

# APPLICATION GUIDELINE

All applications must be consistent with NORCODE's objective, which is to carry out international development work in the copyright field.

For your application to be considered, please read carefully Funding criteria and follow this guideline. All sections and sub-sections must be answered in a separate document (on computer or typewriter). The document must be signed and sent to Norcode, Kongens gate 4, N-0153 Oslo, Norway. In addition, you may also send the document by e-mail at [norcode@norcode.no](mailto:norcode@norcode.no).

## **1. GENERAL INFORMATION**

- 1.1. Name of organization
- 1.2. Address
- 1.3. Phone (country code/area code)
- 1.4. Fax (country code/area code)
- 1.5. E-mail
- 1.6. Web site (if any)
- 1.7. Organization number
- 1.8.1. Contact person
- 1.8.2. Phone (country code/area code)
- 1.8.3. E-mail

## **2. ADMINISTRATION AND BOARD**

- 2.1. Name and position of all employees
- 2.2. Name and position of all board members

## **3. THE AUDITOR**

- 3.1. Name
- 3.2. Address
- 3.3. Phone (country code/area code)
- 3.4. Fax (country code/area code)
- 3.5. E-mail

## **4. ORGANIZATION**

- 4.1. Short description of the organization and its members (if any)  
(Not more than 500 letters)

## **5. NETWORK**

- 5.1. Please state any national and/or international organizations/networks your organization is a member of, or cooperate with

## **6. WHAT**

- 6.1. Please state what kind of funding you apply for  
a) Activity grant, b) Project grant, or c) Project loan
- 6.2. Date of project/activity start
- 6.3. Date of project/activity end
- 6.4. Short description of the activity/project.  
(Not more than 500 letters)
- 6.5. Please state how your project/activity will raise the awareness of management of copyright and related rights

## **7. BUDGET**

- 7.1. Amount sought from Norcode (in local currency and NOK)
- 7.2. Estimated repayment date for project loan
- 7.3. Please enclose a short budget with key amounts  
a) For project grant, please enclose a three-year budget  
b) For project loan and activities, please enclose a one-year budget

## **8. ATTACHEMENTS**

- 8.1. Complete description of the project/activity in correspondance with Norcode's Funding criteria
- 8.2. Complete budget  
a) For project grant, a complete three-year budget  
b) For project loan and activities, a complete one-year budget
- 8.3. Annual report and audited accounts
- 8.4. Other attachements

## **9. SIGNATURE**

- 9.1. Date
- 9.2. Name
- 9.3. Signature