

OIC Nordic Atlantic Cooperation Fund



Guidance Notes for Applicants

Background

This fund has been created as part of Orkney Islands Councils (the Council) collaboration with the Nordic Atlantic Cooperation (NORA).

Its aim is to create opportunities for people across the North Atlantic to cooperate on projects relating to areas where there are shared interests.

In 2023, The Council signed a [Memorandum of Understanding](#) with NORA. This included a commitment to create opportunities and support communities to work together on projects funded through NORA.

NORA works with people in the Faroe Islands, Iceland, Greenland and Coastal Norway and has supported several projects over the years, for example on sustainable tourism, youth projects, seaweed, sustainable packaging, information technology, camping, agriculture and conservation, sustainable aviation fuel and many more. You can find more information [here](#).

A total fund of £20,000 has been made available through the Council for organisations or companies based in Orkney to work with those that are funded by, or seeking funding from NORA.

Who can apply?

To be eligible an Orkney applicant must find a partner from the NORA region to work together on a project.

Organisations that are eligible to apply include for example:

- Community groups with legal personality and a bank account
- Scottish Charitable Incorporated Organisations
- Academic institutions and research centres
- Social enterprises
- Schools
- Public sector organisations
- Small and medium sized enterprises (no more than 250 employees) that have been trading in Orkney for a minimum of 12 months and have at least 1 full time equivalent employee.

The applicant organisation must be based in Orkney and constitute a legal person meaning it is legally constituted and can enter into a contract.

The lead partner must be a partner based in the NORA region and must be recognised as eligible to apply for funding through NORA.

Type of call

This is an open call. Organisations can apply at any time and are encouraged to apply as early as possible. Applications will be considered on a case-by-case basis and as a result funding may be fully allocated prior to the application deadline.

Key Dates:

Application process open:	Friday 4 October 2024
Final deadline for any applications:	1200 (midday) Friday 20 December 2024
Project end date and deadline for claiming:	1200 (midday) Friday 26 September 2025

Funding type

This is classed as a grant and is revenue funding.

What can the funding be used for?

Examples of what you may wish to use the funding for includes:

- Staff costs (including associates or consultants directly linked to the Orkney based company)
- Travel and accommodation to enable participants from Orkney to participate in project related meetings/events/conferences within the NORA region (incl. Canada)
- Event costs i.e. hire of venues in Orkney
- Production of materials/outcomes relating to the deliverable of the overall project i.e. feasibility reports/case studies about Orkney
- IT hardware and software where this is directly linked to a project or outcome which has demonstrable impact on NORA projects
- Learning and/or presentation materials
- Equipment and implementation costs

All costs and items must relate to the project and the organisation submitting the application.

What can't the funding be used for?

Examples of what the funding shouldn't be used for:

- Purchase of land
- Purchase or repair of buildings
- Purchase of vehicles
- Building construction/refurbishment of property
- Pay for religious services or religious materials
- Pay for material that is designed to support political activity, a political party
- Fund ordinary ongoing costs of public sector organisations
- Projects which intrinsically have the potential to bring the Council into disrepute or cause harm to the reputation of Orkney will not be considered.

Examples of exclusions

- Project costs that have already been committed to or spent prior to the project start date.
- Only expenditure made on or after the date of any offer of grant is eligible. Any items committed to before the date of the offer letter will be ineligible (this includes orders placed).
- If an application is approved, payment of any grant is made retrospectively based on claim evidence.
- Payments not supported by invoices and/or documents proving expenditure.
- Consumables – unless directly related to delivery of the project.
- Any other costs deemed ineligible by the Council.

What is the maximum claim?

You can apply for up to a maximum of £5000, there is a minimum of £1000.

The following documentation will be required to accompany an application:

- Company registration number or HMRC unique Tax Reference and evidence of trading.
- 6 months bank statements corroborating trading income.
- Copies of last year's trading accounts, plus current and next year's projected turnover.
- VAT registration number (if applicable).
- Itemised quotes for the total project, each quote must include:
Supplier details, details of the exact item being purchased, including description and brand, prices and any applicable VAT.
- Bank account details.

Do I need match funding?

No, there is no requirement for match funding however demonstrating that you have match funding, in kind or have tried to secure other sources of funding will be taken into account and may improve the case for approval of your application.

Release of funding

A Grant Offer Letter will be issued to the successful applicant

Funding will be released to the successful applicants as Minimum Financial Assistance as per [Subsidy Control Regime](#).

Funding will be released on completion of the activity with appropriate evidence of spend.

Deadlines

You can apply at any time but the final deadline for submitting an application is **1200 midday on Friday 20 December 2024**.

There is a requirement for all funding to be spent and claimed by **1200 (midday) Friday 26 September 2025**

How to apply

Reach out to David MacRae, Sustainable Regeneration Funding Manager at Orkney Islands Council, on nordicatlanticfund@orkney.gov.uk to explain your project idea and talk through the application process.

Your details will be shared with NORA so that they can put you in touch with potential project partners across the NORA region.

Once you have a project partner and have agreed your role within the project you should complete an application form and submit this to: nordicatlanticfund@orkney.gov.uk

The application form can be found in the Related Documents section or by clicking here.

How to claim

Once you have completed the agreed activity you should submit the agreed evidence of the project outputs/completion and evidence of spend to nordicatlanticfund@orkney.gov.uk

Marketing

Any promotional activity should acknowledge the grant funding from the Council and the partnership with NORA.

Your data

Once you have contacted the Council, we will share your information with NORA so that you can receive help to find a partner, unless you make clear that you will not be applying for the fund.

Should you wish to apply for funding we will share for example, your name, contact details, areas of interest with NORA.

Your information will be held by the Council in order that we can contact you about NORA/North Atlantic/Arctic related activity. To request that your details are removed from this list you should email nordicatlanticfund@orkney.gov.uk The Council's privacy notice is available in Appendix 1 of this guidance.

Further Information

For more information on NORA you can visit their website [here](#).

Examples of the type of projects NORA are involved in can be found [here](#).

Contact Details

Please reach out to David MacRae, Sustainable Regeneration Funding Manager, Orkney Islands Council if you have any questions. Email: nordicatlanticfund@orkney.gov.uk Tel: 01856 873535 Ext. 3352

Appendix 1 Privacy Notice

Data Processor

Your personal information will be processed by Orkney Islands Council, School Place, Kirkwall, KW15 1NY. You can contact the Council on 01856873535 or SPBS@orkney.gov.uk.

Data Protection Officer

The Council's Data Protection Officer is Gavin Mitchell, Head of Legal Services, who can be contacted using the contact details for the Council as set out above.

Your rights

- The right to be informed about how your information will be used.
- The right of access to your personal information.
- The right to rectification, which is the right to require the Council to correct any inaccuracies or omissions.
- The right to request the erasure of any personal information held by the Council where the Council no longer has legal reason to hold the information.
- The right to request that your information is only processed in certain ways.
- The right to data portability.
- The right to object to the Council processing your personal information.

These are not absolute rights and there may be circumstances where the Council is legally obliged to process your information in a particular way. The Council has published a guide which sets out in details your rights and how you can exercise them. The Guide is available from the Council's reception area or on the Council's website.

Sharing your information

The Council is legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this; the Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate. Information is also analysed internally in order to provide management information, investigate fraud, ensure our records are up-to-date, inform service delivery reform and similar purposes.

Transferring our information outside the UK or European Economic Area

The Council will not transfer personal data outside either the UK or the European Economic Area (EEA) unless this cannot be avoided. The Council will only transfer data outside the UK and the EEA when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy. On the occasions when it does transfer your information outside the UK or the European Economic Area, the Council will inform you.

Profiling and automatic decision making

The Council does not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.

How long do we keep your information?

The Council will only keep your information for as long as necessary. Full details of how long the Council usually retains your information can be found in the Council's Retention and Disposal Schedule which is published on the Council's website here: https://www.orkney.gov.uk/Files/Council/Council-Plans/OIC_Retention_Disposal_Schedule.pdf. However, there may be circumstances where we may need to keep your information for longer. Once the Council no longer needs to keep your information, it will be securely destroyed.

Right to complain

If you are unhappy with the way the Council has processed your personal data you have the right to complain. Any complaints regarding your data should be addressed to the Data Protection Officer. If the matter is not resolved, you can contact the Information Commissioner's Office. The address and contact details for the Information Commissioner's Officer are:

45 Melville Street.
Edinburgh.
EH3 7HL.
Telephone: 01312449001.
Email: <mailto:scotland@ico.org.uk>