Guide to the application form

Svalbard Environmental Protection Fund cooperate with the Environmental Agency in Norway (Miljødirektoratet) using their application gateway for submitting applications for subsidies.

In order to submit applications you have to log in and establish a personal profile or a profile for company and organisation. Applicants that receive funding will later in an easy way deliver accept forms, request for payments and reports from the project.

The application gateway is only in Norwegian language, but we hope this guide will help you submitting applications also in English. Do not hesitate to contact Svalbard Environmental Protection Fund if you have questions.

Front page

This is the site where you open the application form. Here you also establish the personal profile. To activate the profile you will receive an e-mail from Miljødirektoratet with a link you have to follow before you can open the application form.

Step 1: Welcome

In allocation of funding in 2015 the Svalbard Environmental Protection Fond will emphasize the following content in projects:

- Understanding of climate change and its effects on the natural environment, cultural heritage and community planning. The significance of these changes for environmental management in Svalbard.
- Industrial cultural heritage
- Understanding of how climate change influence distribution and travel patterns
- Environmental friendly outdoor recreation.
- Information and knowledge about Svalbard's natural environment and cultural heritage focused in new ways of information especially aimed for children and young people.
- Projects that promote sustainable tourism.
- Projects which aim to ensure sustainable harvesting of wildlife in Svalbard and projects that improve the knowledge base for the sustainable management of the harvest.
- Projects that promote the environmental by urban development, handling of waste, prevention and reduction of pollution in the settlements.
Complementing and use of the application scheme

The application scheme save new input when you shift from one step to another. If you close the browser or log out you find the application in "Mine søknader" (My applications).

To shift between the different steps you us “forrige” (back) and “neste” (next). All fields marked with (*) has to be filled out before next step. No information will be sent before you finally click the “Send inn”, to submit the application.

Step 2: Terms

In this step the applicants have to accept terms & conditions regarding submitting the applications.

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A screenshot of the application page is included, showing the terms and conditions in Norwegian.
Step 3 Information about the applicant.

This information is mainly based on the applicants' profile. Remember to check the account number and also give the official mail address to your company or institution.

Step 4: Short summary of your project

Fill out a descriptive name of the initiative or project. Using keywords describe the content of the project/initiative and the environmental effects. Scientific projects must also describe the effect or the relevance the project will have for the environmental management of Svalbard.
Step 5: Detailed Project description.
This step is the main information in the application. You could in addition submit project descriptions as attachments in step 9.

- **Application category**
  1. Kartleggings- og overvåkningstiltak / Surveying and monitoring initiatives
  2. Skjøtel og vedlikehold / Management and maintenance
  3. Gjenoppretting av miljøtilstanden / Restoring environmental degradation
  4. Undersøkelser av hva som forårsaker endringer i miljøet / Investigations studies proving factors influence on the environment
  5. Tilretteleggingstiltak / Arrangement for taking care of the environment
  6. Kulturminnetiltak / Cultural heritage initiatives
  7. Informasjons- og opplæringstiltak / Information and education initiatives
  8. Fiske- og vilttiltak / Fish and game initiatives

- **Detailed description of the initiative, objectives and planned implementation**
The application must contain a description of the objectives of the initiative/project and a complete specification of the initiative/project or its implementation. It is important that the initiative/project is adequately described so it is possible to fully appraise the actual substance of the initiative/project.

- **Environmental effects/positive result of initiative/project**
The applicant must provide an outline of how the initiative/project will contribute to achieving the aims of the Svalbard Environmental Protection Fund.

How the initiative/project will help to protect Svalbard’s distinctive natural environment and how it may be preserved as a basis for experience, knowledge and value creation must be clearly documented. The applicant should, for example, describe the relevance of the project and the benefit from the initiatives, the number of potential users, results of surveys, monitoring, remediation of the environment, information and education.

- **Relevance for the environmental management of Svalbard**
Svalbard Environmental Protection Fund can provide support to scientific projects, focussing on environmental management related issues, which are important to achieving the high environmental goals set for Svalbard. The project must emphasize how the project/initiative is important for environmental management and the knowledge gaps that the project can help to solve. The planned use and the recipient of the results of the project must also appear.

Svalbard Environmental Protection Fund will require that the project/initiative describes the main results, positive environmental effects, proposals for measure and follow-up in a final report.

- **Ris id**
Research projects have to register in the Research in Svalbard (Ris) database. Please sign in the Ris number.

- **Continuation of existing or completed projects**
Scientific projects have to indicate whether the project is new and novel, or whether the project is related to previously completed or ongoing projects. The same requirement is set if the project is part of a larger project. Applicants must answer whether the project complements and builds on previous or ongoing activity, which can contribute to meet the environmental management knowledge needs.
— **Competence (technical and professional)**

In the case of applications that are relevant to projects/initiatives of an especially technical or specialist character, it must be shown that the applicant has the necessary competence to be able to carry out the initiative/project. Specify the exact competence and skills of the applicant relevant to the projects/initiative.

— **Co-operating partners involved in the initiative/project**

If there are several co-operating partners involved in the project, this must be stated in the application. If a formal or binding co-operation has been agreed, a copy of the agreement must be attached in step 9.
Step 6: Progress plan
Please specify start and finish date for the project. Name the head of project and give the milestones for fieldwork, report and other project activity.

Step 7: Budget
Expenditure must be specified clearly, so that the Committee is able to evaluate whether the overview is realistic. The various specific types of expenditure must be made sufficiently evident. This applies to all expenditure involved in the project. Voluntary work is calculated with a value of NOK 200 per hour. This applies to efforts of private individuals, voluntary associations and interest groups. Costs specifically related to wages must be included in expenditure specifications with real rates and total number of hours even if it planned as own contribution. Signed quotes from tradesmen, consultants etc. that are involved in the initiative/project must be provided with the application in step 9. Material costs must also be specified in the expenditure overview.
Step 8: Finance plan

The Svalbard Environmental Protection Fund requires a complete finance plan for every initiative/project. To ensure that initiative/projects that receive subsidies from the Fund are carried through to completion a finance plan is required to enable the Fund to evaluate the feasibility of the initiatives/projects. If the finance plan requires contributions, loans etc. from others, this must be specified with amount and also be documented as attachments. Own efforts as work or cash contribution in the project must be stated, and will be emphasized in the evaluation of application.

Provide also information on the consequences for your initiative/project with a reduced subsidy of the amount applied for.
Step 9: Attachments
The aforementioned documentation must be included with the application. Maps must be attached if the initiative/project involves activity in the field. The map must indicate the exact location of the intended activity. A detailed work description for preservation of cultural heritage sites must be attached. The work description must include technical details of the intended procedures, selection and use of all materials, paint types etc.

If the application is regarding subsidy for an ongoing initiative/project, a report and account should be submitted before the fund consider a new application for subsidy. If the applicant does not have delivered a report and accounts, this lack of documentation could have negative consequences for the evaluation of the application.

There is also a general assumption that formal permission from i.e stakeholders, The Governor of Svalbard and the Directorate of Cultural Heritage are documented before the support can be given.

Step 10: Recipient
Applications to Svalbard Environmental Protection Fund have only one recipient. (This step is a formal part of the application gateway and other grants may have other recipients.)
Step 11: Summary:
In this step you find an automatic summary of the application.

NB! Remember to press the “send inn” (submit) button to deliver the application.

Step 12: Receipt / Certificate of posting.

This is the last step an you receive an receipt. The application is sent to firmapost@sysselmannen.no and will be available in the public post journal.

The receipt has a reference number, but each application will also have a unique project number that should be used in all communication about the project.

The applicants will also receive a receipt in an e-mail and a copy of the application

If further information is required please contact the secretary of the Svalbard Environmental Protection Fund:

Address: Svalbard Environmental Protection Fund
The Governor of Svalbard
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E-post: firmapost@sysselmannen.no
Web: www.sysselmannen.no / www.miljovernfond.no

This guide has been created on the basis of the regulations concerning subsidies granted by the Svalbard Environmental Protection Fund of 30th April 2007 and the new system for submitting applications in 2014.