**Feasibility study application**

**Read this first:**

* The application consists of this document, the feasibility study budget, and annexes. The application is not complete without the required annexes listed below.
* All documents must be complete (all pages included, and all sections filled in).
* The documents must be readable in English or Norwegian. Documents in other languages may be accepted if Norec has issued a pre-approval.
* We advise the coordinating partner to collect all documents on behalf of the partnership and submit all documents to your assigned programme adviser in one e-mail.
* 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/).

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# REQUIRED ANNEXES

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

**DOCUMENTS ON BEHALF OF THE PARTNERSHIP**

1. Feasibility study budget (A02)

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

1. Signature rights
2. Self-declaration on organisational conditions and practices
3. Certificate of registration
4. Statutes
5. Latest annual report to Board of Directors or owners
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)
8. Documentation/authorisation from the government that your organisation can receive funds from abroad (if applicable)

|  |
| --- |
| *Click here add an explanatory note if you are not able to submit all required annexes* |

# PROFILES OF THE APPLICANT AND PARTNER(S)

## Coordinating partner

### *Name and contact information*

Name as in the registration document: Click here to write

Registration ID code/number as in the registration document: 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

Email: Click here to write

Primary contact person for the feasibility study:

* Name: Click here to write
* Title: Click here to write
* Email: Click here to write
* Phone number: Click here to write

### *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

### *Auditor details*

Does your organisation conduct an internal or external audit of the annual financial statement? Chose an item

If yes, please provide the following information:

* Name of audit firm (as in the registration document): Click here to write
* Link to the auditor’s state authorisation (If link is not available, include auditor’s certificate as an annex): Click here to write
* Address: Click here to write
* Auditor’s email and telephone number: Click here to write

If you do not audit your finances, state this here and explain why:

Click here to write

### *Internal administration*

When was your organisation established? Click here to write

What is the legal form of your organisation? Click here to write

How many paid employees do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

How many volunteers do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

Describe the structure of your organisation: Click here to write

Describe your organisation’s vision and core activities/operations: Click here to write

### *Project management*

Describe your routines and experience with project management of projects funded by international and/or national partners/donors: Click here to write

Provide references from 1-3 donors:

1. **Reference:**

* Name of organisation: Click here to write
* Name of referee: Click here to write
* Email: Click here to write
* Phone number (include country code): Click here to write

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* Name of organisation: Click here to write
* Name of referee: Click here to write
* Email: Click here to write
* Phone number (include country code): Click here to write

1. **Reference:**

* Name of organisation: Click here to write
* Name of referee: Click here to write
* Email: Click here to write
* Phone number (include country code): Click here to write

### *Financial management*

Can you receive and transfer funds internationally? Chose an item

If not, explain why here: Click here to write

Do you have a USD bank account? Click here to write

Does your organisation have an internal or external accountant? Click here to write

What accounting software does your organisation use? Click here to write

Describe your organisation’s financial situation (financial stability, including distribution of and source of income, and current list of donors if any): Click here to write

## Organisation 2

### *Name and contact information*

Name as in the registration document: Click here to write

Registration ID code/number as in the registration document: 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

Email: Click here to write

Primary contact person for the feasibility study:

* Name: Click here to write
* Title: Click here to write
* Email: Click here to write
* Phone number: Click here to write

### *Internal administration*

When was your organisation established? Click here to write

What is the legal form of your organisation? Click here to write

How many paid employees do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

How many volunteers do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

Describe the structure of your organisation:

Describe your organisation’s vision and core activities/operations: Click here to write

### *Project management*

Describe your routines and experience with project management of projects funded by international and/or national partners/donors: Click here to write

Provide references from 1-3 donors:

1. **Reference:**

* Name of organisation: Click here to write
* Name of referee: Click here to write
* Email: Click here to write
* Phone number (include country code): Click here to write

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1. **Reference:**

* Name of organisation: Click here to write
* Name of referee: Click here to write
* Email: Click here to write
* Phone number (include country code): Click here to write

### *Financial management*

Can you receive and transfer funds internationally? Chose an item

If not, explain why here: Click here to write

Do you have a USD bank account? Click here to write

Does your organisation have an internal or external accountant? Click here to write

What accounting software does your organisation use? Click here to write

Describe your organisation’s financial situation (financial stability, including distribution of and source of income, and current list of donors if any): Click here to write

## Organisation 3

### *Name and contact information*

Name as in the registration document: Click here to write

Registration ID code/number as in the registration document: 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

Email: Click here to write

Primary contact person for the feasibility study:

* Name: Click here to write
* Title: Click here to write
* Email: Click here to write
* Phone number: Click here to write

### *Internal administration*

When was your organisation established? Click here to write

What is the legal form of your organisation? Click here to write

How many paid employees do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

How many volunteers do you have (number male/female)? Click here to write

How many are under 35 (number male/female)? Click here to write

Describe the structure of your organisation: Click here to write

Describe your organisation’s vision and core activities/operations: Click here to write

### *Project management*

Describe your routines and experience with project management of projects funded by international and/or national partners/donors: Click here to write

Provide references from 1-3 donors:

1. **Reference:**

* Name of organisation: Click here to write
* Name of referee: Click here to write
* Email: Click here to write
* Phone number (include country code): Click here to write

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* Name of referee: Click here to write
* Email: Click here to write
* Phone number (include country code): Click here to write

1. **Reference:**

* Name of organisation: Click here to write
* Name of referee: Click here to write
* Email: Click here to write
* Phone number (include country code): Click here to write

### *Financial management*

Can you receive and transfer funds internationally? Chose an item

If not, explain why here: Click here to write

Do you have a USD bank account? Click here to write

Does your organisation have an internal or external accountant? Click here to write

What accounting software does your organisation use? Click here to write

Describe your organisation’s financial situation (financial stability, including distribution of and source of income, and current list of donors if any): Click here to write

A

Copy the sections under organisation 3 and add the number of organisations as applicable

# PARTNERSHIP

What is the motivation for entering a partnership? Click here to write

What is the current relationship between the organisations applying for the feasibility study? Click here to write

Describe any previous experience of joint collaborations, if any: Click here to write

How have you ensured reciprocity and equal ownership in your partnership when preparing this application (who was involved, how did you communicate etc)? Click here to write

# PROJECT IDEA

What are the needs and challenges that your potential exchange project intends to address? Click here to write

What are the possible expected results of an exchange project for each organisation and the partnership as a whole? Click here to write

What are the profiles of the potential project participants? Click here to write

How long will the duration of the exchange be? Click here to write

What would be the direction of the exchange? Click here to write

# ADDITIONAL INFORMATION

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