



THE NORTHERN FORUM CALL FOR PROJECTS TERMS AND CONDITIONS

1. General Conditions

1.1. These Terms and Conditions of the Northern Forum Call for Projects (hereinafter – Call) define organizational procedures and conditions of holding the Call, its organizational, financial and informational support, arrangements for participations in the Call and determination of financial beneficiaries.

1.2. A purpose of the Call is to strengthen and to expand an interaction between regions to all aspects of social and economic development of the North and the Arctic, to ensure the Northern Forum contribution to global international cooperation.

1.3. The Call is organized by the International Organization of Governors of Northern Regions “The Northern Forum”.

1.4. Financing is provided to organizations - legal entities’ projects, selected by the result of the Call, registered in one of the member regions of the Northern Forum, relevant to mission and main activities of the Northern Forum.

1.5. These Terms and Conditions use the following definitions:

Application for participation in the Call – documents and presentation materials containing information about the participant of the Call and the Project, sent for participation in the Call (hereinafter – the Application).

Applicant for participation in the Call – an organization - legal entity.

Participant of the Call (hereinafter - Participant) – an Applicant whose application is admitted by the Working Group of the Northern Forum.

Recipient of financing (Grant) – a Participant that meets all the requirements of Section 2 of these Terms and Conditions and approved in accordance with the resolution of the Northern Forum Regional Coordinators Committee.

1.6. Competitive selection is based on the following principles:

- publicity;
- socioeconomic rationale;
- greater involvement of the public and experts in subject areas.

1.7. Participation in the Call is free of charge. Call Participants bear the costs associated with preparation and submission of the Application.

1.8. Official website of the Call is <http://www.northernforum.org>

1.9. Projects must comply with directions of the Northern Forum's Working Groups (hereinafter – Topics):

Topic 1: Education and Research;

Topic 2: Culture;

Topic 3: Business Cooperation in the North;

Topic 4: Environment and Conservation of Biodiversity;

Topic 5: Regional Adaptation to Climate Change;

Topic 6: Development of Energy in the North;

Topic 7: Assessment of Quality of Life in the Arctic Regions;

Topic 8: Transportation in the North;

Topic 9: Health in the North and Social Issues;

Topic 10: Housing in the Arctic.

1.10. The Project must be participated by representatives, organizations of not less than 3 (three) member regions of the Northern Forum from not less than 2 (two) nations.

1.11. Each participant may submit no more than three projects on different topics of the Northern Forum (one application – one topic).

1.12. Maximum amount of financing for one project is 10 000 (ten thousand) US Dollars.

1.13. As a rule, the grant of the Northern Forum is allocated for a period of 1 year. The Northern Forum Regional Coordinators Committee may decide to continue project's financial support for up to 3 years, if the results of the project are making a significant contribution to the socioeconomic development of the participating regions or the development of existing joint projects with other international organizations and have stable co-financing from other sources.

1.14. *Ceteris paribus*, projects having co-financing from other sources have a priority.

1.15. Applications must be submitted in English and Russian.

2. Eligible participants and application requirements

2.1. The Call may be participated by organizations – legal entities, registered in a territory of one of the Northern Forum member regions.

2.2. The following bodies are not permitted to participate in the Call:

- political parties and movements;
- religious organizations and organizations engaged in religious activities;
- trade unions, established in the form of public organizations, as well as in any other legal form (including, in form of associations, unions and non-profit partnerships), the statutory activity of which is to promote the professional activity;
- State and municipal authorities;

2.3. Participants of the Call must provide complete and reliable information about their organization, as well as a clear description of the project.

2.4. Information about the participant must be complete and reliable. Submission of unreliable and incomplete information about the participant is a ground for denying admission of the Participant to the Call.

2.5. The application must comply with the requirements attached, all sections must be completed. Applications are directed to e-mails of corresponding Chair of the Northern Forum Working Group in accordance with their topic.

The volume of all materials submitted by the applicant shall not exceed four pages (10 pt). Applications should not contain any vague terms ('many', 'very', 'sometimes', etc.) and long sentences (more than 30 words).

The entire application to be sent in one file in one of the following formats: Doc, Docx, RTF, PDF. File name (maximum of 2-4 words) should match with either the project name or the goal of the project.

The application should not contain any images, signatures and other 'heavy' content, which is difficult to send.

From the statement of the problem, the goals and objectives of the project should follow.

The results of the projects should be clear, precise and easily measurable. The multiplicative result is welcomed.

2.6. The list of necessary documentation for participation in the Call:

- Application.
- Plan of Action.
- Cost Estimates.
- Copy of the organization's Bylaws.
- Copy of organization's Registration Certificate.
- Copies of documents confirming co-financing.

2.7. Application, Plan of Action, Cost Estimates are filled in accordance with Annex No.1, 2, 3 to these Terms and Conditions.

2.8. Project financing can be used for the following purposes:

1. Carrying out events (seminars, roundtables, field work, schools, courses, etc.);
2. Payment of fees of involved experts, working directly on the project, including taxes, but not more than 20% of the total sum of the received grant;
3. Transportation costs directly related to the project;
4. Payment for services necessary for the project (For example: translation services, design, printing, publishing, promotional products, web-design etc.)

3. Selection criteria

3.1. Projects are evaluated by the following selection criteria (hereinafter – Criteria):

№	Name of criterion	Evaluation	Score
1	Project's rationale for financing	8 – 10 4 - 7 1 – 3	10 points 5 points 1 point
2	Quantified indicators of the Project's implementation	8 – 10 4 - 7 1 – 3	10 points 5 points 1 point
3	Influence on socioeconomic development indicators of the Northern Forum member regions (measurable results)	8 – 10 4 - 7 1 – 3	10 points 5 points 1 point
4	Significance of the Project for the Topic under consideration	8 – 10 4 - 7 1 – 3	10 points 5 points 1 point
5	Project's sustainability, prospects of further independent development upon completion of financing	8 – 10 4 - 7 1 – 3	10 points 5 points 1 point
6	Creative approach, the use of innovative solutions	8 - 10 4 - 7 1 – 3	10 points 5 points 1 point
7	Project's effectiveness in terms of use of financial resources	8 - 10 4 - 7 1 – 3	10 points 5 points 1 point

8	Own contribution and/or the amount of additional funds raised.	From the total amount of funding request	30% and more - 10 points 10% -30% - 5 points 1% -10% - 1 point
9	Participation of the Northern Forum member regions in project implementation	Number of NF member regions in the Project	At least 5 - 10 points At least 4 - 5 points At least 3 - 1 point
10	Project duration	Years	Less than 1 - 10 points Less than 2 - 5 points Less than 3 - 1 point

3.2. Every application is subject to selection and examining procedures by the Northern Forum Working Group. Selected applications are sent to the Northern Forum Regional Coordinators Committee for approval and grant decisions.

3.3. Following expert evaluation according to the criteria specified in paragraph 3.1. of these Terms and Conditions, the Northern Forum Working Group will assign the project's priority level according to Table 1 of this section.

3.4. A financing limit depends on project's priority level.

3.5. A funding of selected projects with medium and low priority is subject to the number of supported projects and the size of the Northern Forum approved annual budget.

Table 1

#	Evaluation	Level	Amount of financing
1	From 71 to 100 points	High	Up to \$10'000
2	From 41 to 70 points	Medium	Up to \$5'000
3	From 10 to 40 points	Low	Up to \$2'000

4. Project review time

4.1. The Call is held annually.

#	Name of Event	Period	Responsible Person
1	Announcement of the Call	April	Northern Forum Secretariat
2	Applications submission	By September 1 st	Northern Forum Working Groups
3	Evaluation according to the criteria specified in paragraph 3.2. of these Terms and Conditions, selection of projects. Sending applications to the Northern Forum Secretariat	September 1 st – October 1 st	Northern Forum Working Groups
4	Review of submitted applications, sending applications to the Northern Forum Regional Coordinators Committee	October 1 st – October 15 th	Northern Forum Secretariat
5	Review of selected applications for the Call; formation and approval of the final list of projects receiving financing through voting in a in-person or absentee (distance) meeting. The Committee's resolution is considered adopted if signed by at least 50% of the Committee members	October 15 th – November 30 th	Northern Forum Regional Coordinators Committee
6	Transfer of funds to the beneficiary's account	By December 31 st	Northern Forum Secretariat
7	Reporting on the project implementation, use of the grant, sending final documents to the Northern Forum Secretariat	Not later than 4 months from the end of the project	Grantee
8	Approval of the report and final documents, evaluation of the project's effectiveness by the Regional Coordinators Committee	At the next in-person meeting of the Committee	Grantee, Northern Forum Secretariat
9	Publication of the report, project materials on the Northern Forum website	Not later than 1 month after the report is approved	Northern Forum Secretariat

5. Verification of compliance with conditions, objectives and procedure for providing funding

5.1. The Northern Forum Secretariat verifies a beneficiary's compliance with conditions, objectives and procedure for funding.

5.2. The beneficiary must present a project implementation and fund allocation reports within 4 months after project's completion.

6. Organizational matters and contacts

6.1. Annual Applications Admission Period is **September 1st of the calendar year.**

6.2. Applications must be sent to the following addresses:

NF Working Group	WG Chair	Position	Address
Assessment of Quality of Life in the Arctic Regions	Valentina Kondratieva	Head, Center for Strategic Research of the Sakha Republic (Yakutia), Russia	Center for Strategic Research of the Sakha Republic (Yakutia) Russia-677000, Yakutsk, Lenin Avenue, 28, Suite 206 Phone: +7 (4112) 506-080, Fax: +7 (4112) 421-096 src@sakha.gov.ru
Education and Research	Feodosiya Gabysheva	First Deputy Minister of Education and Science of the Sakha Republic (Yakutia), Russia	Russia-677011, Yakutsk, Lenin Avenue, 30, Phone: +7 (4112) 506-904, +7 (4112) 506-901 Fax: (4112) 424-929 minobr@sakha.gov.ru
Environment and Conservation of Biodiversity	Sakhamin Afanasiev	Minister of Nature Protection of the Sakha Republic (Yakutia), Russia	Russia-677000, Yakutsk, ul. Dzerzhinskogo 3/1 Phone: +7 (4112) 341-290, +7 (4112) 344-915 Fax: +7(4112) 421-372 minopr@sakha.gov.ru
Development of Energy in the North	Nils Andreassen	Executive Director, Institute of the North, Alaska, USA	Institute of the North (o) 907 786-6324 (m) 907 351-4982

			715 L Street, Suite 300 Anchorage, AK 99501 nandreassen@institutenorth.org
Housing in the Arctic	Sergey Kozupitsa	Deputy Minister of Construction and Utilities of Krasnoyarsk Krai, Russia	Russia-660075, Krasnoyarsk Krai, Krasnoyarsk, ul. Zavodskaya, 14 Phone: +7 (391) 211-30-33 kozupitsa@msakrsk.ru
Regional Adaptation to Climate Change	Vladimir Vasiliev	Head, Department for External Affairs of Sakha Republic (Yakutia), Russia	677011, Sakha Republic (Yakutia), Yakutsk, Lenin Avenue, 30 Phone: +7 (4112) 506-732 Fax: +7 (4112) 42-09-11 asf-yakutia@mail.ru dvs@sakha.gov.ru
Transportation in the North	Aleksandr Shvora	Department of Transportation and Road Facilities of Primorsky Krai, Russia	Russia-690033, Vladivostok, ul. Borodinskaya, 12 Phone: +7 (423) 233-28-41 Fax: +7 (423) 233-28-56 road@primorsky.ru
Health in the North and Social Issues	Aleksandr Tsaregorodtsev	Deputy Director for Science, Ugra Research Institute of Information Technologies (Khanty-Mansiysk Autonomous Okrug-Ugra), Russia	Russia-628011, Khanty-Mansiysk, ul. Mira, 151 Phone: +7 (3467) 359-002 Fax: +7 (3467) 359-019 TsaregorodtsevAL@uriit.ru
Business Cooperation in the North	Timo Rautajoki	President and CEO, Lapland Chamber of Commerce, Finland	Maakuntakatu 29-31 B, 96200 Rovaniemi, Finland Phone: +358405511289 timo.rautajoki@chamber.fi
Culture	Galina Alekseeva	Chair, Civic Chamber of Primorsky Krai, Russia	Russia-690091, Vladivostok, ul. Sukhanova, 8 Phone: +7 (914) 672-22-13 alexglas@mail.ru

6.3. On other matters, please contact the Northern Forum Secretariat via phone +7(4112)50-84-50, +7(4112)50-84-51 or e-mail to nf.secretariat@gmail.com



NORTHERN FORUM CALL FOR PROJECTS

APPLICATION

#	SECTIONS	DESCRIPTION
1	Project Name:	
2	Initiator	<Name of applicant organization>
3	Name, position of head of the organization (Full)	
4	Name, position of the project leader (Full):	
5	Name, position of executive(s) of the project (Full):	
6	Amount requested:	<up to 10 000 US Dollars>
7	Regions of the project:	
8	Timeline of the project:	
9	Address and contact information: Postal address with a postal code Phone No. (work and home): Code Fax: e-mail:	
10	Description of the applicant organization	<Type of organization (informal group, non-governmental organization, others). Year of establishment. Date and eligibility of registration. Permanent staff/volunteers/headed by. Experience, grant experience, achievements, including the subject topic. Recognized successes, unique skills and qualifications, connections and partners.>

11	Formulation of the problem	<Necessity to implement the project, relation of the project to goals of the organization. A deep, professional view of the problem will help you find a comprehensive and adequate approach to its solution. It is necessary in detail (preferably with quantitative data) and convincingly present an analysis of the main causes that caused the emergence of the problem, to prove its importance and relevance. Include relevant statistics, cite speeches, etc. It is not necessary to begin with World problems, avoid scientism and the "common places" ! Do not confuse the problem with the ways of solving it!>
12	Goal of the project	< Goal is the most common allegation, which is undertaken in the name of the project, "the highest point" that you want to achieve, or to make a significant contribution to its achievement. <i>Do not forget to clarify the scale and geography!</i> >
13	Project objectives	< The objectives (what you do) - concrete and measurable results, (logically following from the analysis of the problem, aimed to achieve the goal) that you plan to get in the course of the project, indicating the participants to your activities and the "beneficiaries" of the project.>
14	Work plan with the description of methods	<(as exactly you will do), using which you plan to solve the problems with a characteristic of the target group involved in activities and timeline of project's implementation.>
15	Project Risks	<To indicate possible risks of the project implementation (for example: postponing the commissioning date of the facility is critical, lack of timely financing, postponement of the project implementation increases its cost, complexity of coordination of design work with external participants, influence of external factors, etc.)>
16	Results of the project	< (how the stated problem will change after accomplishments of the project, separately by each objective, how many people and organizations to take part in the project, the new partner relations , a composition of project's " beneficiaries " etc.). <i>Attention! The results should be realistic, specific and measurable.</i> Specify how the project will be evaluated.>
17	Co-financing	<Indicate the sources and amounts of co-financing. In the cost estimate, indicate

		which items of expenditure will be supported by these funds>
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Annex 2

Project (project name)

Applicant _____

Plan of Action

#	Project Activities	Period of Execution	Executive

Project (project name)

Applicant _____

Cost Estimate

Detailed **estimates of the project costs (in Russian rubles or US dollars)** should include a list of all the resources needed to carry out the project. All costs should be carefully justified when describing the work plan or in explanations to the estimate. The explanations should be concise and understandable.

Expenditure	Requested Grant Funds	Contribution of the applicant	Funds from other sources	Total Expenses
TOTAL:				