



Micro projects

Micro projects are meant for building up capacity and experience for representatives for specific under represented groups (women, young people, and indigenous peoples) in relation to the NPA programme. The ambition is on the one side that partners who have been involved in micro projects in the future shall be better suited for engagement in main projects as partners. On the other side, micro projects might complement main projects and support the Programme to foster changes that are of importance for people living in the programme area.

Micro projects shall in specific contribute to the Arctic dimension of the NPA programme and to the EU Arctic Communication, An integrated European Union policy for the Arctic.

Typically, a micro project, runs for 6 to 12 months. However, the MC may decide on other arrangements on a call-by-call basis.

Purpose of micro projects

- Engagement of groups and representatives for groups that are not usually represented as partners in NPA main projects
- Capacity building and networking in relation to the role as partners in transnational cooperation projects
- Support development of more need and user driven projects
- Contribute to the Programme's Arctic Dimension

Minimum requirements

- An eligible project idea addressing one of the four Priority Axes and a work plan for a micro project including a description of how the capacity building and networking should take place
- The project involves minimum three partners from three partner countries in the NPA area, one of which is located in a European Union Member State
- An eligible Lead Partner
- Eligible match funding in place
- Completion of the micro project application form
- Financial information for all partners

Potential Partners

- Representatives for indigenous peoples and indigenous peoples organisations
- Representatives for young people's organisations (young people are defined as 18 – 30 years) or organisations addressing young people. Pure educational activities and activities only addressing young people below 18 years or children will not be supported.
- Representatives for organisations addressing in specific women
- Local authorities and community based organisations involving one or more of the mentioned underrepresented groups
- If justified, partners from outside the programme area, in particular neighbouring regions in Russia and Canada can be included, using the 20% ERDF funding source for geographical flexibility.

- In view of the limited budget, it is important that the partnership has a manageable size. Large partnerships are not encouraged, and should be justified to the JS prior to applying.

Expected results

A micro project is expected:

- To contribute to capacity building and networking of under represented groups in a transnational setting, so these groups will be able to join main projects as partners or associated partners
- To contribute to identification of specific Arctic needs and challenges
- To lead to contributions that will be useful in relation to meeting the daily life challenges within the Arctic either directly or through input to main projects

At longer term perspective micro projects in that way is meant to contribute to better and more relevant results from the main projects and the programme as such.

In order to measure the impact of micro projects, applicants will be asked to select an output indicator that they will contribute to during the project lifetime. Due to the limited size and duration of the project, it is unlikely that they will be able to develop, pilot and implement a product or service, thereby achieving the output indicator. However, in their final report, micro projects are expected to demonstrate activities and deliverables that facilitate achieving the output indicator in a main project, for example, stakeholder consultations, feasibility studies, dissemination strategies, and business plans for product/service concepts.

During the project lifetime, micro projects are expected to meet with the Joint Secretariat in Copenhagen for a capacity building event. The project should budget for the travel costs.

Budget size

Micro projects can normally have a total budget of up to 65 000 EUR, with a maximum programme grant of 42 250 EUR. For micro projects, a grant rate up to 65% of eligible costs applies to all partners (both Member State and Non Member State) with the exception of SMEs who are only eligible for a grant rate of up to 50%. The grant is on condition of public or private match funding confirmed through match funding commitments.

If a project is co-financed with private match funding, that private match funding has to be paid out and certified before an ERDF or ERDF equivalent co-financing payment can be issued.

When making the budget for Micro projects the eligibility rules have to be followed.

Lump sums for micro projects

It has been decided that the simplified cost option of “lump sums” will be applied to all micro projects. This leads to a simplified payment procedure, as the micro project payment will be made based on a pre-established lump sum, provided that the final report, describing project activities and the final outcomes as stated above, is approved by the Joint Secretariat.

The lump sum will be calculated based on the budget in the micro project application **only**, and stated in the Offer of Grant from the MA. **Please note** that, according to the lump sum principle, only costs established through a fair, equitable and verifiable method are allowed when budgeting for the clustering project. This means that the budget should be based on reality and that flat rate and unit costs are not accepted except they comply with the NPA eligibility rules.

The lump sum principle means that there is no need for a separate claiming procedure with first level control, and there is no checking of the actual spending related to the project or activity. If the result/outcome is reached and approved, payment will be made. If the result/outcome should not be reached, there will be no payment at all. It is not possible to make a partial payment.

Calls for Applications

A continuous call system is in place for the submission of micro project applications, meaning that project applicants can be submitted at any time. Unless otherwise announced, the micro project call is open for all Priority Axes. Please find the latest information on our website, or contact your Regional Contact Point, alternatively the Joint Secretariat

Filling in the Project Application Form

Applicants should complete a project application in the electronic monitoring system eMS. Instructions for completing the different sections of the application form are available on the NPA website. Prior to completing the online application form, the partnership should familiarize themselves with the main NPA concepts and rules concerning a micro project.

Electronic Submission of Application

Applications for funding should be submitted by the Lead Partner of the project, in accordance with the micro project application instructions.

Selection Procedure

There is a simplified application process for micro project applications and the assessment and decision procedure is expected to take approximately one month from submission of the application.

It proceeds as follows:

1. Completed applications should be submitted to the programme through eMS, after which the Joint Secretariat will assess them. Applications can be rejected at this first stage if there are already similar projects in the same field of work receiving funding from the NPA, or if the application is found inadmissible. For further information on admissibility and eligibility the applicant is advised to consult section 2.7.1 of the Programme Manual.
2. A check is carried out by the Joint Secretariat to verify the project's eligibility and relevance to the programme. The Joint Secretariat will consult the Regional Contact Points for regional input on the relevance of the Micro project activities and where relevant Indigenous Peoples Secretariat under Arctic Council. The Joint Secretariat may also consult the Chair of the Monitoring Committee.
3. The Joint Secretariat has been delegated the mandate to make funding decisions on micro project applications, and will take into account any comments from the Regional Contact Points and Indigenous Peoples Secretariat. The Joint Secretariat will inform the Monitoring Committee of all project decisions.
4. The Joint Secretariat will inform the applicant whether the project application has been accepted or not. Details on all approved projects and a list of beneficiaries will be published on the NPA website.
5. For approved projects, the official decision and Grant Offer Letter will be issued by the Managing Authority. The Grant Offer Letter shows the start and end date for project funding. In addition, it states the obligations and rights of the contracting parties and constitutes the main agreement between the project and the programme.