**Overall project description**

*The overall project description is the main document of the application for a collaboration agreement with Norec. It outlines the framework of the exchange project. The application is incomplete without the required annexes listed at the end of this document. Please note that there is additional information as footnotes in this document. The additional information in the footnotes is related to covid-19 and is included for this overall project description in order to get specific information about your project during the pandemic.*

## 1. FACT SECTION

**1.1.** **Coordinating partner’s name and registration number**

* Name of coordinating partner: <As in the registration document>
* Registration ID code/number: <As in the registration document>

### 1.2. Exchange project name and content

* Name: <For ease of reference, the project should be given a short name>
* Content: <Summarise your project in two to four sentences>
* Publicity: Briefly describe how the partners can publicise the Norec project and its results within their own organisation, in their local community, to the public in general and on social media

### 1.3. Exchange project duration[[1]](#footnote-2)

* Project period: <month.year-month.year>
* Planned number of exchanges: <number of rounds>
* Length of each round of exchange:[[2]](#footnote-3)
  + Additional training organised by the organisations (if applicable): <number of days>
  + Length of stay abroad on exchange: <number of months>
  + Follow-up work: <number of weeks>

**1.4. Profiles of the various organisations**

Coordinating partner

* Visiting address:
* Postal address:
* Phone number: <include country code>
* E-mail:
* Website:
* Social media information (if any):
* Name of contact person for the exchange: <Name of the person in your organisation who will be the primary contact for this project>
  + E-mail:
  + Phone number: <include country code>

Bank details

* Name of bank:
* Visiting address:
* Name of account holder: <The applicant must be the account holder>
* Bank account number or IBAN:
* Swift code or BIC:

Auditor details

* Does your organisation conduct an internal or external audit of the annual financial statement? <Internal or external> <If you do not audit you finances, state this here and explain why>
* Name of audit firm: <as in the registration document>
* Address:
* Auditor’s e-mail and telephone number:

Internal administration

* When was your organisation established? <year>
* Describe the structure and legal form of your organisation:
* Describe your organisation’s vision and core activities/operations: <maximum 8 sentences>
* Describe the current status of young people (age 18-35) in your organisation:
* How many paid employees do you have? <number male/female>
  + How many are under 35? <number male/female>
* How many volunteers do you have? <number male/female >
  + How many are under 35? <number male/female >

Project management

* Describe your routines for project planning: <including planning, implementation and reporting>
* Describe your organisation’s experience of receiving and reporting on funds from national or international partners/donors[[3]](#footnote-4):
* <Only applicable for new partnerships, provide references from 1-3 partners/donors>
  + Name of organisation:
  + Name of referee:
  + E-mail:
  + Phone number: <include country code>

Financial management

* Can you receive and transfer funds internationally? <if not, explain why here>
* Describe your organisation’s financial control systems and procedures:
* Does your organisation have an internal or external accountant? <internal/external>
* Describe your organisation’s financial situation: <Financial stability, including distribution of, and source of income> [[4]](#footnote-5)

Organisation 2

Name of organisation: <as in the registration document>

* Visiting address:
* Postal address:
* Phone number: <include country code>
* E-mail:
* Website:
* Social media information (if any):
* Name of contact person for the exchange: <Name of the person in your organisation who will be the primary contact for this project>
  + E-mail:
  + Phone number: <include country code>

Auditor details

* Does your organisation conduct an internal or external audit of the annual financial statement? <Internal or external> <If you do not audit you finances, state this here and explain why>
* Name of audit firm: <as in the registration document>
* Address:
* Auditor’s e-mail and telephone number:

Internal administration

* When was your organisation established? <year>
* Describe the structure and legal form of your organisation:
* Describe your organisation’s vision and core activities/operations: <maximum 8 sentences>
* Describe the current status of young people (age 18-35) in your organisation:
* How many paid employees do you have? <number male/female>
  + How many are under 35? <number male/female>
* How many volunteers do you have? <number male/female >
  + How many are under 35? <number male/female >

Project management

* Describe your routines for project planning: <including planning, implementation and reporting>
* Describe your organisation’s experience of receiving and reporting on funds from national or international partners/donors[[5]](#footnote-6):
* <Only applicable for new partnerships, provide references from 1-3 partners/donors>
  + Name of organisation:
  + Name of referee:
  + E-mail:
  + Phone number: <include country code>

Financial management

* Can you receive and transfer funds internationally? <if not, explain why here>
* Describe your organisation’s financial control systems and procedures:
* Does your organisation have an internal or external accountant? <internal/external>
* Describe your organisation’s financial situation: <Financial stability, including distribution of and source of income>[[6]](#footnote-7)

<Organisation 3>

<Organisation 4>

<Organisation 5>

**1.5. Partnership cooperation**

* Describe the communication channels and routines you plan to use for this project, and how responsibilities are shared within the partnership (recruitment and follow up of participants, project planning, implementation and reporting, and conflict resolution):

## 2. DESCRIPTION OF THE EXCHANGE PROJECT

### 2.1. Needs assessment

<Explain the needs and challenges that you intend to address with your exchange project: ½-1 page>

**2.1.1. Overall objective of the exchange project**

* Start by stating the overall objective in 1-2 sentences:
* Then explain how this can be achieved by an exchange of young people. There must be a clear link to the expected results in section 2.3.:

**2.2. Participants’ tasks, assignments and activities[[7]](#footnote-8)**

* Describe the tasks, assignments and activities you have planned for the participants while on exchange, and how these will contribute to the overall objective and achieving the expected results, for the whole project period:
* Describe the tasks, assignments and activities you have planned for the participants during the follow-up work, and how these will contribute to the overall objective and achieving the expected results, for the whole project period:

**2.3. Results framework**

Define your expected results with reference to the needs assessment and overall objective. Use the results framework tables (separate annex) to fill in your expected results.

**2.4. Sustainability of expected results**

Describe how the results of the exchange project will be sustained after the project – and Norec funding – has ended. Provide a summary of your strategy for how your organisations will incorporate the knowledge gained from the Norec project.

**2.5. Sustainable Development Goals (SDGs)**

Indicate which goals your project will contribute to and briefly describe how.

**2.6. Youth participation**

How will your project improve the participation of young people in your organisation and/or for your target group?

**2.7. Risks and risk management**

Your risk analysis must include an assessment of possible negative impacts related to the project, including – but not limited to – human rights, women’s rights and equality, climate change and the environment, and anti-corruption efforts.

|  |  |  |  |
| --- | --- | --- | --- |
| **External risk** | **Mitigation** | **Probability that this risk will occur** | **Risk impact (consequence if risk happens)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal risk** | **Mitigation** | **Probability that this risk will occur** | **Risk impact (consequence if risk happens)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Expand the tables as needed*.

## 3. PROJECT FRAMEWORK

**3.1. Partner organisation responsibilities**

* Describe how each organisation in the partnership will ensure that the participants have the necessary knowledge and experience to complete the tasks, assignments and activities while on exchange
* Describe each organisation’s plans for mentoring participants
* Describe how each organisation will ensure transfer of knowledge from the participants to the home organisation, and continued participation in the organisation, after each round

**3.2. Information about the exchange participants[[8]](#footnote-9)**

* What will be the profile (qualifications and experience) of the recruited participants?
* Will you recruit internally or externally?
* Do you plan to recruit participants for different positions/ change the number of participants in each round?
* Who will pay the participants’ allowance, and what are the procedures for this?
* What visa/work permit will the participants have while on exchange?
* What type of insurance will the participants have?
* What are the planned housing arrangements?
* Describe the work and involvement in the project of participants in previous rounds.

**4. DESCRIPTION OF THE ROUNDS**

*This section provides a preliminary plan of the number of participants and the country they will be go to on exchange.*

### 4.1. Number of exchange participants

The intended number of participants for each round must be indicated in the following table. You can add tables if you are planning to change the number of participants in each round.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of Norec participants from | to  <Coordinating partner> | to  <Organisation 2> | to  <Organisation 3> | TOTAL |
| <Coordinating partner> | 0 |  |  |  |
| <Organisation 2> |  | 0 |  |  |
| <Organisation 3> |  |  | 0 |  |
| TOTAL |  |  |  |  |

**4.2. Timeline for the exchange participants in round 1[[9]](#footnote-10)**

Enter information on participant contracts and travel dates for your project. You must enter information for all the participants in this round of exchange.

Norec participant 1

* Home country and partner:
* Host country and partner:
* Intended contract start date: <date>
* Date participant will travel from home country: <date>
* Norec preparatory training: <place and date>
* Additional training organised by the partner organisations (if applicable): <place and date>
* Norec homecoming training: <place and date>
* Date of return to home country: <date>
* Follow-up work: <from date to date>
* Intended contract end date: <date>

<Norec participant 2>

<Norec participant 3>

<Norec participant 4>

**Signature**

|  |
| --- |
| <Date> |
| On behalf of coordinating partner: |
| <Name>  <Chief Executive Officer> |

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**REQUIRED ANNEXES**

In addition to the overall project description and round 1 budget, the application comprises the following documents:

PLEASE NOTE:

* The documents must be complete (all pages included)
* The documents must be readable
* The documents must be in PDF format
* The name of the PDF file must state the content and to which organisation it belongs. Example: “Partnership agreement – common” or “Certificate of registration - <name of organisation>

Please refer to the Guidelines (G01) for more information regarding the required annexes.

**DOCUMENTS ON BEHALF OF THE PARTNERSHIP:**

1. Partnership agreement (E03)
2. Results framework
3. Round 1 budget

**DOCUMENTS** **FROM ALL PARTNERS IN THE PARTNERSHIP:**

1. Signature rights (if not already submitted)
2. Self-declaration on organisational conditions and practices (if not already submitted)
3. Certificate of registration (if not already submitted)
4. Tax statement (if not already submitted)
5. Statutes (if not already submitted)
6. Latest annual report
7. Latest audited consolidated annual financial statement
8. Unaudited/draft financial statement no more than three months old
9. Valid certificate of registration for the audit firm that will audit the Norec funds

**DOCUMENTS THAT MUST BE SUBMITTED IF THE APPLICATION IS APPROVED:**

1. Emergency plan (E08)
2. Participant contract of employment

1. Please indicate in which rounds you plan to have international exchange [↑](#footnote-ref-2)
2. If you plan to have rounds of different duration, please specify the duration of each round here. [↑](#footnote-ref-3)
3. Please describe any changes that have occurred due to covid-19 regarding your ability to receive and send funds internationally from your country. [↑](#footnote-ref-4)
4. Please include the effect of covid-19 on your financial situation. [↑](#footnote-ref-5)
5. Please describe any changes that have occurred due to covid-19 regarding your ability to receive and send funds internationally from your country. [↑](#footnote-ref-6)
6. Please include the effect of covid-19 on your financial situation. [↑](#footnote-ref-7)
7. Please differentiate between activities as part of the international exchange, and activities planned without exchange [↑](#footnote-ref-8)
8. Please indicate in which rounds you plan to recruit exchange participants, and in which rounds you will be recruiting local resource personnel.

   Please specify the difference between international exchange participants and local resource personnel. For local resource personnel, please include:

   • Role/position in organisation (e.g, contact person/project coordinator, accountant or other – please specify)

   • Position fraction/level of involvement (100 % position? 50 %? Or other?)

   • Project tasks/responsibilities [↑](#footnote-ref-9)
9. Only applicable to those applying for international exchange in round 1 [↑](#footnote-ref-10)