



## **Seed Money Facility Application Form User Guide**

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This Application Form User Guide is written for the January 2008 version of the Seed Money application form. Please ensure that the versions of the application form and user guide correspond.

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## 1. Introduction

This guide gives instruction on the individual points in the application form for seed money facility. By following the procedures described below, the applicant will ensure that there is a sound basis for an appraisal of the application, helping to speed up the decision-making process.

The Norwegian Cooperation Programmes for Bulgaria and Romania offers financial assistance to allow partnerships between all public or private sector bodies and non-governmental organisations (NGOs) constituted as legal entities in the beneficiary states and in Norway.

Assistance may be awarded in the form of support for partnership projects. The different types of assistance are described in the *Rules and procedures* and in separate guidelines. These documents can be found on the website [www.norwaygrants.org](http://www.norwaygrants.org)

Due to the varied nature of support available, the application should be accompanied by additional documentation according to the nature of the proposal, with the application form summarising the key characteristics of the project.

The application, any supporting documents, and information provided therein, may be made publicly available according to the freedom of information acts of the EEA-EFTA states.

## 2. What is seed money?

A seed money facility provides small grants to end-recipients for the preparation of proposals for partnership projects under this programme. The seed money facility is managed by Innovation Norway.

Seed money is intended to facilitate the development of promising project ideas of high relevance to the Programmes' priorities. It is to support the preparation of applications that are to be submitted to Innovation Norway, especially with regard to complex project themes and the establishment of new partnerships

The amount of seed money assistance applied for shall not exceed EUR 25,000.

To cover travel expenses for NGO's, a special scheme under the programmes has been established, see website.

## 3. Rate of grant assistance and co-financing

The rate of the financial assistance to the seed money facility is described in Article 3.2.1. of the *Rules and Procedures* and corresponds with the co-financing ceilings. See also article 2.5 grant rate ceilings in Applicant's Guide.

According to the guidelines adopted by Innovation Norway, the seed money grants funded by the seed money facility should be co-financed by the potential end-recipients of the grant or by one of the project partners.

## **4. Procedures for a seed money facility application**

1. Applicant submits an application to Innovation Norway via the website.

**The deadline to submit seed money applications to the Norwegian cooperation programmes is 31 May 2008**

2. Innovation Norway appraises the seed money application.

3. Innovation Norway approves or rejects the application.

4. If the grant is approved, a grant agreement is drawn up, and is contained in a letter of acceptance from Innovation Norway.

5. Disbursement request including a pre-feasibility study report.

## **5. Eligible activities and expenses in the seed money facility budget**

The seed money facility will support activities related to the preparation of complete applications. Subject to the grant agreement, eligible activities may include:

- Feasibility studies,
- Financial and economic analysis,
- Preparation of relevant technical documentation necessary for the application,
- Development of project outlines,
- Preparation of projects focused on use of innovative approaches,
- Creation of new partnerships,
- Travel and subsistence allowance.
- The costs of staff assigned to the project, corresponding to actual salaries excluding social security costs. Salaries and costs must not exceed those normally borne by the project partners. 1 promille of the annual salary is normally accepted as eligible cost.

## **6. Monitoring and evaluation**

The monitoring of the seed money facility grant will be a report of the activities stipulated in the grant agreement

## **7. Disbursement**

Grant assistance shall be given as reimbursements of already incurred documented costs according to the agreed disbursement schedule.

The accrued costs must be verified according to the grant agreement.

Disbursement relating to seed money facilities may in part be made as advance payments up to 20% of the grant. The advance payment will be disbursed in accordance with the grant agreement.

Disbursements shall be made to the designated account of the applicant and be made in accordance with guidelines on disbursements in the *User's Manual* adopted by Innovation Norway.

## 8. Hints and advice on the seed money application form

- Study the key documents available on [www.norwaygrants.org](http://www.norwaygrants.org).
- Make very sure that your project meets the eligibility criteria.
- Be clear about the objectives of your project: what, when, why and how.
- Demonstrate the need for the project and demonstrate how it meets that need.
- Base the budget on comparable projects and relevant documentation such as offers, prices, indexes, etc. and justify the costs in question.
- Make sure that the application form is fully completed and check the accuracy of the information.
- Make sure to attach any additional details and background information that may be needed for an efficient appraisal.
- Use simple language, define abbreviations and avoid using specialist jargon.
- Prepare the proposal thoroughly and submit it only when it is ready for financing.
- Make sure that none of the cells in the application form are in red.
- Contact the relevant Innovation Norway office if you have further queries in regard to the programme, and any country-specific implementation requirement.
- All contact details are available on [www.norwaygrants.org](http://www.norwaygrants.org).

## 9. Application form

The application form is an Adobe Extension Application based on a standard Excel workbook that should be compatible with Microsoft Excel 97 and later versions. You must have a standard e-mail program. An automatical reply will not be generated, so you should request a delivery receipt for the message in our own e-mail program. You have the possibility to attach other files in the e-mail.

You can move easily through the forms by using the mouse and the scroll-bar at the right side of the screen. The forms must never be modified except for the areas to be filled in.

To avoid loss of information on the printout, keep the information you enter within the boxes, even if the application form allows you to type beyond this point. You are not obliged to fill in all the text boxes in full – in some cases parts of the form might not be applicable to your application.

Do not forget to save the file regularly as you progress.

In case of problems or error messages, contact the relevant Innovation Norway office.

## 10. Submission of applications

Applications are submitted by the send-in-function at the end of the form at the website [www.norwaygrants.org](http://www.norwaygrants.org)

The application is to be submitted only in an electronic version. A signed version of a hard copy of the grant offer letter with supporting documents from Innovation Norway will constitute the grant agreement between the applicant and Innovation Norway.

The application and supporting documentation must be in English.

EUR must be used as the monetary unit in the application form and supporting documentation.

- Supporting documentation

Hard copy of supporting documentation may be posted to Innovation Norway's relevant office when the task manager for the project is known. The hard copies need to be signed by the applicant.

The hard copy should be unbound and all pages must be of A4 size and one-sided. Ensure that you have fulfilled the requirements listed below before submitting the application.

- The standard format of the application form has been used and no amendments have been made to the text of the form (protected fields).

Only electronic versions in Word, Excel and PDF-formats will be accepted.

- All financial data is in Euros.
- All input to tables containing financial and numerical information is correct.
- All necessary and listed supporting documents are attached and clearly numbered.

## **APPLICATION FORM**

### **Title of the seed money project**

Use the words seed money in the title and find a short descriptive name of the activities

### **Beneficiary state**

Select the beneficiary state from the drop-down menu.

### **Main priority sector covered by the operation**

The applicant must select the most appropriate priority sector from the drop-down list that, in his or her opinion, best matches the main objective of the project. However, the project may cover other sectors in addition to the main sector.

## **1. Applicant**

### **1.1 Name and contact details**

Provide the full legal name and the registered address of the applicant. The applicant must be a legally established entity in the beneficiary state in which it submits the application.

Provide contact details of a contact person with whom the application can be discussed. Make sure you provide only **one** contact e-mail address. If several e-mail addresses are entered into this field, the cell will turn red.

The person signing the final grant agreement on behalf of the applicant in section 11 (if a grant is awarded) does not have to be the same person as the contact person in section 1.

Add the contact address only if different from the registered address.

## **1.2 Description of the applicant**

Give a concise description of the applicant. The description should cover the following key issues:

- Brief background of the organisation, including information about the owner, where applicable;
- Main activities at present;
- Management structure and resources (including funding);
- Experience in managing similar projects.

Attach last year's annual report, financial statements, etc. as appropriate.

Innovation Norway will carry out essential checks (legal and tax status, etc.) under beneficiary state legislation on the eligibility of the applicant. The documents required vary according to each beneficiary state, and therefore it is not possible to provide an exhaustive list of required documents here. Applicants should attach documents which is not available from open sources.

## **1.3 Details of applicant**

### **1.3.1 Type of applicant**

Please choose from the drop-down menu

National authority  
Regional authority  
Local authority  
Education/research institution  
Non-governmental organisation  
Privately owned enterprise  
Publicly owned enterprise  
Public-private partnership  
Other (explain below)

### **1.3.2 Standard Industrial Classification**

### **1.3.3. Partner state**

Please choose from the drop-down menu

**Bulgaria**  
**Romania**  
**Norway**  
**To be found**

If you choose "to be found", the information regarding the partner is hidden in the form.

## **2. Partner**

If the partner(s) is found, the points 2.1,2.2. and 2.3 similar to point 1 should be completed

### 3. Description of the project

#### 3.1. Main priority sector covered by the project

The applicant must select the most appropriate priority sector from the drop-down list that, in his or her opinion, matches the main objective of the project.

#### 3.2. Project duration

Select from the drop-down menu to ensure the right time format.

#### 3.3. Description of the project

Give a brief description of the seed money project idea with focus on objectives, activities and target group of the main project. See point 1. in this guide

### 4. Budget and Finance

#### 4.1. Expenses

EUR should be used.

It is obligatory to attach a **detailed budget** to the application form. The totals from the attachment must correspond with the totals in the budget table.

Cash eligible, in-kind eligible and non-eligible expenses must be separated as indicated in the budget table.

#### Cash eligible expenses

The section provides one row exclusively for management costs, four rows for already predefined expenses (to be selected from the drop-down menu), and if the expenses cannot be described under any of the above-mentioned categories, the applicant should use the miscellaneous row and refer to the attached budget.

**Management costs** refer to expenses for additional dedicated management structures, with staff hired exclusively for the project's management tasks during the period of project implementation.

**Predefined expenses** (from the drop-down menu) include the following:

- **Labour** refers to salaries, all benefits, plus social security and any other taxes for the individuals working on the project, which are not part of the management costs mentioned above.
- **Services** refer to expenses which are limited to the "soft type" of services, e.g. consultancy, studies, teaching, marketing, etc.
- **Office expenses** refers to expenses that cannot be identified readily and specifically with a particular activity, e.g. office supplies and equipment, travel expenses, petty expenses.
- **Equipment** refers to capital expenses for equipment directly allocable to the seed money project activities.

#### 4.2. Expenses funding

A request for an advance payment, its justification and type of offset mechanism (selected from the drop-down menu) must be included in the remarks section.

Private entities must state whether they have received financial support under the de minimus aid regime under the EU/EEA legislation during the last three years.

### 5. Supporting documents

All supporting documents (attachments) provided with the application must be listed. Number each supporting document clearly. The electronic version of each supporting document should be saved with a file name that makes its identification clear, for example using the attachment number and name.

Obligatory supporting document:

- Detailed budget

Common supporting documents would include:

- Maps and conceptual illustrations
- Latest verified annual report

## **6. Signature**

The electronic submitted application form should not be signed, but the grant agreement letter must be signed by a person with the designated authority in the applicant organisation.

This signature shall be original (signature stamps, persons signing on behalf of others, or photocopies are not acceptable). If a decision of a management committee, board of directors or comparable bodies is required to grant the signatory the necessary powers, the original of the decision, signed by the members of the committee or the board, shall be attached to the grant agreement (letter of authority for person signing the agreement).

The signatory's name position must be entered electronically in the application form.