

**INEQUITY IN HEALTH -
SUPPORTING HEALTHY LIVES
FOR CHILDREN AND YOUTH IN
VULNERABLE POSITIONS - 2023**

Information and guidelines for
applicants

Supporting
Healthy
Lives
for
Children
and
Youth
in
Vulnerable
Positions

Table of contents

- 1 Inequity in Health - supporting healthy lives for children and youth in vulnerable positions..... 4**
- 1.1 PURPOSE..... 4
- 1.2 AREAS OF SUPPORT 4
- 1.3 ELIGIBILITY..... 5
- 1.4 FUNDING..... 5
- 1.5 LANGUAGE..... 6
- 1.6 APPLICATION PROCESS..... 6
- 1.7 EVALUATION CRITERIA..... 7
- 1.8 INCLUDING A LOGIC MODEL IN THE APPLICATION..... 8
- 2 THE APPLICATION AND GRANT MANAGEMENT SYSTEM – NORMA 8**
- 2.1 USER REGISTRATION 10
- 2.2 CREATING AN APPLICATION 11
- 2.3 TEXT AND ILLUSTRATIONS..... 11
- 2.4 SUBMITTING THE APPLICATION..... 12
- 3 APPLICATION CONTENT 13**
- 3.1 APPLICANT 13
- 3.2 CO-APPLICANT(S)..... 14
- 3.3 INSTITUTION..... 15
- 3.4 PROPOSAL..... 16
- 3.5 APPENDICES..... 22

Information about the call

Grant capital:
DKK 25 million

Award amount
Up to DKK 5 million per grant

Application form opens:
9 June 2023

Application deadline:
28 September 2023, 2PM (CET)

Applicant notification:
January 2024

Earliest start date:
1 February 2024

Latest start date:
31 December 2024

Review committee:
Inequity in Health – supporting healthy lives for children and youth in vulnerable positions

Contact:
Caroline Bjerring
Grant Manager
Phone: +45 28309687
E-mail: cbj@novo.dk

Guidelines version:
2023.02

1 Inequity in Health - supporting healthy lives for children and youth in vulnerable positions

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.

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 the 'General Terms and Conditions' for grants from NNF which all Grant Recipients must comply with:

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

1.1 PURPOSE

The Novo Nordisk Foundation wishes to fight inequities in health among children and youth in Denmark. The purpose of this Open Call is, therefore, to encourage organisations from the health- and social sector in Denmark to develop, test, implement, and evaluate interventions that support children and youth in vulnerable positions in living healthier lives. The projects should contribute to giving children and youth a better chance for living a healthy life by giving them the tailored stepping-stones they need to do so.

Furthermore, the purpose of the call is to inspire cross-sectoral collaboration. In Denmark, the health- and social sector often work in separate silos, and the challenges of children and youth in vulnerable positions are not handled holistically across sectors. The social sector is working tailored with vulnerable groups, and the health sector has vast experience in creating better circumstances for a healthier life for children and youth. The call is designed to support cross-sectoral partnerships taking the best from both worlds to reduce inequity in health. The purpose is to mobilise organisations to work together and to join forces on lifting this difficult task where competencies from both sectors are needed.

1.2 AREAS OF SUPPORT

Applicants can apply for funding for projects that focus on developing, testing, implementing, and/or evaluating initiatives aimed at promoting health among children and youth in vulnerable positions. It is recommended that projects are integrated and anchored within existing structures in a sustainable way with consideration of the complexity of health-promoting efforts and social challenges. Projects can also be new initiatives; in which case it is important to argue for the viability and the potential for anchoring of the project.

The **target group** is defined as 0–18-year-old children and youth, but the primary target group can also be reached by focusing on e.g., families, professionals, or the structures in which they live.

The call is relevant for projects both working with **somatic and/or mental health issues**. Examples of such could be projects improving the activity level, eating habits, health literacy, sleep, or mental well-being of children and youth in vulnerable positions.

The project may be an independent project or part of a larger project that other partners also fund. The Foundation recommends that several applicants who are interested in the same field will apply jointly to create a basis for more sustainable solutions.

1.3 ELIGIBILITY

During the grant period, the main applicant must be a manager or project manager at a non-profit or public organisation in Denmark. Projects that are created in partnerships across the health sector and the social sector will be prioritised.

Private companies cannot be the main applicant for support via this call but can be co-applicants in projects. However, it is not possible to apply for funding with a commercial aim.

A total of up to DKK 25 million is available for grants between DKK 1 million and DKK 5 million for projects lasting for 1-5 years. Applications that do not meet the financial and time criteria will not be considered.

All projects must include an evaluation component, which the application must describe.

1.4 FUNDING

Applicants can apply for support to develop methods, initiatives, and materials, as well as resources and salary related to the project.

Applicants who have applied for or been awarded other co-funding must state this under the budget tab titled Additional Contributions for the Project.

Applicants may apply for funding for the following types of expenses:

- Salary for applicants or project participants associated with the project (work positions at all levels).
- Salary for Ph.D. students (including tuition fees up to DKK 80,000 per year, which must be specified in the budget).
- Salary for consultants associated with the project.
- A bench fee can be included in the budget to support individual researchers to cover expenses needed to conduct the proposed research for a maximum of DKK 8,000 per month per FTE (further explained in Section 3.5) working on the project, and the budget must specify the expenses covered by the bench fee. Documentation that the administrating institution has a general bench fee policy should be included in a Letter of Commitment from the administrating/collaborating institution(s) enclosed as a link or appendix. An unspecified bench fee without documentation will not be accepted.
- Operating expenses: Direct expenses for developing, implementing, and operating the project, including materials and equipment up to 200.000 DKK per budget year.
- Travel expenses in relation to conference and workshop participation and presentation of results derived from the project, up to 25.000 DKK per budget year.

- Other travel expenses that are directly related to the project
- Costs for evaluation of the project which can be done either externally or internally.
- Publication of results originating from the project, up to DKK 25,000 per budget year.
- Communication and dissemination activities in the form of conferences, books, articles, and other outreach activities directly related to the project.
- Administrative expenses: Up to 5% of the applicant's overall budget and included in the budget to cover administrative expenses directly related to the project. Read more about the definition of administrative expenses in Section 3.5.
- External auditing expenses: If the administering institution is not subject to audit by the public authorities, external auditing expenses can be included. Institutions that are not subject to audit by public authorities must carry out external audits in connection with receiving the grant.

NNF will not award funding for:

- Commercial activities
- Buildings
- Overhead (such as rent, water, electricity, heating, and maintenance)



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

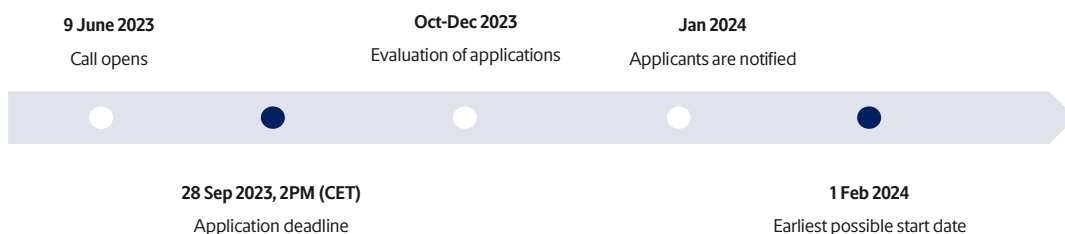
1.5 LANGUAGE

The application and any additional uploads must be written in Danish or English. The choice of language does not affect the evaluation of the application.

1.6 APPLICATION PROCESS

The application must be completed and submitted using NNF's online application and grant management system, NORMA. Further information on how to access and navigate in NORMA can be found in Section 2.

The flow of the application process is as follows:



When all applications have been assessed, applicants will be notified about whether they have been awarded a grant. The notification e-mail will be sent from norma-noreply@novo.dk to the e-mail address entered on the initial registration.



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

1.7 EVALUATION CRITERIA

NNF's Committee for "Inequity in Health - supporting healthy lives for children and youth in vulnerable positions" will evaluate the applications based on the following evaluation criteria. It is recommended that these evaluation criteria are considered when writing the application and it is important to argue for how this is considered in the project.

- 1) A match between the purpose of the call and the project:** All projects will be evaluated on how there is a match between the purpose of the call and the project. It will be important for the applicant to argue for this in the application and to define how they work with the aspects of health, children and youth in vulnerable groups and how they work cross sectorial.
- 2) The relevance and importance of the project:** All projects will be evaluated on the importance of the project and how relevant it is to the theme of the call. It will be essential for the applicant to convincingly argue for why this project specifically is important and what potential impact it can have.
- 3) The project's professional quality and how it is based on existing knowledge and research:** All projects will be evaluated on the professional quality, and it is recommended that existing knowledge, experience, and research relevant to the project will be described to indicate how the project is building on existing relevant knowledge and research.
- 4) The solidity and feasibility of the project plan, including a plan for evaluation and knowledge sharing:** All projects will be evaluated on how convincingly a project plan is presented and if the applicant has considered the feasibility and potential challenges and/or risks in the project and how these will be met. It is a must that all projects are evaluated and that a convincing evaluation plan is presented in the application. Applicants can also apply for funding for this in their budgets and ask external partners to contribute to this part.
- 5) The applicant and co-applicant's qualifications and capabilities:** All projects will be evaluated based on how the applicant and co-applicants have the resources, skills, and capabilities to succeed with the project. It is recommended to outline which partners have the responsibility for which parts of the project and how they have the capabilities to do so.
- 6) How convincingly a cross-sectorial partnership with a minimum of two partners from two different sectors is built:** It is a key priority for the Open Call to focus on fostering cross-sectorial partnerships and collaborations. All projects will therefore be evaluated on if and how they do so. It is therefore important to highlight and outline such partnerships and describe how the partners are contributing with different perspectives, skills, and capabilities.

7) The project's potential for scaling if the project shows to have a positive impact: It is important for NNF that projects have an eye for how a project could be scaled if it shows to be successful. It is recommended that the applicant argues for the potential and possibilities for how the project could be scaled and thereby have a further reach. The potential for scaling will be evaluated, but it is not expected that a full plan for scaling is in place.

8) The applicant's way of including a user perspective in the development and/or implementation of the project: When working with target groups in vulnerable positions, it is important for NNF to consider the perspectives of the target group. This evaluation criteria is thereby focusing on how the project can motivate a more participatory approach, ensuring that the perspectives of the target groups are considered, and avoiding stigmatization of the target groups. It is recommended that the target group is involved in the development and/or implementation of the project. It is recommended to describe in the application how the applicant is or is seeking to do so.

If you **have an active grant from NNF**, this may be taken into consideration in the evaluation of your application for a new grant. In general, it is recommended that the Grant Recipient has delivered results on the active grant(s) before submission of a new application to NNF. 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 INCLUDING A LOGIC MODEL IN THE APPLICATION

The application must include a logic model that briefly sketches the input, activities, outputs, outcomes, impact, and vision, and how they are related. Please consult section 3.4 about where in the application to place your logic model and how to refer to it when describing the expected impact.

Why use the logic model?

A logic model is a valuable tool to understand the strengths and weaknesses of a project and to describe how activities are turned into expected outputs, desired outcomes, and impact. A well-established logic model will show clear paths from activities to intended impact.

The logic model and the process of creating it can help you and potential co-applicants to precisely formulate long-term goals and to consider the impact that the project seeks to create. Furthermore, the model ensures alignment of expectations and a common understanding of the purpose and goals of the project among the project partners. Therefore, we recommend that you develop the model together as a team to ensure alignment and a clear narrative about the project and wanted outcomes.

Additionally, the logic model will ease reporting and evaluation. Firstly, NNF will ask grantees to report on what is described in the logic model. Secondly, the logic model will also guide the focus of project evaluation.

The template of the logic model:

Please use the provided PowerPoint template to construct a logic model for the project:
<https://novonordiskfonden.dk/app/uploads/Logic-model-template.pptx>

The logic model should be kept in one slide/one page and should be written short and precise. Once completed, please upload the slide in pdf-format as an appendix in NORMA, under the section titled APPENDICES.

Logic models come in many different shapes and forms. The Novo Nordisk Foundation's logic model uses success factors. Each box in the provided template constitutes a success factor. For each of the types of activities, outputs, outcomes, and impact, strive to write short, self-explanatory texts instead of keywords in the boxes. The model uses the following categories of success factors:

- **Inputs:** Inputs are what provides the basis for the project, e.g., funding, partners, expertise, other resources, etc.
- **Activities:** These are the actual type of activities that the project will undertake to deliver results that pave the way for the envisioned impact.
Example of two related, but separable activities:
 - “The project team engages with the municipality to recruit families for the programme.”
 - “The project team trains the local workers that in turn arrange and conduct the sessions of the programme”.
- **Outputs:** An output is the result of an activity and is closely linked to the activities. The output describes what is directly created from the activities.
Example of an output related to the two activity examples above:
 - “25 families recruited to complete the course of the programme.”
- **Outcomes:** This category describes the desired results of the project. They differ from outputs by having a *change perspective* (e.g., the effect on participants of your intervention). While realistic, these results are harder to reach than outputs, and attaining them is, at least partly, out of your control.
Examples:
 - “20 families experience improved well-being.”
 - “Municipalities experience a lowered need for interactions with the families.”
- **Impact:** Impact in the NNF model relates to the societal impact or lasting effects, e.g., the programme has been adopted by main actors in the field or it lowers the prevalence of obesity among young adults years later. The impact should be realistic but relates more to the vision than to the outcomes.
Examples:
 - “The proposed model works, is scalable, and is adopted by the municipality.”
 - “Children are successfully retained in regular classes in their local school and their academic level is at par with their classmates’.”
- **Vision:** The vision describes the desired state that your project wants to reach or change in the long run.

How to create a logic model?

If you have not worked with a logic model before, here is a stepwise approach:

Step 1:

To construct your logic model, you must first identify the vision, mission, and what success looks like for your project (project goals/success criteria). The project goals/success criteria constitute your point of departure for creating the logic model.

Step 2:

In the logic model, we distinguish between expected results (activities and related outputs) and desired results (outcomes and impact). Try inserting your project goals/success criteria in the model. If these tend to be formulated as activities or outputs rather than outcomes or maybe impact, rethink if the more long-term goals are formulated correctly or if they could be re-phrased as more outcome-oriented.

Step 3:

Now work your way from right to left asking yourself: "If the vision is XXX, then the impact could be ZZZ, which would require the outcomes YYY. What activities and related outputs would be pre-conditional to arrive at these outcomes?"

Step 4:

If needed, vertically re-organize your success factors within each category (activities, outputs, outcomes, impact) of the model, and connect the success factors across the categories to highlight streams of narratives/arguments in the logic model.

Step 5:

Look at your logic model and think of what inputs in the model are more essential than others. List these and consider how you could support the monitoring and evaluation of each element of the model. Quantitative indicators may not do it alone but may supplement qualitative evaluation.

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 REGISTER from the login-page. Here you can also retrieve forgotten passwords by clicking the FORGOT PASSWORD-link. The main applicant should only have one user profile. Please use your work e-mail address for registration. After registration, you will receive an e-mail with your username and a

temporary password, which you can then use to log in to NORMA. After logging in for the first time you will be asked to provide a password of your own choosing.

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 who 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 NORMA Support if you need to change your e-mail address.

2.2 CREATING AN APPLICATION

Initiate an application by finding the call you wish to apply for in the OPEN CALLS-section on the Applicant Portal in NORMA. Use the search filters at the top of the section to filter by e.g., overall funding area, and initiate an application by clicking APPLY NOW next to the relevant call.

Applications can be edited up until the deadline. A draft application can be saved by clicking SAVE DRAFT and may be canceled at any time up until the deadline by clicking CANCEL APPLICATION. An application is not submitted to NNF until an applicant has clicked SUBMIT and has received confirmation that the application has been successfully submitted.

The application consists of several 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 reopening it within NORMA. Opening the application will also allow you to download the application in its entirety as a PDF. Make sure the PDF is readable and formatted appropriately before submitting your application.

2.3 TEXT AND ILLUSTRATIONS

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.

TEXT FIELDS

Text from Microsoft Word or comparable word processors can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special characters, and symbols have not been converted or lost in the text fields after copying and pasting. If the formatting looks wrong in NORMA or in the PDF, try changing all text to *Normal* using the **FORMAT** dropdown. It is the responsibility of the applicant to ensure that the pdf looks correct before submitting it.

The available options for formatting text are at the top of the text fields. Some shorter text fields do not have the option to use rich text formatting.



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

ILLUSTRATIONS

Illustrations such as figures, charts, tables, images, etc. related to the project description can be uploaded under **PROPOSAL**. A maximum of four illustrations are allowed. The illustrations will be placed on a separate page in the application PDF but can be referenced throughout the project proposal as needed. For readability, please name the files numerically by the order in which they are referenced.

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG, and 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.



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

All applicants must read and accept NNF's [Standards for Good Research Practice](#) before submitting the application. Further, the applicant must declare that the information provided in the application is true and accurate. This is done by checking the fields in the DECLARATIONS tab.

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.

An application cannot be submitted unless all the required fields have been completed. Applications can be cancelled at any time before submission. If you need to withdraw an application after the deadline, please get in touch with NNF via e-mail, using the contact information on page 3.



A list of any incorrect or incomplete entries will be generated at the top of the screen when you click SUBMIT. Clicking one of these error messages will take you to the relevant field. Amending incorrect or incomplete entries can be time-consuming, so we recommend submitting applications well before the deadline.

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

The APPLICANT-tab contains information about all those involved with an application, meaning the main applicant or the contact person applying on behalf of an organisation/institution as well as any co-applicants. Information about each applicant is collected through individual tasks in the APPLICANT DETAILS-section, detailing experience, publication history, application history with NNF, etc.

MAIN APPLICANT

The main responsible party for the application can enter their details through the Applicant Details-task with the type 'Applicant'. Click on OPEN, fill in all mandatory fields, and click SUBMIT DETAILS to save the details.



If a project receives a grant, it is the main applicant who becomes the grant holder.

Personal details

The main applicant should provide information on their full name, title, phone number, work e-mail address, date of birth, gender, and nationality under PERSONAL DETAILS. Some of the fields may have been transferred from the user profile. Enter details of the main applicant's highest educational degree achieved using the drop-down menu. If you need to enter details for another degree, select OTHER from the drop-down menu.

Please note that the main applicants in this call must be leaders or project managers at the administering institution (see subsection 1.3), such as heads of department, principals, rectors, chairs, directors, or project managers. Responsibility for the project can only be delegated to the project manager by the head (or chair) of the administering institution.

Current institution

Main applicants should enter the contact details of their current workplace. If your current institution or organisation is not available for selection, please contact support at Norma-support@novo.dk.

Experience

Please provide a brief CV (maximum 4000 characters) with details of relevant educational, business, and practical experience. In some projects it will be relevant to highlight the merits of the main applicant; in other projects, it may correspondingly be relevant to mention capacity, results, and the merits of the project group or the institution that is applying.

Lastly, you may briefly summarise (maximum 2000 characters) any relevant experience or research carried out by the main applicant or project group.

Please note this section should address the evaluation criteria covering the qualifications and capacity of the applicant and the applicant's institution.

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

3.2 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 organizing and implementing the project and receive a share of the grant. The project description should clearly describe the role of any co-applicants, and the budget should clearly indicate the co-applicants' share of the total budget. Co-

applicants must be invited through NORMA and subsequently enter their details into the system. Please follow the instructions in NORMA on how to invite co-applicants to your application. The main applicant can invite co-applicants under CO-APPLICANT INVITATIONS under the APPLICANT tab.



Note that inviting co-applicants can be time-consuming. Please start the invitation process as soon as possible and well in advance of the submission deadline

When the co-applicant accepts his or her invitation and has registered as a user in NORMA, they will gain access to the application. In addition, they will be assigned an APPLICANT DETAILS-task, available under MY TASKS from the APPLICANT PORTAL in NORMA. With this task, co-applicants should input details such as their institutional affiliation, work and publication history, application history with NNF, and will be able to upload supporting documents such as a short CV (maximum two pages) or an endorsement from the institution.

Co-applicants will only be able to edit their own APPLICANT DETAILS-task, as well as make changes to the main application. The main applicant, on the other hand, can review and edit all Applicant Details-tasks for the application including those for co-applicants.

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 task 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.

An application cannot be submitted unless the co-applicants have accepted their invitation and submitted all required information. Therefore, please start the process of inviting co-applicants well in advance of the submission deadline.



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

3.3 INSTITUTION

Please provide information about the institution where the grant will be administrated. This institution is where you will be employed during the grant period and the institution will be responsible for budgeting, accounting, and staff supported by the grant.

In case the application will be granted funding both the main applicant (grant holder) and the leader of the administrating institution shall sign the grant agreement.

The ADMINISTERING INSTITUTION field lists many of the education and knowledge institutions in Denmark. If the educational institution does not appear when you search the list, click on [THIS LINK](#) to register the host institution on NORMA.



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.

3.4 PROPOSAL

Describe the project using the fields on the PROPOSAL tab. Each field (Project title, Brief project description, Project description, Illustration uploads, Lay project description, and Research methods) is shortly described in the following with the expected input and maximum characters available.

PROJECT TITLE

Please provide a short title for the project (maximum 150 characters, including spaces). If the project receives a grant, the title will be used to name the project in the grant agreement and for publication.

BRIEF PROJECT DESCRIPTION

Provide a summary of the project describing its purpose, target group, and activities (maximum 2000 characters, including spaces).

PROJECT DESCRIPTION

Describe the full project in detail here. Applicants can structure their project description under the headings of their choice. However, we recommend that it entails the following sub-sections:

- **Purpose, vision, and mission**

Describe the purpose of the project and its relevance to the purpose of the call. Please state clearly in the application:

- The vision of the project: What is the desired state that the project seeks to reach or change in the long term?
- Mission: How will you get there?

For consideration: Which need, or challenge will the project address? What is the burning platform? Why is it important to address this need? What are you assuming about external factors to the project, e.g., how people or institutions will act or react to your intervention? Are they able to adopt your (successful) solution? Who is the target group? Why is this target group considered to be in a vulnerable position? Does the project have a local or national aim?

- **Background**

Describe the existing knowledge on which the project is based and how the project will contribute with new knowledge, methods, or practice.

For consideration: Is the project idea new or is it a development of existing initiatives? How does this project differ from existing initiatives? Has there been done research in this field and what knowledge does the project build on? Are there similar initiatives found elsewhere? Are there possibilities for synergies and knowledge sharing with other projects?

- **Design of the project**

Describe what you intend to do and how – including a description of the activities and how these will be incorporated into an overall plan related to the purpose of the project.

For consideration: Which activities exist in the project? Is there a clear timeline, division of tasks, and description of the management of the project?

- **Expected impact**

Describe here the expected impact of the project in the short and the long perspective and describe what success looks like at the end of the grant period. These descriptions should mirror the logic model (read more in Section 1.8).

Please find the link for the template here. It can be downloaded to fill in locally:

<https://novonordiskfonden.dk/app/uploads/Logic-model-template.pptx>

- **Evaluation plan**

Describe how the project will be evaluated and how the project group will ensure that learnings feed into the ongoing development and improvement of the project. Describe which methods will be used and who is responsible for the evaluation.

We also recommend that you consider and highlight how you seek to monitor the different elements described in your logic model to ensure that the project is monitored well and that it is possible to follow and measure the progression of the project towards the long-term objective.

- **Knowledge-sharing and its foundation**

Describe how to ensure that the knowledge and experience accumulated are shared with other relevant actors in the field.

For consideration: What will happen to the project when the project period ends? Will the project lead to a permanent change? How are positive and negative learnings from the project shared with others? What possibilities are there to disseminate ideas and results from the project?

The project description **may not exceed 30,000 characters**, including spaces. However, NNF encourages brief and precise proposals, and we recommend applicants to keep it as short as possible. Abbreviations should be defined at the first use.



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

ILLUSTRATION UPLOADS

A maximum of four illustrations of 50 mb each can be uploaded here. Accepted formats are .jpg, .png, .gif, .bmp.

LAY PROJECT DESCRIPTION

Provide a brief description of the project in lay language that can be understood by all.

RESEARCH METHODS

If the project entails a research component it can be specified and elaborated further in this field.

BUDGET

The budget for the project should be entered into the BUDGET tab. Additional budget information attached under UPLOADS or added on any other tabs than BUDGET will not be considered.

GRANT PERIOD

Before you can fill in the budget template, start by entering the REQUESTED PROJECT START DATE and REQUESTED PROJECT END DATE under the BUDGET tab and press SAVE DRAFT. This will determine the number of years available from the budget template. The grant period is the duration of NNF's grant for the project, and the budget counts the years following the project start date rather than calendar years.

CREATE BUDGET

After saving the project start and end dates, the budget template will become available to edit. Click in OPEN BUDGET and the budget will open in a new tab, in which you will need to add the subcategories you need for your budget. Please follow the instructions at the top of the screen to complete the budget.

Please note:

- The budget continuously saves changes you've made without the need to manually save. You are free to leave the budget at any time and come back at a later point.
- When you are done filling in your budget, please use the SAVE AND CLOSE button. This will check that all information has been filled out correctly and in accordance with the guidelines, saving the budget to your application.
- You can now return to the BUDGET tab. A summary of the budget will be displayed, review it to ensure that it is correct.
- The full budget details can be viewed or edited at any time before the submission of the application by reopening the budget template.

Any comments about the budget can be entered in the SUPPLEMENTARY INFORMATION field.

ADDITIONAL CONTRIBUTIONS TO THE PROJECT

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 by 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.

Please note that the budget format will correspond to the following financial report to the foundation; the financial report must consist of the same entries as the budget in the application.



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

SALARY

All salaries must be entered separately under budget items in SALARY. The salary must be specified incl. employer-paid pension, holiday allowances of any kind, ATP, and other social costs if any. This means that salaries in the project must be separated from other costs in the budget. Excluded are certain salary items for the administration that can be entered under the budget item DIRECT ADMINISTRATIVE EXPENSES.

For salaries, you must choose whether they are for a main applicant (SALARY – MAIN APPLICANT), employees in the main applicant's organisation (SALARY – PROJECT EMPLOYEES AT THE ADMINISTRATING INSTITUTION), or co-applicants (SALARY – CO-APPLICANT). Co-applicants participate actively in organising and implementing the project, receiving part of the grant, and are described as co-applicants in the application. Salaries for consultants are also an option (SALARY – SUBSTITUTE).

For salary items, the number of full-time equivalents (FTE) in years must be stated in the field FTE. In general, there are 1924 gross hours in a year; 6 weeks of holidays (222 hours), 10 public holidays (74 hours), and 10 educational days (74 hours) can be deducted from these. This amounts to 1554 net hours per year. To find the FTE for e.g., 30 hours, the calculation should be: $30 \text{ (hours)} / 1554 \text{ (net hours)} = 0.019$, which is what should be stated in the field FTE.

Budget item	FTE	Description (illustrative purposes only)
SALARY – MAIN APPLICANT	1	Project manager (1 person-year full time): Developing and implementing the intervention
SALARY – PROJECT EMPLOYEES AT ADMINISTRATING INSTITUTION	0,08	Project staff (2 x 60 hours): Facilitating workshops
SALARY – CO-APPLICANT	0,21	Project Coordinator, contributing to the development of materials



For salary items, the number of full-time equivalents in years must be stated in the field FTE. 1 is equal to 100 pct. Under the DESCRIPTION field, it is possible to note the number of hours of pay (incl. wage rate) for every salary item.

DIRECT ADMINISTRATIVE EXPENSES

The DIRECT ADMINISTRATIVE EXPENSES budget item covers administrative expenses that are directly related to the project being based at the host institution. Direct administrative expenses can via the host institution be shared between the institutions of the main- and co-applicant(s), as detailed in the application budget. Direct administrative expenses are part of the budget and should not exceed 5% per budget year. The total of all direct administrative expenses in the project should not exceed 5% of the total amount applied for in the project. Direct administrative expenses can include personnel administration, administering salaries and purchases, accounting, and financial reporting.

Budget item	Description (illustrative purposes only)
DIRECT ADMINISTRATIVE EXPENSES	Personnel administration and accounting



ADMINISTRATION SUPPORT

- can cover administrative expenses in relation to the project such as accounting, administering salaries and purchasing, recruitment and auditing and financial reporting
- is not automatically included in the grant, but should be included in the overall budget of the application as a separate expense
- should not exceed 5% per budget year and 5% of the total applied budget

EXTERNAL AUDITING COSTS

The EXTERNAL AUDITING COSTS budget item covers external auditing costs in the project for institutions that are not subject to public audit (institutions that are subject to public audit are not requested to provide documentation of external auditing). The external audit costs should only be included in the last budget year if the project period is more than one year.

Budgetpost	Description
External auditing costs	External auditing

OPERATING EXPENSES

The OPERATING EXPENSES budget item covers operating expenses in the project. This can include office supplies, telephone, postage, catering for meetings, digital licenses, and materials used continuously during the grant period.

Budget item	Description (illustrative purposes only)
Operating expenses	Office supplies, telephone, digital licenses, and catering for meetings

EQUIPMENT

Enter equipment under the budget item EQUIPMENT and specify in reasonable detail under DESCRIPTION what type of equipment is required, for example, apparatus for experiments and computers for employees on the project. Max 200.000 DKK per budget year can be allocated for equipment.

Budget item	Description (illustrative purposes only)
Equipment	Sports equipment

CONFERENCES, COLLABORATIVE ACTIVITIES ETC.

Costs for workshops, network meetings, courses, competitions, and conferences can be listed in budget items such as COLLABORATIVE ACTIVITIES, CONFERENCES, and TRAINING. These budget items must be specified under DESCRIPTION and may include participant fees, meals, accommodation, materials and fees for presenters. In addition, enter the number of participants expected for the activities under DESCRIPTION. Max 25.000 DKK per budget year can be allocated for costs for conference and workshop participation.

Budget item	Description (illustrative purposes only)
CONFERENCES	Accommodation and participant fees for three people
TRAINING	Accommodation, meals, fees for presenters, and materials for a 2-day workshop for 30 social workers

TRAVEL

List transport expenses under TRAVEL. Briefly state in DESCRIPTION how many people are traveling and to what type of destination.

Budget item	Description (illustrative purposes only)
TRAVEL	Travel for seven people to and from upper-secondary schools in Fyn and Jylland

COMMUNICATION/INFORMATION MATERIAL AND PUBLICATION COSTS

Compile the costs for communication material (such as printing and postage) under COMMUNICATION/INFORMATION MATERIAL. The budget item PUBLICATION COSTS is for publishing research articles.

Budget item	Description (illustrative purposes only)
COMMUNICATION/INFORMATION MATERIAL	Printing flyers, postage, and a social media campaign

SUBCONTRACTOR COST

Enter a total bid for a product or service from an external subcontractor under the budget item SUBCONTRACTOR COST, but then specify the budget item in more detail under DESCRIPTION.

Budget item	Description (illustrative purposes only)
SUBCONTRACTOR COST	Graphic design of a website by an external provider

3.5 APPENDICES

The Logic model

The logic model must be uploaded as an appendix. The logic model should not be longer than one slide and should be kept brief and precise. Once completed, please upload the slide in pdf-format as an appendix.

Please find the link for the template here:

<https://novonordiskfonden.dk/app/uploads/Logic-model-template.pptx>

If you are applying for a bench fee, you must upload in pdf-format official documentation from your administrating institution stating that the fee is part of the general expenses policy of the administrating institution.

20 June 2023

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.