

novo
nordisk
fonden

PATHWAYS TO YOUTH
EMPOWERMENT AND SELF-
RELIANCE

INFORMATION AND GUIDELINES
FOR APPLICANTS

es
in
d
3
-
r

Table of contents

1	Pathways to Youth Empowerment and Self-Reliance	4
1.1	PURPOSE.....	4
1.2	AREAS OF SUPPORT.....	4
1.2.1	Background.....	4
1.2.2	Overall Expected Result and Objectives.....	5
1.2.3	DEFINITION OF EMPOWERMENT.....	5
1.2.4	THEMATIC AND GEOGRAPHICAL SCOPE.....	5
1.2.5	TARGET GROUP.....	6
1.3	ELIGIBILITY	6
1.4	FUNDING	6
1.5	LANGUAGE.....	7
1.6	APPLICATION PROCESS.....	7
1.7	ASSESSMENT CRITERIA.....	8
1.8	NOVO NORDISK FOUNDATION'S CODE OF CONDUCT	8
2	THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA	8
2.1	USER REGISTRATION.....	9
2.2	CREATING AN APPLICATION	9
2.3	TEXT AND ILLUSTRATIONS	10
2.4	SUBMITTING THE APPLICATION.....	10
3	APPLICATION CONTENT	11
3.1	APPLICANT INFORMATION.....	11
3.2	PROJECT INFORMATION.....	12
3.3	BUDGET.....	13
3.4	UPLOADS	14
3.5	PREVIOUS AND CURRENT GRANTS FROM NNF	14

Information about the call

Grant capital:
DKK 40 million

Award amount
Up to DKK 10 million per grant

Application form opens:
20 March 2020

Application deadline:
10 August 2020

Applicant notification:
October 2020

Earliest start date:
November 2020

Latest start date:
October 2021

Review committee:
Committee on Youth Empowerment in Jordan

Contact:
Anders Bager
Project Manager
Phone: 2523 1526
E-mail: aba@novo.dk

Susanne Schou
Grant manager
Phone: 3067 4791
E-mail ssch@novo.dk

1 Pathways to Youth Empowerment and Self-Reliance

These guidelines are intended to assist you in the application process when applying for a grant from the Novo Nordisk Foundation (NNF). It is important that you carefully read these guidelines before initiating the application process, as the guidelines contain the complete call text as well as instructions regarding the completion of the application.

NNF will treat all applicant and application information confidentially. Read more about how NNF processes personal data under 'privacy & security' in the online application system, NORMA. See how to access NORMA in section 2 of these guidelines.

Furthermore, please read 'General Terms and Conditions' for grants from NNF that all Grant Recipients must comply with:

<http://www.novonordiskfonden.dk/en/content/conditions-grants>

1.1 PURPOSE

With this open call for applications, the Novo Nordisk Foundation aims to support initiatives and actions to enhance the social and economic empowerment and self-reliance of young Syrian refugees and other conflict-affected and vulnerable youth in Jordan. The Foundation aims to promote social and economic empowerment of youth and strengthened youth engagement in building resilience in their communities. The Foundation encourages pioneering projects that seek new solutions in education and livelihoods for young Syrian refugees and other conflict-affected youth. Similarly, the Foundation urges researchers to widen the knowledge base of new approaches and best practices in a field where evidence is scarce.

1.2 AREAS OF SUPPORT

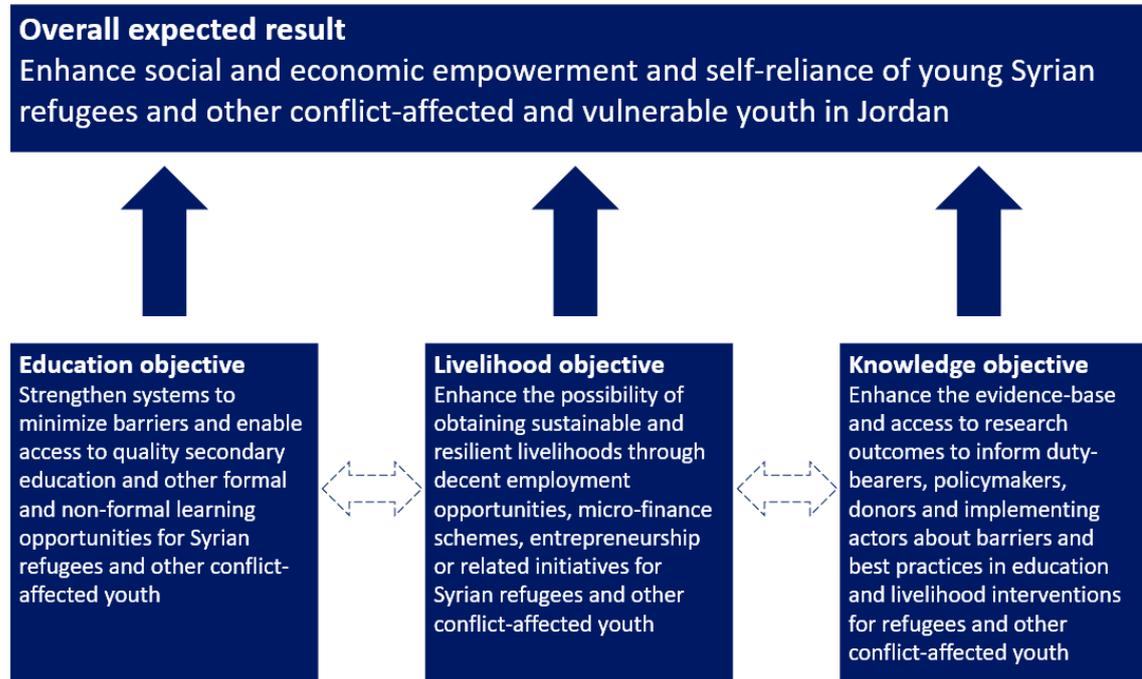
1.2.1 Background

Access to secondary education for Syrian refugees and other conflict-affected youth in Jordan represents the greatest gap in Jordan's education system. Jordan's education system is under immense pressure and enrolment decreases dramatically at the secondary level. The main responsible for education is the national government and this call for applications will focus primarily on systems strengthening, service delivery that supports national education strategy and other interventions to address the often-multiple barriers keeping children and youth out of school.

With multiple restraints and barriers, livelihood interventions are crucial in supporting economic inclusion and opportunities for Syrian refugees and other conflict-affected youth in Jordan. The livelihood objective in this call aims at fostering self-reliance opportunities for Syrian refugees and other conflict-affected youth in Jordan by, among other things, linking youth to safe and decent employment opportunities, promoting entrepreneurship, enhancing access to the development of skills needed for employment and engaging with the private sector.

1.2.2 Overall Expected Result and Objectives

The overall expected result of the call for applications is to enhance the social and economic empowerment and self-reliance of young Syrian refugees and other conflict-affected youth in Jordan. Three objectives (an education objective, a livelihood objective and a knowledge objective) are defined and will individually, or in synergy with other objectives, lead to the overall expected result. Applicants are requested to state the objective or objectives under which they are applying for funding.



1.2.3 DEFINITION OF EMPOWERMENT

In short, empowerment can be described as “the process of enabling people to increase control over their lives, to gain control over the factors and decisions that shape their lives, to increase their resources and qualities and to build capacities to gain access, partners, networks, a voice, in order to gain control” (UN, 2015).

The Novo Nordisk Foundation acknowledges that empowerment is a multifaceted term and that there are multiple pathways to empowerment. This call will focus on education and livelihood interventions as potential facilitators of empowerment.

1.2.4 THEMATIC AND GEOGRAPHICAL SCOPE

The Pathways to Youth Empowerment and Self-Reliance open call for applications is thematically anchored in the areas of education and livelihoods and geographically anchored in Jordan.

Applications can cover all areas of humanitarian interventions incl. system support, service delivery, rigid evaluations and pioneering approaches to humanitarian financing initiatives.

The Foundation encourages applicants to consider aspects of localisation and capacity-building when applying for a grant in this open call.

1.2.5 TARGET GROUP

In accordance with the most recent Jordan Response Plan for the Syrian Crisis, the main target groups for this open call for applications are Syrian refugees and other conflict-affected and vulnerable youth in Jordan.

1.3 ELIGIBILITY

Organisations and institutions registered in Denmark, specifically documented with a Danish CVR number, may apply for grants in the Pathways to Youth Empowerment and Self-Reliance call for applications.

The Pathways to Empowerment and Self-Reliance open call will require the following from the applicants:

- The projects must have clear and measurable indicators
- The projects must have specific methods of monitoring, evaluation and documentation of data
- Applicants must include the final beneficiaries in the design, development and implementation of the projects
- Applicants must describe the potential long-term sustainability of the project and the project's exit strategy

The applicants are also required to explore potential synergy with the Foundation's current project portfolio in Jordan (available on the Foundation's [website](#)).

1.4 FUNDING

The Foundation is making a total of DKK 40 million available for this open call for applications. Applications may be submitted for two types of grants.

Grants for intervention and activity-based projects in Jordan.

Applicants may apply for DKK 5–10 million for such initiatives, which must be thoroughly evaluated. A suitable proportion of the budget should be allocated to evaluation and learning.

Research and evaluation grants

Applicants may apply for DKK 2–5 million for such projects.

Both types of projects may last for up to 3 years.

Applications that do not meet these financial and time criteria will not be considered.

The project may be an independent, delimited project or part of a larger project that receives support from other sources.

If the applicant has applied for or been awarded funding from other sources for the project, the applicant must always state this in the budget.

Applicants may apply for a grant to pay for the following eligible project expenses:

- Salaries for all people employed by the project including, but not limited to, project staff, technical staff, coordinators, management, controllers, advisers, drivers and security personnel etc.
- Operating costs: direct expenses for developing, implementing and operating the project including materials, utensils, services, data collection, analysis etc. directly related to the executing the project
- Equipment that is directly related to executing the project

- Travel, conferences, learning and knowledge sharing opportunities: to cover expenses for travel, research exchange, housing and registration for conferences that are relevant to the proposed project
- Publications: project-related policy papers, articles, posters and other dissemination that originate from the project
- Communication and outreach in the form of conferences, books, articles and other dissemination directly related to the project
- Consumables, materials, services etc., directly related to the project
- Evaluation

Administrative support may account for a maximum of 5% of the total budget and must be included therein.

The administrative support:

- can cover expenses such as for accounting and controlling, as well as auditing and financial reporting on the project
- cannot cover administrative expenses that are not directly related to the project
- can via the host institution be shared between the institutions of the main - and co-applicant(s), as detailed in the application budget
- is not automatically included in the grant, and must be stated/applied for in the application budget, but should not be specified in detail

NNF will not award funding for:

- commercial activities
- overhead



The grant may not be used to cover 'overhead' (i.e. rent, electricity, water, maintenance etc.)

1.5 LANGUAGE

The application and any additional uploads must be written in English.

1.6 APPLICATION PROCESS

The application must be completed and submitted using NNF's online application and grant management system, NORMA, which can be accessed from: <https://norma.novonordiskfonden.dk>
Further information on how to access and navigate in NORMA can be found in chapter 2.



When all applications have been assessed, applicants will be notified about whether or not they have been awarded a grant. The notification e-mail will be sent from noreply@norma.novonordiskfonden.dk to the e-mail address entered on initial registration.



NNF does not provide feedback in case an application is not selected for funding.

1.7 ASSESSMENT CRITERIA

NNF's Committee on Youth Empowerment in Jordan will primarily assess the applications based on the following criteria:

- Whether the project fulfils the purpose of the call for applications
- The relevance and importance of the proposed action, including the extent to which the project is based on existing knowledge in this field or seeking to expand the knowledge base
- The quality, originality, sustainability and scalability of the project
- The plan for evaluation and knowledge sharing
- The qualifications and capacity of the applicant organisation
- The applicant's approach to localisation and local partners

If you have an active grant from NNF in Jordan, this may be taken into consideration in the evaluation of your application for a new grant. If you apply, while having an active grant from NNF, you must describe how the project you propose in this application is different from and/or coherent with the project(s) already funded and briefly describe the progress of the already funded project(s).

1.8 NOVO NORDISK FOUNDATION'S CODE OF CONDUCT

The Foundation expects applicant organisations and institutions to comply with the Foundation's Code of Conduct. The Code of Conduct comprises a set of principles that describe the conduct we expect from our employees, our boards of directors, the members of our committees, the people funded by our grants and other people and organisations that collaborate with the Foundation and our wholly owned subsidiary, Novo Holdings A/S.

The Code of Conduct includes areas such as discrimination, data security, misuse of resources and general working conditions. The Code of Conduct is supplemented by a whistleblower policy and scheme.

Read the Code of Conduct here: [Code-of-Conduct](#)

2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA

Sections 2 and 3 provide guidance on completing and submitting an application through NNF's online application and grant management system NORMA. Section 2 contains general technical information,

while section 3 contains information specific to the individual call. All the fields of the application form must be completed in accordance with these guidelines and the instructions in NORMA.

2.1 USER REGISTRATION

NORMA can be accessed through links on NNF's website or directly at:

<https://norma.novonordiskfonden.dk>

Before you begin, please read the instructions on the login page.

If you do not have a user profile in NORMA, you can register by clicking on REGISTER AS ORGANISATIONAL APPLICANT. You will be asked to fill in a contact form, which will appear in a new window. Main applicant should only have one user profile. Use your work e-mail address for registration. After the registration you will receive an e-mail with username and password. You can now log in to NORMA. When you log in for the first time, you will be asked to change your password.

Applicants who have previously applied for a grant from NNF or have an active grant may already have a user profile in NORMA. If you are in doubt, an existing user profile can be retrieved by clicking FORGOT PASSWORD and entering an e-mail address. If you have a user profile in the system you will receive an e-mail with login information and a new password within 5–10 minutes.

A registered user that submits an application is legally responsible for the truthfulness of the content of the application.

If you experience technical problems, please contact NORMA Support: norma-support@novo.dk.



An applicant cannot change the e-mail address provided at registration. Please contact NORMASupport if you need to change your e-mail address.

2.2 CREATING AN APPLICATION

To initiate a new application, you first need to identify the call and grant you wish to apply for. In NORMA, go to the OPEN CALLS tab, which is located in the upper right corner of the screen. All currently available grants are visible in tabs that are sorted by NNF's overall grant areas.

Initiate an application by clicking the blue APPLY NOW button. Your draft application is then created and will remain a draft version until you actively submit the application.

You can create and subsequently edit a draft version of the application until the deadline. A draft application can be saved by clicking SAVE DRAFT and may be cancelled at any time up to the deadline by clicking the button CANCEL APPLICATION. An application is not submitted to NNF until an applicant has clicked SUBMIT.

The application comprises tabbed sheets that need to be completed but not necessarily in chronological order. Fields marked with a red star (*) are obligatory to fill in.

You can review the application at any time by clicking OPEN under MY APPLICATIONS on the NORMA front page. The whole application, including any currently entered data, can be downloaded as a PDF file by

clicking on APPLICATION PDF. Make sure the PDF is readable and formatted appropriately before submitting your application.

2.3 TEXT AND ILLUSTRATIONS

FILLING IN THE FIELDS

For all applications, the individual fields must be completed in accordance with these guidelines and the instructions supplied in NORMA.



To prevent loss of data, it is essential to press **SAVE DRAFT** before you leave NORMA or navigate in the system.

APPLICATION TEXTS

Text from e.g. Word can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special letters and symbols have not been converted or lost in the text fields after copying and pasting. If the formatting looks wrong in NORMA and in the PDF, you can try to change all text to 'Normal' under the tab **FORMAT**.

Available functions for formatting text are at the top of the text fields. Some shorter text fields do not have the option to format.



For readability purposes, standard fonts, font size 11-12, and line spacing between 1.0 and 1.5 must be used.

ILLUSTRATIONS

Illustrations with figures/charts/tables/images etc. related to the project description can be uploaded under **PROJECT INFORMATION** (a maximum of four illustrations are allowed). Include illustration number and legend/caption for each illustration file when uploading. The illustrations will be integrated in the final application PDF.

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG, BMP. The maximum accepted size for each illustration is 1050*1650 pixels.

2.4 SUBMITTING THE APPLICATION

The application in its entirety must be submitted electronically via the application system by clicking **SUBMIT**. It is not possible to submit an application or any part of it by standard mail or e-mail. Any material submitted outside the application system will not be included in the evaluation and will not be returned.

All applicants must read and accept NNF's Standards for Good Research Practice before submitting the application. A link can be found under 'Policies' in the top right corner of the window. Further, the applicant must declare that the information provided in the application is true and accurate.

An application cannot be submitted unless all the required fields have been completed. Fields in the application that are incorrectly completed or incomplete will be listed in a box at the top of the screen. Clicking on each individual line marked in red takes you directly to the incomplete field. The box will disappear when you select **SAVE DRAFT**. This allows you to continue with the application and submission.



A list of any incorrect or incomplete entries will be autogenerated when you click **SUBMIT**. Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.

If you wish to modify a submitted application before the deadline, it is possible to reopen the application. Be aware that the application must be resubmitted before the deadline. Applications cannot be modified after the submission deadline.

Once the application has been submitted, a confirmation of receipt will be sent to the e-mail address used for logging into the system. If you do not receive a confirmation of receipt (please check your spam folder), you should contact NNF as soon as possible using the contact details on page 3.

If you wish to withdraw a submitted application after the deadline you must contact NNF via e-mail, using the contact information on page 3.



Please remember to check that the PDF version of the application is legible and contains all entered information and uploads before submitting the application.

3 APPLICATION CONTENT

This section provides guidelines on the content required in the sections of the online application form for this call.

3.1 APPLICANT INFORMATION

Enter information on the main applicant, any co-applicant(s) and administrating institution in the following tabbed sheets:

- Contact person
- Personal information
- Administrating institution
- Applicant information
- Co-applicant(s)



Registering a new administrating institution in NORMA can take up two working days. The application can be edited but cannot be submitted before this information is registered. We therefore recommend that you register an administrating institution in good time.

MAIN APPLICANT

- The main applicant is responsible for the project and for all reporting incl. narrative and financial reporting.
- The main applicant is an organisation, or an institution registered in Denmark, specifically documented with a Danish CVR number.

CO-APPLICANT(S)

For this call, a number of co-applicants may be either required or allowed for the application. Co-applicants participate actively in organising and implementing the project and receive a share of the grant. The project description should clearly describe the role of any co-applicant, and the budget should clearly indicate the co-applicants' share of the total budget. Co-applicants must be invited through NORMA and subsequently confirm their status as co-applicants in the application. Co-applicants must have a Danish CVR number.

- Go to the INVITATIONS link in the blue field on the left
- Click the + symbol and enter the name and e-mail address of the co-applicant
- Select CO-APPLICANT under ROLE in the drop-down menu (REFEREE cannot be used for this call)
- Click INVITE
- Co-applicants will be contacted automatically through NORMA and asked to confirm their status as co-applicants

When the co-applicant accepts his or her status as co-applicant, additional fields will appear in the application. The CO-APPLICANT field includes information about co-applicant(s), including previous grants received from NNF. A short CV (maximum two pages) or an endorsement from the institution for each co-applicant can also be uploaded as a PDF file by clicking on CO-APPLICANT UPLOAD(S).

Either the co-applicant or the main applicant must complete the CO-APPLICANT field. Only one person can edit the application at a time.

If the co-applicant has confirmed participation, but the information has not been entered in the CO-APPLICANT field NORMA will not include the co-applicant as part of the application. The main applicant must therefore check that the information about any co-applicant(s) is included in the application before submitting it.

If co-applicants are mandatory, the application cannot be submitted before the required number of co-applicants have accepted. Similarly, if the number of co-applicants exceed the maximum number allowed, the application cannot be submitted.

Please start the process of inviting co-applicants well in advance of submission deadline.



Please note that co-applicants can read, edit and upload information in the entire application but cannot submit the application.

3.2 PROJECT INFORMATION

Enter a description of the project under the PROJECT INFORMATION tab. A maximum of four illustrations can be uploaded here.

GRANT PERIOD

After you enter the start and end dates for the grant, NORMA generates a grant period in whole years. The grant period is the duration of NNF's grant for the project.

PROJECT TITLE

Please provide a short title for the project (maximum 150 characters, including spaces).

BRIEF PROJECT DESCRIPTION

Please provide a brief stand-alone summary of the project describing its purpose, target group and activities. (maximum 2,000 characters, including spaces).

PROJECT DESCRIPTION

Please describe your project in detail, including its purpose and relevance, activities, outputs and outcomes, indicators and expected impact.

Please also describe the contribution to the project implementation from collaborating international and local partners.

Please include the project log frame as an upload.

The project description may not exceed 20,000 characters.

Abbreviations should be defined at the first use, and preferably a list of abbreviations should be included in the project description.

LITERATURE REFERENCES

Please provide the reference information for the literature cited in the project description (maximum 4,000 character, including spaces).

LAY PROJECT DESCRIPTION

Please provide a brief summary for non-experts in lay language. If the application is awarded a grant, the text may be used for publication (maximum 1,000 characters, including spaces).



Please note that the application should address all the assessment criteria listed in subsection 1.7.

3.3 BUDGET

The budget only comprises of the information entered in the BUDGET tab. Additional budget information attached under UPLOADS or added under other tabs than BUDGET will not be considered.

Before you begin to fill in the budget template, enter GRANT PERIOD START DATE and GRANT PERIOD END DATE under the PROJECT INFORMATION tab and press SAVE DRAFT. The budget must be entered in budget years following the grant period and not calendar years.

Complete the budget as follows:

- Click on the blue OPEN/EDIT icon to open a budget in a pop-up window.
- Click the + key to add budget rows.
- Select one of the budget headings, enter an amount under VALUE (DKK) and specify what the amount is for under DESCRIPTION.

- All amounts must be stated in Danish kroner (DKK) without decimal points, commas or spaces. NORMA automatically inserts the thousands separator.
- In the first budget year, the costs are shown from the project start until 31 December. The first budget year can cover a period of 15 months if the project's start date falls within one of the last three months (October, November or December) of a calendar year. This ensures that the next budget year follows the calendar year.
- In the subsequent budget years, the costs are shown from 1 January to 31 December.
- The last budget year can cover a period of 15 months if the project's end date falls within one of the first three months (January, February or March) of a calendar year.
- Save and close the budget spreadsheet by clicking SAVE and CLOSE (in that order) and then return to the BUDGET tab.

Important: If you make any changes to the grant period after filling out the budget, you must clear the budget table before making the change to the grant period.

Any comments about the budget can be entered in the SUPPLEMENTARY INFORMATION field. The number of months covered by the budget in individual budget years should be specified here if they differ from 12 months.

Funding, both received and applied for, from the applicant's own organisation and from other sources should be entered under ADDITIONAL CONTRIBUTIONS FOR THE PROJECT. The amount entered should be the total sum for the entire grant period. The NNF does not allow double funding and there can be no budgetary overlaps between projects. It must be clearly described in the INFORMATION FOR ADDITIONAL CONTRIBUTIONS field what the additional contributions cover and how the project proposed in this application is different from the project already funded or applied for from other parties than NNF. If the applicant, post application submission, receives funding for the project or parts of the applied project from others, the NNF must be contacted as soon as possible.

The way in which the budget is set up influences any later financial reporting to NNF. Please note that the financial accounts must have the same headings as the budget posts in the application.



Applicants may only apply for the types of expenses listed in section 1.4.

3.4 UPLOADS

Please limit number of uploads.

All uploads must be in PDF format. NORMA automatically places these uploads at the end of the application. Please respect the page limitation and the upload requirements stated in the call. Uploads in excess of these limits may not be considered for evaluation.

3.5 PREVIOUS AND CURRENT GRANTS FROM NNF

If you have received any grants from NNF as an applicant or a co-applicant within the past five years, you must provide the application number, project title, grant period (in years), grant amount and the percentage share of the grant (100% if there is no co-applicant). Briefly summarize how any of the grants are related to the current application.

If you have previously submitted other applications in the same calendar year, summarize how these applications are related to the current application.

March 2020

The Novo Nordisk Foundation

The Novo Nordisk Foundation is an independent Danish Foundation with corporate interests. The objective of the Novo Nordisk Foundation is twofold: To provide a stable basis for the commercial and research activities conducted by the companies within the Novo Group and to support scientific and humanitarian purposes.

The vision of the Novo Nordisk Foundation is to contribute significantly to research and development that improves the lives of people and the sustainability of society.