

Guideline Project Budget S-N (E02a)

The project budget E02a is to be used for Norec volunteer exchanges with a coordinating partner based in Norway. For volunteer exchanges with a coordinating partner based outside of Norway there is a separate guideline (E12b).

The spread sheet (E02a) consists of the following:

- A section for variable costs, where the calculation of the grant depends on the number of participants in the exchange
- A section for general costs, to be completed for all types of exchanges
- A provisional plan for transferring funds from Norec to the coordinating partner

Norec does not refund actual costs, but grants a predetermined amount towards the partner's exchange project. This means that the overall costs of an exchange project may be higher than the grant which the partnership receives from Norec. If project costs exceed the grant, the partnership must cover the excess from its own funds. The column listed under *total budget* should show the total cost of the exchange project.

Partners may supplement the project with their own funds. Funds allocated to participant activities cannot be used for administrative costs, understood as the budget lines under "general costs" in the budget template. Any unspent funds must be repaid to Norec.

The amount granted will be determined by Norec based on an assessment of the actual costs of activities, the general cost-level in the country and/or the type of personnel to be recruited for the exchange. Norec can in special circumstances exceed the upper limits for a budget line.

NORTH-SOUTH PARTICIPANTS

Preparatory and homecoming course

(Upper limit NOK 8,000/Norec participant/week)

The partners must organise a preparatory course of at least two weeks' duration for the Norec participants. In addition, the partners are obliged to organise a minimum two-day homecoming seminar for the participants, after the return to their home country.

Travel to Youth Camp

(Upper limit NOK 2,000/Norec participant, one-time amount)

All Norec participants must undertake a one-week course organised by Norec. Board, lodging and other costs related to the course will be covered directly by Norec. A grant is provided to cover travel between home/partner's course location and Norec's course location. The participants should use the cheapest means of transport. It is the partner who takes care of the administration of the participant's travel. Norec does not refund travel receipts from participants.

Board and lodging allowance (host country)

(Upper limit NOK 1,500-5,000/Norec participant/month)

The allowance for the posting abroad is intended to cover board, lodging and out of pocket expenses. The host partner should provide the participant with a reasonable standard of living in the host country. Adequate housing might for example be a host family, 1- or 2-room apartment, a flat shared with other participants, student lodgings or boarding school.

Insurance

(Upper limit NOK 6,000/Norec participant/year, one-time amount)

The coordinating partner must make sure all participants have health and travel insurance for the whole duration of their stay outside of their home country. The participants shall be informed about the extent of insurance coverage. If an adequate insurance is not available for NOK 6000, the partners can apply for a higher amount per participant.

Departure/Set-up grant

(Upper limit NOK 3,000/Norec participant, one-time amount)

Grant for obtaining necessary permits and documents, getting vaccines and a medical check-up before the posting, and purchase of necessary clothes and equipment upon arrival in the host country. A higher grant can be given to cover start-up costs in first round of exchange, if necessary.

Language course (host country)

(Upper limit NOK 4,000/Norec participant, one-time amount)

A grant for a language course may be awarded if necessary.

Travel home/host country

(Upper limit NOK 16,000/Norec participant, one-time amount)

A grant is provided for outbound and inbound travel between the home and host country. It is calculated based on the actual cost of the journey, using the cheapest available fare. No grant is provided for home visits during the posting abroad.

Official travels/activities (host country)

(Upper limit NOK 500/Norec participant/month)

A grant for official journeys within the host country may be awarded if relevant for the project. This grant can also be used for public transportation between home and work place.

Follow-up activities

(Upper limit of NOK 16,000/Norec participant, one-time amount)

The Norec participants are obliged to spend at least two months on follow-up activities. The grant is determined based on the objectives and scope of the activities. The grant includes travel expenses related to the follow-up activities.

SOUTH-NORTH PARTICIPANTS

Preparatory and homecoming course

Same upper limit and guidelines as for North-South participants

Travel to Norec Youth Camp

Same upper limit and guidelines as for North-South participants

Board and lodging allowance (host country)

(Upper limit NOK 8,000/Norec participant/month)

Same guidelines as for North-South participants

Insurance

Same upper limit and guidelines as for North-South participants

Departure/Set-up grant

(Upper limit NOK 5,000/Norec participant, one-time amount)

Same guidelines as for North-South participants

Language course (host country)

(Upper limit NOK 5,000/Norec participant, one-time amount)

Same guidelines as for North-South participants

Travel home/host country

Same upper limit and guidelines as for North-South participants

Official travels/activities (host country)

(Upper limit NOK 2,000/Norec participant/month)

Same guidelines as for North-South participants

Follow-up activities

(Upper limit of NOK 5,000/Norec participant, one-time amount)

Same guidelines as for North-South participants

SOUTH-SOUTH NOREC PARTICIPANTS

Preparatory course

Same upper limit and guidelines as for North-South participants

Travel to Norec Youth Camp

(Upper limit NOK 10,000/Norec participant, one-time amount)
Same guidelines as for North-South participants

Board and lodging allowance (host country)

Same upper limit and guidelines as for North-South participants

Insurance

Same upper limit and guidelines as for North-South participants

Departure/Set-up grant

Same upper limit and guidelines as for North-South participants

Language course (host country)

Same upper limit and guidelines as for North-South participants

Travel home/host country

Same upper limit and guidelines as for North-South participants

Official travels/activities (host country)

Same upper limit and guidelines as for North-South participants

Follow-up activities

(Upper limit of NOK 5,000/Norec participant, one-time amount)
Same guidelines as for North-South participants

GENERAL COSTS

Project coordinator

(NOK 130,000-400,000/project)

It is a requirement from Norec that each partner have a project coordinator responsible for the overall project administration and supervision of the participants while they are on exchange. In addition, the project coordinator at the coordinating partner is responsible for the relationship to Norec.

For this coordination and supervision work, a grant is provided for salary and social costs, of up to NOK 400,000 if the project has 15 or more participants, and the project period (preparation, exchange and follow-up) is a full year. For fewer participants or shorter projects, the grant is reduced accordingly. For example, a project with five participants would receive one third of the full grant. For projects with more than 15 participants or more than three partners, a higher grant can be considered.

This grant can be distributed amongst the partners as they see fit.

Administration grant (coordinating partner)

(NOK 10,000-50,000/coordinating partner)

The administration grant is intended to cover the coordinating partner's administrative costs related to project administration and participant supervision, as well as the special obligations that come with being the partner responsible for the agreement with Norec.

The following method is used as a guide for determining the size of the grant:

- Receiving participants: $\text{NOK } 500 \times \text{total number of months in host country} \times \text{number of participants the partner will receive}$
- Sending participants: $\text{NOK } 300 \times \text{total number of months (preparatory course + posting + follow-up work)} \times \text{number of participants the partner will send}$

Norec can consider granting a higher administration grant than this calculation method suggests, based on an assessment of the administrative needs of the project.

Administration grant (other partners)

(NOK 10,000-25,000/partner)

The administration grant is intended to cover the other partner's administrative costs related to project administration and participant supervision.

The following method is used as a guide for determining the size of the grant:

- Receiving participants: $\text{NOK } 500 \times \text{total number of months in host country} \times \text{number of participants the partner will receive}$
- Sending participants: $\text{NOK } 300 \times \text{total number of months (preparatory course+posting+follow-up work)} \times \text{number of participants the partner will send.}$

Norec can consider granting a higher administration grant than this calculation method suggests, based on an assessment of the administrative needs of the project.

Partner meeting/Youth Summit

(Upper limit NOK 12,000/partner)

The grant is intended to cover the costs of the partners' annual meeting for reviewing implementation, results, finances, administration and future development of the project. For partners travelling to the meeting, the grant is intended to cover airfare at the lowest rate for one person, while the organising partner can use the grant to cover accommodation costs and local meeting expenses. The hosting of the partner meeting should rotate between the partners.

Biannually Norec organises a Youth Summit in Oslo where all partner contacts/ coordinators attend. The partnership must thus organise a partner meeting in Oslo in connection to the Youth Summit.

Network meetings (coordinating partner)

(Upper limit NOK 8,000/coordinating partner)

A grant is provided for the partners' travel to network meetings organised by Norec. It can also be used for participation in other mandatory Norec meetings/courses organised for the partners. The grant is only applicable to coordinating partners based outside of Oslo.

Norec participant supervision

(Upper limit NOK 24,000/project)

This grant is intended to cover the follow-up of participants during posting. Each partnership is free to decide which activities best ensure the well-being of the participants – e.g. visits from coordinators, organising a mid-term-seminar, etc.

Audit

(Upper limit NOK 10,000/partner)

This grant is to cover audit of the project in accordance with the articles of financial administration set forth in the collaboration agreement.

The coordinating partner shall submit audited project accounts within the deadlines specified in the collaboration agreement. The project accounts must be audited in accordance with the ISA 805 International Standards of Auditing, by a public licensed auditor. Accounting and auditing shall include payments in Norway as well as transfers and payments in other countries. All funds transferred from Norec, including funds not spent, are to be accounted for in the audit.

OTHER SOURCES OF FUNDING

Some projects might also have other sources of funding than Norec. In such cases, this must be reflected in the application and budget for the project. The partners can collect a personal contribution from participants and allocate this to other project expenses not covered by Norec. Partners should fill in information about other sources of funding or participants' fee in the spread sheet under the section *total income for the exchange project*. If the cost of the exchange project is higher than the total income, the spread sheet will calculate the partners need for own contribution.

PRELIMINARY TRANSFER PLAN FROM NOREC

The transfer plan is made based on the partners' anticipated cash-flow requirements. The plan should consider the starting date of the preparatory course, project duration, as well as fluctuations in ongoing expenses over the project period. Normally, an exchange project will have three transfer dates during the project. Changes in the total grant frame due to altered circumstances (e.g. Norec participants returning home early) will be considered in the next transfer.

TRANSFER PLAN FROM COORDINATING PARTNER TO PARTNER(S)

It is the responsibility of the coordinating partner, in agreement with the other partner(s), to prepare a budget and transfer plan for the transfer of funds between the partners.