

## V4 Gen Guidelines

The main purpose of the V4 Gen Mini-Grants is providing financial contribution to short-term cross-border youth mobility in the V4 region and its immediate neighborhood. Each project must involve at least two V4 countries (Czechia, Hungary, Poland, Slovakia) but can also include entities from direct neighbors of two V4 countries (i.e., Austria, Germany, and Ukraine).

Project proposals are collected electronically via the on-line system available at <http://my.visegradfund.org/> (“on-line system”) three times a year always by 12:00 p.m. (noon) on March 15, July 15, and November 15 respectively, unless stipulated otherwise at the Fund’s website. Proposals for the mini-grants must document that the projects will involve physical cross-border mobility of directly participating groups of individuals aged 12 to 30. Every project must carry out at least one joint event (visit) with both/all sides participating. Neither physical distance from the border, nor a shared border are decisive factors. Every project must have at least one joint physical presentation for the public or local community combined with creative forms of mediated outreach.

The proposal can be submitted in parallel with other projects supported by the Fund (e.g., Visegrad Grants). Applicants can, however, submit only one application per deadline and cannot have a simultaneously running V4 Gen project.

**Note:** *The implementation period of the project shall not start later than four months after the deadline and shall not last longer than six months.*

### 1. Draft idea + Application

The application process starts with registration (based on a confirmed e-mail address) in the on-line system and preparation of a brief project draft. The draft can be submitted no later than 2 weeks before each respective deadline.

Draft ideas get screened by the Secretariat of the International Visegrad Fund (hereinafter: “the Fund”). Following the screening, draft ideas may receive feedback from the Fund and/or be accepted for applying. Once the draft idea gets accepted, applicants are prompted to finalize the entire application form and submit it by noon on a given deadline date.

**Note:** *Before submitting the application, a printout of the full application must be signed and stamped by the statutory representative of the applicant organization, and its scan uploaded and submitted with the application form.*

### 2. Applicant and Partners

If a project gets approved for funding, the applicant takes full responsibility for the project’s proper implementation. The applicant is responsible for submitting the application form, finalizing the pre-contractual steps, and for reporting. Detailed requirements and procedures are duly communicated to the applicant in writing upon the formal approval of the project. These steps (incl. setting up a separate bank account, if needed) shall be carried out within 20 workdays after the announcement of the results.

Project partners are expected to be actively involved in the project implementation. Before contracting, project partners must confirm in the on-line system (via link) their familiarity and agreement with the project details (incl. budget) and their role in the project. They must also provide feedback after the project is completed (see **5. Project Closing and Reporting**). The applicant must provide details of the composition of the direct participants (number, age, citizenship) and the accompanying persons/chaperones (the number and citizenship). The total number of participants in the project should be balanced as regards their citizenship.

### 3. Project Budgets

The grants are meant as lump sum contributions to costs associated with the mobility and networking of young people. The budgets are awarded as lump sum payments calculated by the number of people directly involved in each event/visit and the number of days spent together (max. €50 for each participant and/or chaperone per day or €60 per participant and/or chaperone per day when more than two V4 countries are involved). The Fund, however, has the right to propose budget adjustments before contracting (i.e., lowering the total requested sum or lowering of the number of events/visits).

Calendar Application Tagging only

I. General information II. Applicant III. Partners IV. Mobility V. Confirmation Check & submit

#### Events/activities within the mobility

List all deliverables—events and activities (Tournament, Visit, Workshop) planned within the mobility and add details and the total number of participants. Other incomes can be listed at the bottom of the page.

Title		Linked budget
Output title		
From 06/09/2022 To 09/09/2022		Project days together: 4
City Budapest		Number of participants: 21
Country Hungary		Budget per person/day (€): 50
Public <input checked="" type="radio"/> Private <input type="radio"/>		Total (€): 4,200
Description		
Describe the output in a detailed way and explain how it contributes to the desired objectives.		
Description of the output		
Target groups		
State the number of children/students/youth + accompanying adults that will personally participate in this event/activity within the mobility.		
Target group	No. of people	
Children/students/youth + Accompanying adults	21	

The grant is paid in two tranches. The first tranche (amounting to 80% of the total grant) is released to the grantee's bank account upon the signature of the grant contract. The second tranche amounting to 20% of the granted sum may be awarded only once the project's Final Report and Financial Statement are delivered to the Fund and approved (see **5. Project Closing and Reporting**).

The size of the second tranche depends on the overall turnout of participants as reported. Returning a portion of the funds from the first tranche may be requested in cases when the project implementation has not met the initial goals and the participant turnout was significantly lower. Project management/running costs (overheads) are a legitimate part of each grant budget. It is recommended, however, that no more than 15% of the total grant are used for overhead purposes.

The grantee is fully responsible for proper utilization of the project budget and for responsible use of the funds. Although there is no explicitly prescribed split of the grant budget between the grantee and the partner(s), the grant is meant as a contribution to joint activities (in either/any country). Project partners are expected to share the costs of the project based on an arrangement agreed upon between grantee and the partner(s).

#### 4. Project Events (Visits)

Each project follows a planned timetable as proposed in the form and approved by the Fund. Maximum three events (visits) are allowed within a project; the length of each is limited to 7 days. In the cases of visits lasting longer (e.g., a 2-week summer school or a 10-day training), they can be entered as two separate, successive events.

From	To	Country	City	Title	
21/11/2022	25/11/2022	Poland	Wroclaw	THE CLIMATE IS OUR FUTURE	<a href="#">CHANGE</a>
27/03/2023	31/03/2023	Slovakia	Spišská Nová Ves	THE CLIMATE IS OUR FUTURE- just have a look around how you can help	<a href="#">CHANGE</a>

Within a running project, each event (visit) must be confirmed by the grantee in (at least 10 days') advance in the on-line system. Correspondingly, any changes (postponements) in dates or venues must also be communicated in advance.

**Note:** Failure to keep the Fund up to date with the project calendar may result in the project termination and in the full return of the awarded grant.

The grantee and partner(s) shall make use of all events organized as part of the project to acknowledge the financial support of the Fund. As a donor, the Fund shall be explicitly mentioned in all public announcements (spoken or written), and whenever communicating on-line, in promotional materials and/or in media outlets; the acknowledgement shall include the [logo](#) and, when on-line, also a link to the Fund's [website](#).

#### 4. Project Timeline and Implementation Period

The implementation period of a project is the period for which the grant is awarded (contracted) and within which all project events (visits) must take place. The length of the implementation period is limited to 6 months. Moreover, projects cannot start later than 4 months after each deadline. In other words, every project shall be concluded within 10 months from its deadline.

#### 5. Project Closing and Reporting

Upon conclusion of the project implementation, a Final Report and a Financial Statement are to be prepared by the grantee, printed out, signed/stamped by the grantee's statutory representative and its scans uploaded in the on-line system.

The Final Report takes the form of a brief questionnaire in the on-line system, in which the applicant evaluates the outcome of the individual events (visits), confirms the participation with uploading scanned attendance sheets and photographs illustrating each event (visit). The finalized report must be reviewed and signed/stamped by the grantee's statutory representative.

**Note:** The Fund reserves the right to use each project's photo-documentation for the purposes of the promotion of the program; the grantee and partner(s) shall therefore secure written consent of all participants (in case of minor participants, the consent must be signed by their parents/guardians).

The Financial Statement takes a form of an Excel sheet (available for download at the Fund's website) that provides a summary of the overall project expenditures and shall provide an overview of how the entire

granted sum was/will have been utilized. The finalized sheet needs to be printed, signed/stamped by the grantee's statutory representative and its scan uploaded to the on-line system.

**Note:** *The Fund reserves the right to request any additional financial documents that would prove the claims in the Financial Statement and, in exceptional cases, can request an independent accounting audit of the project.*

Project partner(s) will also be requested to provide electronic feedback (via the on-line system) to the Final Report and the Financial Statement.

Once all obligations have been cleared, the grantee will receive a written confirmation from the Project Manager and the second tranche will be transferred. The transfer of the second (final) tranche officially concludes the project.