

# Guide to application form autumn 2010



SVALBARD ENVIRONMENTAL  
PROTECTION FUND

## Guide to completing the application form for subsidies from the Svalbard Environmental Protection Fund.

This guide has been created on the basis of the regulations concerning subsidies granted by the Svalbard Environmental Protection Fund of 30<sup>th</sup> April 2007. Commentaries on the regulations are available from Lovdata:  
<http://www.lovdata.no/cgi-wift/ldles?doc=/sf/sf/sf-20070430-0599.html>.

### 1. **Brief information about the applicant and the project/initiative**

Fill out a descriptive name of the initiative or project. In keywords describe the content of the project/initiative, the environmental effects, costs, expenses and the application sum. Scientific projects must also describe the effect or the relevance the project will have for the environmental management of Svalbard.

### 2. **Contact information**

Fill out address and contact information of the applicant. The applicant must be clearly defined, so that it is readily apparent who is responsible for carrying out the initiative/project that is granted a subsidy. Specify contact information relevant for the applicant – it should be clear whether the applicant is a person, an organisation or a combination of person/organisation. Specify the account number that any subsidies are to be transferred to. The nationality of the applicant must also be included. If the applicant is a permanent resident of Svalbard this must also be noted on the form.

If the initiative/project has a web-site, the web-adress should be noted on the form. The same requirement applies if the applicant has got a reference to this particular initiative/project on their web-site.

### 3. **Application category**

Tick the main category. If the application is relevant for several categories, tick all that apply. The categories must then be ranged in order, i.e. category 1 is most important, category 2 is second most important etc.

### 4. **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.

If the initiative/project includes field work, the intended period for the field work must also be stated in the project specification. A separate appendix (that includes more detail about the project than is possible under item 3 of the form) should be included. In the case of larger projects a separate project specification must be included. A complete specification must contain a maximum of 2 pages.

### 5. **Environmental effects/positive result of initiative/project**

The applicant must reply providing an outline of how the initiative/project will contribute to achieving the aims of the Svalbard Environmental Protection Fund.

The information must outline how the initiative/project will help to safeguard Svalbard's distinctive natural environment and how it may be preserved as a basis for experience, knowledge and value creation.

The applicant should, for example, describe the relevance of the project, who will benefit from the initiatives, the number of potential users, results of surveys, monitoring, restoration of the state of the environment, information, education, adaptation etc.

**6. Relevance for the environmental management of Svalbard**

Svalbard Environmental Protection Fund can provide support to scientific projects, focussing on environmental management related issues, which is important to achieve the high environmental goals set for Svalbard. The project must emphasize what is important for environmental management and knowledge gaps which the project can help to fulfil. Svalbard Environmental Protection Fund will request that the research project in a final report describes the main results, positive environmental effects, proposals for measure and follow-up.

**7. Publishing of results**

Svalbard Environmental Protection Fund has a focus on that all projects which are supported by the Svalbard Environmental Protection Fund shall, in a suitable manner, publish the fact that they are supported by the Svalbard Environmental Protection Fund. Results of all research projects that are supported by the Svalbard Environmental Protection Fund must be made publicly available.

The reports shall emphasize the main results of the project and the environmental benefits of the project. Scientific projects must also highlight what is interesting and relevant in an environmental management perspective.

After the end of the project shall Svalbard Environmental Protection Fund receive a brief, popular science presentations of the results of the project, suitable for publishing on the Funds web sites.

**8. Previous initiatives within the same category or similar projects**

If the applicant has previously been involved in initiatives, or if the applicant is aware of others that have carried out similar initiatives within the same main category, these must be listed here. Details of the type of initiative, date and place must also be included.

**9. Continuation of existing or completed projects**

Scientific projects have to answer whether the project is new and unique, 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 up under previous or ongoing activity, which can contribute to meet the environmental management knowledge needs.

**10. 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 assignment to be completed.

**11. 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.

**12. Progress plan**

Specify a complete progress plan with planned start/completion dates, total costs and the applied sum ( item 13 A and B).

Also specify a complete plan for the implementation of the initiative/project, with milestones, dates for interim reports and dates for field work.

**13. Budget**

*A. Expenditure overview*

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.

Signed quotes from artisans, consultants etc. that are involved in the initiative/project must be provided with the application.

Material costs must also be specified in the expenditure overview.

*B. 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.

Own efforts in the project must be stated, and will be emphasized in the evaluation of application.

**14. Assessment of the amount of subsidy**

Provide information on the consequences for your initiative/project with a subsidy of 50% and 75% of the amount applied for.

**15. Application for subsidy has also been sent to or/and made earlier to**

Specify the organisation/institution etc that the applicant has applied to for support or subsidy in regard to this concrete initiative/project. The actual recipient and the amount (in NOK) of the support/subsidy must be specified. Specify also whether or not the applicant has received a reply to the application. It must be made clear whether the application was successful (funds granted), including amount in NOK, or whether the application was refused.

**16. Will the initiative/project contribute geographically localised environmental information for Svalbard?**

If the initiative/project will generate data on geographically localised information, (surfaces, lines, points etc), this must be made clear in the application. The Svalbard Environmental Protection Fund requests digital data as a part of any reports made in connection with the initiative/project.

**17. Does the initiative/project have any possible negative environmental consequences?**

If the project has any negative environmental consequences these should be included here, e.g. emissions, increased traffic, disturbance of plant and/or animal life etc.

**18. Reasons for exemption of publication of the results of the initiative/project.**

The results of any surveys carried out that are financed by the Fund must be made available to the public. Any reasons for an exemption to this regulation in regard to publication of the results of the initiative/project must be stated here.

**19. Accounting and auditing to be carried out by**

Specify the name of the responsible person/company. The Svalbard Environmental Fund Protection may require certification by an auditor for non-governmental recipients. Applicants that are granted subsidies are required to provide accounts and reports in accordance with the guidelines that are issued with the subsidy grant resolution.

**20. Appendixes**

The aforementioned documents must be sent along 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 will be available before the support can be given.

**21. Binding signature**

The project/initiative leader for the project must sign the application. The signer holds the formal responsibility for the application.

**Further information**

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

Address: Svalbard Environmental Protection Fund  
The Governor of Svalbard  
P. O. Box 633  
N-9171 Longyearbyen

Telefon: +47 79 02 43 51 Fax: +47 79 02 11 66 Mobile phone: 952 73 473

E-post: [trine.krystad@syssemmannen.no](mailto:trine.krystad@syssemmannen.no) Web: [www.syssemmannen.no](http://www.syssemmannen.no)

- Applications sent by e-mail must be confirmed by letter. Deadline for confirmation is 1.th of October 2010.
- Applicants that receive subsidies are required to provide accounts and reports in accordance with the guidelines that are issued with the subsidy grant resolution.
- If the subsidy is not utilised in accordance with the objectives of the grant the subsidy will be required to be repaid.
- The information provided in the application will be available in the public domain.
- Norwegian applicants are requested to write the application in Norwegian language.
- Read this guide thoroughly and fill out the form accordingly.
- Applications that do not meet the requirements contained in the regulations for subsidies from the Svalbard Environmental Protection Fund, will be rejected.

### **GUIDE TO RESEARCH PROJECTS**

Svalbard Environmental Protection Fund can provide support to research projects, aimed at environmental management relevant issues, which are important for achieving the environmental goals set for Svalbard.

Research projects applying for funding must therefore have an issue that is relevant to the environmental management and can contribute to fill knowledge gaps.

How and in what way the management can utilize the results should also be described.

The applicant must also describe whether the project is a new and unique project, or a continuation, an addition or a part of another.

The various financial contributors shall be mentioned with the type and support and the amount each collaborator contributes to the project.

All partners' contributions into the project, both content ones and financially, must be clearly described. The initiative for the project should also be clear. It should also be given an assessment whether the project has selected technological methods at least possible environmental impact on the environment, cf. Svalbard Environmental Protection Act.

Research projects which receive funding, must after the project end submit a popular scientific report, suitable for publication on the website, where specific questions about the main results, environmental effects, proposals for initiatives and importance for environmental management must be answered.

Also see items 6, 7, 9, 12 and 13.

**Deadline for application 15. th of September 2010.**

## VALID ONLY FOR APPLICATIONS THAT NEED PERMITS

Items A to G (incl.) below are to be completed by applicants that require permits from the regulating authority in regard to the Svalbard Environmental Act, or those that include field activities.

**A. Are the necessary permits attached with the application?**

Indicate here whether the necessary permits are attached, or not.

**B. Geographical location/scope**

Specify the geographical location or range of the initiative/project (map/GPS coordinates, area or land reference/title no.). If the application includes any involvement of cultural heritage sites these must also be marked on a map section that must be included.

**C. Area plan status within the plan area**

Information must be included concerning the area plan status for the area in which the initiatives will be carried out. It will therefore be necessary for the applicant to consult the area plan map and regulations. Plans have been drawn up for Longyearbyen, Svea, Ny-Ålesund and Barentsburg. Area plan status is especially important for initiatives that involve physical intervention or initiatives in the terrain (all types of building and construction activity). The planned use of the area must be in accordance with the objectives of the area plan. Often, the initiative/project will require a permit to be issued by the authorities and it is the responsibility of the applicant to acquire and provide the necessary information in this regard.

If the applicant is in doubt about this point, it is recommended that the applicant contacts the plan authorities in Longyearbyen (Longyearbyen local council), in Svea (Store Norske), in Ny-Ålesund (Kings Bay AS) or in Barentsburg (Trust Arktikugol) to obtain more information as to whether the initiative/project is in accordance with the area plan.

Clarified plan status is only relevant for initiatives/projects that will be carried out within the plan areas. A confirmation from the plan authorities for initiatives that require permits must be attached with the application, see item G.

**D. Does the initiative/project involve the following:**

If the initiative/project involves, for example, the use of a helicopter, requiring a landing permit, this must be indicated in the application. The same applies to establishment of field camps etc.

**E. Protected areas**

If the initiative/project is to be carried out in a protected area, the particular area must be clearly stated in the application.

**F. Landowner or registrant**

Specify the name of the landowner of the location at which the initiative/project is to be carried out.

**G. Permits**

Permits from the Governor of Svalbard, Longyearbyen Local Board or/and the landowner must be attached to the application.