



## Grant contract

### 1. Project

Project title: Optimizing Administrative Efficiency: study visits to learn the best practices of Norway and Finland  
Project number: PA-GRO-1867

### 2. Grant awarded by

Nordic-Baltic Mobility and Network Programme for Public Administration represented by the Programme Management Body, Nordic Council of Ministers' Office in Estonia, Lai 29, 10133 Tallinn, Estonia.

Programme manager: Maria Gratschew, Director of the Nordic Council of Ministers' Office in Estonia (NCMOE)

Programme coordinator: Madis Kanarbik, Head of Tartu Branch Office of the Nordic Council of Ministers' Office in Estonia

### 3. Grant info

Grant sum: 4000 €  
Decision date: 22.05.2025  
Advance payment (85% of grant): 3400 €  
Date of first project activity: 18.05.2025

### 4. Grant recipient

Name: Office of the Prosecutor General  
Address: Tallinn Wismari 7 15188  
Telephone: +372 6139418  
E-mail: marianne.tiigimaa@prokuratuur.ee  
Date of first project activity: 18.05.2025

### 5. Grant recipient's bank requisites

Account holder: Ministry of Finance  
Reference number (if needed): 2800049667  
ID-number / reg. no.: 70000272  
Bank: SEB Pank  
Bank code (SWIFT/BIC): EEUHEE2X  
Account (IBAN): EE891010220034796011

### 6. Project manager

Name: Marianne Tiigimaa  
Position: Head of HR Division  
Telephone: +372 6139418



E-mail: marianne.tiigimaa@prokuratuur.ee

## **7. Terms and Conditions**

### **7.1 Purpose of grant**

To participate in the Nordic-Baltic Mobility and Network Programme for Public Administration.

The programme is established to promote and strengthen cooperation, exchange of knowledge and networks between public administration structures on all administrative levels in the NB8 countries (Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway and Sweden). The overall goal is to increase the global competitive power of the region.

### **7.2 Special conditions**

85% of the grant will be transferred to the recipient within two weeks from the signing of this contract. Please be informed that the Management Body will not be able to transfer grants during the period of summer vacations. The recipient has the right to receive the remaining 15% (if needed) after the submission of a report on the project activities and a financial report to the Director of the Nordic Council of Ministers' Office in Estonia (NCMOE). The report is to be submitted on-line using the electronic application and reporting system at [www.nb8grants.org](http://www.nb8grants.org) no later than 30 days after completion of the mobility activity/end of the project.

The mobility programme can cover max. (not more than) 60% of the total sum of the eligible budget of the project (costs for travel, accommodation and daily allowances), the applicant has to cover at least 40% of the total sum of the eligible budget of the project. The sum of the allocated grant is final and can not be changed to a larger amount. If the financial report lacks necessary documents to prove that the grant has been used correctly, and that the applicant has covered at least 40% of co-financing of the total eligible budget of the project, the recipient is obliged to repay to the NCMOE the part of the grant for which documentation is lacking.

If the recipient is unable to fulfil the planned project activities within one calendar year after the grant decision notification, the recipient is obliged to repay the grant in full to the NCMOE.

The recipient is responsible for signing this contract and preparing travel arrangements and other bookings in good time. The recipient is asked to read this document carefully, to fill in the required information to receive the grant and accept the terms and conditions of this contract at the NB8-Grants application system environment <https://www.nb8grants.org>.

The NCMOE does not take responsibility for any complications that arise due to the recipient's delays in accepting the grant and contract.

The recipient is obliged to:

- use the grant in accordance to the aims set in the application and the budget stated in the confirmation letter (the confirmation letter is a part of this contract);
- co-finance a min. of 40% of the total eligible costs of the project;
- inform the NCMOE about changes in connection to the study visit/ network project and use of



the grant in good time.

- submit a project content report to the NCMOE within 30 days after completing the trip/ final project activity.
- submit a financial report (with the copies of transport receipts, hotel receipts and other receipts) to the NCMOE within 30 days of completing the trip/ final project activity.

### **7.3 Use of project funding**

The grant recipient is responsible for ensuring that the project funding awarded is spent on the purposes and project specified above and in accordance with the currently valid conditions governing such purposes and project. The grant recipient bears this responsibility until it lapses in accordance with the ordinary Danish legislative provisions on expiry dates.

If project funding is used partly or wholly for other purposes or projects or otherwise in contravention of the conditions governing the grant, the prior requirements for the grant are regarded as having become void, with the consequence that the Programme Management Body is entitled to withdraw the grant and to demand full or partial repayment by the grant recipient of the project funding allocated.

The above provision also applies if the grant recipient fails to implement the project, or if the Programme Management Body does not receive and approve the report and the required documentation for implementation of the project.

### **7.4 Disbursement of project funding**

Unless otherwise stipulated in the special conditions of the Grant Confirmation and Conditions, 85% of the project funding is disbursed upon issuing the Grant Confirmation and Conditions. The remaining 15% is disbursed when the Programme Management Body has received and approved documentation, in the form of a final report and accounts establishing that the project has been implemented and completed and that the goal for which the grant was awarded has been achieved.

Disbursement of project funding is effected according to the conditions mentioned above (p.3 - p.7.1-7.5) If the project is implemented at a lower cost than the grant sum, any surplus project funding belongs to the Programme and must be repaid to the Programme Management Body.

### **7.5 Reporting, accounting and auditing**

The grant recipient is under an obligation to notify - with immediate effect - the Programme Management Body of any factor that involves postponement of the completion of the project or reduces the possibilities of achieving the goals for the grant or complying with its conditions. Similarly, the grant recipient must at any given time, upon request by the the Programme Management Body, provide information on the status of the project and insight into all information pertaining to the project, irrespective of the nature or form of storage of such information.

The grant recipient must submit a final report and accounts, which must reach the Nordic Council of Ministers' Office in Estonia not later than 30 days following the expiry date of the project period. The report forms available at <https://www.nb8grants.org> must be used for the final report. The reporting



currency is EUR.

The accounts must be signed by the grant recipient who is at the same time under an obligation to store all accounts material for at least 5 years, and - upon request from the Programme Management Body - to place the accounts material at the disposal of the Programme Management Body and the audit authorities.

If the grant recipient fails to fulfil his/her information- and reporting obligation in accordance with this provision, or cannot submit documentation for expenses as entered in the accounts, the Programme Management Body can demand full or partial repayment of the allocated project funding.

### **7.6 Project results**

All publications, announcements, etc. which at any given time derive from the funding awarded from the Nordic-Baltic Mobility and Network Programme for Public Administration must carry the programme logo available for downloading at <https://www.norden.ee>.

### **7.7 Disputes**

Any dispute arising in connection with this Grant Confirmation and Conditions will be settled by the Danish courts and in accordance with Danish law, so that Copenhagen City Court (Københavns Byret) is regarded as the legal venue both for the party awarding the grant and the party receiving the grant.

### **7.8 Acceptance**

The Grant Confirmation and Conditions with the conditions specified therein constitute an offer to the grant recipient, which the grant recipient can accept by fulfilling the conditions mentioned above (p.3 - p.7.1-7.5)

Insofar as the grant recipient does not deliver the documentation described in the above mentioned conditions (p.3 - p.7.1-7.5) to the Programme Management Body not later than 30 days following the agreed completion date for the project, the grant is regarded as having lapsed.

## **8. Confirmation**

I hereby confirm that the data is correct and I have read the Terms and Conditions.

Confirmed: Marianne Tiigimaa 23.05.2025