadline.

The decision is made by the Director of the Nordic Welfare Centre based on processing and preparation by a project manager.

The specified contact person will be informed of the decision by email no later than 31 December.

### **3.3 Conflicts of interest**

Individuals with a significant personal interest or possible dual roles may not participate in the application process.

### **3.4 Payment of funds**

The funding is paid in Swedish crowns (SEK). Payment is made after the recipient has completed a digital form. A link to the form will be upon approval of the grant, along with a contract form, which must be signed digitally or scanned and sent to the Nordic Welfare Centre.

### **3.5 Fund recipient's obligations**

The responsible organisation is obligated to:

- use the granted funds in accordance with this Handbook and any conditions specified in the decision
- contact the Nordic Welfare Centre if changes occur during the project

- send a report and budget statement by the stated deadline
- pay back unused funds in excess of SEK 1,000
- send a copy of the invitation and agenda for the activity to the Nordic Welfare Centre regarding online activities
- send a description of the activity relating to supplementary project activities

## 4. Reporting

Everyone who is granted funding will receive a link to a reporting form.

The report must be submitted no later than 31 December for the year to which the grant applies.

Everyone who has received funds must report on the following:

- Concrete results, such as products, knowledge exchange, or other activities resulting from the activity
- Disability policy added value, e.g. how the cooperation has promoted the target group's circumstances or participation in society
- The most important lessons from Nordic cooperation
- Potential further development and continuation of cooperation

A list of participants from all meetings and events that have been arranged must be attached.

If there are minutes/programmes for meetings and events, they must be attached, including the gender distribution.

A budget report must be submitted for all activities. The recipient must be able to provide receipts and attachments during any audit until 31 December of the year after the activity has been completed.

If websites or social media channels are created for the meetings or events, this must also be communicated.

## 5. Connection to the Nordic Council of Ministers and other disability policy cooperation

The Nordic Welfare Centre will submit an annual report on the Funding Scheme to the Nordic Council of Ministers in conjunction with reporting on the Nordic Programme for Cooperation on Disability. The report shall contain:

- A list of all funding recipients
- Statistics on the number of applicants, the amounts applied for, and the amounts granted
- Distribution among participating countries
- Gender distribution in activities
- Description of the perspectives of children and young people, gender equality, and indigenous people

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