

NAPA's Cultural Support Program

Handbook

1 Foreword

Since its establishment in 1987 the Nordic Institute in Greenland has been distributing project support, with the intent of stimulating cultural co-operation in the Nordic region, and in order to establish a "cultural bridge" between Greenland and the rest of the Nordic region. This is what § 2 in the regulations says about the work and tasks of the institution:

"The institution shall support and contribute to the development of the cultural life of Greenland, especially focusing on children and youth culture. This is done by running programs, co-operating with relevant partners in and outside of Greenland, and by distribution of project support."

This handbook describes the frameworks of the program, including the political, organizational and economical dimensions, and the extent, content and working methods of the program.

The program is rooted in the political framework of the Nordic Council of Ministers' Strategy for Nordic Cultural Co-operation 2013-2020.

2 Summary of the program, goals and definitions

The purpose of NAPA's Cultural Support Program is to support the establishment and maintenance of an approachable and involving cultural life with a North Atlantic perspective.

Goals

- NAPA's Cultural Support Program shall support projects which include and make space for children and youth in the cultural life and community of the Nordic region
- NAPA's Cultural Support Program shall engage in reaching out to new interest groups and mirror new cultural expressions with the purpose of adding to the knowledge and interest of cultural co-operation amongst people and organisations in the Nordic region.
- The Cultural Support Program shall promote sustainability both in the cultural life and through culture to the entire community. In this NAPA sees culture as being 'the fourth pillar' in a sustainable community.

Projects and activities must have a clear connection to Greenlandic cultural life and promote the cultural bridge between Greenland and the rest of the Nordic region.

Strategy for Nordic Cultural Co-operation 2013-2020

The ministers for culture of the Nordic countries published a strategy for cultural co-operation in 2013-2020. They listed these themes as areas of priority:

- The sustainable Nordic region
- The creative Nordic region
- The intercultural Nordic region

- Young people in the Nordic region
- The digital Nordic region

Chosen program areas

Of the listed themes above NAPA has chosen three areas of focus for their program of supporting cultural projects:

- The sustainable Nordic region
- The intercultural Nordic region
- Young people in the Nordic region

These three areas have been chosen because they were most relevant to NAPA's regulation and to the strategy and purpose of the institution. The program is open to all five themes of Nordic co-operation, but NAPA's three areas of focus will be prioritised.

Project categories

NAPA's Cultural Support Program is divided into two parts. The first part distributes travelling costs for activities and participants in Nordic cultural projects. The other part distributes project funds for production and realization of Nordic cultural projects in one or more of NAPA's areas of focus. A project must have a strict framework concerning time and finances. It must be stated clearly in both the application and in the grant letter from NAPA whether the funds are for traveling or production expenses.

The program does not support

Time

- Currently running/already started projects
- Already completed activities
- Projects with no time frame
- Recurring projects and activities, which show a clear development and renewal

Content

- Research projects
- Projects focusing on sports
- Projects outside of the field of art and culture

Economy

- The operation or deficit of associations and organisations
- Projects with a financial demand (such as projects for the purpose of covering prior deficits)
- Projects with the purpose of financial gain for the receiver of the funds

Evaluation criteria

All project applications – regardless of the amount of money asked for – will be evaluated based on the same criteria:

- Relevance and benefit to the Nordic region
- Embedded in the Nordic region – the project has to be embedded in both Greenland and at least one other Nordic country or self-governed area. The project must stimulate Greenlandic and Nordic interest in Nordic co-operation.
- Relevant partners

In addition to these criteria emphasis will be added on the potential visibility, degree of co-financing of the project, and its relevance to the themes Children and Youth, Equality and Sustainable development.

These evaluation criteria apply to financial support of both travelling and production expenses.

Relevance and benefit to the Nordic region

In this context Nordic relevance and benefit means that project applications must meet following criteria:

- Encouraging co-operation and establishing contact between participants in the Nordic region
- Strengthening the Nordic dimension in the cultural life individually in each of the Nordic countries, and in the Nordic region as a whole.
- Contributing to a greater understanding of similarities and differences between the Nordic countries
- The project must be arranged as a collaboration with participants from at least two Nordic countries or autonomous territories (Denmark, Sweden, Norway, Finland, Iceland, Greenland, the Faroe Islands and Åland). In this context NAPA does not focus on the nationality of the participants, but rather their registered residence. Both participants and organizers can apply for support. These are the minimum requirements to meet the guidelines for the Cultural Support Program, and in order to apply for support for a project.

For Nordic participation in international projects, the Nordic contribution must weigh heavily in the project, and this must be clearly stated in the project application.

Who can apply?

The Cultural Support Program is open for professionals, amateurs and volunteers in all areas of art and culture. Individuals and groups, organisations, institutions and associations can apply for funds from the program.

What must be included in the application?

The application can either be filled in electronically on NAPA's webpage via <https://www.napa.gl/sog-napa/> or manually by printing the application form as a pdf-file. To complete an application these appendices must be attached:

- A project description, clearly showing its relevance to one or more of NAPA's three focus areas
- A budget for the entire project, including expenses, incomes and self-financing
- A time frame for the entire project
- CV from all participants
- Copies of co-operation agreements/contracts with partners
- Eventual recommendations from relevant stakeholders

Project framework

Economy

The project must have a balanced budget, and a degree of self-financing and/or funding from other contributors (including in kind). There is no minimum or maximum amount for applications.

The grant letter will clearly show which parts of the project the contribution is for, and the funds cannot be allocated without written permission from NAPA. If the project is run differently than described in the project description, the funds must be refunded.

Timeframe

The project must have a well-defined timeframe, not exceeding two years. If a project is to be run for more than a year and the funding is more than 100.000 DKK, NAPA can allocate payment over two budget years.

3 Program administration

NAPA's responsibilities and obligations

Funding for NAPA's Cultural Support Program is granted in the grant letter, which is annually prepared by the Nordic Council of Ministers. It is NAPA's responsibility to ensure proper management, operation and coordination of the funds according to the goals described in the grant letter.

According to the regulations NAPA's board has a special responsibility of the right of disposal over the institution's separate program funds (The Cultural Support Program), and the board has the authority to put up the framework of the announcement of the program, processing of applications and granting of funds.

NAPA's managing director has the responsibility of organising the program (terms of support, reporting and statement), and of the financial management of the funds.

Procedure

Application

Applications for less than 100.000 DKK

These applications have a processing time of maximum 2 months; therefore they have to be sent to NAPA at least two months before the project starts.

Applications for 100.000 DKK or more

These applications have a processing time of minimum 2 months. They are to be processed by NAPA's board, which has two annual meetings – in March and in August. Therefore applications must reach NAPA no later than January 1st or June 1st.

Processing

All applications will be registered and given a project number. Completed applications will be put aside for processing. Incomplete applications missing such as timeframe, co-operation agreement, and budget or similar will be followed up on by gathering missing information and possibly by providing further advice.

NAPA will only process applications made with the application form from NAPA's webpage.

All applications will be processed and answered continuously during the calendar year.

For applications for up to 49.999 DKK the decision is to be taken by NAPA's managing director.

For applications for amounts between DKK 50.000-99.999 NAPA's managing director and the board leader have the decision-making power.

For applications DKK 100.000 or more NAPA's entire board has the decision-making power.

For all applications for 50.000 DKK or more NAPA's managing director prepares the further process by presenting at suggested decision to the board leader or the entire board, according to the amount asked for in the application.

Successful applicants will receive a letter of acceptance including amount of appropriations, payment information and guidelines for the use of the funds.

Terms for receivers of cultural support funds

Receivers of Napa's cultural support funds commit to the following:

- Using NAPA's logo in all printed and digitally published material
- Mentioning NAPA in press releases and other contact with the press
- Submitting an evaluation and financial report on the project no later than 1 month after finishing the project. Reporting deadline will be indicated in the acceptance letter.

NAPA reserves the right to report on the project for self-propagation.

Disqualification

Disqualification in relation to processing applications for NAPA's Cultural Support Program will be decided according to the Nordic Council of Ministers' rules of disqualification – order nr. 15-00768-20.

Following situations lead to disqualification:

1. If the person concerned has a particular personal or financial interest in the outcome of the case, or has represented another person of such interest earlier in the same case, including private persons, legal persons and public authorities.
2. If the spouse, close relative or other close person of the person concerned has a particular personal or financial interest in the outcome of the case, or is a representative of somebody who has such interest, such as private persons, legal persons and public authorities.
3. If the person concerned is actively involved in the leadership of, or has other close association with a company, an association, another private legal person, or a body, including a board or working groups under the Nordic Council of Ministers, which has a particular interest in the outcome of the case.
4. If the case includes the exercise of control or supervisory activities in relation to a body, joint Nordic institution, working group, council of a Nordic institution or similar to that, which is included in the activity of the Nordic Council of Ministers, and the person concerned has been involved in the decision or measures the matter concerns.
5. If there are other circumstances that are likely to raise doubts about the impartiality of the person concerned.

The legal effect of disqualification under § 7 of the Executive Order is that "the person who is disqualified in relation to a case may not make a decision, participate in the decision or otherwise contribute to the treatment of the case in question".

4 Program results and evaluation

The objectives for the individual program areas are described in the annual grant letter from the Council of Ministers to NAPA. Follow-up on the program results is done continuously throughout the year, and these are brought up for evaluation on the management dialogue meeting and the annual reporting meeting. The final assessment of the cultural support program is reported in NAPA's annual report.

Qualitative and quantitative indicators

The qualitative and quantitative indicators show the guidelines and evaluation criteria for the cultural support program. The indicators give an overview of the overall effect of the program, and provide a basis for the assessment of added value of the program.

Indicators

- Number of submitted applications
- Number of appropriations
- Number of refusals
- The total application amount
- The total amount of appropriations
- How many women/men
- How many first time applicants
- Most important partners
- Most important participating countries

The collection of qualitative and quantitative data is done using the application form, the reporting form and the follow-up process.

The result is presented in NAPA's annual report.

5 Language policy

These definitions are used in NAPA's language policy: "Scandinavian languages" means Swedish, Norwegian, and Danish. "Nordic languages" means the Scandinavian languages and Finnish, Faroese, Icelandic and Greenlandic.

Application system

The languages in the electronic application system are Danish, Greenlandic, and English.

Applications

Applicants can submit applications in a Scandinavian language, in Greenlandic, or in English.

Contract

A contract between NAPA and a project manager will be concluded and recorded either in a Scandinavian language or in English.

6 Communication

The overall purpose of NAPA's communication is to reach out with:

1. Specific information about the Culture Support Program and application deadlines to potential applicants (target groups) in the Nordic region, encouraging them to apply for funds.
2. Information about Nordic cultural co-operation in general.
3. Information about granted projects
4. Information about the effects and results of the Culture Support Program

Information material is produced in Danish, Greenlandic, and English, and NAPA offers advice in all three languages.

Webpage

A handbook, instructions and application form for the Culture Support Program are located on NAPA's webpage on <https://www.napa.gl/sog-napa/>. On this page there is also a selection of granted projects, which have been supported through the Culture Support Program.

Facebook

Marketing material on the Culture Support Program – profile videos, project results and application deadlines – are posted on NAPA's Facebook page and directed to relevant target groups.

Visits to Cultural Institutions

In order to inform specific target groups NAPA visits various Greenlandic cultural institutions every year, giving information on how to make use of the Cultural Support Program.

Cultural Institutions under the Nordic Council of Ministers

In order to reach out to target groups outside of Greenland, NAPA co-operates with other Nordic houses spreading out information about the Cultural Support Program.