**Stöd till skol- och ungdomsutbyten mellan Sverige och Ryssland**

**Utlysning av projektstöd 2021**

***Utlysningen genomförs inom ramen för Svenska institutets Östersjösamarbete och insatser till stöd för ökade mellanfolkliga kontakter och utbyten mellan Sverige och Ryssland.***

**INSTRUKTION FÖR ANSÖKAN**

Det här dokumentet utgör grunden för er projektansökan till SI. Blanketten ska fyllas i, skrivas under, skannas och skickas in per epost till [si@si.se](mailto:si@si.se) tillsammans med nödvändiga bilagor senast den 15 oktober 2021. Läs igenom [Instruktion till utlysningen för skol- och ungdomsutbyten mellan Sverige och Ryssland (si.se)](https://si.se/app/uploads/2021/06/si-youth-exchanges-russia-instruktion-till-ansokan-2021.pdf).

Senaste kompletteringsdatum för partnerbilagor från samarbetsparterna är den 31 oktober 2021.

Ansökningen kan göras antingen\* på svenska eller engelska, men för att underlätta för transparens och samskapande mellan samarbetsparterna rekommenderas att ansökan tas fram helt på engelska. Av det skälet är också blankett, samt instruktion för bilagor, formulerade på engelska.

**INSTRUCTIONS**

This document provides the main enclosure to your project application. The application form should be completed, signed, scanned and sent by e-mail along with required enclosures to [si@si.se](mailto:si@si.se) by 15 October 2021 at the latest. Partner enclosures may be sent in later, by 31 October 2021.

The application may be completed in Swedish or English. In order to facilitate for transparency and co-creation between the project partners, the use of English language is recommended. The application form (along with instructions for enclosures) is therefore formulated in English.

*\*Undantag är bilaga 2: Summary, som ska skrivas på engelska.*

**APPLICATION ENCLOSURES**

**Enclosure 1: Application form.** Main document for the project application to SI, with general information about the project, a risk analysis and a budget overview. The enclosure is completed and signed by the main applicant (SI template – *this document*, mandatory to use).

**Enclosure 2: Project summary.** A brief one-page summary of the project. To be shared both within the project, and externally (max. 4 000 characters incl. spaces, English).

**Enclosure 3: Purpose of project.** Brief overview of the project purpose. The enclosure includes project goals & expected main results (max. 4 000 characters incl. spaces).

**Enclosure 4:** **Project sustainability.** Background to the project, previous or other/ongoing as well as possible future collaboration with the project partners. May also include discussion on possible arrangement and financing (max. 2 pages).

**Enclosure 5: Work plan.** A walkthrough of the project setup, description of main activities/events, roles and responsibilities, along with a schedule including preliminary dates (max. 4 pages).

**Enclosure 6: Budget.** Detailed complete budget for the project, listing the main expected costs within each of the categories available (see application instructions). Other costs and additional sources of funding should also be mentioned if applicable (max. 3 pages).

**Enclosure 7: Partner enclosures.** One testimony from each partner organisation, with confirmation of their support and commitment to the project. The partner enclosure indicates expectations on the project, but also how the partner intends to contribute. *See SI website for mandatory template to use*.

**ADDITIONAL ENCLOSURES**

The following enclosure may be requested if the Swedish main applicant is a private company (may be applicable to non-public sector schools).

**Enclosure 8: Negligible support confirmation.** A statement on the main applicant’s economy and an overview of earlier received negligible financial support (state aid).

***Please note that this two-page coversheet with instructions should be excluded from the*** *Applications Form* ***template before the latter is printed, signed, scanned and sent to SI.***

**APPLICATION FORM**

**SCHOOL AND YOUTH EXCHANGES BETWEEN SWEDEN AND RUSSIA**

|  |  |
| --- | --- |
| SECTION A1 – MAIN APPLICANT IN SWEDEN | |
| Name of organisation1 |  |
| Type of organisation | Click to select type of organisation |
| Department/unit/section |  |
| Registration number of organisation |  |
| Project leader, Full name |  |
| Project leader, Title |  |
| Project leader, E-mail |  |
| Project leader, Telephone |  |

|  |  |
| --- | --- |
| SECTION A2 – BANK ACCOUNT DETAILS (MAY ALSO BE SENT TO SI SEPARATELY) | |
| Name of the bank |  |
| Type of account | Click to select type of account |
| Account number |  |
| Reference (max. 8 characters) |  |

1 Name as indicated according to the official registration/certificate.

|  |  |
| --- | --- |
| SECTION B1 – PROJECT DETAILS | |
| Project name/title |  |
| Thematic area |  |
| Project period2 (YYMMDD – YYMMDD) | - |
| Name of partner organisation 1 |  |
| Name of partner organisation 2 (if applicable) |  |
| Name of partner organisation 3 (if applicable) |  |
| Name of partner organisation 4 (if applicable) |  |

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| --- |
| SECTION B2 – PROJECT DESCRIPTION |
| Short summary of the project. Max. 1 000 characters. |
|  |

2 Indicate the project period (max. 18 months duration) with a starting date between 1 – 31 Jan 2022.

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| SECTION C – TARGET GROUPS |
| Description of the main target groups of the project, along with a brief discussion on how they are intended to be involved. Max. 2 500 characters. |
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| SECTION D – CAPACITY/ EXPERIENCES OF MAIN APPLICANT |
| Brief summary of capacity, expertise and experiences of working with international projects and youth exchanges at the main applicant. It may as well include references to other projects/activities, and knowledge of (or interests in) the Baltic Sea region and/or Russia. Max. 2000 characters. |
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| SECTION E – PROJECT TEAM |
| Brief overview of the team of key personnel responsible for management and coordination of the project, at the main applicant and at partner organisations. Max. 1 500 characters. |
|  |

|  |  |  |
| --- | --- | --- |
| SECTION F – RISK ANALYSIS | | |
| Identified possible risks relevant to the project (left column), along with appropriate actions (middle column) and responsible function/role/partner (right column). The risk analysis should be comprehensive and will be evaluated by SI. **Remember that the explicit mentioning of risks related to corruption and/or misuse of funding is mandatory.** | | |
| Risk | Action | Responsibility |
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| --- | --- |
| SECTION G – PROJECT BUDGET (AMOUNTS IN SWEDISH KRONOR - SEK) | |
| KO1 Project management (costs at main applicant) |  |
| KO2 Project administration (costs at partners) |  |
| KO3 Implementation |  |
| KO4 Mobility |  |
| KO5 Place-based learning |  |
| KO6 Cultural activities |  |
| KO7 Communication |  |
| KO8 Overhead3 (OH) |  |

3Max. 15 % of SI grant applied for.

|  |  |
| --- | --- |
| Other costs4 (if applicable, specify below) |  |
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|  |  |
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|  |  |

4 Costs outside KO1-KO8 should primarily use other funding than the SI grant.

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| --- | --- |
| Amount applied for, from the Swedish Institute | SEK |

|  |  |
| --- | --- |
| Other grants/sources of funding5 (if applicable) |  |
|  |  |
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|  |  |
|  |  |

5 Including possible co-funding from main applicant or partners

|  |  |
| --- | --- |
| Total project cost | SEK |

|  |  |
| --- | --- |
| SECTION I – AUTHORIZED SIGNATORY AT MAIN APPLICANT (not same as the project leader) | |
| Place and date |  |
| Name of organisation |  |
| Full name |  |
| Signature |  |