

Nordplus Adult 2023

Project document

Project title Libraries to sustainable communities
Project number NPAD-2023/10422

Institutions

Coordinating institution

Tartu Public Library (EE)
Postal address: Kompanii 3/5, 51004 Tartu
Address for courier delivery: Kompanii 3/5, 51004 Tartu
Telephone: +372 736 1370
Fax: +372 736 1373
E-mail: oskar@luts.ee
Web page: www.luts.ee
Unit coordinating institution:

Legal representative

Name: Pai, Kristina
E-mail: kristina.pai@luts.ee
Address:

Contact person

Name: Põldaas, Mai
E-mail: mai.poldaas@luts.ee
Address:
Phone number: +3727361397

Partner institutions

Partners

Institution: LV-Gulbene Regional library (LV)
:
Type of institution: Other
Unit:
Contact person: Bokta, Ruta
Gender:
E-mail: ruta.bokta@gulbenesbiblioteka.lv
Phone number: +37164474825

Institution: LT-Vilnius County Adomas Mickevicius Public Library (LT)
:
Type of institution: Other
Unit:
Contact person: Bacevičiūtė, Greta
Gender:
E-mail: greta.baceviciute@amb.lt
Phone number: +3702616727

Grant decision - Budget

Budget

Total Nordplus grant EUR:
9960

EUR - Euro	Allocated Nordplus grant	Total budget
Mobility		
Teachers/pedagogical staff	9 960	9 960
SUM - Mobility	9 960	9 960
Project support		
Project support	0	0
SUM - Project support	0	0
SUM - Total	9 960	9 960

Please note that a certain level of own contribution is embedded in the unit costs and is not to be documented by the beneficiary.

Comments from the Nordplus administration:

The awarded grant is reduced compared with the amount you have applied for. The granted mobility is specified directly in this contract ("Programme document"), and you have received the approved budget per e-mail (excel file).

Please consult "Guide for reporting, documentation of activities and financial management of grants, 2023" provided with this contract for further rules and regulations for grant management and documentation requirements.

Mobility - Exchange of Teachers/pedagogical staff

What	From Country	To Country	Number of travellers	Duration of the exchange	Total grant
Studying	Estonia (EE)	Latvia (LV)	2	0m, 1w, 0d	1660
Studying	Estonia (EE)	Lithuania (LT)	2	0m, 1w, 0d	1660
Studying	Latvia (LV)	Estonia (EE)	2	0m, 1w, 0d	1660
Studying	Latvia (LV)	Lithuania (LT)	2	0m, 1w, 0d	1660
Studying	Lithuania (LT)	Estonia (EE)	2	0m, 1w, 0d	1660
Studying	Lithuania (LT)	Latvia (LV)	2	0m, 1w, 0d	1660
Total			12	0m, 12w, 0d	9960

General information

Type of project

Exchange of teachers/pedagogical staff

Project period

07/2023 - 06/2024

Conditions

General Conditions Nordplus Adult

1. The grant must be used in accordance with the purposes stated in the application, the letter of approval, the guidelines of the Nordplus Handbook and the requirements of the Nordplus Adult "Guide for reporting and financial management of grants".
2. It is the responsibility of the coordinating organisation to inform its project partners of the rules and regulations for the use of Nordplus grants and to make sure that necessary documentation regarding spending of the funding is collected.

3. Deviation in the project from what is described above cannot take place without the consent of the main administrator of the Nordplus Adult programme.
4. The Danish Agency for Higher Education and Science (UFS) will issue the payment after the project document (contract) has been signed. For grants of more than 15.000 euro, a pre-payment of 80% of the total grant will be issued. The remaining 20% will be paid after the final report has been accepted. For grants of 15.000 euro or less, a pre-payment of 100% of the grant will be issued.
5. A final report including financial and contents information must be submitted through Espresso no later than 30 days after the completion of the contract period. The main administrator of Nordplus Adult will assign a final report template to the contact person of the coordinating organisation.
6. The financial report must be authorised by the finance unit of the coordinating organisation. Receipts should not be included in the report.
7. Any unused funds must be returned to the Danish Agency for Higher Education and Science, UFS, after the contract period has ended.
8. National Nordplus offices may carry out inspections, including financial audits. Reasonable notice will be given of any inspections. All receipts and supporting documents must be kept for a minimum of five years after the project is completed in the event of an audit.
9. If the funds are not used as implied in the contract, or the final report is not submitted as agreed upon in the contract, the main administrator of the Nordplus Adult programme can decide to hold back or to redraw funds.
10. The Nordplus grant cannot be used to make profit, except when otherwise agreed in the contract.
11. On webpages, in publications, presentations and other dissemination activities, the support from the Nordplus Adult programme must be mentioned and the Nordplus logo must be used.
12. Products of any kind, which are developed by mapping and development projects with Nordplus funding for development work, must carry the Nordplus logo and be clearly identifiable. The products must be made freely accessible for the wider public when the project period ends.
13. The following costs are not allowed in the Nordplus Programme:

1. Overhead costs, i.e. general unspecified costs not directly connected to the Nordplus project

2. Office equipment (such as IT equipment)

3. Costs for non-Nordic or non-Baltic participants

4. Costs for activities outside the Nordic or Baltic countries

14. We recommend that you keep the grant in Euro due to possible fluctuations in currency exchange rates. As beneficiary, you are responsible for any currency risk.

On behalf of the Nordic Council of Ministers, the Danish Agency for Higher Education and Science, UFS (the main administrator of Nordplus Adult) effectuates the decision of approval through Peter Grønnegård, Head of unit.

Bank information

Bank name: AS SEB Pank
Bank account holder: Tartu Linnavalitsus (Tartu City Government)
Address bank account holder:
Raekoja plats 1a
IBAN: EE401010102030203008
BIC-code/SWIFT-address:
EEUHEE2X
VAT-number OR Organisation number
74006569

Signatures

Please sign the contract and send it to the Main Administrator by email as an attached file. Both the "Legal representative" at the coordinating institution and the "Contact person" for the project need to sign the contract.


Contract partner I - Main Administrator Nordplus Adult**Contract partner I**

Danish Agency for Higher Education and Science (DAFHES),
Haraldsgade 53,
DK-2100 Copenhagen Ø


Contract partner II - Coordinating institution:

Tartu Public Library (EE)

Signature on behalf of coordinating institution:**1. Legal representative:**


Date: May 31, 2023	Signature: 
Position: Lib. Director	Kristina Pai

2. Contact person:

Date: May 31, 2023	Signature: 
Position: Head of Development	Mai Põldaas

Signature on behalf of main administrator Nordplus Adult:

Danish Agency for Higher Education and Science

Date: 8/6-23	Signature: 
Position:	Peter Grønnegård, Head of Division