

How to apply?

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Applications to the Nordplus Adult Programme should be submitted electronically through the joint Nordplus Application and Report System, ARS.

The deadline for submitting applications to the programme is 1 March 2012 and for preparatory visits also 15 October 2012.

An application should cover all organisations/institutions taking part in the project. One of the organisations act as coordinator and is responsible for the submission of the application and for the possible grant. The other organisations act as partners or co-applicants.

Both coordinator and partners must sign a letter of intent (LOI) confirming their participation in the application. The LOI should be signed by the appropriate authority, i.e. the legal representative of the organisation/institution in question.

A specific Nordplus LOI form must be used. The LOI form will be sent from the ARS system to the coordinator and the partners by e-mail, when the coordinator is filling in the project information in ARS. The LOI form should then be printed, signed, scanned and returned to the coordinator, to be uploaded and attached to the application in the ARS system.

[ARS](#) will be open for applicants from the middle of January. Please read the [User Guide](#) and [FAQ](#) of the help texts in throughout the ARS system.

Applications may be submitted in Danish, Norwegian, Swedish or English. Applications involving one or more Baltic participants have to be written in English.

Applications may be made for future initiatives only, not for initiatives that have already taken place. Only applications submitted electronically through the ARS system will be considered.

An application should:

- describe the objectives and expected results
- describe the activities
- describe the distribution of tasks and responsibilities between the involved organisations
- be well argued according to the programme priorities
- have realistic aims in relation to the budget of the project
- have a realistic budget in relation to the funds available in the programme
- have a clear and realistic plan for dissemination of the project results
- have a clear and realistic plan for evaluation of the project activities and results
- demonstrate integration of the activities in the respective institutions/organisations and make clear the added value of the project.

Applicants who previously have participated in the programme should account for the previously achieved results.

