

# 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, P.O. Box 975 Sentrum, N-0104 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 organisation
- 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 Organisation number
- 1.8 Contact person
- 1.9 Phone (country code/area code)
- 1.10 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. ORGANISATION

- 4.1 Short description of the organisation and its members (if any)  
(Not more than 500 letters)
- 4.2 Membership. Please state
  - a) Number of members (if any) by the date of the application
  - b) Expected number of members by the end of the project/activity

## 5. NETWORK

- 5.1 Please state any national and/or international organisations /networks your organisation is a member of, or cooperate with
- 5.2 Bilateral agreements. Please state
  - a) Number of signed bilateral agreements with sister organisations in other countries (of any) by the date of the application
  - b) Expected number of signed bilateral agreements with sister organisations in other countries by the end of the project/activity

## 6. WHAT

- 6.1 Please state what kind of funding you apply for:
  - a) Activity grant
  - b) Project grant

- 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
- 6.6 Meetings or seminars aiming to inform about rightsholders, users and others' copyright and related rights. Please state
  - a) Number of arranged meetings or seminars (if any) by the date of the application
  - b) Expected number of arranged meetings or seminars by the end of the project/activity

- a) For project grant, a complete three-year budget
- b) For activities, a complete one-year budget
- 8.3 Annual report and audited accounts
- 8.4 Other attachments

**9. SIGNATURE**

- 9.1 Date
- 9.2 Name
- 9.3 Signature

**7. BUDGET**

- 7.1 Amount sought from Norcode (in USD and NOK)
- 7.2 Please enclose a short budget with key amounts (in local currency and NOK)
  - a) For project grant, please enclose a three-year budget
  - b) For activities, please enclose a one-year budget
- 7.3 Collection of royalties. Please state
  - a) Amount of collected royalties (if any) by the date of the application
  - b) Expected amount of collected royalties by the end of the project/activity
- 7.4 Distribution to rightsholders. Please state
  - a) Amount of distribution to rightsholders (if any) by the date of the application
  - b) Expected amount of distribution to rightsholders by the end of the project/activity

**8. ATTACHMENTS**

- 8.1 Complete description of the project/activity in correspondence with Norcode's Funding criteria
- 8.2 Complete budget