This is only a working document, not the final application form. In order to apply to Uppbyggingarsjóður Suðurlands, you must fill in an online application form here: [https://innskraning.island.is/?id=soknaraaetlun.is.sass](https://innskraning.island.is/?id=soknaraaetlun.is.sass" \t "_blank) . Please note that the application form is only open twice a year.

This form was updated 12.2.2024

## How to create an application for Uppbyggingarsjóður Suðurlands (e.South Iceland development fund)

* Open: <https://soknaraaetlun.is/>
* Choose „Innskráning (e. Sign in)“ in the top right corner
* Click „Samtök sunnlenskra sveitarfélaga“
* Use your Íslykill (e. Ice key) or electronic ID to sign in – In this page you can choose between Icelandic and English language.
* Next you follow the steps by using the translation here below.
* Good luck and don‘t hesitate to contact one of the consulants from SASS, you can find them here [www.sass.is/radgjof](http://www.sass.is/radgjof)

|  |  |
| --- | --- |
| **Stofna nýja umsókn:** Create new application.  (If you can’t find it, press the logo in the left corner, it will lead you there) | **Vinna í umsókn sem er þegar til:** Work on an application that already exists. |

|  |  |
| --- | --- |
| **Kennitala:** Icelandic social security number  **Nafn:** Name  **Netfang:** email-address  **Farsími:** Telephone | **Heimilsfang:** address  **Póstfang:** Post code  **Bankanúmer, höfuðbók, Reikningsnúmer:** Bank account (for example 537-26-000012) |
| **Aðrir opinberir styrkir umsækjanda:** Other public funds that the applicant has received.  Please list all public grants that the applicant has received the past 3 years, whether in the form of a financial contribution or other form of support  **“Bæta við styrk”:** Add a fund | |
| **Frá hverjum:** From whom | **Upphæð:** The amount in ISK. |
| **Til baka:** Back | **Áfram:** Continue |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Upplýsingar um verkefni – Information about the project

|  |
| --- |
| **Heiti verkefnis:** Name of the project |
| **Tegund styrks sem sótt er um:** Type of fund applied for   * **Ekkert valið:** Nothing chosen. * **Menningarstyrkur:** Cultural fund * **Atvinnuþróunar- og nýsköpunarstyrkur:** Business development and Innovation fund |

**Tegund umsóknar – Type of application**

* **Menningarverkefni**: Culture project
* **Atvinnuþróun/nýsköpun**: Business development or innovation project

**Rekstarform –** Who is applying?

* **Einstaklingur** – Individual
* **Fyrirtæki –** Company
* **Annað** – Other

**Heimasíða verkefnis –** Homepage of the project (if applicable)

**Auðkennandi mynd fyrir verkefni –** Upload an identifying picture for the project.

**Markmið verkefnisins:** Project goals (up to 500 letters)*The objective of the project is the result that the project aims to achieve, such as a new product or service, an event, or the impact that the project will have on the South region. Avoid describing the project in too much detail in this section. Limit the objective to a few sentences.*

**Stutt lýsing á verkefninu:** Short description of the project (up to 500 letters)

*A short and focused text is requested, a sort of "elevator pitch" that well describes the project.*

**Greinargóð lýsing á verkefninu:** Detailed description of the project (up to 5000 letters)

*Here, describe the project being applied for. Avoid repetitions or information less related to the project or phases for which the grant is applied.*

**Uppbyggingarsjóður Suðurlands/SASS áskilur sér rétt til að birta eftirfarandi texta um verkefnið ef til styrkveitingar kemur:** The South Development Fund/SASS reserves the right to publish the following text about the project if a grant is awarded (up to 500 letters).

*Provide a short and focused text about the project. Only 2-3 sentences are requested.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Verkefnastjóri – Project manager**

*Here, the project manager should be registered. There is no requirement for the project manager to have legal residence in the South region, but the applicant must have legal residence in the South region. If the applicant is an individual, they can also be the project manager, but must then have legal residence in the South region. If the applicant is a company, association, or institution, a project manager must be specified. In the event of a grant being awarded, a contract is signed by the project manager on behalf of the grant recipient.*

**Nafn:** Name

**Kennitala:** Social security number

**Sími:** Telephone number

**Netfang:** Email address

**Stutt lýsing á bakgrunni verkefnastjóra –** A short description of the project manager’s background (up to 750 letters)

**Framlag, hlutverk og ábyrgð verkefnastjóra –** Effort, role and responsibilities of the project manager.(up to 750 letters)

**Samstarfsaðilar: Partners/Collaborators (if any)**

**Bæta við samstarfsaðila**: Add partner.

**Nafn, netfang, kennitala, sími:** Name, email, social security number and phone number

**Stutt lýsing á bakgrunni samstarfsaðila** – Description of partner background

**Framlag, hlutverk og ábyrgð samstarfsaðila–** Effort, role and responsibilities of the partner

**Verk- og tímaáætlun: Time and project plan**

**Upphaf verkefnis:** Starting date of the project

**Áætluð verklok:** Estimated finish date of the project

**Verkþættir:** Tilgreinið verkþætti og tímasetjið eftir því sem við á. Bætið við línum eftir þörfum:

**Tasks:** Name each task/action of the project and schedule them. Add as many lines as needed.

**Heiti verkþáttar:** Name of task | **Hefst:** Starts | **Lýkur:** Ends| **Ábyrgð:** Who is responsible? |

**Kostnaðaráætlun – Budget plan**

**Kostnaður:** Expense plan

*Skiptið verkefninu upp í kostnaðarliði. Sundurliðið kostnaðarliði verkefnisins, s.s. vinnulaun, aðkeypta þjónustu, útlagðan kostnað osfr. Allar tölur skal færa inn án virðisaukaskatts.*

**Heiti kostnaðarliðar:** Name of the expense | **Magn/fjöldi:** Quantity |**Ein.verð:** Price per item |**Samtals:** Total

**Áætlun um fjármögnun:** Financing plan

*Your contribution can be in the form of labor, capital, or other grants. Labor contributions should be calculated at* ***5,700 ISK*** *per hour. If the project generates income, it is considered as other financing. No own contribution is required.*

**Eigið framlag:** Personal contribution

**Staða fjármögnunar:** Status of funding:

* Ekkert valið: Nothing has been chosen.
* Staðfest: confirmed.
* Óstaðfest: not yet confirmed.

**Aðrir styrkir:** Grants from other funds

**Önnur fjármögnun:** Other funding

**Upphæð styrks sem sótt er um:** The amount you are applying for.

A screenshot of a computer

Description automatically generated

**Heildarkostnaður:** Total cost (according to the expense plan above)  
**Fjármögnun án styrks:** Total financing (according to the financing plan above)  
**Fjármögnun verkefnis með styrk:** Funding of the project including grant (This percentage should be at 100. If it is lower than 100%, the expense plan exceeds the funding plan. If it is higher than 100%, the funding plan exceeds the expense plan.)

*Only eligible costs can be considered. You will find information on eligible costs in the document: Criteria and rules - Uppbyggingarsjóður Suðurlands.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ávinningur – Benefits**

**Hvernig fellur verkefnið að áherslum, markmiðum og matsþáttum Uppbyggingarsjóðs Suðurlands.** How does the project apply to the goals and emphases of the South Iceland Development fund?

*Specify and explain which goals and emphases the project applies most to. The goals and emphases are declared in the document: Criteria and rules - Uppbyggingarsjóður Suðurlands. (Up to 700 letters)*

**Í hverju felst helsti ávinningur af verkefninu?** What are the main benefits of the project?

*The benefits can be found in various elements; economic gain, benefits for society, artistic interest etc. Define how you will assess the project ‘s accomplishments and set up a criteria for measurable results if possible. (Up to 2000 letters)*

**Nýnæmi verkefnis** What is the innovation of the project for the area or for the country?

*What is original or unique about the project on a local scale, in Iceland or worldwide? In the case of an innovation project, it is very important to carefully explain the originality here. (Up to 700 letters)*

**Fylgiskjöl - Attachments**

**Yfirlit yfir fylgiskjöl – Attachment overview**

If there are any attachments, they should be uploaded here. We accept files in the following formats: doc, docx (Word), xls, xlsx (Excel), pdf, jpg, gif, and png.

Please note that uploading large files may take up to several minutes, depending on the internet connection and/or the server bandwidth of the user.

It is not possible to modify the application or add attachments after the application has been submitted.

The maximum size for each attachment is 25 MB.

**Viðhengi:** Attachments | **Veldu skrá:** Choose file

**Myndbönd** If the applicant wishes to include videos with the application, they are asked to upload them to a hosting site such as [https://www.youtube.com](https://www.youtube.com/) or [https://www.vimeo.com](https://www.vimeo.com/) and then provide the links to them here below.

**Skila inn umsókn:** Turn in the application

**Annað sem umsækjandi vill koma á framfæri:** Anything else that the applicant would like to mention.

* **Umsækjandi hefur kynnt sér Úthlutunarreglur Uppbyggingarsjóðs Suðurlands:** The applicant has read the allocation rules of Uppbyggingarsjóður Suðurlands (South Iceland development fund).

By ticking the box above, applicant confirms that they have not received (and will not receive) more than 200.000 EUR in grants from public bodies for each three-year period. (ESB nr.1407/2013). If applicant has received a grant from Uppbyggingarsjóður Suðurlands (e.South Iceland development fund) before, a new application will only be accepted if the applicant has turned in a satisfactory interim- and/or final report for the former projects. By handing in an application, the applicant confirms that the application is correctly filled out and in accordance with the rules and criterio of Uppbyggingarsjóður Suðurlands (e.South Iceland development fund).