**Norec grant for work exchange cooperation:**

**Concept Note (Phase 1 application)**

**Read this first:**

* Norec’s grant for work exchange cooperation follows a two-phase application process:
	+ ***Phase 1 Concept development:*** Applicants first submit a Concept note. Successful applicants will receive support to develop their project idea.
	+ ***Phase 2 Project implementation:*** Applicants who complete phase 1 are eligible to apply for a work exchange project. Note that eligible applicants who apply are not guaranteed funding for their project. Successful applicants will receive support to implement their project.
* The application is not complete without the required documents listed below.
* All documents must be complete (all pages included, and all sections filled in).
* The documents must be readable, and in English or Norwegian. Documents in other languages may be accepted if Norec has issued a pre-approval.
* This document has editing restrictions. Information can only be added in indicated areas. Guidance on how to fill in the application can be found in the comments in this document and in the Norec guideline available at [norec.no](https://www.norec.no/en/exchange/project-application/).

**CONTENT**

[1. REQUIRED APPLICATION DOCUMENTS 2](#_Toc198886834)

[2. FUNDING REQUIREMENTS 2](#_Toc198886835)

[3. PROFILES OF THE APPLICANT AND PARTNER(S) 3](#_Toc198886836)

[4. PARTNERSHIP 6](#_Toc198886846)

[5. PROJECT IDEA 6](#_Toc198886847)

[6. HOW DID YOU FIRST HEAR ABOUT NOREC? 6](#_Toc198886848)

[7. SIGNATURE 6](#_Toc198886849)

# REQUIRED APPLICATION DOCUMENTS

In addition to this document (the concept note), the applicant must submit the following documents for the application to be complete:

* 1. **DOCUMENTS ON BEHALF OF THE PARTNERSHIP**
1. Budget (A02) (Only if applying for a physical partner meeting)
	1. **DOCUMENTS FROM ALL ORGANISATIONS IN THE PARTNERSHIP**
2. Certificate of registration (not needed for public sector)
3. Annual report to the Board (not needed for Norwegian public sector)
4. Audited consolidated annual financial statement (not needed for Norwegian public sector)

|  |
| --- |
| Comments to the required application documents |

# FUNDING REQUIREMENTS

I confirm that all partners in this application:

[ ]  Form an international partnership comprised of at least two partners

[ ]  Are legally registered entities

[ ]  Have a Board of Directors or Trustees (not applicable to all public sector institutions)

[ ]  Do not have any ongoing whistleblowing cases with Norec

[ ]  Have a physical office

[ ]  Have digital accounting software

[ ]  Can receive funding from abroad

[ ]  Are based in Norway or in a country listed on Norec’s partner list

[ ] Have an audited consolidated annual financial statement. The audited period must not be older than 18 months (not needed for Norwegian public sector)

[ ]  Do not have any outstanding claims from Norec

[ ]  Have at a minimum 3 full-time salaried employees

[ ]  I confirm that all partners are familiar with Norec’s requirements regarding the duration of the work exchanges and age of staff going on exchange. The Norec grant primarily supports costs for the work exchange of young professionals or volunteers aged 18 — 35. Exchanges must last from 6-18 months. The exchange timeline must be planned according to Norec’s training cycle. Exceptions may apply and must be discussed in advance with Norec.

[ ]  I confirm that all partners comply with relevant national provisions of labour, health, safety and environmental legislation, as well as adhere to responsible business practices, if private companies.

[ ]  I confirm that all partners meet Norec’s minimum [ethical principles](https://www.norec.no/en/about-norec/ethical-principals/) and have a policy for preventing sexual exploitation, abuse, and harassment (SEAH).

|  |
| --- |
| Comments to the funding requirements |

# PROFILES OF THE APPLICANT AND PARTNER(S)

## 3.1 Coordinating partner

### *3.1.1. Name and contact information*

* Name as in the registration document: Click here to write
* Legal form: Click here to write
* Registration ID code/number as in the registration document: Click here to write
* Year of registration: Click here to write
* Visiting address: Click here to write
* Postal address: Click here to write
* Phone number (include country code): Click here to write
* E-mail: Click here to write
* Website and/or social media accounts: Click here to write
* Primary contact person for the project:
	+ Name: Click here to write
	+ Title: Click here to write
	+ E-mail: Click here to write
	+ Phone number: Click here to write

### *3.1.2. Bank details*

* Name of bank: Click here to write
* Visiting address: Click here to write
* Name of account holder: Click here to write
* Bank account number or IBAN: Click here to write
* Swift code or BIC: Click here to write

### *3.1.3. Financial capacity*

* What is your organisation’s main sources of income? Click here to write
* How capable is your organisation of handling unexpected costs? Click here to write
* List your current donors or funders, including the duration of agreements and the amount granted/to be granted: Click here to write
* Is there any other important information about your financial situation that is not included in the submitted financial statements or this application? Click here to write

### *3.1.4. Internal administration and capacity*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Female  | Male | Other |
| Total | Under 35  | Total | Under 35 | Total | Under 35 |
| Number of paid employees | Click here to write | Click here to write | Click here to write | Click here to write | Click here to write | Click here to write |
| Number of volunteers  | Click here to write | Click here to write | Click here to write | Click here to write | Click here to write | Click here to write |

* Who will be involved in the project and what is their position in the organisation? Click here to write
* How do you elect or appoint board members? Click here to write
* Who are the current members of the board and what are their qualifications, occupation and relevant experience? Click here to write
* What is your organisation’s vision and core activities: Click here to write

## 3.2. Other partner(s)

### *3.2.1. Name and contact information*

* Name as in the registration document: Click here to write
* Legal form: Click here to write
* Registration ID code/number as in the registration document: Click here to write
* Year of registration: Click here to write
* Visiting address: Click here to write
* Postal address: Click here to write
* Phone number (include country code): Click here to write
* E-mail: Click here to write
* Website and/or social media accounts: Click here to write
* Primary contact person for the project:
	+ Name: Click here to write
	+ Title: Click here to write
	+ E-mail: Click here to write
	+ Phone number: Click here to write

### *3.2.2. Financial capacity*

* What is your organisation’s main sources of income? Click here to write
* How capable is your organisation of handling unexpected costs? Click here to write
* List your current donors or funders, including the duration of agreements and the amount granted/to be granted: Click here to write
* Is there any other important information about your financial situation that is not included in the submitted financial statements or this application? Click here to write

### *3.2.3. Internal administration and capacity*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Female  | Male | Other |
| Total | Under 35  | Total | Under 35 | Total | Under 35 |
| Number of paid employees | Click here to write | Click here to write | Click here to write | Click here to write | Click here to write | Click here to write |
| Number of volunteers  | Click here to write | Click here to write | Click here to write | Click here to write | Click here to write | Click here to write |

* Who will be involved in the project and what is their position in the organisation? Click here to write
* How do you elect or appoint board members? Click here to write
* Who are the current members of the board and what are their qualifications, occupation and relevant experience? Click here to write
* What is your organisation’s vision and core activities: Click here to write

Copy the sections under 3.2. and add the number of organisations as applicable

# PARTNERSHIP

* 1. What is the relationship between the organisations applying? Click here to write
	2. We are applying for the partner meeting to be:[ ]  Digital [ ]  Physical
	3. If digital, how do you fulfil the criteria for a digital meeting? Click here to write
	4. If physical, when and where do you aim to have your partner meeting? Click here to write

# PROJECT IDEA

* 1. What are the needs and challenges that your potential exchange project intends to address? Click here to write
	2. What results will the potential project lead to? Click here to write
	3. What kind of skills and competencies will each partner bring into the partnership? Click here to write
	4. What will each partner learn from the other partners? Click here to write
	5. How will the exchange of staff be a relevant method to achieve the desired change? Click here to write
	6. Which sustainable development goals will your project contribute towards? Click here to write

# HOW DID YOU FIRST HEAR ABOUT NOREC?

(Please select all that apply)

|  |  |
| --- | --- |
| [ ]  Norec-employee  |  |
| [ ]  Norec-event  |  |
| [ ]  Norec-webpage  |  |
| [ ]  Another organisation |  |
| [ ]  Search engine (e.g. Google, Bing) |  |
| [ ]  Other | Please specify: Click here to write |

# SIGNATURE

I confirm that I am authorised to enter into legally binding agreements on behalf of the applicant (coordinating partner), and that to the best of my judgement the information in this application is correct.

Date: Click here to write

Signature: Click here to write

Name: Click here to write

Title/position: Click here to write