

GRANT GUIDELINES

1. ELIGIBILITY

Any legal entity is eligible for funding if applying on behalf of a justifiable consortium of project partners (see [1.2](#)). Preferences are given to groups of non-governmental, civil society organizations (CSOs) and municipalities and local governments; applications submitted by schools, higher education institutions, research and scientific bodies and public institutions in general will also be considered. Natural persons (individual citizens) or institutions of state administration (ministries, government agencies, embassies, etc.) cannot apply nor can be valid project partners.

1.2 Project Partners

Project partners form an essential part of each project proposal. The involvement of each project partner must be justified and their concrete role complementary to that of the applicant as well as other partners. As a rule, the involvement of (project partners from at least) three V4 countries (“3xV4” rule) is required in each proposal (regardless of the applicant and/or subjects from other countries). Applicants are, however, encouraged to seek full V4 participation or give reasons if not including all four countries. Bilateral cross-border projects are an exception to the “3xV4” rule but only in proposals that directly benefit a specific border area between two neighboring V4 countries. Exceptions may also apply in cases when projects respond to concrete calls for proposals published by the Fund.

1.3 Topics/Regional Added Value

No preferences are given as to the project content. The project topic as well as the nature of the applicant’s and partners’ involvement in the project shall, however, be compatible with their respective mission statements. Each project should as means to the final outcome propose a set of concrete activities that contribute to sustainable regional cooperation in the V4 region, the improvement of mutual awareness among societies and the development of cross-border civil society (for details on project categories see [2.3](#)).

1.4 Re-applying/Parallel Projects

Applicants can only apply for a single Visegrad, Visegrad+ or Visegrad Strategic Grant at a time; re-applying is possible only once all previous projects financed by the Fund have been concluded. It is, however, possible to apply for or implement in parallel two projects in different grant programs (Visegrad, Visegrad+ or Visegrad Strategic Grants).

1.5 Exceptions

Exceptions to these rules or further requirements can be applied via a separate call for proposals published on the Fund's website.

2. APPLICATION FORM/PROJECT PROPOSAL

2.1 Applying

Project proposals are accepted only electronically through the Fund's on-line application form available at <http://my.visegradfund.org/> (application form PDF sample is available here; see [2.3](#) or [2.5](#) for details). Consulting project proposals is possible only by appointment and latest 30 days before given deadline.

To learn more about how to prepare the application, watch the online [video guide](#) on our [YouTube channel](#).

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. Application forms must be sub-mitted 12:00 p.m. (noon) on the given deadline date.

2.3 Project Categories and Priorities

In general, projects are evaluated in terms of their sustainability, innovativeness, accent on youth as well as their contribution to a "good neighborhood" mission. Specific priorities may apply within Visegrad+ Grants or Visegrad Strategic Grants when published in a call for proposal on the Fund's website. Each project proposal should be identified by one or two thematic categories to address the Fund's objectives/desired outcomes related to the theme:

1. CULTURE AND COMMON IDENTITY

Main objective:

Strengthening regional and European identity through common cultural initiatives

Specific objectives:

- Increased awareness of cultural diversity and cross-border intercultural dialogue
- Increased awareness of common heritage, including history and contemporary art
- Increased promotion of common identity and heritage outside of the V4 region
- Larger volume of common cultural productions reaching out to new audiences

Primary target groups:

Youth and school children, research institutions, municipalities, public institutions, artists, cultural institutions, audiences (existing and potential)

2. EDUCATION AND CAPACITY BUILDING

Main objective:

Raising the region's competitiveness through improved skills of citizens

Specific objectives:

- Improved hard and soft skills (e.g., leadership, communication, mediation, time management) for a better access to labor market
- Increase in the volume of common formal, informal and non-formal educational tools and teacher training opportunities (e.g. methodologies, common textbooks, internship programs, etc.)

Primary target groups:

Students, teachers and trainers, employers, families, municipalities, schools, decision-making bodies

3. INNOVATION, R&D, ENTREPRENEURSHIP

Main objective:

Improving the environment for innovation and joint R&D projects and the advancement of regional cohesion in economic development

Specific objectives:

- Increase in B2B networks with an emphasis on development of SMEs and start-ups—e.g. scaling up (education, internships, etc.)
- Improved ecosystem for business and social business development at the regional level
- Development of regional networks/clusters of SMEs, academia, and research institutions with a long-lasting impact
- Increased science popularization on the regional level (with emphasis on youth)
- Increased promotion of joint V4 R&D (research and development) projects outside of the V4 region

Primary target groups:

Young researchers and students, children and youth, teachers, academia, SMEs, local and regional authorities, underrepresented groups in science, social entrepreneurs

4. DEMOCRATIC VALUES AND THE MEDIA

Main objective:

Advancement of democratic values, human rights and civil liberties

Specific objectives:

- Increased awareness of transparency as a norm in society, professionalization of transparency of justice, fight against corruption
- Providing a safer environment and capacity building for whistleblowers, fact-checkers, the media and other watchdogs
- Increased volume of media coverage in V4/Western Balkans/EaP region about regionally-relevant topics, increased access to information
- Improved media and information literacy for increased resilience towards biased reporting, disinformation and propaganda

Primary target groups:

Young researchers and students, children and youth, teachers, academia, SMEs, local and regional authorities, underrepresented groups in science

5. PUBLIC POLICY AND INSTITUTIONAL PARTNERSHIP

Main objective:

Improving the effectiveness of public policymaking in the regional context

Specific objectives:

- Increased awareness and active involvement of civil society in policy-making processes with emphasis on youth
- New approaches to existing regional public challenges
- Common advocacy strategies addressing regional issues
- Increased capacity building of civil servants

Primary target groups:

Civil servants, public institutions, civil society, SMEs, citizens, youth and students, schools and academia, think tanks

6. REGIONAL DEVELOPMENT, ENVIRONMENT AND TOURISM

Main objective:

Advancement of strategies for environmentally sustainable regional development

Specific objectives:

- increased number of town/municipality twinning initiatives (joint projects between municipalities)

- Increased awareness and education on environmental protection, climate change and sustainable development (e.g. pollution, revitalization of brownfields, water management, etc.)
- Diversification of tourism by increasing the range and quality of tourism products and services

Primary target groups:

State, local and regional governments and municipalities, civil society, schools, SMEs

7. SOCIAL DEVELOPMENT

Main objective:

Strengthening an inclusive society and solidarity in the region

Specific objectives:

- Promotion of tolerant and inclusive mindset in society, protection of minorities
- Deepened inter-generational understanding and dialog
- Improved regional strategy and policy for demographic, migration and other social and economic challenges
- Increased awareness and practice of a healthy and active lifestyle and reduction of substance abuse (legal and illegal drugs)

Primary target groups:

Excluded or marginalized groups, inclusion-providing groups (within civil society), headhunters, municipalities, private sector, health-care providers, schools, youth, elderly, migrants and immigrants, refugees, citizens, schools, decision-making bodies, media

2.4 On-line Application System

The application form for Visegrad Grants, Visegrad+ Grants or Visegrad Strategic Grants is available through an on-line system at my.visegradfund.org. Registering a new proposal is possible only ca. 30 days before each given deadline. Registering is possible only with a valid e-mail address. Each proposal is password-protected and can be accessed and edited later.

2.5 Accompanying Documentation

Applicants are requested to collect scans of the following documents, which may be requested at a later stage:

- digital copies (scans) of letters of intent
- digital copies (scans) of IDs of the applicant and each project partner

- digital copies (scans) of confirmations of co-financing (by other donors or sponsors)

2.6 Budget

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 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 simple, 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 (for further details see [4.2](#) or [6.3](#)).

2.7 Eligible Cost Categories

When planning the budget, it is important to adhere to the following list of eligible cost categories, i.e., costs that can be covered by the grant:

Cost category	Subcategory	Description/details to be listed in the application form	Examples of eligible costs	Examples of non-eligible costs
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 <i>11. Overheads</i> ; printing of PR materials (leaflets, posters) eligible within <i>9. Promotional costs</i>
	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	Rental of offices of Grantee or project partners eligible within <i>11. Overheads</i> ; catering

			events	eligible within 4.
	Related technical services	Description of service, period of delivery	Sound and conference equipment, rescue and security services, etc.	<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 1.
	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	<i>Printing and publishing</i> ; accounting, project management, coordination, communication eligible within 11. <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-diem (daily allowances), meal vouchers eligible within 11.
	Board	Description of board or catering, number of people, dates (related to project events)>	Working lunches or dinners, breakfast briefings, receptions, catering costs, refreshments	<i>Overheads</i> ; rent of premises eligible within 2. <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 11. <i>Overheads</i>
	Delivery of goods/material	Description of delivered goods/material and their	Delivery costs, courier services	

		number/amount, other details		
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>11. 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 (in €)	Financial prizes	Scholarships, sub-grants, attendance fees eligible within the overheads category
	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 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 <i>9. Promotional costs</i> ; computers, printers and other devices, cleaning supplies, coffee and small refreshments are only eligible within <i>11. 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>1. 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>11. Overheads</i> ; honoraria for experts/artists eligible within <i>3. 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), etc.	Audit Report costs eligible within <i>3. Expert fees/Fees for authors or artists</i>

3. PROJECT SELECTION

3.1 Evaluation Period

Evaluation period may last up to 60 workdays (ca. 3 months) after given deadline. Applicants shall take this into account when planning project events, as no project can be scheduled to start before being contracted.

3.2 Approval/Rejection

An evaluation committee is assembled for each deadline and is headed by the Fund's Executive Director. The Executive Director makes his/her recommendations based on the discussion within the committee and passes the recommendations to the Council of Ambassadors. The Council of Ambassadors decides on the final selection on the 60th workday (see [3.1](#)) 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.

3.3 Announcement of Results

Lists of approved projects within each deadline are published on the Fund’s website on the day of the approval by the Council of Ambassadors. All applicants—whose projects were 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 (see [4.3](#)); and (3) accepting the contract draft by the grantee.

4.2 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 workdays (ca. 4 weeks) after the approval of a project. The grantee shall conduct bank-transfer (non-cash) transactions, as cash operations are not allowed.

4.3 Project Webpage

A project webpage shall be set up and made available within 20 workdays (ca. 4 weeks) after the approval of a project and must remain active during the whole contractual period. Each project webpage must have a unique address (URL). 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 Manual](#) [PDF] for further details.

4.4 Contractual Period

The maximum time frame for Visegrad Grants or Visegrad+ Grants is 18 months; Visegrad Strategic Grants can be implemented in 36 months. After the implementation period of a project (i.e., the period during which the project as such takes place) there are additional 20

workdays (ca. 4 weeks) for the preparation and submission of the final report. A project can be successfully concluded only after the Fund's approval of a given Final Report and upon clearance of all financial (last tranches or returns (see [6.6](#)). The Fund shall process all reporting documentation within 30 workdays (ca. 6 weeks) after its delivery.

5. PROJECT IMPLEMENTATION

5.1 Changes

Once a project gets contracted, grantees shall remain in contact with the Fund through the on-line system following the project calendar and inform the Fund of all changes to the implementation of the project (including 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).

5.2 Project Calendar

Project calendar is an on-line tool for keeping track of project's progress and for communication of the progress to the Fund (see [6.2](#)). It is necessary to keep all project events up-to-date and to keep up-to-date with reporting obligations as listed in the project calendar.

5.3 Public Promotion

Grantees are requested to ensure the project's visibility and the acknowledgement of the Fund's support—see [Logo/PR Manual \[PDF\]](#) for further details. The Fund reserves the right to list in the contract specific forms of promotion of project results as well as make use of the project results for its own promotion.

6. REPORTING, DISBURSEMENT AND REIMBURSEMENT

6.1 Project Disbursement and Reimbursement—Tranches

Visegrad Grant, Visegrad+ Grants and Visegrad Strategic Grants are disbursed in tranches. The size of each tranche and the length of each project stage are specified in the grant contract.

The first tranche is disbursed to the Grantee within 15 workdays following the delivery of the signed contract to the Fund. Subsequent tranches are disbursed upon the delivery and approval of complete and duly prepared reports concluding each stage of the project as stipulated in the project calendar and contract.

Prior to submitting the Interim Report and Interim Financial Statement, i.e., before claiming the subsequent tranche, the grantees are requested to have utilized approximately 80% of the first tranche at the least.

The last tranche usually amounts to about 20% of the total granted sum and is reimbursed only after the delivery and approval of the Final Report. The Grantee must have this portion of the budget pre-financed (covered from other sources) when submitting the Final Report.

6.2 Interim and Final Reports

Interim and Final Reports are to be delivered to the Fund by the deadlines stipulated in the contract.

In case an Interim Report is required, it shall consist of the narrative report and the Financial Statement which are both to be submitted in the on-line system.

The Final Report consists of the narrative report, the Financial Statement and an Audit Report (for projects with budgets of €10,001 or higher, unless stipulated otherwise in the contract). The Final Reports shall be sent together in hard copies signed by the statutory representative (no scanned signatures or copies of the can be accepted). The Fund shall process the reporting documentation within 30 workdays (ca. 6 weeks) upon its delivery. The final Financial Settlement (part of the Financial Statement) in the Final Report 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.

The grantee shall use only the reporting forms available for download from the on-line system and/or available on the Fund's website.

6.3 Financial Statement

Financial Statement consists of the (1) Financial Settlement table, (2) the list of expenditures financed from own/other sources (if obligatory according to the grant contract), and (3) the summary table. Each part of the Financial Statement has specific forms provided by the Fund and is available on the Fund's website. The grantee shall use only the reporting forms available for download from the on-line system and/or available on the Fund's website.

The Financial Statement shall be prepared using the correct exchange rate. Costs stated in the Financial Statement must be claimed in EUR (€), using either:

- 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.

6.4 Financial Settlement

Financial Settlement represents a list of declared project expenditures covered from the grant. All costs claimed for reimbursement must be incurred and paid during the contracted implementation period (with the exception of costs related to the Audit Report) and recorded into the bookkeeping of the grantee. All bank transfers related to project expenditures must be realized from the bank account(s) owned by the grantee.

The Financial Settlement shall be prepared in the currency of the project bank account. In case that the payments are realized from bank accounts held in different currencies, it is recommended to prepare separate Financial Settlement tables for each currency and use the exchange rate as stated in 6.3.

The Grantee shall prepare the Financial Settlement table with regards to the specific requirements related to each cost category (for eligible costs see [2.7](#)):

Cost category	Subcategory	Description/details to be listed in the Financial Settlement	Supporting documentation to be delivered	Requested financial documents (applies only for projects without Audit Report obligation)
1. Printing and publishing	Printing costs	Description, number of standard pages, volume (number of copies)	Samples of printed and published materials containing	Copies of invoices/bills/contracts and payment confirmations (bank statements)
	Graphic design	Description of work/number of standard pages	Fund's logo (brochures, books, magazines, booklets, training materials, websites, digital works, etc.)	
	Publishing costs incl. online posting and website updates	Description of work, amount of material covered (number of pages, number of posts)		
2. Rent and related technical services	Rental costs	Description of rented space, period of rental, cost	–	Copies of invoices/bills/contracts and payment confirmations (bank statements)
	Related technical services	Description of service, period of delivery		
3. Expert fees/Fees for authors or	Fees for texts	Description of produced text, number of standard pages	Complete texts or other outputs of expert	Copies of invoices/contracts not based on Labor Code and payment

artists	Fees for in-person services	Number of hours/days of expert/artist delivery and a detailed description of delivered expertise	activities (presentation, research outcomes, photos, videos etc.)	confirmations (bank statements)
4. Accommodation and board	Accommodation	Venue, number of persons/nights, price, dates (related to project events)	Lists of attendees	Copies of invoices/bills/contracts and payment confirmations (bank statements)
	Board	Description of board or catering, number of people, dates (related to project events)		
5. Transportation and delivery	Personal travel costs	Travel directions, dates (related to project events), means of transport, number of people concerned	Lists of passengers or transportation cost reimbursement sheet (available on the Fund's website)	Copies of invoices/tickets and boarding passes, transportation cost reimbursement sheet (available on the Fund's website), 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	–	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	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		
7. Awards and prizes	Financial awards/prizes	List of financial awards and their respective values (Eur)	Brief report on award-giving with a list of awarded	Payment confirmations (bank statements)
	Non-financial awards/prizes	List of non-financial awards or prizes and their respective values in Eur	persons including their signatures and dates, signed jury decision (where available)	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 purpose for project	–	Copies of invoices/bills/contracts and payment confirmations (bank statements)
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.)	Samples of the advertisements in print media, digital copies (e.g. screenshots, graphic files) of digital advertisements or on-line banners, photos of billboards,	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)	samples of gadgets with the Fund's logo	
	Promotional gadgets with the Fund's logo	Specification of all promotional gadgets bearing the Fund's logo		
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	Full website link (where available)	Copies of invoices/bills/contracts not based on Labor Code and payment confirmations (bank statements)

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	–	Payment confirmations (bank statements) internal transfers within organization are not acceptable
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6.5 Audit Report

All projects supported by the Fund with budgets exceeding €10,001 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 requests 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:

The auditor shall follow the Grant 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).

6.6 Project Conclusion

Project is deemed concluded only when two conditions are fulfilled—(1) approval of the Final Report and (2) the disbursement of the last tranche. A project is thus concluded only once the reporting documentation (Final Report, Financial Statement and Audit report, where applicable) has been approved by the Fund and the last tranche has been transferred onto the grantee's bank account, or the potential unused grant amount returned to the Fund's bank account.