

APPLICATION MANUAL

This manual has been created to get you familiarized with the rules and criteria before you start applying for our Grants. The information here is based on the Rules (a framework of basic regulations) and Grant Guidelines (detailed instructions building upon those rules) of the Fund. The manual contains all the necessary information set in those documents, while giving you useful tips to make your application as successful as possible.

The manual will guide you through the following topics:

- **What are the eligibility criteria?**
- **What is in the application?**
- **What are the assessment criteria?**
- **How decisions are made?**

ELIGIBILITY

Please read the eligibility requirements for the funding carefully. If you do not meet the requirements we will be unable to consider your application for funding.

Who can apply?	<ul style="list-style-type: none"> • 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 • Private entrepreneurs, companies with a legal entity, but only in areas not connected to their every-day business activity
Who cannot apply?	<ul style="list-style-type: none"> • Institutions of state administration (ministries, government agencies, embassies, state-funded cultural institutes, state-owned companies) • Organizations with running projects cannot apply in the same grant program again until the previous project is concluded (but they can be partners in any projects). It is, however, possible to apply in a different grant program (applicants having a running Visegrad Grant may apply for Visegrad+ Grants, etc.) • Natural persons (individual citizens) • Private entrepreneurs with/without a legal entity, in areas connected to their everyday activity
What can the grant cover?	<ul style="list-style-type: none"> • Printing/publishing, rent and related technical services, expert fees/fees for authors or artists, accommodation and board,

	transportation and postage, translation and interpreting costs, awards and prizes, office supplies, promotional costs, copyright/licenses, overhead costs/contingencies (tangible/intangible assets, audits).
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APPLICATION

Please read about the application procedure and step by step guide with tips to help you prepare good application.

How to apply?	- 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.
When to apply?	<ul style="list-style-type: none"> 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. Application must be submitted 12:00 p.m. (noon) CET on the given deadline date.
What are you expected to deliver in addition to on-line application?	<ul style="list-style-type: none"> Applicants are requested to collect scans of the following documents, which may be requested at a later stage (not as part of the application): <ol style="list-style-type: none"> digital copies (scans) of letters of intent digital copies (scans) of the certificate of the applicant and project organizations

PREPARING APPLICATION

1. Create new user account (if you have not used the online system before) or log-in.
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 same 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 as sufficient form of regional collaboration and such project won't be considered for funding.

- 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 we need.

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 and effective. Make it short and try to convey what your project is doing (Max. 5 words). Do not use acronyms as they are hard to understand. Also don't be vague and too abstract.

You also 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 on the contribution of your proposal to the focus area that you select.

- 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 activities and the time frame of these activities 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.

- 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 to lead to the desired outcomes or project results described in the III. (PROJECT) section.

When completing the OUTPUTS 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. 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 following list of eligible cost categories, i. e., costs that can be covered by the grant:

<i>Cost category</i>	<i>Subcategory</i>	<i>Description/details to be listed in the application form</i>	<i>Examples of eligible costs</i>	<i>Examples of non-eligible costs</i>
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 IVF contract, business cards, financial and other operational documents—eligible within overheads
	Graphic design	Description of work/number of standard pages	Graphic design of printed or digital works, DTP	Printing of PR materials

	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	(leaflets, posters)—eligible within <i>promotional costs</i>
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 <i>overheads</i>
	Related technical services	Description of service, period of delivery	Sound and conference equipment, rescue and security services, etc.	Catering—eligible within <i>accommodation and board</i>
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 <i>printing and publishing</i>
	Fees for in-person services	Number of hours/days of expert/artist delivery and a detailed description of delivered expertise	Honoraria for experts who deliver a complex expertise (speakers, performers, lecturers, researchers) not based on Labor Code; costs related to Audit Report	Accounting, project management, coordination, communication—eligible within <i>overheads</i>
4. Accommodation and board	Accommodation	Venue, number 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 <i>overheads</i>
	Board	Description of board or catering, number of people, dates (related to project events)	Working lunches or dinners, breakfast briefings, receptions, catering costs, refreshments	Rent of premises—eligible within <i>Rent and related technical services</i>
5. Transportation and delivery	Personal travel costs	Travel directions, dates, means of transport, 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 <i>overheads</i>
	Delivery of goods/material	Description of delivered goods/material and their number/amount, other details	Delivery costs, courier services	
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 <i>overheads</i>
	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 (€)	Financial prizes	Scholarships, sub-grants, attendance fees—eligible within category <i>overheads</i>
	Non-financial awards/prizes	List of non-financial awards or prizes and their respective values in €	Medals, cups, other awards	
8. Office supplies and consumption material	Office supplies or consumption material for exclusive use	Specification of each supply or consumption material incl. its number/amount and its	Pens and notepads, art supplies, printing paper, flipchart, etc.	PR materials—eligible within <i>promotional costs</i> Computers, printers and

	during the project	planned use		other devices Cleaning supplies, coffee—eligible within <i>overheads</i>
9. Promotional costs	Off-line 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 <i>printing and publishing</i>
	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, audit fees—eligible within <i>overheads</i> Honoraria for experts/artists—eligible within <i>Expert fees/Fees for authors or artists</i>
11. Overheads	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 <i>Expert fees/Fees for authors or artists</i>

7. The VI. (BUDGET) section follows. In this part of the application, you will be asked to indicate additional sources for financing your project proposal (if applicable).

Additional support 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.).

8. After submitting your application, a confirmation e-mail will be sent to the e-mail address used at registration.

SELECTION CRITERIA

Before starting working on your application, read carefully the following assessment criteria. This information will tell you what criteria we will use to score your proposal against and will help you with the project development.

- **Project relevance/context clarity**
We assess the compliance of the project with the aims of the Fund. We also evaluate 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**
We assess 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. We also look at geographical scope of project activities and how much it promotes regional cooperation.
- **Quality and Impact**
We assess the quality of the project in terms of the relevance of the proposed outcome as well as its potential to achieve it. We also look at the project's impact through looking how the project links relevant actors, project outputs and the target groups. In other words, impact is the change of the situation within a specific group of people that your project addresses. We distinguish between 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. We understand that you will not achieve it with one project supported by the Fund. However, we appreciate 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**
We evaluate 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 more we encourage the applicant 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**
We look into 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.

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 that we 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	TARGET GROUPS	OUTPUTS	OUTCOMES & IMPACT
Good understanding of the context and the problem is necessary (including data, statistics, analysis)	Involved stakeholders (including those who are part of the problem)	Activities involving a particular target group that will lead to achieve the results	Results—shall be the opposite of the problem Impact of each result to be evaluated by the staff

In assessing the application we also consider 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**

DECISIONS ON SUPPORT

Decisions are made by the Council of Ambassadors upon the recommendations of the Selection Committee headed by the Fund’s Executive Director up to 60 workdays after each deadline.

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.

ASSISTANCE WITH YOUR APPLICATION

We are committed to assist you with the application process. If you require help to develop your project proposal, find partners or to make an application, contact our team. Consulting project proposals, however, is possible only by appointment and latest 30 days before the given deadline.