



## **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.

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

1.3. The Call is organized by the International Organization of the Northern Regions "The Northern Forum" (hereafter – Northern Forum), the organizational and informational support of the Call is carried out by the Secretariat of the Northern Forum.

1.4. Based on the results of the Call, financing (grants) is provided for the implementation of selected projects. The total amount of financial resources distributed within the framework of the Call is determined in accordance with the approved Northern Forum budget for the current calendar year.

1.5. These Terms and Conditions use the following definitions:

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

Participant of the Call (hereinafter – the Participant) – an Applicant whose Application is admitted for participation in the Call.

Call selection – a set of procedures aimed at evaluating Applications and identifying projects for which implementation funding will be provided (grants).

Recipient of financing (Grant) – a Participant, whose Application after the Call selection is approved in accordance with the resolution of the Northern Forum Regional Coordinators Committee.

1.6. Only organizations (legal entities) registered in the territory of one of the member-regions of the Northern Forum can participate in the Call.

1.7. Participation in the Call is free of charge. Reimbursement for the costs associated with the preparation and submission of the Application is not covered.

1.8. The period of the Call is determined by the Northern Forum Regional Coordinators Committee.

1.9. The information about the Call is published on the official internet-resource of the Northern Forum <http://www.northernforum.org> (hereinafter – website of the Northern Forum).

1.10. The amount of financing (grant) is determined considering the financing limit per one project, which is set at the amount of not more than 10,000 USD for a project which in accordance with paragraph 3.3. of these Terms and Conditions was assigned priority status and amount not more than 5,000 USD for a project that is not classified as a priority.

1.11. As a rule, the grant of the Northern Forum is allocated for a period of 1 (one) year. The Northern Forum Regional Coordinators Committee may decide to continue the project's financial support for the next year if the results of the project are making a significant contribution to the socio-economic development of the participating regions or the development of existing joint projects with other international organizations. The decision on continuing financial support for the project is made by the Northern Forum Regional Coordinators Committee based on an official written request from the Recipient of financing (grant) with the justification for the need for such support, sent the current year before the deadline for accepting applications for the Call.

## **2. Application requirements and procedures**

2.1. Applications must comply with one of the following thematic areas:

- Education and Research;
- Culture;
- Business Cooperation in the North;
- Environment and Biodiversity Conservation;
- Regional Adaptation to Climate Change;
- Development of Energy in the North;
- Assessment of Quality of Life in the Arctic Regions;
- Transportation development in the North;
- Health in the North and Social Issues;
- Housing in the Arctic;
- Development of ecological tourism in the northern regions;
- Development of the Northern Sea Route.

2.2. Each participant may submit no more than three Applications if the projects comply with different thematic areas.

2.3. The Project must have participants (organizations) from not less than 2 (two) member regions of the Northern Forum.

2.4. 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 the form of associations, unions, and non-profit partnerships), the statutory activity of which is to promote the professional activity;

- state and municipal authorities.

2.5. Participants of the Call must provide complete and reliable information about their organization, as well as a clear description of the Project. Submission of unreliable and/or incomplete information about the Participant or Project, including lack of submission of the documents and/or information required by these Terms and Conditions, is a ground for denying admission of the Application.

2.6. Application is filled in in accordance with Annex No.1 to these Terms and Conditions and must be submitted in English and Russian.

2.7. The following documents must be attached to the Application:

- copy of the organization's Bylaws;
- copy of organization's Registration Certificate;
- letter in Russian or English with confirmation of participation in the project from each project participant except the Applicant, certified by the signature of the authorized person.

2.8. Documents confirming the financing of project activities from other sources may be attached to the Application.

2.9. The Application is recommended to comply with the following requirements:

- The volume of all materials submitted by the applicant shall not exceed 10 (ten) pages (10pt);
- Applications should not contain any vague terms ('many', 'very', 'sometimes', etc.) and long sentences (more than 30 words);
- The goals and objectives of the Project should ensue from the statement of the problem;
- The results of the projects should be easily measurable and achievable. The multiplicative result is welcomed.

2.10. Project financing, required from the Northern Forum budgets, can be used for the following purposes:

- carrying out events (seminars, roundtables, fieldwork, schools, courses, etc.);
- payment of fees of involved experts, including taxes, but not more than 20% of the total sum of the received grant;
- transportation costs directly related to the Project;
- payment for services necessary for the project. For example, translation services, design, printing and publishing materials, and promotional products, web design, etc.

2.11. The Application with the attached documents should be sent in one PDF file. The file name must consist of not more than 4 (four) words and should match with either the project name or the goal of the Project.

2.12. The Application should be sent to the Secretariat of the Northern Forum by e-mail: [secretariat@northernforum.org](mailto:secretariat@northernforum.org).

### **3. Call selection**

3.1. Competitive selection is based on the following principles:

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

3.2. Before applications are sent to the Northern Forum Regional Coordinators Committee for approval, every Application is subject to expert evaluation of one of the Northern Forum Working Groups, based on the stated thematic area.

Expert evaluation is held according to the List of criteria specified in Annex No.2 to these Terms and Conditions. List of Applications, ranked by the number of points set by experts, is sent to the Regional Coordinators Committee to be used as recommended when considering Applications.

3.3. All received applications, as well as materials based on the results of the expert evaluation, are sent to the Northern Forum Regional Coordinators Committee for evaluation and summing up the results of the Call.

Each member of the Northern Forum Regional Coordinators Committee forms a list of Applications, ranked in descending order of priority for the respective region with an intermediate rating for each Application in accordance with the following principle – the first Application on the list receives the maximum intermediate score equal to the total number of applications received for the Call, each subsequent Application – one point less than the previous one, the last on the list Application receives 1 (one) intermediate point.

Decisions on the results of the Call are made on the basis of summing up the intermediate points for each application. The maximum amount of intermediate points scored by one Application is set as 100 total points. The total points of the remaining Applications are determined as a percentage of the amount of intermediate points scored by the Application to the maximum amount of intermediate points. Applications with more than 70 total points are given priority status.

In case of equal results, Applications that have co-financing from other sources, confirmed by documents attached to the Application, take priority.

The Northern Forum Regional Coordinators Committee makes decisions on the admission of the Application (s) to participate in the Call, on a rejection of the Application (s), on approval of the list of selected projects and the amount of their financing (grants). The number of selected projects is determined taking into account the amount of funds for projects support in the approved budget of the Northern Forum for the current year.

The decision on the results of the Call is drawn up by a resolution of the Regional Coordinators Committee, which is considered adopted if there are signatures of at least 50% of the members of the Committee.

Information on the results of the competition is published on the website of the Northern Forum within 3 (three) working days from the date of adoption of the relevant resolution of the Regional Coordinators Committee. It is also communicated to the Participants.

## 4. Project Call Steps and Period

4.1 The period of the Call is set by the Resolution of the Northern Forum Regional Coordinators Committee. The Call is held in accordance with the following plan:

#	Name of Event	Period	Responsible person
1.	Announcement of the Call	In accordance with the resolution of the Northern Forum Regional Coordinators Committee	Northern Forum Secretariat
2.	Applications submission	Within not less than 60 (Sixty) days from the date of announcement of the Call	Northern Forum Secretariat
3.	Expert evaluation of the Applications	Within 30 (Thirty) days from the end of the Applications submission	Northern Forum Secretariat
4.	Review of submitted applications by the Northern Forum Regional Coordinators Committee, summing up the results of the Call	Not later than 3 (Three) months from the end of the Applications submission	Northern Forum Regional Coordinators Committee
5.	Transfer of funds to the beneficiary's account	Within 20 (Twenty) days from the date of adoption of the Northern Forum Regional Coordinators Committee resolution on the results of the Call	Northern Forum Secretariat
6.	Reporting on the project implementation and the use of the grant	Not later than 3 (Three) months from the end of the project	Grant recipients
7.	Approval of the report on the project implementation and the use of the grant	At the next in-person meeting of the Committee	Northern Forum Regional Coordinators Committee
8.	Publication of information materials on the progress and the results of projects, including the release of final reports after their approval by Northern Forum Regional Coordinators Committee	On a regular basis	Northern Forum Secretariat, Grant recipients

## **5. Reporting**

5.1. The Northern Forum Secretariat verifies the use of funds by the Recipients of financing (Grant) and evaluates the effectiveness of projects.

5.2. The Recipients of financing (Grant) not later than 3 (Three) months from the date of the end of the project shall submit to the Northern Forum Secretariat a report on the results of the project and the expenditure of the grant funds with the attached documents confirming the expenditures (hereinafter – the Final report).

5.3. Final reports are approved by the Northern Forum Regional Coordinators Committee at the regular meeting or through the voting in absentia and are published by the Northern Forum Secretariat on the website of the Northern Forum.

## **6. Contacts**

6.1. On all matters regarding the Call, please contact the Northern Forum Secretariat via phone +7(4112)50-84-50 or e-mail: [secretariat@northernforum.org](mailto:secretariat@northernforum.org).

## APPLICATION For Northern Forum Call for Projects

### Section 1. Project description

#	Sections	Description
1.	Projects name	
2.	Thematic area	(Applications must comply with one of the following thematic areas: - Education and Research; - Culture; - Business Cooperation in the North; - Environment and Biodiversity Conservation; - Regional Adaptation to Climate Change; - Development of Energy in the North; - Assessment of Quality of Life in the Arctic Regions; - Transportation development in the North; - Health in the North and Social Issues; - Housing in the Arctic)
3.	Initiator	(Name of the Applicant-organization)
4.	Name and position of the head of the organization	(Full)
5.	Name and position of the project leader/coordinator	(Full)
6.	Amount requested	(up to 10 000 USD)
7.	Project participants	(Names of organizations involved in the implementation of the project, and their regions of registration)
8.	Timeline of the project	
9.	Contact information	(Postal address with a postal code, phone number, fax, email)
10.	Description of the applicant organization	(Type of organization, year of establishment, date and status of registration, permanent staff/volunteers, activities, <b>experience in international projects implementation, grant experience, achievements, including within the thematic area</b> , unique skills and qualifications, partner network)
11.	Problem statement	(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 factors 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 "commonplaces"! Do not confuse the problem with the ways of solving it!
12.	Project objectives	(What exactly you plan to do) The objectives - 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 "beneficiaries" of the project.
13.	Work plan with the description of methods	(How exactly you plan to do) (How you plan to solve the problem with a characteristic of the target group involved in activities and timeline of project's implementation)
14.	Project Risks	(Indicate possible risks of the project implementation, for example: postponing the commissioning date of the facility, lack of timely financing, postponement of the project implementation, increase of its cost, the complexity of coordination of design work with external participants, the influence of external factors, etc.)
15.	Results of the project	(How the stated problem will change after accomplishments of the project, separately by each objective, how many people and organizations will take part in the project, the new partner relations, a composition of project's "beneficiaries" etc.). Attention! The results should be realistic, specific, and measurable. Specify how the project will be evaluated.
16.	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)

### Section 2. Plan of Action

#	Project Activities	Period of Execution	Responsible

### Section 3. Cost Estimate

Detailed estimates of the project costs (in Russian rubles or USD) 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



<b>TOTAL:</b>				

**Section 4.** Signature of authorized person (head of organization).

### EXPERT EVALUATION CRITERIA

#	Name of criterion	Evaluation	Score
1.	The significance of the stated problem		1-10 points
2.	The impact of the project results on problem-solving		1-10 points
3.	Measurability of project results, quantitative indicators of the Project's implementation	Number of indicators	2 point per indicator, no more than 10 in sum
4.	Realistic (achievable) project results		1-10 points
5.	The validity of project activities		1-10 points
6.	A creative approach, the use of innovative solutions		1-10 points
7.	Project's effectiveness in terms of the use of financial resources		1-10 points
8.	Own contribution and/or the amount of additional funds raised	More than 30% 11-30% Less than 10% Absent	10 points 6 points 3 points 0 points
9.	Participation of the Northern Forum member regions in project implementation	7 regions and more 4-6 regions 3 regions	10 points 6 points 3 points
10.	Project's sustainability, prospects of further independent development upon completion of financing		1-10 points