

How to apply?

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All applications to all parts of the Nordplus Programme should be submitted electronically through the joint Application and Report System (ARS).

The application deadline for all parts of the Nordplus Programme is 1 March 2012.

Applications must be submitted by the institution/organisation acting as a coordinator for the project or network. Other network/project partners must sign a declaration of intent confirming their participation in the network/project collaboration. The declaration should be signed by the appropriate authority, i.e. the top management of the relevant organisation/institution. Once the application has been electronically submitted the applicants will be given access to an online form. This form should be printed, signed, scanned and uploaded as an attachment to the application or sent by post to the main administrator for the sub-programme, in accordance with the application guidelines.

[ARS](#) will be available for applicants from the middle of January 2012. Please read the [User Guide](#) before you log on.

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

Applications may only be made for future activities; not for activities that have already been completed. Only applications submitted electronically will be considered.

A good application should

- Describe objectives and expected results
- Describe the activities
- Describe the distribution of tasks and responsibilities
- Be well argued according to the programme priorities
- The added value of the activity should be made clear
- Have realistic aims of the activity in relation to its budget
- Have a realistic budget in relation to the funds available
- Targets for promoting the results should be made clear
- Comprise an element of self-evaluation (analysis of ability to carry out the project)
- Demonstrate integration of the activities in the respective institutions/organisation

For applications from applicants previously participating in Nordplus, the following elements are also emphasised

- Results achieved previously
- How previous grants have been managed by the applicant

Appeals

Appeals may be addressed directly to the main administrator of the sub-programme in question. For further information about appeals, please read chapter 1 of the Nordplus Handbook.

