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Guidelines for the Nordic Youth Pool for Climate and Biodiversity

§ 1 Purpose

- 1) The pool shall create new ties and strengthen existing ties between young people across the Nordic Region through activities based on climate and biodiversity issues, including activities that work actively with themes related to the Paris Agreement and the UN Biodiversity Agreement and related relevant Sustainable Development Goals.
- 2) The pool shall contribute to enabling young people's visions of preventing and adapting society to the effects of climate change and the loss of biodiversity.
- 3) The pool shall promote young people's leadership, participation, and engagement in climate and biodiversity related activities.

§ 2 Who can apply for the pool?

- 1) All youth organisations and self-organised youth groups based in the Nordic Region are eligible to apply for the pool. The project must include at least two youth organisations/self-organised youth groups from at least two different Nordic countries. In this context, the Nordic countries include Denmark, Finland, the Faroe Islands, Greenland, Iceland, Norway, Sweden and Åland.
 - a. The pool also accepts applications that include partners from the Baltics, the EU and the Global South, but requires that the project complies with the requirement outlined in section 2(1) and that the main applicant is from a Nordic country.
- 2) The activity must be based on cooperation between the partners. The main applicant on the project may have an initiating and leading role in the project, but all partners must contribute to the project.
- 3) The activity must be led by young people. Young people shall be responsible for the development and implementation of the project. Adults can have an initiating, facilitating and guiding role, but it is young people who must have the final decision-making power. In this context, a young person is anyone up to and including the age of 30.
- 4) The activities must be based on volunteer work. Volunteers must be involved in decision-making, plan and carry out the activities, and the driving forces of the project must be unpaid.
- 5) However, in the following cases, funding is not eligible:
 - a. if the activity has a business purpose or serves commercial interests.
 - b. if the project promotes an industry or professional career-orientated focus.
 - c. if the self-organised youth group/organisation or its members participate in, or if the youth group/organisation does not expressly distance itself from, illegal activities or activities that must be considered contrary to the general perception of the law by being unlawful or otherwise based on undemocratic methods.

§ 3 Who is responsible for the project/activity?

- 1) If the applicant is an organisation, the organisation is responsible for the project through its board. It is therefore important that the contact person who represents the organisation in relation to the

Danish Youth Council (DUF) has a mandate/authorisation from their organisation/local association to apply for the pool. The contact person used by the organisation in relation to DUF acts on behalf of the organisation in all matters related to the application and therefore commits the organisation in relation to the project/activity. The organisation's board of directors may decide in writing to DUF that another person should be the contact person and must immediately report a new contact person in this case.

- 2) If the contact person acts on behalf of a self-organised youth group, that person is directly, personally, and unlimitedly liable to DUF for all matters relating to the project/activity. This also applies in the event of termination of co-operation in the group. The Danish Youth Council (DUF) is not obliged to accept a new contact person.
- 3) The contact person in self-organising youth groups must be of legal age.

§ 4 Award criteria (not in order of priority)

- 1) The pool must be widely distributed throughout the Nordic Region. This means that the pool will prioritise applications from countries that have received less funding from the pool than other countries, as well as applications that include more young people and/or countries rather than fewer.
- 2) The pool must contribute to create or strengthen existing ties between young people in the Nordic Region, cf. section 1(1). This means that the pool will prioritise applications that emphasise the ongoing anchoring of cooperation between the parties involved.
- 3) The pool must be widely distributed between different youth organisations/youth groups. This means that the pool will prioritise applications in which several different types of youth organisations/youth groups collaborate on the activity.
- 4) The pool must be spread out between different types of activity. This means that the pool will prioritise activity types that have received less funding than other activity types.
- 5) With reference to the allocation criteria in section 4, the pool reserves the right to reject or award a lower amount than requested, taking into account the size of the available pool.

§ 5 What is eligible for funding?

- 1) Activities and projects held in the Nordic Region, as well as materials and facilities for these, that strengthen the meeting between young people across the Nordic Region.
- 2) Grants may be awarded for all reasonable and necessary expenses directly related to the activities/project, including travel, accommodation, subsidies for interpretation, support persons and other support for persons with physical and mental disabilities.
- 3) Up to DKK 10,000 can be applied for to cover auditing costs for applications over DKK 100,000.
- 4) However, funding cannot be granted for:
 - a. Rent, subscriptions or other fixed expenses.
 - b. Course/participation fee.
 - c. Salaries and buy-out of volunteers.
 - d. Construction or renovation of buildings, as well as permanent acquisitions.
 - e. Activities without clear anchoring the Nordic region.
 - f. Political campaigning for individuals.
 - g. Activities that have the character of actual worship.
 - h. Projects/activities that have been initiated or held before the time of application.

- i. Activities that are primarily social in nature.
 - j. Expenses for alcohol.
 - k. Unforeseen expenses.
- 5) In the event of any income-generating activity in connection with a funded activity or project, the profit will be deducted from the grant.

§ 6 How much can I apply for?

- 1) Applicants can apply for between DKK 25,000-250,000 per application.

§ 7 How to apply?

- 1) Applications for the pool can only be submitted online through the application module on the pool's website. The pool secretariat may make exceptions in the event of technical problems and the like.
- 2) Applications are processed after the application deadline. Application deadlines are published on the pool's website.
- 3) The application must contain the following information to be considered:
 - a. Master data of the contact person/project manager, and at least one contact person per country participating in the project
 - b. Organisation/CVR number of the organisation or personal identity number of the legal representative (personal identity number), cf. section 3(2)
 - c. Completed application form written in English
 - d. Start and end date
 - e. Budget
 - f. Bank details (registration and account numbers or IBAN and SWIFT numbers)

§ 8 Processing of applications and grants

- 1) In connection with the processing of the case, the pool secretariat may request additional information in order to process the application.
- 2) Applications will be reviewed by the pool's grants committee at a meeting after the application deadline.
- 3) After case processing, the application can either be granted, partially granted or rejected. The applicant will receive an answer immediately after the committee has made its decision.
- 4) Up to 10% can be moved between approved budget lines after the grant has been granted. All changes must be submitted and approved by the pool secretariat before the change can take effect. Grants can be reduced if changes are not approved.
- 5) All changes to the project/activity's content and/or timetable that occur after the grant has been granted must be approved by the pool secretariat. Deductions can be made from the grant if changes cannot be approved.

§ 9 Payment of grants

- 1) Payment of grants is made in two instalments. A 1st payment, which corresponds to 80% of the grant, and a 2nd payment, which corresponds to the remaining 20% of the grant. The first payment can be requested once the grant letter has been received.
 - a. The first payment of 80% is received by sending a request to the pool's secretariat via a form available on the pool's website. The form must be signed by the project contact person. See

- more about the contact person's responsibilities under section 3. The contact person must be at least 18 years old.
- b. The last 20% of the grant can be paid when the pool's secretariat has received and approved the accounts and reporting. See section 10 for more information.
- 2) The grant may be claimed back in full or in part if:
- a. The activity has not been carried out as described in the application, or if the project does not meet the requirements stated in the pool's guidelines.
 - b. The activity ends with a profit.
 - c. The accounts or the description of the activity cannot be approved.

§ 10 How is reporting done?

- 1) For grants of DKK 100,000 or less, grant recipients must:
 - a. fill out a reporting form.
 - b. fill out an accounting form.
 - c. declare how much of the grant has been used and that the grant has been used in accordance with the grant and these guidelines.
- 2) For grants exceeding DKK 100,000, grant recipients must:
 - a. fill out a reporting form.
 - b. fill out an accounting form.
 - c. declare how much of the grant has been used and that the grant has been used in accordance with the grant and these guidelines.
 - d. submit an auditor's statement signed by a registered or state-authorised public accountant. Funding for an accountant can be applied for in applications exceeding DKK 100,000.
- 3) Unless otherwise agreed, a report must be submitted to the pool's secretariat no later than one month after the project/activity has been completed in accordance with the granted project period.
- 4) All grant recipients must keep accounting records, including receipts, invoices or similar documentation, for 5 years from the end of the calendar year in which the granted project/activity is completed, and if required, send the material to the pool's secretariat.
- 5) Random checks are carried out on disbursed pools on an ongoing basis, and after specific assessment and discussion, supporting documents for expenses incurred may be required.
- 6) Failure to comply with reporting or participation in random checks may lead to a demand for full or partial repayment of the grant.

§ 11 PR and publicity

- 1) The Danish Youth Council, the Nordic Council and the Nordic Council of Ministers may use information about activities/projects to publicise the pool and the project, and applicants are expected to contribute to this to a reasonable extent.
- 2) The pool secretariat is responsible for ensuring that the pool and its application deadlines are publicised.

§ 12 Administration of the pool

- 1) The pool is administered by the secretariat of the Danish Youth Council in accordance with an agreement with the Nordic Council and the Nordic Council of Ministers.
- 2) The pool is domiciled in Denmark, subject to Danish law, and all amounts are in Danish kroner (DKK).