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) **or institutions of state administration** (ministries, government agencies, embassies, etc.) **cannot apply nor can be valid project partners**. In 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.: private entrepreneurs, 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 of state administration (ministries, government agencies, embassies, state-funded cultural institutes, state-owned companies) • Natural persons (individual citizens) • Private entrepreneurs with/without a legal entity for funding their for-profit activities

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 case of **Strategic Grants**, the applicant must ensure the 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, 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] All project activities within cross-border projects should take place approximately within 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.

Visegrad Fund

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 IVF official website). The proposed project and its 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, the improvement of mutual awareness among societies, the promotion of the V4, and the development of 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.) 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 the basis of appointment. **Consultations can take place up to 30 days before the given application deadline** (i.e. before the application system is open).

2.2 DEADLINES

Proposals for Visegrad Grants, Visegrad+ Grants or Visegrad Strategic Grants are accepted regularly three times per year always by **February 1, June 1 and October 1**. Applications must be submitted 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 those Visegrad+ projects that target the countries of **Eastern Partnership or Western Balkan** countries. For **Visegrad 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 with the project's aims. The focus areas and objectives to 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 as 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 Visegrad 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 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 each other. The participation in project events only is not considered a sufficient form of regional collaboration and such project won´t be considered positively 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, don´t be vague and too abstract.

You have to choose a focus area and a main objective that your project aims to pursue. Choose only after you carefully read about the objectives of the focus areas described on the website – your application will be assessed based on the contribution of your proposal in the focus area that you select.

5. When you provide all required information about your proposal in the III. PROJECT section, you can move on to the IV. TIMELINE chapter, where you are requested to indicate the activities and their time frame during the project implementation period.

Make sure you list all activities that are to be carried out during project implementation period. Include also activities that may seem obvious, such as the preparation meeting, organization meetings, evaluation and reporting, etc. Indication of the start and the end date of each phase is also important, as it helps you structure the implementation of your project proposal.

6. After completing the IV. TIMELINE section, you will go to V. DELIVERABLES section where you will be asked to specify outputs, which are the products or events that are intended to lead to the desired outcomes or project results described in the III. PROJECT section.

When completing the DELIVERABLES section, keep in mind that for each output (publication, events, data collection) of the project, you have to give an estimated costs related to its delivery. The estimated costs shall be realistic and respect the “value-for-money” principle. All cost estimates shall be in EUR (€) based on average prices at the site of delivery. **Always indicate the unit cost of respective expenditure** (hotel price per night, transport per person per specific distance, expert fee per hour, page, or man-day etc.). The Fund can cover total costs of the project according to your estimates but may also choose only some of the concrete outputs to be supported. Therefore it is important to adhere to the list of eligible cost categories, i. e., costs that can be covered by the grant. **Please see the whole list in Annex 1 – on page 22 of this document.**

2.5. ACCOMPANYING DOCUMENTATION

Applicants may be requested to collect scans of the following documents in case of a successful application:

- digital copies (scans) of letters of intent,
- digital copies (scans) of IDs of the applicant and each project partner, and
- digital copies (scans) of confirmations of co-financing (by other donors or sponsors)

No application form printouts or any accompanying documents in hard copies are required when submitting the proposal; the Fund may, however, request scanned original letters of intent or ID documents before concluding the contract.

Please note that the Fund does not provide samples of these documents. The letter of intent must be written on a letterhead paper, stating its main identification data, expressing the willingness to be involved in the given project (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 deliverable-based budget, i.e., 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 of financial (financial contributions by the applicant, partners and/or other donors or sponsors) or non-financial nature (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 page 22 of this document.

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 evaluation of the committee 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 additional 20 working days for the contracting process after a given deadline**, no project can be scheduled to start before at least 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 read carefully the following assessment criteria. This information will tell you what criteria are used to score your proposal against and will help you with the project development.

- **Project relevance/context clarity**

The Fund assesses the compliance of the project with its aims. The Fund also evaluates how much aware the applicant is of the context and how clearly the applicant explains the context of the project and how the project responds to the given context or relates to relevant environment.

- **Visegrad substance**

The next assessment criterion is the regional added value of the project in terms of the collaboration of project partners and how much regional cooperation contributes to achieving the project objectives. The Fund also looks at the geographical scope of project activities, and how much it promotes regional cooperation.

- **Quality and Impact**

The quality of the project is assessed in terms of the relevance of the proposed outcome as well as its potential to achieve it. The Fund also looks at 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.
There are 4 levels of impact:

- The lowest possible impact is achieved when providing a direct service. In practice, it means that you organize an event or publish a book according to your project proposal and the listed target groups participate in the event or read the book.
- The second level is achieved when your target group changes their behavior or acquires a new skill thanks to your project. Following the example above, the participants of an event

did not only attend passively, but left with a new way of thinking about the subject and a will act upon it.

- -Changing the framework is the third level of impact. It means that your project managed to bring about a change in the legal or social environment of your target group.
- The highest possible level of impact is the change of the perception of the issue that you are dealing with. This is when a problem becomes a solution. Achieving such a change requires a long time, persistence and enormous hard work. It is understandable that you will not achieve it with one project supported by the Fund. However, the Fund appreciates if your organization is driven by this level of impact and your project proposal is contributing to getting closer to its achievement.

- **Transparency and Accuracy**

The Fund evaluates the value for money for each project proposal. The funding requested should therefore be adequate for the scale of the project and be at accurate value for the outcomes 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—financial sources (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 the 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. 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-, middle- and long-term impact.

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 achieve the desired outcome. Introduce quantitative (measurable) indicators to monitor successful implementation.	The project shall bring results connected to the focus problem/issue, contributing to the priorities in "1.3. TOPICS/REGIONAL ADDED VALUE". Results should be reported via qualitative indicators (e.g. level of knowledge the participants acquired - test or survey after the event,

			etc.). If aiming at higher levels of impact, report the desired change in behavior of the participants (tools such as surveys are recommended and their results should be then reported in the narrative part of the Final Report).

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.**

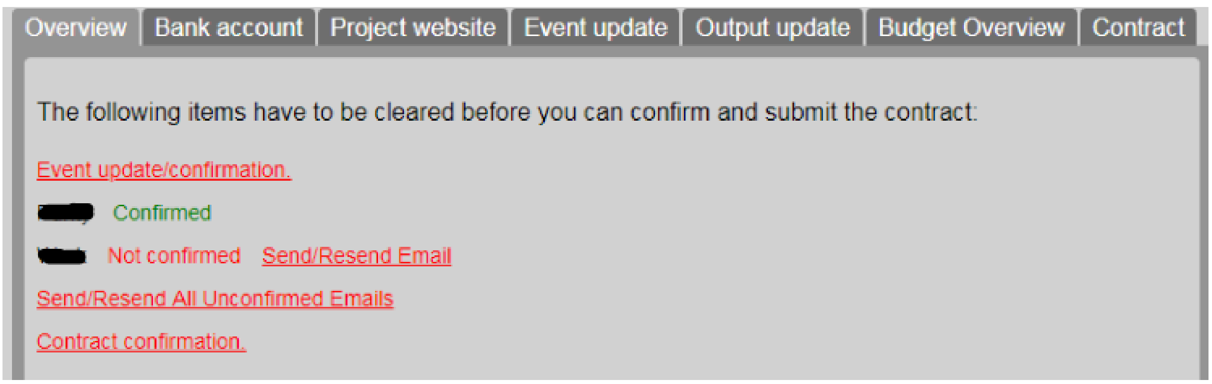
3.3. ANNOUNCEMENT OF RESULTS

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

4. CONTRACTUAL TERMS

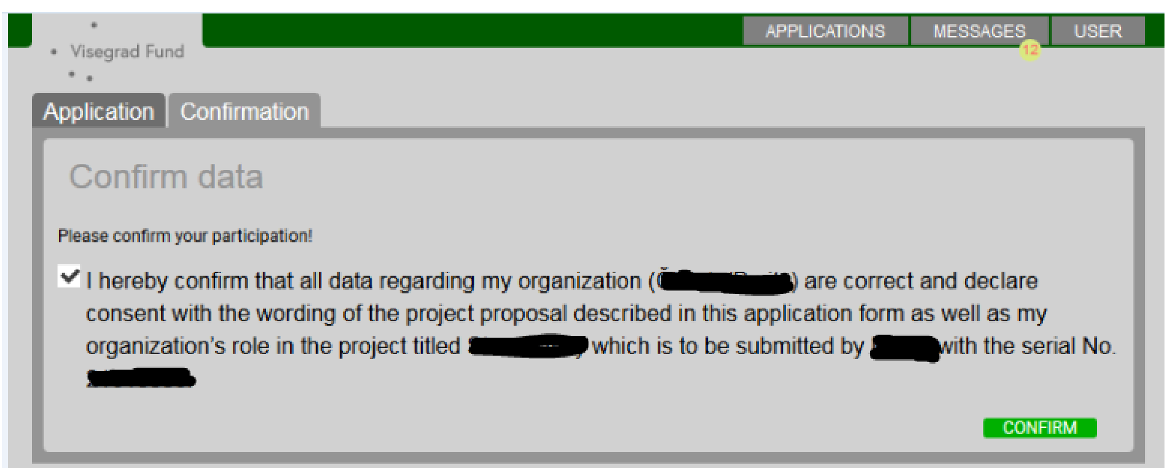
4.1. GENERAL CONDITIONS

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. In case 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 sent link will grant only a temporary access to our online system for the partners. Therefore, it is important that the confirmation is done 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** aside from any national languages. The webpage can alternatively have the form of a webpage within an existing website or can be set up on social media/networking sites or blogs. Each project webpage must, however, contain the Fund's logo with a direct link to the Fund's web-site, as well as direct links to the websites of all project partners. When publicly communicating through social media, grantees are to make references/link to the Fund's active accounts on Facebook, Twitter or Instagram—see *Logo and Acknowledgment Manual* for further details.

4.3 BANK ACCOUNT

The grantee is obliged to provide a bank account for the purposes of the grant disbursements realized by the Fund. All project payments must be carried 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, as 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 to 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 the 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**. However, such payments must be realized by the end of the implementation period.

4.4 CONTRACTUAL PERIOD

The maximum time frame for **Visegrad Grants or Visegrad+ Grants is 18 months**; **Visegrad 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 realized 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 continuation of the 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.

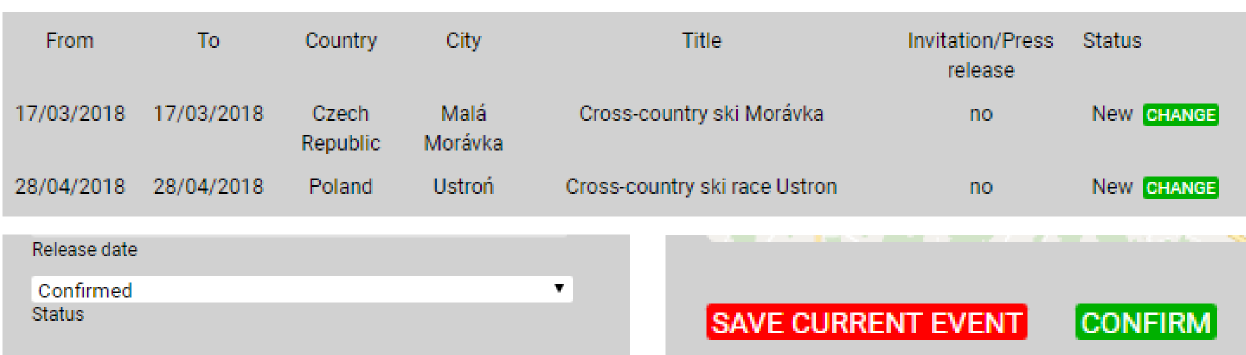
5. PROJECT IMPLEMENTATION

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 all changes to the implementation of the project (above all but not only the changes in dates of delivered outputs—see 5.2). **All substantial changes**—i.e., prolongation of the implementation or contractual periods, changes of the project partners, changes within 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). Please note that it is not possible to obtain **any rise exceeding €1,000 within the cost category of "3. Expert fees/Fees for authors or artists"** even if requested. Also, keep in mind that the grantee can ask for the prolongation of the implementation period and/or the extension of the reporting deadlines only once, with a maximum extension of 3 months. All requests must be properly justified and submitted to the Fund in advance.

5.2 CALENDAR AND PROMOTION

When you signed the contract with the Fund, you have agreed to the list of events and outputs that you would realize 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.



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 realized 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 could 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* 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 staff of the Fund 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 Visegrad 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. Apart from that, you will also see the exact amount to be disbursed in each installment and the conditions that regulate the date of the payments. You will receive the first installment upon returning us the signed contract by post. If your contract specifies two payments only, the last tranche (usually 20% of the whole grant) will be transferred to you once the **Final Report** has been controlled 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 effi
  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 to 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 sample of the Financial Statement available on our website.

Also, be kindly reminded that the Fund has **10 working days** to review the Interim Reports counting from the date of their postal delivery. Therefore, the sooner you provide us with the Interim Report and Interim Financial Statement, the sooner you will be able to realize whether the Fund approves the continuation of your project and to 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) to prepare the **Interim Documentation**, which consists of the following elements:

- **Interim Report** – textual summary of the progress and results of the project realized 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 part about the Financial Settlement.

Once the whole implementation period of the project has come to an end, there will be 20 working days to prepare the following documents:

- **Final Report** – textual summary of the whole project (you can find the template on our website)
- **(Final) Financial Statement** – a spreadsheet containing all the expenditures covered by the grant, the list of expenditures NOT financed from the Fund´s sources 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 output that were realized, 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 realized events and outputs contributed to the original purpose and the specific goals of the project, 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 any continuation of the project, make sure that you draw the necessary conclusions and provide some ideas for development.

6.3 FINANCIAL STATEMENT AND FINANCIAL SETTLEMENT

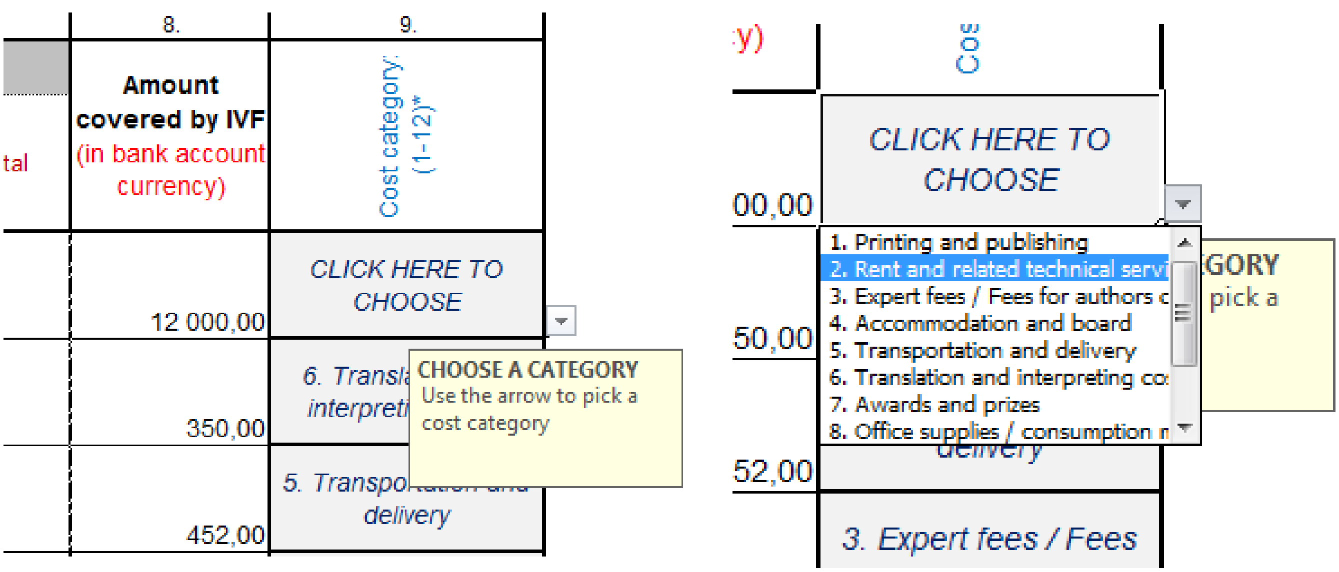
The Financial Statement contains three Excel sheets in general. The **Summary Table** will help you to summarize the whole budget of your project, including any external sources (e.g. your own sources, partners' or other donors' financial contributions). They may also be non-financial sources or in-kind contributions (i.e., own work, use of own premises, etc.). Depending on whether your project has been co-financed, please choose the corresponding table to fill. Please do not modify the cells marked as grey in tables.

The List of Expenditures sheet must be filled out only in case you received contributions other than the obtained Fund´s grant. Please **make sure that you list all items that have NOT been paid from the Fund's contribution**.

The **Financial Settlement** is the most important part of the Financial Statement, as all the expenditures covered from the grant during the implementation period must be entered and properly described here (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 on the top of the sheet, especially the **currency of your bank account**. If your expenses have been spent 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 out Annex 1 on page 22 of this document.

As you enter the individual items, you must choose the category of the cost 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 the 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 entered 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 case of 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 the 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 knowledge of English 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:

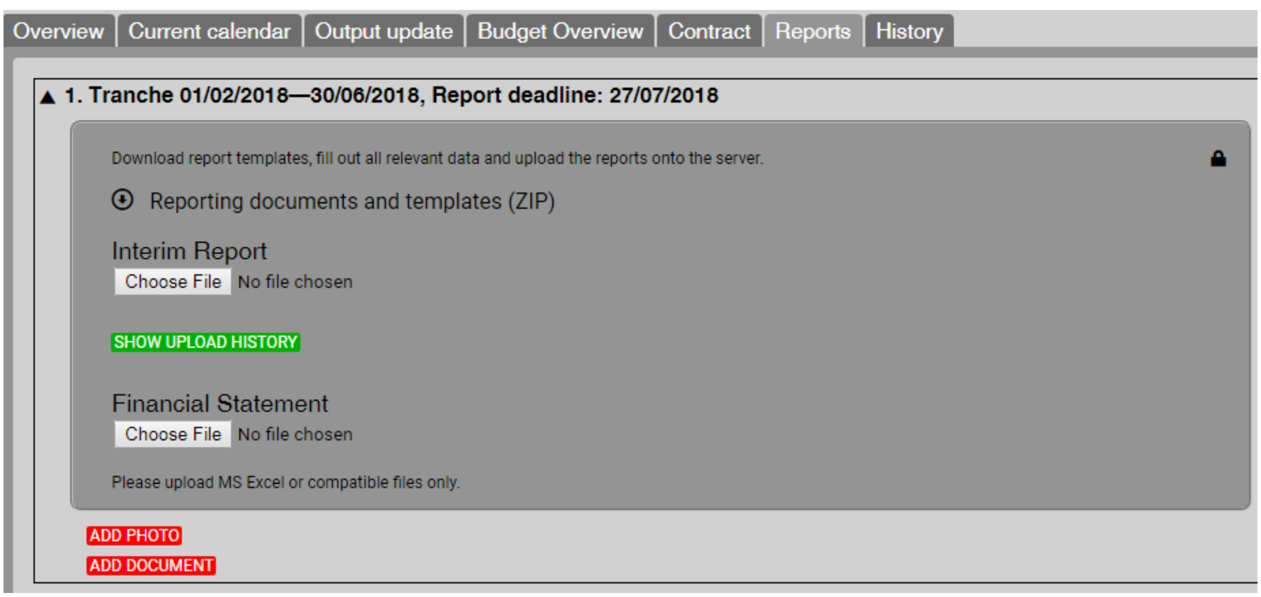
- http://www.kacr.cz/vyber-auditora
- http://kibr.org.pl/pl
- http://www.mkvk.hu/
- http://www.skau.sk/
- http://www.ifac.org/about-ifac/membership/members

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

Upon finishing the reports, please go through them once again and correct any possible mistakes. Do not forget that **both the Interim/Final Report and the Financial Statement(s) must be signed and stamped by the statutory representative of the grantee.**

Please keep in mind that the deadline for submitting the reports applies for postal delivery, as well as for uploading the Interim/Final Report and the Financial Statement(s) into our online system. To upload the mentioned documents, go to "Reports" and upload the Final Report (in PDF or DOC format – must be identical to the one sent by post) and the Financial Statement (in XLS file – must contain all sheets) by the deadline.



You should upload the Interim and Final Report and Financial Statement(s) under "Reports"

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:

- ✓ **Final Report** – all pages filled out, last page signed and stamped by the statutory representative of the grantee
- ✓ **(Final) Financial Statement** – all pages and additional sheets filled out (where applicable), signed and stamped by the statutory representative of the grantee
- ✓ **Audit Report** (if applicable) – signed and stamped by the certified auditor, indicating his/her credentials as member of the national chamber of auditors
- ✓ **Promotional materials** (samples of leaflets, posters, books, booklets, merchandise) that have been paid from the grant (in case of visual and digital products, we accept files via e-mail, web link, CD, DVD or USB storage) – **whenever possible, send digital copies only**
- ✓ **Copies of the original lists of participants** for any contracted and realized events
- ✓ **Pictures and video materials of the realized events** (shall be sent either via e-mail or web link)
- ✓ **Transportation Costs Reimbursement Sheet** (only applicable for projects without an Audit report) - see instructions in Annex 2 of this document.

The Fund will have 30 working days after the delivery of the final reports to control the documents and approve the payment of the last installment. **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.

ANNEX 1. – LIST OF ELIGIBLE COSTS

This table will help you to fill out the “V. 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 NON-ELIGIBLE 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 produced text, 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			

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 the overheads category	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	Specification of each supply or consumption material incl. its number/amount and its planned use	Pens and notepads, art supplies, printing paper, flipchart, etc.	PR materials eligible within *9. Promotional costs*; computers, printers and other devices, cleaning supplies, coffee and small refreshments are only eligible within *11. Overheads*	–	Copies of 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 broadcast 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.			

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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/intagible 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

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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 means of transportation while travelling to a contracted event, the grantee is obliged to provide us with a filled-out Transportation Costs Reimbursement Sheet enclosed to 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 an own car to arrive 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 (e.g. Regiojet, FlixBus, national railway companies, etc.)
- 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, print-outs) of the above-mentioned documents must be enclosed to the Transportation Costs Reimbursement Sheet.

B. Private car

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

- Type of car
- License plate number
- Consumption per kilometer (liters) - this can be counted based on the average consumption of the vehicle on 100 km
- Official reimbursement per 1 km (by law) – when searching for the official rate of reimbursement, you can use either the country of departure or the country where the longest part of the journey has taken place. 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 to 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, therefore, reimbursement by cash is 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 "11. Overhead costs". Vignettes for highways can, however, be included in the "5. Transportation and delivery" cost category.