

## Small/Standard Grants Checklist

Dear applicant,

Before submitting the application, please make sure your answers to the following questions are positive:

- 1. Are you submitting your application form on-line and sending it by post (or delivering it personally) in time?**
  - Small Grants—once submitted on-line: Are you sending the signed application form/contract by post in 2 copies (accompanied with all relevant attachments)?
  - Standard Grants—once submitted on-line: Are you sending the signed application by post in a single copy (accompanied with all attachments)?
- 2. Do you have at least 2 co-organizing partners from V4 countries?**  
(Please note that this requirement is not compulsory for projects within the Cross-Border Cooperation category.)
- 3. Did you enclose the original letters of intent from your partners?**  
(Are the letters written in English on the partner's letterhead, signed by the statutory representative and do they mention the exact name of the project and the form of partner's active contribution to the project?)
- 4. Did you enclose:**
  - **copies of your identification/founding/registration documents?**  
Being a non-V4 applicant did you attach their English translation?
  - **breakdown of budget items exceeding EUR 2,000?**
  - **confirmations of co-financing partners?** (for confirmed resources only)
- 5. Are you counting on the 8-week (for Small Grants) or 10-week (for Standard Grants) evaluation period before your planned project starts?**

Thank you for your time. We are looking forward to receiving your application!

Yours,  
International Visegrad Fund