Visegrad Fund

GRANT GUIDELINES

for Visegrad, Visegrad+ and Strategic Grants

1. ELIGIBILITY

1.1. ELIGIBILITY FOR APPLYING

Any legal entity is eligible for funding if applying on behalf of a justifiable consortium of project partners. Preference is generally given to groups of non-governmental, civil society organizations (CSOs), public educational, cultural, research and scientific institutions, municipalities and local governments. **Natural persons** (individual citizens, private entrepreneurs) **or institutions under state administration** (ministries, government agencies, embassies etc.) **cannot apply nor can they be valid project partners**. In the case of universities, the applicant is obliged to indicate the name of the faculty entrusted with the project's implementation.

Who can apply?	• Consortium of organizations of which 3 or more are based in different Visegrad countries • All types of non-governmental, civil society organizations (CSOs); municipalities and local governments; schools, higher education institutions; research and scientific bodies and public institutions are eligible as lead partner (applicant) and partners in the consortia • Market actors, e.g. companies – especially innovation and startup-related actors – with a legal entity are also eligible, but only if their Visegrad project is of nonprofit character
Who cannot apply?	• Institutions under state administration (ministries, government agencies, embassies, state-funded cultural institutes, state-owned companies) • Natural persons (individual citizens) • Private entrepreneurs with/without a legal entity

1.2. PROJECT PARTNERS

As a rule, your project must be implemented by at least **three organizations (including the applicant) from three different V4 countries** ("3xV4" rule)**. You are, however, encouraged to seek full V4 participation or give reasons if not including all four countries**. Bilateral cross-border projects are an exception from the "3xV4" rule but only in proposals that directly benefit a specific border area between two neighboring V4 countries[1]. Exceptions may also apply in cases when projects respond to concrete calls for proposals published by the Fund.

In cases of **Strategic Grants**, the applicant must ensure active participation of **organizations from all V4 countries** (at least one organization from each Visegrad country). **As opposed to other grant schemes, Strategic Grants projects must have a minimum implementation period of 12 months.**

Visegrad Grants *(3xV4)* ***max. 18 months***	At least 3 organizations from 3 different V4 countries, including the applicant
Visegrad+ Grants *(3xV4 + 1)* ***max. 18 months***	At least 3 organizations from 3 different V4 countries AND at least 1 organization from Western Balkan countries: *Albania, Bosnia and Herzegovina, Kosovo,*[2] *North Macedonia, Montenegro, Serbia* OR Eastern Partnership countries: *Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine*
Strategic Grants *(4xV4)* ***min. 12 months, max. 36 months***	At least 4 organizations from ALL four Visegrad countries: *Czechia, Hungary, Poland, Slovakia*
Cross-border Cooperation *(2xV4)* ***max. 18 months***	At least 2 organizations from neighboring V4 countries. Only the following combinations are possible: CZ–PL CZ–SK HU–SK PL–SK

1.3. TOPICS/REGIONAL ADDED VALUE

No preferences are given as to the project content as long as the project is in line with the Fund's main mission, objectives and the Grant rules (see also the IVF official website). The proposed project and its

[1] All project activities within cross-border projects should take place within approximately 40 km from the state border, preferably on both sides (the grantee's and project partner's official seats do not necessarily have to be located within the 40 km limit). Only the following country combinations are possible: CZ–PL, CZ–SK, HU–SK, PL–SK.
[2] This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

desired outcome must be connected to the main mission of the applicant organization and their partners. The deliverables (events, products, activities) of the project must contribute to sustainable regional cooperation in the V4 region, improving mutual awareness among societies, promoting the V4, and developing cross-border civil society. For details on the general focus areas and objectives, please check the Objectives section of the grant programs on our website.

1.4. RE-APPLYING/PARALLEL PROJECTS

Organizations with running projects cannot reapply in the same grant program with another project until the previous one is concluded. It is, however, possible to be a partner in any number of projects and apply in a different grant program (e.g. applicants having a running Visegrad Grant may apply for Visegrad+ Grants or Strategic Grants.) **Please note that applications designed to repeat, contribute to, or build on any running projects will not be considered eligible until the previous one is officially closed**, even if it is submitted by a different legal entity (e.g. a project partner from a running grant). A grantee can have a **maximum of two running projects at the same time**, in different grant schemes.

1.5. EXCEPTIONS

Exceptions to these rules or further requirements may apply if stipulated on the Fund's website e.g. via a separate call for proposals

2. APPLICATION FORM/PROJECT PROPOSAL

2.1. APPLYING

Project proposals are accepted only electronically through the Fund's on-line application system, which opens 30 days before each deadline. Registering your application is possible only with a valid e-mail address. Each application is password-protected, and can be accessed and edited later.

Consulting your project proposal with the Fund's staff is possible via e-mail, phone, Skype or personal meeting, on an appointment basis. **Consultations can take place up to 14 days before the given application deadline**.

Following the deadline and before the announcement of the results no further consultations are allowed on the applications submitted to the given call.

2.2 DEADLINES

Proposals for Visegrad Grants, Visegrad+ Grants or Visegrad Strategic Grants are accepted regularly three times per year: by **February 1, June 1 and October 1**. Applications must be submitted by 12:00 p.m. (noon) CET on the given deadline date.

2.3 PROJECT FOCUS AREAS AND OBJECTIVES

To apply for Visegrad and Visegrad+ Grants, your project must fit in one of the seven focus areas eligible for funding. Generally, specific thematic priorities apply to Visegrad+ Grant projects that target the **Eastern Partnership countries** or **Western Balkan** countries. For **Strategic Grants**, distinct strategic priorities are defined on an annual basis. Each project proposal should be identified with only one focus area and one concrete objective which best corresponds to the project's aims. The focus areas and objectives for each grant program can be found on the Fund's website.

Please keep in mind that projects applying with objectives marked as "(Strategic)" in our system will be evaluated based on the rules applying for Strategic Grants. Should your application not comply with the criteria of Strategic Grants, the application will be considered non-eligible.

Although the Fund does not accept applications for Visegrad University Study Grant (VUSG) in the framework of a separate program any longer, **universities are eligible and encouraged to apply for launching study courses** within the Visegrad or Visegrad+ or Strategic Grant schemes, following the rules and criteria valid for all applicants.

2.4. ON-LINE APPLICATION SYSTEM

Our unified application form for Visegrad Grants, Visegrad+ Grants or Strategic Grants is available through an on-line system at http://my.visegradfund.org. Registering a new proposal is possible only ca. 30 days before each given deadline. Registering is possible only with a valid email address.

PREPARING THE APPLICATION

1. Create a new user account (if you have not used the online system before) or register for a new term/application with the e-mail address previously used. (Please note that you must register for each term separately, as the system allocates a new number to each new application.)
2. Once you have logged in, you will be automatically directed to the first section of the application form, titled I. APPLICANT.
3. When you have completed all the information in the I. APPLICANT section, you will be taken to the section on II. PARTNERS chapter to fill in the information about the partners you selected to collaborate with.

> The correct selection of partners is fundamental for a successful project bid. Therefore, all partners within the consortium must have experience in the area your project is dealing with and show commitment for joint action. To show the benefits of working as a consortium, you need to describe the role of each partner in the project. Each partner should be involved with specific tasks that complement one other. Passive participation in project events is not considered a sufficient form of regional collaboration and such a project will not be positively considered for funding.

4. After filling in the information about your project partners, you can start working on the project itself in the III. PROJECT section, which includes questions about your proposal. Each question is complemented with additional explanatory questions that will help you understand what information is needed.

> The first thing you will have to start with when filling in the application is to create the project title. Please make sure that your project title is attractive, captures the project's content and is, preferably, related to Visegrad cooperation/Central Europe (max. 5 words). Do not use acronyms as they are hard to understand; do not be vague and/or too abstract.
>
> You have to choose a focus area and a main objective that your project aims to pursue. Choose only after carefully reading about the objectives in the focus areas described on the website – your application will be assessed based on your proposal's contribution to the chosen objective.
>
> When choosing the start and end date of your project (Implementation Period), make sure you allocate enough time not only for implementing the planned outputs and activities, but for the preparation and follow-up administration as well.

5. After completing the III. PROJECT section, you will go to IV. DELIVERABLES where you will be asked to specify outputs, which are the products or events that will lead to the desired specific results described in the previous section.

2.5. ACCOMPANYING DOCUMENTATION

No application form printouts or accompanying documents in hard copies are required when submitting the proposal.

In exceptional cases, applicants may be requested to collect scans of letters of intent from their partners, in case of a successful application.

Please note that the Fund does not provide samples of these documents. The letter of intent must be written on letterhead paper, stating its main identification data, expressing the willingness to be involved in the given project (the project title should be mentioned) and including the basic information regarding the purpose of the co-operation and the role of the partner.

2.6. BUDGET AND ELIGIBLE COST CATEGORIES

Each project proposal shall present a budget based on estimated costs related to the delivery of concrete outputs (deliverables). **The Fund can cover total project costs estimated in each proposal but may also choose concrete outputs to be supported by the grant.** Additional support from actors other than the Fund is highly encouraged – be it financial contributions by the applicant, partners and/or other donors or sponsors) or non-financial (in-kind contributions of the applicant or partners such as volunteer work or use of own premises, etc.). Project budgets shall be realistic and respect the “value for money” principle. All cost estimates shall be based on the project’s expected expenditures in EUR (€) based on average prices at the site of delivery. **It must be clear from the budget what the unit cost of each expenditure is**.

When planning the budget, it is important to adhere to the list of eligible cost categories, i.e., costs that can be covered by the grant. The full list is available in Annex 1 on pages 22-28 of this document.

2.7. DIGITALIZATION AND ENVIRONMENTAL RESPONSIBILITY

The Fund pledges to contribute to the efforts leading to sustainable development and supports initiatives that aim towards digitally transforming civil societies in Central and Eastern Europe. When designing their project proposal, applicants are encouraged to

- utilize on-line media solutions to maintain internal communication with the consortium partners;
- choose web-based platforms to carry out meetings or conferences when physical attendance cannot be secured, or if travelling/accommodation costs would increase the budget of the project significantly;
- prioritize on-line promotional tools over printed posters, banners, flyers, etc.

- reduce the amount of paper used during implementation by preparing and publishing the relevant outputs (articles, studies, books, etc.) in digital form only;
- reduce the amount of plastic used during implementation by not requesting a budget for unnecessary promotional materials or gifts (pens, USB sticks, etc.);
- choose the most environmentally-friendly means of transport.

In our effort to help our clients achieve these goals, the Fund allows the purchase of office equipment needed for web-based communication and overall digitalization. The list of eligible items can be found under category “8. Office supplies and consumption material” in Annex 1, on page 26.

3. PROJECT SELECTION

3.1. APPROVAL/REJECTION, EVALUATION PERIOD

An evaluation committee is assembled for each deadline and is headed by the Fund's Executive Director. The Executive Director makes recommendations based on the committee's evaluation and passes the recommendations to the Council of Ambassadors. The Council of Ambassadors decides on the final selection on the 60th working day after the deadline at the latest, when the final results are also published on the Fund's website. Decisions made by the Council of Ambassadors are final and shall present no grounds for any form of appeal, nor do they require any detailed reasoning.

As the evaluation period may last up to 60 working days (ca. 3 months) with an additional 20 working days for the contracting process after a given deadline, **no project can be scheduled to start earlier than 80 working days (ca. 4 months) after the deadline and before signing the grant contract.**

3.2. SELECTION CRITERIA

Before you start working on your application, please carefully read the following **assessment criteria**.

- **Project relevance/context clarity**

The Fund assesses the proposal's compliance with the chosen objective and evaluates how much the applicant is aware of the context, how clearly they explain the issue they wish to work on during the project and whether the proposed solution is realistic and innovative.

- **Visegrad substance**

Projects supported by the Fund must have a regional character, both in terms of partnership and content. We seek proposals that aim to combine and synthesize the expertise of the partners and offer common solutions to problems/issues relevant for all V4 countries. In terms of deliverables, we expect activities or events that can reach out to the audiences in the whole region.

- **Quality and Impact**

The project quality is assessed in terms of the proposed outcome's relevance as well as its potential to achieve it. The Fund also considers the project's impact through looking at how the project links relevant actors, project outputs and the target groups The Fund defines impact as the change of the situation within a specific group of people that your project addresses.

- **Transparency and Accuracy**

The funding requested should be adequate for the scale of the project and be at accurate value for the outputs to be delivered. The higher the amount requested, the higher impact is to be achieved within each target group and the more the applicant is encouraged to secure other sources of support – both financial (such as the applicant's, partners' or other donors' financial contributions), or non-financial, in-kind contributions (own work, use of own premises, etc.).

- **Experience and Mission**

The Fund looks into the applicant's and partners' portfolios of activities to see how the project relates to their overall mission in order to assess the added value of the regional cooperation for the parties involved. For that reason, it is important that all participating entities have proper on-line presence where their track record in the field can be traced. Although we expect the proposal to be in line with the mission of the consortium partners, the planned outputs should not merely copy the daily, core activities of the involved stakeholders (e.g. if the proposed output is a research or a conference, it must be proven that their results will benefit and reach out to target groups beyond the applicant's and partners' own scientific circle).

When planning your project, make sure that you properly identify and describe the problem or issue that you wish to address and name the most relevant target groups that this project will affect (both direct and indirect targets). It is crucial to see the logical connection between the proposed outputs (the deliverable events or products of your project) and their short-, medium- and long-term impact(s).

PROBLEM/ISSUE	TARGET GROUP	OUTPUTS	OUTCOME & IMPACT
A good understanding of the problem/issue and the context is necessary. Whenever possible, include data, statistics and analyses.	Describe the involved stakeholders. Include also those that are part of the problem/issue.	Activities involving a particular target group that will lead to achieving the desired outcome.	The project shall bring results connected to the described problem/issue, contributing to the priorities in "1.3. TOPICS/REGIONAL ADDED VALUE".

In assessing the application, the Fund also considers these **balancing criteria**:

- Relative **strength of the application** compared to other applications received for the same program area
- **Geographical balance of the projects seeking support**

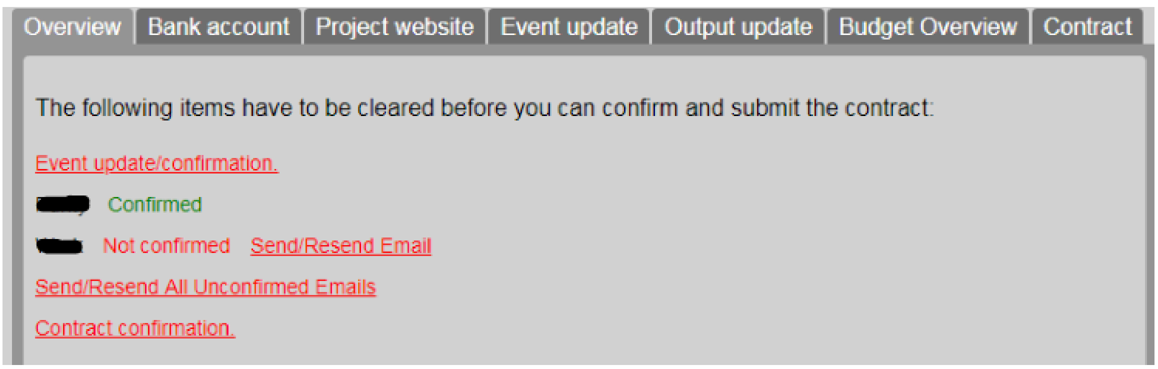
3.3. ANNOUNCEMENT OF RESULTS

The results of each call are published on the Fund's website. All applicants – whether their project is approved or rejected – are also informed by e-mail.

4. CONTRACTUAL TERMS

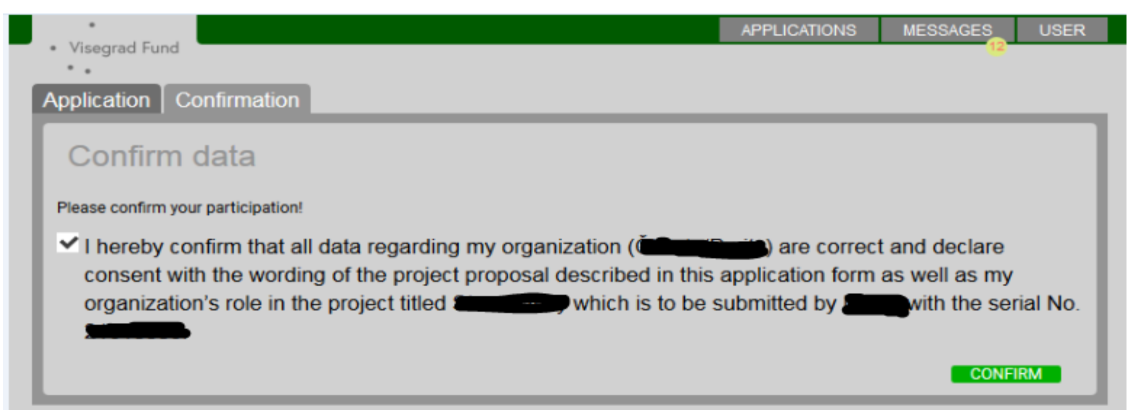
4.1. GENERAL CONDITIONS

The grant contract can be concluded only once the grantee has fulfilled the following conditions: (1) allocating a **bank account** for the purposes of the grant disbursement; (2) setting up a **project webpage**; (3) **accepting the budget** allocated for the concrete outputs and the contract draft set by the Fund, (4) confirming the **list of events** in the Calendar and (5) **the partners confirming their willingness to participate in the project.**



The grantee will see which partners have already confirmed their participation in the project

Once the project has been approved, the grantee must make sure that the partners confirm their participation in the project. As the grantee clicks on “**Send/Resend Email**” next to the partner’s name, an automatically generated e-mail will be sent to the e-mail address of the respective partner, containing a web URL. Following the link, the partner will be able to see their own contact details and the submitted application form, enabling them to check for any mistakes in their data. Should they accept their role in the project, they must click on “Confirm”.



In order to have the contract submitted and the project started, the grantee must make sure that at least **75% of all project partners** confirm their participation through the link received via e-mail. If the sufficient number of confirmations is not reached, the grantee can resend the e-mail multiple times.

> To avoid any technical problems, both the grantee and their partners must make sure that the e-mail addresses they provide in the application form are valid and working. Please note that the link sent will grant only temporary access to our online system for the partners. Therefore, it is important that the confirmation is made shortly after opening the link. Should the link expire, the grantee must resend the confirmation e-mail to the partner.

4.2. PROJECT WEBPAGE

A project webpage shall be set up and made available within 20 working days (ca. 4 weeks) after the approval of a project and must remain active during the whole contractual period**. Each project webpage must contain the description of the project, the details of the partners and have a unique address (URL).** The website must be available **in English language** in addition to any national languages. The webpage can exist as a webpage within an existing website or can be set up on social media/networking sites or blogs. Each project webpage must contain the Fund's logo with a direct link to the Fund's website, as well as direct links to the websites of all project partners. When publicly communicating through social media, grantees are expected to make references/links to the Fund's active accounts on Facebook, Twitter or Instagram – see *Logo and Acknowledgment Manual* in Annex 3

4.3 BANK ACCOUNT

The grantee is obliged to provide a bank account for the purposes of the grant disbursements delivered by the Fund. All project payments must be carried out through the bank account owned by the grantee. The bank account must be made available within 20 working days (ca. 4 weeks) after the approval of a project. **The grantee shall conduct bank-transfer (non-cash) transactions since cash operations are not allowed.**

> You don't need to open a new account, but it is vital that the chosen account will be owned and managed by the grantee. **Private accounts and accounts of the partner organizations will not be accepted!** In order to avoid the fluctuations of exchange rates and extra transactions costs, it is advised that you have the preferred account in EUR (€).

Please keep in mind that the grantee cannot transfer any percentage of the grant to the partners in advance. **The expenses of the partners can be covered by the grantee either by settling any invoices directly or by paying the necessary amount to the partners based on the real costs (stated on valid invoices or contracts of a third party) re-invoiced by the partners to the grantee**. Such payments, however, must be carried out by the end of the implementation period.

4.4 CONTRACTUAL PERIOD

The maximum time frame for **Visegrad Grants or Visegrad+ Grants is 18 months**; **Strategic Grants can be implemented in min. 12, max. 36 months**. The length of the implementation period is of crucial importance, as this is the period of time when the obtained grant can be used to cover **all project-related expenses**. **Any payments that are made before or after the implementation period shall not be reimbursed by the Fund.**

6.2 The Grantee shall deliver to the Fund:

Report:	*Covering the period from–to:*
Interim Report	22/01/2018–01/06/2018
(Interim) Financial Statement	22/01/2018–01/06/2018
Final Report	22/01/2018–06/08/2018
(Final) Financial Statement	02/06/2018–06/08/2018
Audit Report	22/01/2018–06/08/2018

Article 6.2 of the contract, describing the implementation period and deadlines for the reports (illustrative picture)

The necessary information about your project's implementation period can be found under Article 6.2 of the contract. Here you will see what documents must be delivered to the Fund, and by which date. As the contract itself indicates, the **reports must refer to the described period**, both in terms of finances and the achieved project results. In case of three or more tranches, **Interim Reports** shall be submitted and approved by the Fund to allow continued project implementation. The deadline for such reports and the period they must cover will also be indicated under Article 6.2 of the contract. As a common rule for all reports, **the grantee will have 20 working days** after the last day of the marked implementation period to prepare and deliver the mentioned documents.

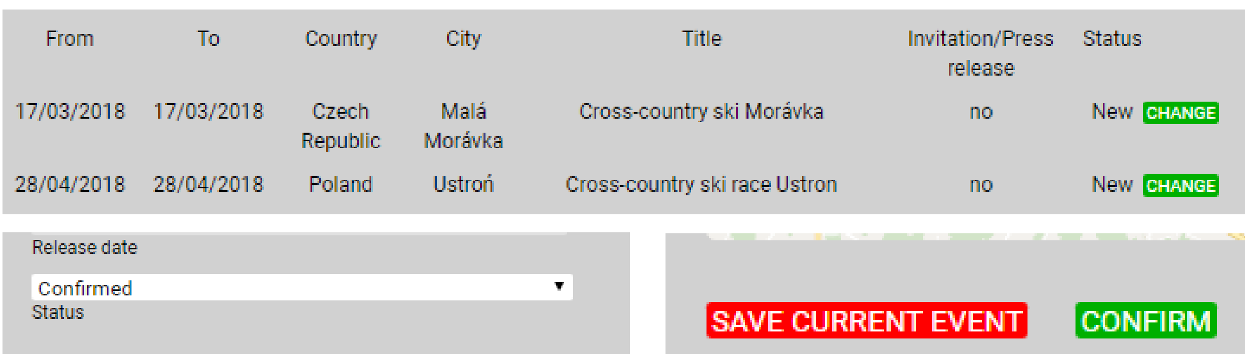
5. PROJECT IMPLEMENTATION

5.1. CHANGES

Once a project gets contracted, grantees shall remain in contact with the Fund through the online system, following the project calendar, and inform the Fund of the state of the project's implementation project. **All substantial changes** – i.e., prolongation of the implementation or contractual periods, changes of the project partners, changes in budget exceeding €1,000 – **must be requested in writing** (scans are accepted only if original requests are on letterhead paper with the signature of the statutory representative). All requests must be properly justified and submitted to the Fund in advance.

5.2 CALENDAR AND PROMOTION

When you sign the contract with the Fund, you will agree to the list of events and outputs that shall be carried out during the implementation period. You will be able to access the list of the contracted events in our online system, under "Current Calendar". Please keep in mind that **all events must be confirmed manually**, by clicking on "Change" next to the event, changing the Status to "Confirmed" and clicking on "Confirm" at the bottom of the page.



From	To	Country	City	Title	Invitation/Press release	Status
17/03/2018	17/03/2018	Czech Republic	Malá Morávka	Cross-country ski Morávka	no	New CHANGE
28/04/2018	28/04/2018	Poland	Ustroń	Cross-country ski race Ustron	no	New CHANGE

The Current Calendar interface in My Visegrad (illustrative print screen)

If you wish to change the details of the event, you may do so by clicking on "Change" and modifying the date/venue/details of the event. Once done, don't forget to click on "Save current event" at the bottom of the page!

Please note that all events must be confirmed in the Current Calendar at least **7 working days (10 calendar days) prior** to their planned date**. Any unconfirmed events in the Calendar may be disregarded during the evaluation of the Interim/Final Report and their related costs may not be reimbursed.**

Grantees are also requested to ensure the project's visibility and the acknowledgement of the Fund's support – see *Logo and Acknowledgement Manual in Annex 3* for further details. The Fund reserves the right to list in the contract specific forms of promotion of project results as well as to make use of the project results for its own promotion.

5.3 MONITORING OF IMPLEMENTATION

The Fund reserves the right to carry out monitoring visits of projects and, if necessary, to request additional documentation. The Grantee is obliged to allow visits from the Fund’s staff and to provide, upon request, any materials related to the project.

6. REPORTING, DISBURSEMENT AND REIMBURSEMENT

6.1 PROJECT DISBURSEMENT AND REIMBURSEMENT – TRANCHES

Visegrad Grant, Visegrad+ Grants and Strategic Grants are disbursed in tranches. Article 4 of your contract contains the number of tranches in which the supported grant will be paid out. Aside from this, you will also see the exact amount to be disbursed in each installment and the conditions that regulate the payment dates. You will receive the first installment upon returning us the signed contract by post. If your contract specifies two payments, the last tranche (usually 20% of the whole grant) will be transferred to you once the **Final Report** has been checked and accepted by the Fund.

4. GRANT PAYMENT

4.1 The Grant shall be paid to the Grantee under conditions set forth in Section 4.2 hereof in 3 instalments as follows:

- the 1st installment in the amount of within 15 working days after the delivery of the valid and efi contents and requisites of which are set forth in the Grants Guidelines published and available on the Fund's w
- the 2nd installment in the amount of within 15 working days after the Interim Report is approved by the which are set forth in the Grants Guidelines published and available on the Fund's website in the period under
- the 3rd and final installment in the amount of within 15 working days after the Final Report, Fina pre-financed by the Grantee and, if duly approved under conditions set forth hereof, the Fund reimburses the d

Article 4.1 of the Contract, specifying the number of installments

Should your contract specify **three or more payments**, don't forget that the transfer of all further payments will be possible only after the delivery and approval of the **Interim Report(s)** (sent both via e-mail and by post), covering the marked period of implementation under Article 6.2. Please note that **you are only eligible for any subsequent tranches if (1) you spend at least approximately 80% of the previous payment and (2) the contracted outputs are delivered according to the accepted calendar.** Should the Fund find any deficiencies in the implementation or in the project documentation, the Fund may withhold the payment of any further tranches until such deficiencies are corrected.

It is advised that you start preparing the Interim Financial Statement as early as possible by recording the necessary invoices into the Excel sheet right after their payment. You will find the Financial Statement sample available on our website.

Also, kindly be reminded that the Fund has **10 working days** to review the Interim Reports counting from the date of their postal delivery to the Fund. Therefore, the sooner you provide us with the Interim Report and Interim Financial Statement, the sooner you will know whether the Fund approves the continuation of your project and receive the next tranche from our side.

6.2 REPORTING DOCUMENTS

In case the contract specifies three or more payments of the awarded grant, the grantee will have 20 working days after the marked period (see Article 6.2 of your contract) to prepare the **Interim Documentation**, which consists of the following elements:

- **Interim Report** – a textual summary of the progress and results of the project carried out within the marked period (you can find the template on our website).
- **(Interim) Financial Statement** – a spreadsheet containing all the expenditures covered by the grant in the marked period (template on the website). For instructions on how to fill it out, please read the Chapter 6.3. on the Financial Settlement.

Once the entire project implementation period has come to an end, there will be 20 working days available to prepare the following **Final Documentation**:

- **Final Report** – a narrative overview of all activities undertaken and results achieved, accompanied by photos, attendance lists and other documentation. The Final Report must be prepared in our on-line system under the tab “Final Report”. After filling out and saving all sections, you must submit the report by the given deadline and print out a paper version from the system.
- **(Final) Financial Statement** – a spreadsheet containing all the expenditures covered by the grant, and the summary table (template on the website).

  NOTE: The Financial Settlement (part of the Financial Statement) shall only cover items that were not included in the previous Interim Financial Statement. The narrative Final Report and Audit Report (where obligatory), however, refer to the whole project

- **Audit Report** – for projects with a budget over €10,000 (template on the website).
- **Transportation Costs Reimbursement Sheet** (only applicable for projects without an Audit report) – see instructions in Annex 2 (p. 29) of this document.

When filling out the Final Report, try to be as specific as possible. The Final Report is not only a checklist of events and outputs that were implemented, but also serves as a means to evaluate your own work, different aspects of the implementation and the role of the partners in the cooperation. **Describe how the events and outputs contributed to the project’s original purpose and specific goals, and how will you use the results gained**. **You should highlight any changes that were made compared to the original plan, and any obstacles that hindered your work.** If you plan to continue the project, make sure that you draw the necessary conclusions and provide some ideas for development.

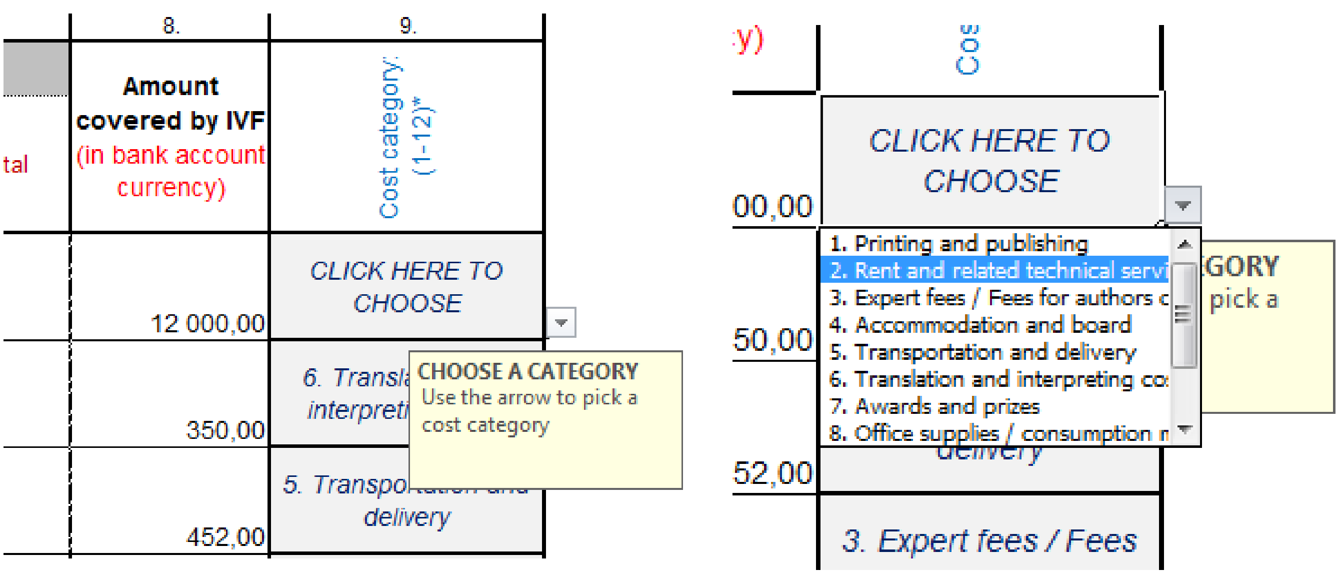
6.3 FINANCIAL STATEMENT AND FINANCIAL SETTLEMENT

The Financial Statement contains two Excel sheets in general. The **Summary Table** will help you summarize the whole budget of your project. Please do not modify the cells marked grey in tables.

The **Financial Settlement** is the most important part of the Financial Statement, where all the expenditures covered from the grant during the implementation period must be entered and properly described (in case of three or more tranches, only those items that were not included in the previous Interim Financial Settlement). Do not forget to fill out your details at the top of the sheet, especially the **currency of your bank account**. If your expenses have been incurred in more than one currency, **you must create a separate Financial Settlement sheet for each currency**. Please do not forget, however, that the total sum should always be indicated in EUR (€) in each sheet (see instructions below).

Before getting started, take a look at the **Instructions** sheet, which will guide you through the Financial Settlement. In Column 5 “Cost description”, **be as specific as possible regarding the cost item**. **The Fund cannot accept insufficient descriptions such as “expert fee”, “hotel” or “bus ticket” without the proper indication as to whom the cost was paid, for what reason, and for what output/activity**. For detailed guidelines, please check Annex 1 on pages 22-28 of this document.

As you enter the individual items, you must choose the cost category in Column 9. It is enough to click on the cell in the relevant line and choose the proper cost category by clicking on the arrow displayed on the bottom right corner of the cell.



Column 9 in the Financial Settlement sheet

In case your bank account currency is not EUR, **do not forget to enter a valid exchange rate between your currency and EUR (€)** to the designated cell (J27). When choosing the proper rate, you have two options. You may either use:

- the exchange rate of the respective national bank on the date of conversion of the grant tranches into local currency (unless the grantee uses €).

or

- the monthly average exchange rate of the respective national bank in the month in which the project implementation period ends.

Once you enter the relevant exchange rate, the sheet will automatically calculate the total costs of the table in €, in cell J24. Please don't forget to repeat this task in all extra sheets, with all currencies.

6.4 AUDIT REPORT

All projects supported by the Fund with budgets exceeding €10,000 must be audited (if not stipulated otherwise in the contract). An Audit Report shall be prepared in English by an auditor selected by the grantee according to the following selection criteria:

- Holder of a license to provide audit services (in accordance with the Act on Statutory Audit applicable in the country where the grantee's registered seat is located). Note: an internal auditor will not be accepted;
- Documented experience with the provision of audit services (in accordance with the Act on Statutory Audit applicable in the country where the grantee's registered seat is located) in the previous three years (references – date of audit, client, contact person);
- Documented advanced English knowledge of all persons designated to perform the engagement.

For projects with eligible expenditures below €30,000:

- Documented education and professional experience or professional qualification of the persons designated to perform the contract in the area of audit/review of projects funded by grants or other public funds (to be confirmed by the auditor's affidavit in the Audit Report).

For projects with eligible expenditures exceeding €30,000:

- Documented experience with the provision of audit services with respect to projects funded by grants or other public funds (e.g. EU funds, World Bank, EBRD, UNDP, etc.) amounting to at least €30,000 in the previous three years (references – date of audit, client, contact person);
- Documented education and professional experience or professional qualification of the persons designated to perform the contract in the area of audit/review of projects funded by grants or other public funds (to be confirmed by the auditor's affidavit in the Audit Report).

The Fund reserves the right to request references of an auditor selected by the grantee. The following are links to national chambers of auditors in the V4 countries as well as to the IFAC:

- http://www.kacr.cz/vyber-auditora
- http://kibr.org.pl/pl
- http://www.mkvk.hu/
- http://www.skau.sk/
- https://www.ifac.org/who-we-are/membership

The auditor shall follow the Audit Guidelines published on the Fund's website and prepare the Audit Report in a form given by the Fund (please see Audit Report Template).

6.5 SUBMISSION OF REPORTS AND ACCOMPANYING DOCUMENTS

Please keep in mind that the deadline for submitting the reports applies for postal delivery, as well as for uploading the necessary documents into our online system.

To submit the interim documents, go to the "Interim Report" tab and upload the Interim Report (in PDF or DOC format – must be identical to the one sent by post) and the Interim Financial Statement (in XLS file – must contain all sheets) by the deadline.

To submit the Final Report, Financial Statement and the Audit Report you must first fill out all tabs of the Final Report section. The system will only let you submit the report once all the necessary attachments are properly uploaded (incl. photographs illustrating the outputs). Then print out the paper version of the Final Report from our system and have it signed by the statutory representative. This printout will have to be sent to us via post together with the hard copy of the Financial Statement and the Audit Report (if applicable).

When putting the documents together for postal delivery, make sure that you include the following ones in the package:

For **Interim documentation**:

- Interim Report – all pages filled out, last page signed and stamped by the statutory representative of the grantee.
- (Interim) Financial Statement – signed and stamped by the statutory representative of the grantee.

For **Final documentation**:

FOR PROJECTS UNDER €10,000:

- Final Report – printed out from our online system, last page signed and stamped by the statutory representative of the grantee.
- Financial Statement – all pages and additional sheets filled out, signed and stamped by the statutory representative of the grantee.

- Copies or samples of promotional materials that cannot be uploaded to our system.
- Signed Transportation Costs Reimbursement Sheets (if applicable) – see instructions in Annex 2 of this document.
- Copies of all invoices connected to the costs described in the Financial Statement and their corresponding bank transcripts.

FOR PROJECTS OVER €10,000:

- Final Report – printed out from our online system, last page signed and stamped by the statutory representative of the grantee.
- Financial Statement – all pages and additional sheets filled out, signed and stamped by the statutory representative of the grantee and by the auditor.
- Copies or samples of promotional materials that cannot be uploaded to our system.
- Audit Report with all necessary annexes – signed and stamped by the certified auditor, indicating his/her credentials as member of the national chamber of auditors.

The Fund will have 30 working days after the delivery of the final reports to check the documents and approve the last installment payment. **Should the Fund notice any shortcomings, the Fund has the right to request further information and documents from the grantee, including the modification and repeated delivery of any of the reports.**

6.6 PROJECT CONCLUSION

The project can be successfully concluded if (1) all reports and attachments comply with the requirements and (2) the transfer of the last installment has been authorized or the potential unused grant amount returned to the Fund's bank account. After all obligations have been cleared, the grantee will receive a confirmation from the Project Manager via e-mail, stating that the project has been finished.

Visegrad Fund

ANNEX 1 – LIST OF ELIGIBLE COSTS

This table will help you to fill out the "IV. Deliverables" part of the on-line application form, as well as provide you with the necessary information regarding the descriptions to be used in the Financial Statement as part of the Interim/Final Report.

Cost category	***Subcategory***	***Description to be listed in the application form and in the Financial Statement***	***Examples of eligible costs***	***Examples of NONELIGIBLE costs***	***Documents to be delivered with the Financial Statement***	***Requested financial documents (applies only to projects without Audit Report obligation)***
1. Printing and publishing	Printing costs	Description, number of standard pages, volume (number of copies)	Printing of brochures, books, magazines, booklets, training materials	Printing of grant contract, business cards, financial and other operational documents eligible within *11. Overheads*; printing of PR materials (leaflets, posters) eligible within *9. Promotional costs*	Samples of printed and published materials containing Fund's logo (brochures, books, magazines, booklets, training materials, websites, digital works, etc.)	Copies of invoices/bills/contracts and payment confirmations (bank statements)
	Graphic design	Description of work/number of standard pages	Graphic design of printed or digital works, DTP			
	Publishing costs incl. online posting and website updates	Description of work, amount of material covered (number of pages, number of posts)	Publishing costs incl. proofreading, editing, digital publishing and website updates and posts			

2. Rent and related technical services	Rental costs	Description of rented space, period of rental, cost	Rental of conference rooms, or other venues relevant to the project events	Rental of offices of grantee or project partners eligible within *11. Overheads*; catering eligible within *4. Accommodation and board;* Web-hosting services, copyright and license fees eligible within *10. Copyright, licenses and fees*	–	Copies of invoices/bills/contracts and payment confirmations (bank statements)
	Related technical services	Description of service, period of delivery	Sound and conference equipment, rescue and security services, etc.			
3. Expert fees/Fees for authors or artists	Fees for texts	Description of text produced, number of standard pages	Honoraria for authors not based on Labor Code	Editing, proofreading eligible within *1. Printing and publishing*; accounting, project management, coordination, communication eligible within *11. Overheads*	Complete texts or other outputs of expert activities (presentation, research outcomes, photos, videos etc.) in digital or printed format	Copies of invoices/contracts not based on Labor Code, and payment confirmations (bank statements)
	Fees for in-person services	Number of hours/days of expert/artist delivery and a detailed description of delivered expertise, including the expert's name	Honoraria for experts who deliver a complex expertise (speakers, performers, lecturers, researchers) not based on Labor Code; costs related to Audit Report			

Visegrad Fund

4. Accommodation and board	Accommodation	Venue, number and list of persons/nights, price, dates (related to project events)	Accommodation costs (hotels, hostels, dormitories, short-term rentals)	Per-diems (daily allowances); meal vouchers eligible within *11. Overheads*; rent of premises eligible within *2. Rent and related technical services*	Lists of attendees (e.g. hotel guests)	Copies of invoices/bills/contracts and payment confirmations (bank statements)
	Board	Description of board or catering, number of people, dates (related to project events)	Working lunches or dinners, breakfast briefings, receptions, catering costs, refreshments			
5. Transportation and delivery	Personal travel costs	Travel directions, dates, means of transport, names and number of people concerned	Public transport costs, transportation by private vehicles, parking, travel insurance, vignette, car/bus rental	General postage (delivery of contract, communication with partners and other running costs), company car usage, fuel bills eligible within *11. Overheads*	Lists of passengers	Copies of invoices/tickets and boarding passes, Transportation Cost Reimbursement Sheet, copies of vehicle registration document (in case of private car usage) and payment confirmations (bank statements)
	Delivery of goods/material	Description of delivered goods/material and their number/amount, other details	Delivery costs, courier services		–	Copies of invoices/bills/contracts and payment confirmations (bank statements)

6. Translation and interpreting costs	Translation costs	Description of translated texts (incl. the translated languages), number of standard pages	Translation costs, localization services	Translation of the grant contract or other operational documents (application form, final report, etc.) eligible within *11. Overheads*	Complete translated materials together with documents in original languages (printouts or digital copies)	Copies of invoices/contracts not based on Labor Code and payment confirmations (bank statements)
	Interpreting costs	Details regarding the interpretation incl. languages, type of interpreting (simultaneous/consecutive), number of hours	Interpreting costs including rent of interpretation equipment			
7. Awards and prizes	Financial awards/prizes	List of financial awards and their respective values (in €)	Financial prizes	Scholarships, sub-grants, attendance fees eligible within *11. Overheads*	Brief report on award-giving with a list of awarded persons including their signatures and dates, signed jury decision (where available)	Payment confirmations (bank statements)
	Non-financial awards/prizes	List of non-financial awards or prizes and their respective values in €	Medals, cups, other awards			Copies of invoices/bills/contracts and payment confirmations (bank statements)

8. Office supplies and consumption material	Office supplies or consumption material for exclusive use during the project; in exceptional cases, bigger purchases	Specification of each supply or consumption material incl. its number/amount and its planned use within and beyond the project implementation (where applicable); when purchasing bigger assets (e.g. computers), information shall be given about which entity will use the assets once the grant is concluded	Pens and notepads, art supplies, printing paper, flipchart, etc.; also, computers, cameras, video conferencing equipment or other technology used for digitization or remote work when justified	PR materials eligible within *9. Promotional costs*; cleaning supplies coffee and small refreshments are only eligible within *11. Overheads*	–	Copies of itemized invoices/bills/contracts and payment confirmations (bank statements)
9. Promotional costs	Offline promotion and advertisements (print/broadcast, outdoor, event)	Description of each activity and the utilized media incl. details (length of advertising, size/volume, etc.)	Ads in print and audiovisual media, billboards, promotional leaflets or posters, roll-ups	Printing of brochures, books, graphic design eligible within *1. Printing and publishing*	Samples of the advertisements in print media, digital copies (e.g. screenshots, graphic files) of digital advertisements or on-line banners, photos of billboards, samples of gadgets with the Fund's logo	Copies of invoices/bills/contracts not based on Labor Code and payment confirmations (bank statements)
	On-line promotion and marketing	Detailed description of activities (incl. size of banners, volume of boosted posts, number of newsletters)	Web-based promotion and marketing incl. e-mailing newsletters, social media campaigns and post boosts, on-line advertising (banners, AdWords), etc.			

	Promotional gadgets with the Fund’s logo	Specification of all promotional gadgets bearing the Fund’s logo	Promotional gadgets such as pens, notebooks, USB memory sticks, etc.			
10. Copyright, licenses and fees	Costs of copyrights and license, server hosting fees, domain registrations for exclusive use during the project implementation, tickets, incl. entrance tickets and passes	Specification of each fee/license, incl. its planned use and the period covered	Software licenses, payments for copyrighted materials such as photographs or texts, entrance tickets and passes, server hosting fees and domain registration payments, database access, etc.	Conference fees eligible within *11. Overheads*; honoraria for experts/artists and for audit service eligible within *3. Expert fees/Fees for authors or artists*	Full website link (where available)	Copies of invoices/bills/contracts not based on Labor Code and payment confirmations (bank statements)

11. Overheads (max. 15% of the grant)	Running costs and other indirect costs linked to the project implementation, limited to 15% of the granted sum	Specify in detail each cost and, where applicable, the period of its duration and its breakdown	Project management, coordination, communication, any per-diems related to the project, project bookkeeping, running costs (e.g. utilities, phone bills, rent of premises, use of a company car), tangible/intangible assets, etc.	Audit Report costs eligible within *3. Expert fees/Fees for authors or artists*	–	Payment confirmations (bank statements) internal transfers within organization are not acceptable

Visegrad Fund

ANNEX 2 – INSTRUCTIONS FOR THE TRANSPORTATION COSTS REIMBURSEMENT SHEET

For projects without an Audit Report obligation (grants lower than €10,000)

If the grantee wishes to reimburse travel costs of any participants/experts/partners that organized and paid for their own transportation while travelling to a contracted event, the grantee is obliged to provide us with a filled-out Transportation Costs Reimbursement Sheet enclosed with the Financial Statement.

The grantee or the person to be reimbursed must fill out either part A. "Train/bus/air/boat Transportation" when transportation tickets are available, or part B. "Private car", when the subject has used their own car to travel to the venue.

A. Train/bus/air/boat Transportation

In case of transportation tickets, the grantee (organizer) is obliged to collect copies of the travel documents from the travelers. The Fund accepts the following documents:

- electronic train/bus/boat tickets
- electronic/hard-copy of the boarding pass for airplanes (e-tickets are not sufficient!)
- tickets issued by a vending machine at railway stations, bus stations, etc.
- tickets for local transportation used on public transport vehicles

Printed copies (scans, printouts) of the above-mentioned documents must be enclosed with the Transportation Costs Reimbursement Sheet.

B. Private car

In case the traveler (or more passengers) used a private car to travel to the venue, the following data must be provided:

- Type of car
- License plate number
- Consumption per kilometer (liters) – this can be calculated based on the average consumption of the vehicle over 100 km
- Official reimbursement per 1 km (by law) – this information can be usually found on the website of the national taxation office

Please note that a copy of the car registration document must be enclosed with the sheet.

When reimbursing the travel costs, the grantee can decide to pay the full or partial amount of the costs stated in the sheet, upon previous agreement with the traveler. After receiving the agreed amount, the traveler must fill out the necessary parts at the bottom of the sheet. The grantee is then obliged to enter the relevant sum into the Financial Statement with the proper description, assigned to cost category “5. Transportation and delivery”. Please do not forget that all transactions must be carried out via bank transfer. Reimbursement in cash is, therefore, not allowed.

The grantee shall take into account that travel costs of any official company cars or fuel bills can only be reimbursed within the category “12. Overhead costs”. Vignettes/passes for highways can, however, be included in the “5. Transportation and delivery” cost category.

Visegrad Fund

Logo and Acknowledgement

A guide for grantees

By accepting a grant from the Visegrad Fund, you have made a commitment to publicly acknowledge our support throughout the project's implementation.

With your acknowledgment of our support you contribute to the transparency of the grant process and help us reach out and promote regional cooperation.

This guide presents basic information on how our grant support shall be acknowledged with the use of the Fund´s logo and verbal/written reference to our support at public events, in print and in digital formats.

Content

1. General requirement

Our logo and support statement must be present in all communication and outputs of your project.

Support statement:

The project is co-financed by the Governments of Czechia, Hungary, Poland and Slovakia through Visegrad Grants from International Visegrad Fund. The mission of the fund is to advance ideas for sustainable regional cooperation in Central Europe.

2.1 Logo Versions

The fund's logo comes in two versions—a standard, **simple logo** with the 'Visegrad Fund' word mark, and an **acknowledgement logo** with the tagline 'supported by.'

We advise using the simple logo in instances where other donors and sponsors are listed in a specific section headed by 'Supported by', 'With support from partners:', etc.

We advise using the 'supported by' logo in instances where it is free standing and where the inscription 'supported by' is meaningful.

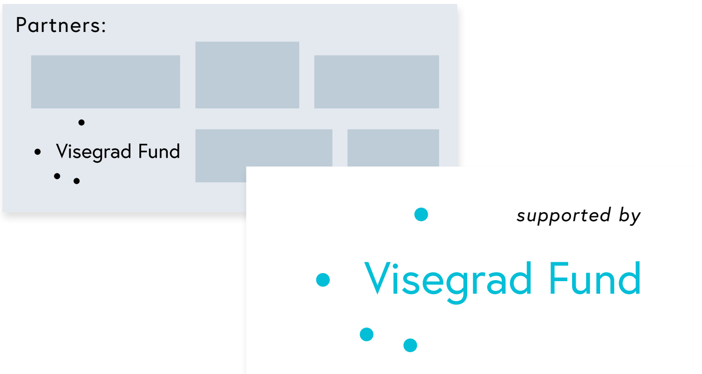
Visegrad Fund

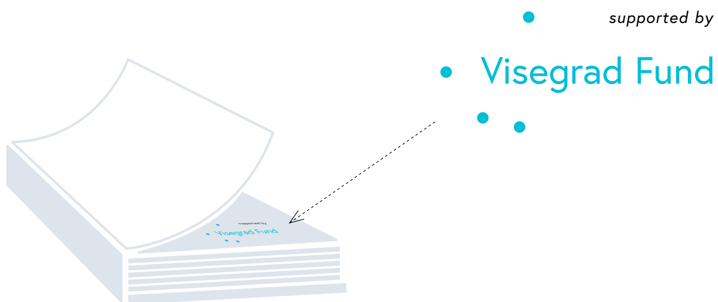
simple logo

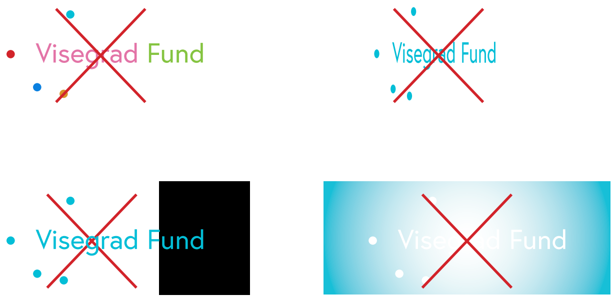
supported by

Visegrad Fund

acknowledgement logo







2.2 Logo Use

2.2.1 EXCLUSION ZONE

The clear space around the fund's logo must be kept at a consistent distance to ensure the integrity of the logo. It defines the minimum distance between the logo and the edge of a printed piece.

The clear space is equal to the height of the letter 'n' in the Visegrad Fund wordmark on the top and on the bottom of the logo. On the left and right sides of the logo the clear distance is twice as wide as the height of the letter 'n'. This area is the minimum and should be increased wherever possible. No graphic device, photos, or type should interrupt this area.

2.2.2 MINIMUM SIZE

The minimum size of the fund's logotype should never be below 8 mm in height. Wherever possible, the logo should be larger; there is no maximum size. The size of the logo should be reasonable and recognizable.

2.2.3 LOGO MISUSE

The logo cannot be anyhow altered (change of colors or background) or skewed (disproportionally changed in size), and its use must respect its exclusion zone, minimum size, and color versions. The logo should not be used as a background element or a watermark, nor is it permitted to use the fund's logo in the grantee's email signature.

2.3 Logo—Color and Resolution

BLUE
CMYK 070-000-020-000
RGB 003-191-215
WEB #03BFD7

GREY
CMYK 000-000-000-060
RGB 102-102-102
WEB #666666

BLACK
CMYK 000-000-000-100
RGB 000-000-000
WEB #000000

2.3.1 COLOR VERSIONS

There are four color instances of the fund's logotype illustrated below.
The logotype should not be modified by any other colors than shown.
The logo color palette consists of three colors: blue, black, grey.
If reversed, use white (no color).

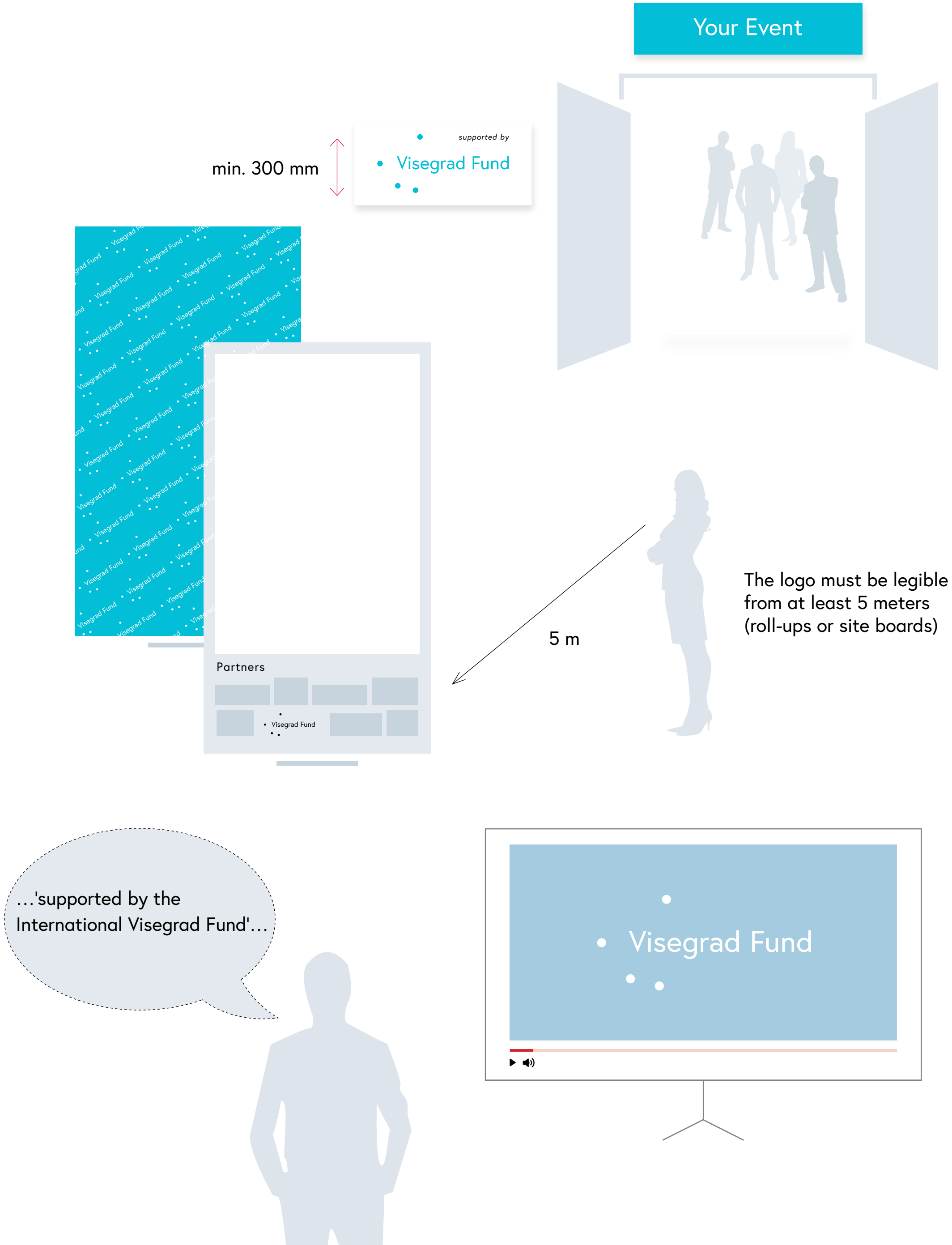
2.3.2 RESOLUTION

The minimum resolution for the logo is:
300 dpi—for printed materials
72 dpi—for online communications
(e.g. websites, electronic newsletters, etc.)

2.3.3. FORMAT

The recommended format of the logo for offline/print use is pdf. If you need outlines of the logotype, you can open pdf in Adobe Illustrator, where you will find the logo outlined.

The recommended format for online use is jpg, or png if a transparent background is desired.



3. Public Events

3.1 SIGNAGE

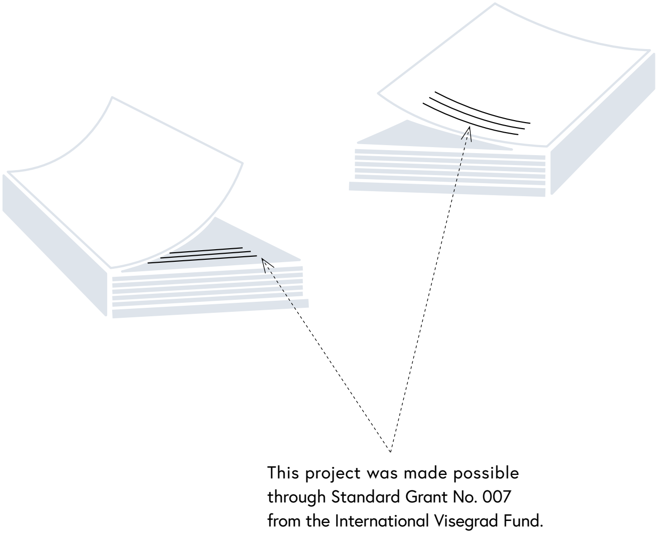
The fund's logo shall be displayed wherever the project events take place (conference rooms, auditoriums, outdoor venues, etc.) in the form of site boards, podium signs, flags, or roll-up banners. Such boards should be visibly placed on main stages, at venue entrances/exits. The logo's size must be proportionate to the size of your board but should be no smaller than 300 mm high.

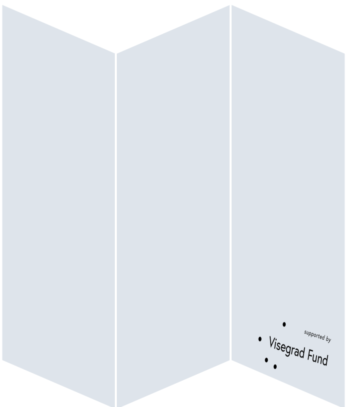
3.3 TRAILER

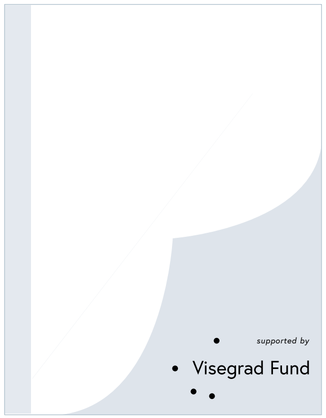
You may also acknowledge our support using a promotional trailer, which can be screened before or during your public event, such as during film screenings, opening ceremonies, concerts, etc. (see our YouTube channel, or contact us).

3.4 VERBAL ACKNOWLEDGEMENT

When officially communicating about a project to the public or the media or during implementing public events, which are part of the project (exhibition or conference opening), you shall acknowledge the fund´s support verbally by mentioning that the project was '**supported by the International Visegrad Fund**.'







4. Print

4.1 PRINT COMMUNICATION AND PROJECT OUTPUTS

The fund's logo must be visible at all publicly distributed printed materials which are part of the project's communication—invitations, posters, newsletters, leaflets, conference packages, press releases—as well as in all materials which are part of the project's outputs—books, diplomas, journals, policy papers, publications or any other outlets published and distributed in hard-copy as part of the project. In addition, any such printed output must include the following acknowledgment.

The project is co-financed by the Governments of Czechia, Hungary, Poland and Slovakia through Visegrad Grants from International Visegrad Fund. The mission of the fund is to advance ideas for sustainable regional cooperation in Central Europe.

If you would like to consult the use of our logo on specific occasions (e.g. large events) or in different forms (creativity has no limits) please contact Michal or Jiří at www.visegradfund.org/people.

5. Digital Formats

5.1 DIGITAL COMMUNICATION AND PROJECT OUTPUTS

All public digital communication related to the project must contain acknowledgement of the fund's support with the fund´s logo and the following statement

The project is co-financed by the Governments of Czechia, Hungary, Poland and Slovakia through Visegrad Grants from International Visegrad Fund. The mission of the fund is to advance ideas for sustainable regional cooperation in Central Europe.

5.2 PROJECT WEBSITE

Project website shall be set up and made available within 20 workdays after the approval of a project and must remain active during the whole contractual period. Each project website must have a unique address (URL). The website can alternatively have the form of a sub-site within an existing website (e.g. www.myorganization.com/visegrad). The websites of all organizations involved in the project must have direct link to the project website, or have separate project sub-site both in English and national language.

The project website or project sub-site shall include information on:
– grant support received by the project from the Visegrad Fund
– contact details of the project coordinator
– description of the main project objective
– updated information on project events/outputs

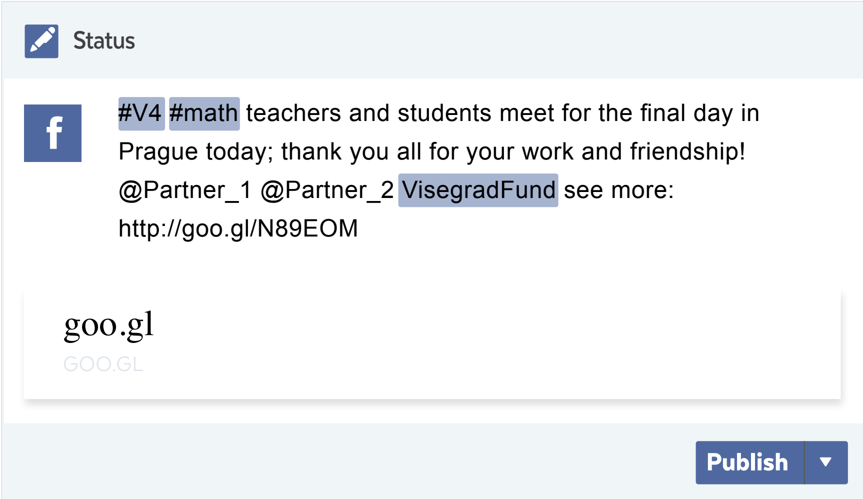
In addition, the website has to acknowledge the fund's support by displaying the fund's logo with a direct link to the fund's website www.visegradfund.org. The logo has to be positioned in a place which is visible without scrolling or clicking.

6. Social media

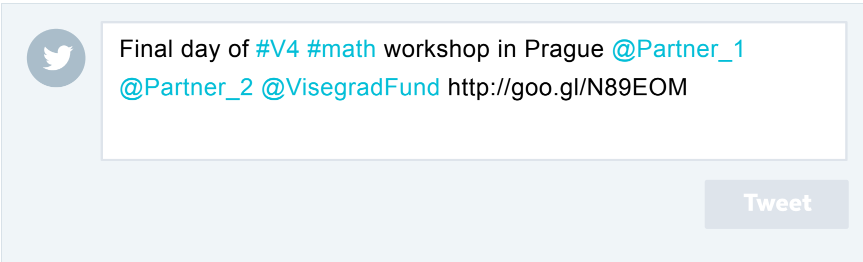
When communicating through social media channels, grantees are requested to acknowledge the fund's support and use the fund's logo, where possible. Mention our support on your social media website or blog by linking back to our website, where possible. We are on Twitter, so please use our main Twitter handle @VisegradFund to acknowledge our support. When on Facebook or Instagram, please tag us when releasing project-related posts or photos by using our hashtag #VisegradFund; you can also use #V4 or #Visegrad hashtags when referring to the V4 region:

- http://www.facebook.com/VisegradFund
- https://twitter.com/VisegradFund
- https://goo.gl/s85uqr
- https://instagram.com/visegradfund/

Facebook



Twitter



7. Monitoring and reporting

In case of monitoring visit during your project implementation, we will look for appropriate visual recognition of your grant.

In addition, all print and digital outputs have to be uploaded to the online system as part of your project's Final report. For public events, you will have to upload at least 2 pictures per event.

8. About Us

The International Visegrad Fund is an international donor organization established by the governments of the Visegrad Group (V4) countries (the Czech Republic, Hungary, Poland and Slovakia). Its aim is to support closer understanding and cooperation among people in the V4 region, as well as between the V4 region and other countries and regions, particularly in the non-EU neighbourhood of the Eastern Partnership countries and in the Western Balkans. The fund does fosters the development of civil society by financing joint grant projects and by awarding university scholarships and artist residencies. The fund's annual budget of €8 million consists of equal contributions by the V4 governments.

How to refer to the Visegrad Fund in English and in V4 languages?

EN **The International Visegrad Fund** – or simply **the Visegrad Fund**
CZ **Mezinárodní visegrádský fond** – nebo pouze **Visegrádský fond**
HU **Nemzetközi Visegrádi Alap** – vagy csak **Visegrádi Alap**
PL **Międzynarodowy Fundusz Wyszehradzki** – czy tylko **Fundusz Wyszehradzki**
SK **Medzinárodný vyšehradský fond** – alebo len **Vyšehradský fond**