

# International Visegrad Fund: official website

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visegradfund.org/grants/grant-guidelines

## 1. PROJECT PREPARATION

### 1.1 Applicant

Any legal entity or natural person worldwide is eligible for funding, provided that the given project proposal deals with topics relevant to the V4 region, promotes cooperation among project partners in the region, and has a real impact on V4 society. Preferences are given to applicants from non-governmental, civil society organizations (NGOs/CSOs), municipalities and local governments. We will also consider applications from public schools, universities, research and scientific bodies and public institutions in general.

State administration institutions cannot apply, nor can they be valid project partners, incl. ministries, embassies, official cultural institutes such as Balassi Institutes (Balassi intézet), Czech Centres (České centrum), Polish Institutes (Instytut polski), or Slovak Institutes (Slovenský inštitút).

### 1.2 Project partners

Project partners are an essential part of your proposal. Their selection as well as their qualifications are equally important parts of the proposal and should reflect the nature of your cooperation. Note that the Visegrad Fund promotes multilateral cooperation and joint approaches to solving problems; we therefore pay a special attention to the consortia of applicants and partners and reserve the right to contact your project partners during our evaluation to get a better picture of the proposed project.

As a rule, participation of at least three V4 countries (“3xV4 rule”) is required in your proposal (e.g. applicant is from Czechia, his/her project partners are from Hungary and Poland, or applicant is from Ukraine, his/her project partners are from Hungary, Poland and Slovakia). However, where possible, we encourage applicants to seek a full V4 participation (all four countries are “on board”) regardless of potential non-V4 countries involved. Correspondingly, we request that applicants give reasons for not having all four countries involved.

The exception from these rules bilateral or trilateral “cross-border” projects (formerly “cross-border cooperation” category), where the “3xV4” rule does not apply but only in cases where the projects prove to directly benefit a specific border area between two/among three neighboring countries (please see [1.5](#)).

Exceptions may also apply in cases when projects respond to concrete calls for proposals published by the fund (please see [1.5](#)).

### 1.3 Project topic/Regional added value

In general, no preferences are given as to the content of proposed projects. Each project topic shall, however, contain a reasonable Visegrad dimension, i.e., the project must deal with V4 countries and shall develop cooperation within the region and/or between the V4 region and other countries. Priority is given to projects that strive to create common added value rather to projects which simply just involve partners from the said countries.

### 1.4 Re-applying/Simultaneous applications

Applicants can only apply for a single Visegrad Grant project at a time. In case of multiple applications from the same applicant, the first registered application will be considered. Applicants may re-apply at any point, only if all previous grant projects financed by the fund have been concluded (i.e., projects with duly approved final reports). The [Visegrad Strategic Program](#) is an exception; Strategic Grants can be implemented simultaneously with other grant projects.

## 1.5 Exceptions

Some exceptions may apply regarding project partners and other conditions in site-specific cross-border projects or in projects responding to a concrete call for proposals.

### Cross-border filter

Projects that deal with specific local issues and that activate local communities in a concrete border areas/regions (e.g. Tokaj wine region, Těšínsko/Śląsk Cieszyński, the Tatras) can be implemented on a bilateral or trilateral basis (formerly “cross-border cooperation” category). In other words, the “3xV4” rule will not apply if the following conditions are met:

- project activities must take place within 40 km from the border, preferably on both/all three sides (the partners’ official seats do not necessarily have to be located within the 40 km limit),
- projects are implemented partnerships involving the following combinations of countries (bilateral: CZ/PL, CZ/SK, HU/SK, PL/SK; trilateral: CZ/PL/DE, CZ/PL/SK, CZ/SK/AT, HU/SK/AT, HU/SK/UA, PL/SK/UA).

### Calls for proposals

Specific conditions may apply within specific calls for proposals (usually co-financed by other donors). The conditions are to be found on the fund’s website where calls for proposals are announced. Applicants confirm their intent to respond to the given call in the application form (in section III. PROJECT).

## 1.6 Consulting the fund

Applicants can freely consult the staff of the fund while applying or implementing approved projects in writing (e-mail), by telephone, or in person. Visitors to the fund are kindly requested to make an appointment. Unannounced visits or consultations within 10 working days of the given deadline are discouraged.

## 1.7 Official language

English is the official language of the Visegrad Group as well as of the fund—application forms, as well as all official correspondence with the fund can only be accepted in English.

# 2. APPLICATION FORM/PROJECT PROPOSAL

Project proposals are accepted only electronically through an [on-line application form](#). A Sample application form is available [here](#) (PDF). Neither hard copies (printouts) of the form, nor the accompanying documents are required.

## 2.1 Deadlines

Visegrad Grants (ex-Small/Standard Grants) and Strategic Grants have regular annual deadlines which are duly announced on the fund’s website.

Application forms are to be submitted on-line by 11:59:59 CET (noon) on given deadline date. Hard-copy versions (signed printouts) with relevant accompanying documents are no longer required as part of the submitted application form at deadline; applicants are, however, advised to collect electronic letters of intent from their project partners as these documents might be requested at a later stage.

## 2.2 Project categories

In general, we seek projects that display active cooperation with the following accents: **sustainability, youth, innovativeness** and **regional relevance**. Each project proposal shall also fall within one or two thematic categories and clearly address 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 dialog
- Increased awareness of common heritage, including history and contemporary art
- Increased promotion of common identity and heritage outside of the V4 region
- Enhanced audience development through interaction between art professionals and general public (reaching out to new audiences)
- Larger volume of common cultural productions
- Improved long-term financing of regional initiatives in culture and arts

### *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
- Improved lifelong learning for better access to labor markets
- Strengthened cooperation among educational institutions (formal, informal and non-formal education) and teacher training opportunities
- Increase in the volume of common educational tools (e.g. methodologies, common textbooks, internship programs, etc.)
- Increased sharing of best practices in the dialog among decision-making bodies, municipalities, schools and families

### *Primary target groups:*

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

## 3. ENVIRONMENT:

### *Main objective:*

Promotion of and strategy development for environmental sustainability of the region

### *Specific objectives:*

- Increased awareness and education on environmental protection, climate change and sustainable development (e.g. pollution, revitalization of brownfields, water management, etc.)
- Improved regional strategies addressing environmental challenges
- Improved incentives for sustainable and/or alternative energy sources and transport (awareness building, advocacy, showcasing)
- Increased awareness and implementation of green economy
- Improved dialog among public administrators, businesses and civil society (citizens' participation in decision-making processes)
- Increased capacity of local and regional governments in tackling environmental challenges
- Improved protection of endangered species and localities (e.g. nature reserves)

*Primary target groups:*

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

#### 4. DEMOCRATIC VALUES AND THE MEDIA:

*Main objective:*

Advancement of democratic values, human rights and civil liberties

*Specific objectives:*

- Increased participation of citizens in the democratic system (e.g. civic education, volunteering)
- Increased awareness of transparency as a norm in society (of governments, citizens and the private sector)
- Improved networking and scope of fact-checking platforms (local and national levels)
- Safer environment for whistleblowers, fact-checkers, the media and other watchdogs
- Increased volume of original media content covering the V4 region and regionally-relevant topics (including, investigative and data journalism, documentaries, etc.)
- Increased cooperation and production exchange among state-wide (esp. public service), local and community media in the region
- Improved media literacy and ICT skills
- Increased resilience towards biased reporting, disinformation and propaganda

*Primary target groups:*

Public authorities, media outlets, schools, interest groups (CSOs), watchdog NGOs, academia, professional public

#### 5. PUBLIC POLICY AND INSTITUTIONAL PARTNERSHIPS:

*Main objective:*

Improving the effectiveness of public policymaking in the regional context

*Specific objectives:*

- Increased awareness and active involvement of civil society and citizens in policy-making processes (bottom-up)
- Increased communication and consultations between experts (businesses, civil society and/or academia) and decision-makers
- Increased involvement of students in public policy
- Increased knowledge transfer, contacts, and joint projects with non-V4 stakeholders
- 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. SCIENTIFIC EXCHANGE AND RESEARCH COOPERATION:

*Main objective:*

Improving the environment for joint scientific and research projects

*Specific objectives:*

- Increased opportunities for and involvement of researchers (especially at the beginning of their careers) to tackle “brain drain” from the V4 region
- Development of regional networks/clusters of SMEs, academia, and research institutions
- Increased science popularization on the regional level (with emphasis on youth)
- Increased promotion of joint R&D projects outside of the V4 region

*Primary target groups:*

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

## 7. REGIONAL DEVELOPMENT, ENTREPRENEURSHIP AND TOURISM:

*Main objective:*

Advancement of regional cohesion in institutional partnerships and 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 development at the regional level
- Improved skills adjustment to better access to the labor market
- Increased number of institutional networks enhancing regional cohesion from a long-term perspective
- Increased number of town twinning initiatives (joint projects between municipalities)
- Increased intra-V4 and incoming tourism through promotion
- Diversification of tourism by increasing the range and quality of tourism products and services
- Enhancing the sustainability of tourism through improved competencies and skills of relevant stakeholders

*Primary target groups:*

Universities, entrepreneurs (esp. SMEs and start-ups), public policy bodies, NGOs, customers, foundations, institutions and investors, youth, unemployed and under-skilled citizens, travel agencies/tour operators, tourist boards, hospitality schools

## 8. SOCIAL DEVELOPMENT:

*Main objective:*

Strengthening an inclusive society and solidarity in the region  
*Specific objectives:*

- Promotion of tolerant and inclusive mindset in society
- Reduced fear and prejudice in the region
- Deepened inter-generational understanding and dialog
- Improved regional strategy and policy for demographic, migration and other social and economic challenges
- Increased capacity building and networking among key stakeholders dealing with social inclusion (e.g. public institutions, NGOs, schools, etc.)
- Improved intercultural education and training
- Improved integration strategies; exchanges of best practices
- 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

## 2.3 On-line application system

Application forms are available through an on-line system at [my.visegradfund.org](http://my.visegradfund.org). Each term is usually open 30 days prior to the given deadline. Applicants need to register with a valid e-mail address to start a new application form. Each form is then password protected and can be saved and edited later. Every application form has its unique 8-digit number (application ID#), which the applicants shall use in all project-related communication with the fund.

## 2.4 Accompanying documentation

Applicants are requested to collect electronic versions of the following documents (scans), which may be required at a later stage:

- **digital copies of letters of intent** (see paragraph 2.5)
- **digital copies of ID documents** (no older than 3 months) of the applicant and project partners (see paragraph 2.6)
- **digital copies of confirmations about co-financing** (copies or scan printouts of documents proving other confirmed financial contributions to the project from project partners, other donors or sponsors)

### Letters of intent—photocopies or scan printouts

Letters of intent serve as a proof of the involvement of project partners and describe their concrete role in the project. There is no template for such letters—the statutory representative of the partner organization (or the natural person) shall in the letter formally declare their intention to actively participate in the project and describe their role in it. They can also comment on their past project experience with the applicant. Letters of intent shall be:

- in the form of digital copies or scans of the originals (originals are not required)

The original document (before scanning) must be:

- printed on an official letterhead paper (where applicable), written in English, referring to the project ID# and its official title (as registered in the application form), signed by the project partner's statutory representative (or by natural person if the project partner is not a legal entity)
- dated no earlier than 3 months prior to a given deadline

Letters of intent are no longer required as part of the proposal submission (i.e., by a given deadline); applicants are, however, advised to collect them as these documents may be requested at a later stage.

### Identification documents (IDs)—photocopies or scan printouts

Copies of ID documents confirm to the fund the legal status of the applicant and of the project partners. ID documents of V4 applicants are accepted in the original languages; non-V4 applicants are kindly requested to attach their English translations (unofficial translations are acceptable).

Please note that an organization's statute, founding documents or deed of foundation cannot substitute ID documents and are therefore not required.

If the applicant or project partner is an **organization (legal entity)**, the ID document shall have the form of an extract (printout, scan or copy) from relevant registry no older than 3 months. The abstract must contain the following data:

- name of the organization
- seat of the organization

- ID number—tax number/registration number (e.g. IČO, DIČ, adószám, NIP, REGON, etc.)
- legal form
- name of the statutory representative (can be a separate document, e.g. a nomination decree)

Registry extracts can usually be obtained from state administration institutions—central statistical offices, district courts, interior ministries, etc.—and cannot be older than 3 months. The following links can be used for extracts regarding V4 entities:

[https://www.czso.cz/csu/res/business\\_register](https://www.czso.cz/csu/res/business_register)  
[http://www.ksh.hu/apps/vb.teaor\\_main.gszr\\_main1](http://www.ksh.hu/apps/vb.teaor_main.gszr_main1)  
<http://www.stat.gov.pl/regon/>, or <http://krs.ms.gov.pl>  
<http://www.statistics.sk>

If the applicant or project partner is a **natural person**, a copy of a valid ID card (e.g. passport) serve as a ID documents.

ID documents are no longer required as part of the proposal submission (i.e., by a given deadline); applicants are, however, advised to collect them as these documents may be requested at a later stage.

## 2.5 Budget

As of 2016, we are piloting a deliverable-based budget. The budget is newly constructed on the basis of concrete outputs (products or events) that you plan to deliver as part of the project. When creating the budget, make sure to link all planned costs to each output.

The fund can cover total project costs within the Visegrad Grants. We strongly encourage applicants to find additional 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.).

A well-planned budget shall be simple and realistic. The budget should include approximations of the project's future expenditures in EUR (€) based on average prices in the region. Applicants are recommended to use the average exchange rates available at the given national bank at the time of preparing the application form.

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 fund:

1. Printing/publishing costs
2. Rent and related technical services
3. Expert fees/Fees for authors or artists
4. Accommodation and board
5. Transportation and postage
6. Translation and interpreting costs
7. Awards and prizes
8. Office supplies/consumption material
9. Promotional costs
10. Copyright, licenses, fees
11. Overhead costs/contingencies (tangible/intangible assets, audits)

The following can only be covered from the overhead costs:

1. Project audit

2. Applicant's own indirect costs (e.g. utilities, telephone bills)
3. Internal costs (rent of one's own premises, one's own work)
4. Salaries or financial remuneration of employees (or any expenses related employment based on the labor code, including allowances and part-time work, per-diems, etc.)

## **2.6 Calendar—project phases and lists of events**

Calendar of events shall include as many details as available to the applicant when preparing the project. Project phases refer to distinct phases or periods from the start of the project (preparation) to the implementation and settlement and conclusion. If approved, the calendar of events becomes the project's crucial tool in keeping the fund up-to-date with its activities, be it public events or closed sessions (please see paragraph 5.1 for more details).

## **3. PROJECT SELECTION**

### **3.1 Evaluation period**

Evaluation period lasts up to 50 workdays (ca. 10 weeks) after given deadline in the case of Visegrad Grants. Applicants shall take this into account when planning project events, as no project can be scheduled to start before its potential approval.

### **3.2 Selection criteria**

Every project is reviewed on its own as well as in the context of other projects within the given deadline (with emphasis on the context of other projects in similar topic areas). Preference is given to those projects which contribute to the development of civil society, promote cross-border regional cooperation and have a "Visegrad added value".

The following are the selection criteria:

- topic and content of the project, its originality and compliance with the aims of the fund,
- quality, relevance and contribution of project partners,
- transparency and accuracy of the budget,
- development of civil society,
- promotion of the concept of Visegrad cooperation,
- multiplicative effect,
- proposed media coverage and public relations, networking effect,
- continuity of the project, and
- previous experience with the applicant (where applicable).

### **3.3 Approval/Rejection**

Selection 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 decides on the 50th or 60th workday (see paragraph 3.1) at the latest, when the final results are also published on the fund's website. Decisions made by the council are final and shall present no grounds for any form of appeal, nor do they require any detailed reasoning.

### **3.4 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

The contract between the grantee and the fund is concluded once the grantee has fulfilled the following conditions: (1) allocating a bank account which will serve the purposes of the project (an existing or new account); (2) setting up a project website (see paragraph 4.2); and (3) acceptance of the contract draft by the grantee.

### 4.1 Bank account

The Grantee has an obligation to specify 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.

### 4.2 Project website

Project website 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 website must have a unique address (URL). The website can alternatively have the form of a webpage within an existing site (e.g. [www.myorganization.com/visegrad](http://www.myorganization.com/visegrad)), social networking sites (e.g. [Facebook](#)), or blogs (e.g. [Twitter](#)). Each project website must contain the [fund's logo](#) with a direct link to the fund's website ([www.visegradfund.org](http://www.visegradfund.org)), as well as direct links to the websites of all project partners.

When publicly communicating through social networking sites (e.g. Facebook, Twitter, etc.), grantees are requested to make references to the fund's active accounts:

### 4.3 Contractual period

The maximum time frame for a Visegrad Grant project is 12 months, and for Strategic Grants between 12 and 36 months (note that exceptions may apply in case of specific calls for proposals). 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) during which the grantee shall finalize and submit the final report. Each project is successfully concluded only after the fund's approval of a given final report—within 30 additional workdays (ca. 6 weeks).

## 5. PROJECT IMPLEMENTATION

Once a project gets approved, grantees shall remain in contact with the fund through the [on-line system](#). All official communication (questions, comments, requests for prolongations) shall be conducted through the system or by e-mail; communication by telephone is possible but cannot be considered in case of disputes. All contractual changes (i.e., prolongations, changes of project partners, etc.) must be requested in writing—i.e., on letterhead paper with the signature of the given statutory representative.

### 5.1 Calendar of events

The calendar of events is an on-line tool for communicating progress of a project between the grantee and the fund. It is necessary to keep all events up-to-date since the calendar serves the purpose of project evaluation and contributes to the project's public relations; confirmed entries are published on the fund's website, as well as in other on-line applications available. Dates and sites for each event must be confirmed in the on-line calendar only 10 workdays before each event at the earliest and 3 workdays before each event at the latest.

### 5.2 Press releases/Public invitations

Grantees are requested to publish at least a single (one) press release or public invitation per project. Such

releases or invitations can be written in any language, submitted in the on-line system, and disseminated to relevant media and through other relevant channels (grantee's own mailing lists, newsletters, Facebook events, etc.). Press releases or public invitations serve the fund for purposes of project evaluation and enable public oversight of given project events.

### **5.3 Project results**

The Fund reserves the right to make use of the project results for its promotion.

## **6. REPORTING, DISBURSEMENT AND REIMBURSEMENT**

### **6.1 Project disbursement and reimbursement—Tranches**

The grants are disbursed in tranches. The size of the tranches is decided during the evaluation process and specified in the contract.

The first tranche is disbursed to the grantee within 15 workdays after the delivery of the signed contract to the fund. Subsequent tranches are disbursed upon the delivery and approval of complete and duly prepared interim/final reports and financial settlements. Before submitting these reports—i.e., before claiming the second tranche—grantees are requested to have utilized approximately 4/5 (or 80%) of the first tranche.

The last tranche usually amounts to about 20% of the grant's total sum and is reimbursed after the delivery and approval of the final report. The grantee shall therefore have this portion pre-financed (covered from other sources) when submitting the final report and the financial settlement.

The sum of the last tranche must first be covered from the grantee's resources and gets reimbursed only after the approval of the final report and the financial settlement.

### **6.2 Interim and final reports**

The interim and final reports are to be delivered to the fund by the deadlines stipulated in the contract. The interim report shall consist of the (1) narrative report and (2) financial report. Final report must always consist of (1) a narrative report, (2) a financial report and (3) an audit report (only applies to projects with grant amounts of €6,001 or higher). All reports shall be sent together within respective contracted deadlines and shall be signed by the statutory representative of the grantee. Processing of the reports by the fund may take up to 30 workdays.

Please note that the financial settlement in the final report shall only cover those items that were not included in the previous interim report(s). The narrative final report, however, refers to the whole project.

### **6.3 Financial report—Visegrad Grants with granted budgets up to €6,000**

1. All costs claimed for reimbursement must be (1) realized during the contracted implementation period, (2) paid by the grantee during the contracted implementation period and (3) recorded into the bookkeeping of the grantee.
2. The financial report shall consist of an overview of expenditures within a project accompanied by relevant outputs related to each listed cost (where applicable):
  - **Printing and publishing/Delivery of printed materials:**
    - samples of printed materials containing the fund's logo (books, magazines, posters, bulletins, etc.);
  - **Rent of premises and related technical services:**
    - copies of invoices/contracts, where available;
  - **Fees for experts/artists:**
    - contracts/invoices regarding the service or purchase, including the information on payments of relevant taxes and fees; contracts cannot be based on Labor Code;

- **Accommodation and board:**  
list of participants and detailed invoice with the following information: the provided board, prices (costs per unit, e.g. 1 lunch, 1 person/night) and dates;
- **Transportation and postage:**  
transportation costs reimbursement sheet (available on the fund's website), copies of internal transportation costs document (where available), copies of vehicle registration documents, invoices or copies of tickets or boarding passes (where applicable);
- **Translation and interpreting costs:**  
contracts/invoices, samples of translated texts (printouts or digital copies);
- **Awards and prizes:**  
a brief report on the award-giving with a list of awarded persons including their signatures and dates;
- **Office supplies/Consumption and promotional materials/Entrance fees:**  
samples of each item with the fund's logo (T-shirts, bags, CDs/DVDs, USB sticks and other gadgets, etc.);
- **Promotional costs:**  
samples of the advertisements in print media, digital copies (e.g. screenshots, graphic files) of digital advertisements or on-line banners, photos of billboards;
- **Copyrights, licenses and fees:**  
full website link (URL).
- **Overhead costs:**  
no documents needed

## 6.4 Financial report—Visegrad Grants with granted budgets higher than €6,001 or Strategic Grants

1. All costs claimed for reimbursement must be (1) realized during the contracted implementation period, (2) paid by the grantee during the contracted implementation period and (3) recorded into the bookkeeping of the grantee.
2. The financial report shall consist of an overview of expenditures within a project accompanied by relevant outputs related to each listed cost (where applicable):

- **Printing and publishing/Delivery of printed materials:**
- samples of printed materials containing the fund's logo (books, magazines, posters, bulletins, etc.);
- **Rent of premises and related technical services:**  
copies of invoices/contracts, where available;
- **Fees for experts/artists:**  
contracts/invoices regarding the service or purchase, including the information on payments of relevant taxes and fees; contracts cannot be based on Labor Code;
- **Accommodation and board:**  
list of participants and detailed invoice with the following information: the provided board, prices (costs per unit, e.g. 1 lunch, 1 person/night) and dates;
- **Transportation and postage:**  
transportation costs reimbursement sheet (available on the fund's website), copies of internal transportation costs document (where available), copies of vehicle registration documents, invoices or copies of tickets or boarding passes (where applicable);
- **Translation and interpreting costs:**  
contracts/invoices, samples of translated texts (printouts or digital copies);
- **Awards and prizes:**  
a brief report on the award-giving with a list of awarded persons including their signatures and dates;

- **Office supplies/Consumption and promotional materials/Entrance fees:**  
samples of each item with the fund's logo (T-shirts, bags, CDs/DVDs, USB sticks and other gadgets, etc.);
- **Promotional costs:**  
samples of the advertisements in print media, digital copies (e.g. screenshots, graphic files) of digital advertisements or on-line banners, photos of billboards;
- **Copyrights, licenses and fees:**  
full website link (URL);
- **Overhead costs** (max. 15% of the granted sum):  
overheads must be traceable and verifiable in the case of a financial audit. Also, overhead payments must be carried through the project bank account (transferred to other accounts or withdrawn). Grantees do not need to account for the overheads, but must record these costs in their accounting system.

## **6.5 Audit report (Strategic Grants/Visegrad Grants with granted budgets higher than €6,001)**

Visegrad Grants with grant amounts exceeding €6,001 (unless stipulated otherwise in the grant contract) and all Strategic Grants must be audited. An audit report shall:

- cover all costs covered by the grant;
- be prepared in English by a certified auditor registered in the chamber of auditors in the country of the grantee's registered seat.

The following are the requirements for each audit:

- the costs of the audit report can be covered from the grant within the "overhead costs" budget category;
- the audit report shall cover the entire approved grant sum;
- the audit report shall verify conformity with the (1) relevant national legislation of the grantee (e.g. accounting law, tax law, etc.), (2) contracted conditions stipulated in grant contract, the rules, and the grant guidelines (e.g. confirming the ratio of the fund's contribution in the overall project budget);
- the audit report shall determine the audit methodology (how the audit objectives were accomplished);
- the audit report shall verify compliance of the financial report and costs registered into the bookkeeping of the grantee and their efficient use;
- the audit report shall be prepared in English (or be officially translated into English) by a certified auditor registered in a chamber of auditors of the country of the grantee's residence.

See the following links to V4 chambers of auditors as well as to IFAC:

## **6.6 Frequent reporting mistakes**

The following are frequently made mistakes in the financial settlement (FS):

- missing compulsory documents (i.e., the financial report table/final report form, audit report, etc.)
- FS table and/or Final/Interim reports not signed by the grantee's statutory representative
- submitting FS with all project costs (the fund requires only FS with costs covered by the grant)
- late submission of FS
- submitting incomplete documents (missing additional required documents, such as the list of participants, samples of translated texts, original travel tickets or boarding passes, etc.)—see paragraph [6.3](#)
- improperly filled financial table
- requesting reimbursements of non-eligible costs

- requesting reimbursements of goods for long-term use (e.g. computer, printer, etc.)
- requesting reimbursements of *brutto* amounts while being a VAT payer
- requesting reimbursements of costs incurred outside of the contracting period
- missing logo of the fund in printed or promotional materials
- payments realized outside of the contracted period

## 6.7 Project conclusion

Project is deemed concluded only when two conditions are fulfilled—(1) approval of the final report and (2) disbursement of the last tranche. Project is concluded only once the final report—i.e., the (1) narrative report, (2) the financial report, and, in Standard and Strategic Grants, also (3) the audit—is approved by the fund and the last tranche is transferred onto the grantee's bank account.

## 7. FAQs

- **Which types of costs cannot be covered from a grant?**

The grant cannot be used to cover the following costs (for a list of eligible cost categories please see paragraph 2.5): capital investments, internal costs (e.g. renting one's own premises), VAT refunds, or one's own internal indirect costs or running costs (e.g. utility bills, project coordination or accounting) exceeding **15% of the granted sum** (overhead costs). Tangible and intangible assets (goods or services related to the project) are allowed up to **7%** of the granted sum in Strategic Grants.

- **What are overhead costs?**

Overhead costs refer to any indirect or operating costs linked to the project (e.g. project coordination, one's own work on the project or other running expenses)—the fund's limit per grant is **15%** of the granted sum. Overhead costs do not need to be documented through invoices, receipts or bills; these costs should only be described in the financial settlement.

- **What do I do if I don't use the whole advance payment (the first tranche) by the end of the given project phase? Can I obtain further installments?**

- You should spend around 80% of the first tranche before preparing the interim report and claiming further funds (see paragraph 6.1).

- **When do I have to send the Interim/Final Report and the financial settlement?**

One can submit the report and finished financial settlement immediately once a given project phase is finished, no later than on a given deadline (stipulated in the Attachment 3 of the grant contract).

- **Are costs of non-V4 participants refundable?**

Yes, non-V4 participants can have their costs refunded in up to ca. 40% of each cost item; majority of costs should be covered to V4 participants.

- **Does the financial settlement have to include all project costs or only those covered by the fund?**

FS shall contain only those costs that are (to be) covered by the fund.

- **Which project is cross-border? Who can apply for a cross-border project?**

- Any project proposal shall indeed tackle problems that cross state borders and are international in its core. Our cross-border project category involves those projects that specifically deal with site-specific, border region issues. Naturally, the grantee and project partners have their seats preferably in the border regions. As per the possible countries involved, we allow for both bilateral and trilateral initiatives, i.e., those that involve entities from the following country combinations: (bilateral) CZ–PL, CZ–SK, HU–SK, PL–SK, and (trilateral): CZ–PL–DE, CZ–SK–AT, PL–SK–UA, HU–SK–AT, PL–SK–CZ, or HU–SK–UA. Cross-border projects must deal with specific local issues and activate local communities in a selected border region (e.g. Tokaj wine region, Těšínsko/Śląsk Cieszyński, the Tatras). Project activities must take place within 40 km from the border, preferably on both/all three sides (the partners' official seats do not necessarily have to be located within the 40 km limit).

- **Can we claim for reimbursements the costs of preparation of the application form, its translation into English and the project accounting?**

No, such costs are your internal costs and cannot be refunded. You may, however, use the overhead costs to cover such expenses.

- **Can food vouchers be reimbursed?**

No, food vouchers, as well as per-diems are non-eligible costs.

- **Who can be considered an “expert” to have their fees covered?**

Expert is a person who contributes to the project with his/her professional work (research, study, lecture, etc.). Contracts with experts cannot be ruled by Labor Code but only by other legislature, e.g. Commercial or Civic Code. This means that salaries of the grantee’s employees or his/her own work cannot be considered expert work and refunded.

- **Which invoices are internal?**

Internal invoices are invoices issued by units within an organization operating under the same ID number. The fund can refund these costs upon request only in cases when the internal costs are more economical than their commercial alternatives and have actually been invoiced and paid, e.g., participants of a university-held workshop are accommodated in university-owned hotel (dormitory) which is cheaper than commercial hotels (of equivalent standard), and the accommodation was actually paid (documented in the bank statement).

- **Can we claim for reimbursement fuel consumed when using private car for business purposes?**

The fund does not reimburse bills for fuel as such. But when using private car for business purposes you can calculate the transportation costs according to valid legislature in your country (based on average distances and average consumption for the given car). Use of official (company) cars cannot be refunded.

- **Are costs of non-V4 participants refundable?**

Yes, non-V4 participants in projects can have their costs covered but it is recommended to keep a 2:3 (40%/60%) ratio between the costs of non-V4 and V4 participants respectively in each cost category. If, for instance, an international event is held with participants from many countries, it is advised to plan the costs for transportation or accommodation for non-V4 participants at up to 40% of total costs within transportation or accommodation respectively.

- **How shall the audit report verify the conformity with the contracted conditions stipulated in the grant contract, the program rules and guidelines?**

The auditor shall confirm the following facts in the report:

- the contracted cash limit was not exceeded
- the contracted overhead costs were not exceeded
- the cost items listed in the Financial Report (FS table) agree with the costs registered into the grantee’s bookkeeping
- all the project costs were issued and paid within the contracted implementation period
- all the bank transfers of the project were realized from the bank accounts owned by the grantee
- the Financial Report was prepared by using a correct exchange rate (middle exchange rate of the respective national bank on the date of the preparation of the Financial Report)