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Feasibility Study Application

*The Feasibility Study Application is the main document in the application for a feasibility study with Norec. It outlines the project idea and potential partnership. This document is not complete without the required annexes. Further information can be found at the end of the document.*

# FACT SECTION

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

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

### 1.2. 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 feasibility study: <Name of the person in your organisation who will be the primary contact for the feasibility study>
  + 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

* Name of audit firm:
* Address:
* Auditor’s e-mail and telephone number:
* Link to the auditor’s state authorisation (If link is not available, include auditor’s certificate as an annex).

**1.3. Legal form of applicant (i.e. private business, civil society or public sector/semi-public)**

**1.4. Internal administration**

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

**1.5. 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 or external>
* Describe your organisation’s financial situation: <Financial stability, including distribution of and source of income>
* Provide the name of your organisation’s accounting software:

**1.6.** **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 donors: <Provide references from 1-3 donors>
  + Name of organisation:
  + Name of referee:
  + E-mail:
  + Phone number: <include country code>

## 2. PRESENTATION OF POTENTIAL PARTNER(S)

**2.1. Organisation’s name and registration number**

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

### 2.2. Organisation’s contact information

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

**2.3. Legal form of organisation (i.e. private business, civil society or public sector/semi-public)**

**2.4. Internal administration**

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

**2.5 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 or external>
* Describe your organisation’s financial situation: <Financial stability, including distribution of and source of income>
* Provide the name of your organisation’s accounting software:

**2.6** **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 donors: <Provide references from 1-3 donors>
  + Name of organisation:
  + Name of referee:
  + E-mail:
  + Phone number: <include country code>

<Organisation 3>

<Organisation 4>

## 3. PARTNERSHIP

Provide summaries of the following:

* How did you learn about Norec?
* The motivation for entering into a partnership
* The current relationship between the organisations applying for the feasibility study
* Previous experience of joint collaborations, if any
* How you have ensured reciprocity and equal ownership in your partnership when preparing this application (who was involved, how did you communicate etc.)

## 4. PROJECT IDEA

Provide summaries of the following:

* The needs and challenges that your potential exchange project intends to address
* Possible expected results of an exchange project for each organisation and the partnership as a whole
* Participants’ profiles, and duration and direction of exchange
* Possible activities that may be performed/completed by Norec participants while on exchange
* Possible activities that may be performed/completed by Norec participants at each organisation after the exchange period abroad

## 5. ACTIVITY PLAN FOR THE FEASIBILITY STUDY

Describe what you intend to do in the feasibility study: <meetings, travel plan, topics to discuss, time frame etc.>

**6. ADDITIONAL INFORMATION**

How did you first hear about Norec? (Please select all that apply)

|  |  |
| --- | --- |
| Norec-employee | Name of employee: |
| Norec-event | Name of event: |
| Norec-webpage |  |
| Another organisation | Name of organisation: |
| Search engine (e.g. Google, Bing) |  |
| Other | Please specify: |

## 7. SIGNATURE

<Date>

On behalf of <Coordinating partner>

<Name>

<Chief Executive Officer>

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**ANNEXES: REQUIRED DOCUMENTS**

In addition to this document, the application comprises the following documents:

**DOCUMENTS ON BEHALF OF THE PARTNERSHIP**

NOTE THE FOLLOWING:

* The documents must be complete (all pages included)
* The documents must be readable (In English or Norwegian. Documents in other languages may be accepted if Norec has issued a pre-approval.)
* 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 “Registration document – <name of organisation>

1. Feasibility study budget (A02)

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

1. Signature rights
2. Self-declaration on organisational conditions and practices
3. Registration document
4. Statutes
5. Latest annual report
6. Latest audited consolidated annual financial statement
7. Link to the auditor’s state authorisation (If link is not available, include auditor’s certificate as an annex)