

GRANT GUIDELINES

for Visegrad, Visegrad+ and Strategic Grants

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1. ELIGIBILITY

1.1. ELIGIBILITY FOR APPLYING

Any non-governmental, legal entity from any country can apply for support if they fulfil the partnership criteria (see chapter 1.2). The Fund’s main targets are civil society organizations (CSOs), public educational, cultural, research and scientific institutions, municipalities, and local governments, but market actors, e.g., companies – especially innovation and startup-related ones – are also eligible, if their project is of non-profit character.

Natural persons (individual citizens) or institutions of state administration directly subordinated to the state and its bodies, e.g., ministries, government and state agencies, embassies, etc. can neither apply nor be valid project partners.

Private entrepreneurs are not eligible to apply or be partners.

Subjects that possess full or partial independence from state administration and possess self-governance (such as universities, academic, artistic, social, educational, cultural, research and/or science organizations, municipalities, and local governments, etc.) can apply for the Fund’s support.

If the applicant is a research or higher education institution with several organizational units (e.g., universities, academies of science, etc.), they are **obliged to indicate the name of the smallest possible organizational unit (institute, department, etc.) entrusted with the project’s implementation**. Without this information, the application will not be considered eligible. When choosing the appropriate unit, make sure that they are entitled, according to their internal rules, to independently apply for project funding.

Should an overlapping larger unit (e.g. a faculty of the university) have a running grant in the same grant scheme that the applicant wishes to apply for, it is the responsibility of the applicant to make sure that the running project is administered by a separate subunit (e.g. the applicant is a department under a faculty which already has a running project – a clear separation of subunits will be necessary to make the new proposal eligible).

Who can apply?	<ul style="list-style-type: none"> • Consortia of organizations of which 2 or more (depending on the grant scheme) are based in different Visegrad countries (see section 1.2 Project Partners) • 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. • Market actors, e.g., companies – especially innovation and startup-related actors – with a legal entity are also eligible, but only if their Visegrad project is of nonprofit character
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Who cannot apply?	<ul style="list-style-type: none"> • Institutions directly under state administration (ministries, government agencies, embassies, state-funded cultural institutes, state-owned companies) • Natural persons (individual citizens) • Private entrepreneurs with/without a legal entity
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1.2. PROJECT PARTNERS

Any legal entity fulfilling the eligibility criteria stated in chapter 1.1 from any country can apply for support within the Visegrad Grants, Visegrad+ Grants, and Strategic Grants schemes.

As a rule, your project must be implemented by at least **three organizations from three different V4 countries** (“3xV4” rule). **You are, however, encouraged to seek full V4 participation or give reasons if not including all four countries.** There are **two exceptions** when the “3xV4” rule does not have to be fulfilled:

- Bilateral **cross-border projects**, i.e., proposals that directly benefit a specific border area between two neighboring V4 countries. Such projects must involve at least two organizations, including the applicant, from two neighboring V4 countries.
- When the **applicant’s country of origin is one of the Western Balkan¹ (WB6) or Eastern Partnership² (EaP) countries.** For such projects, the applicant has an option to either follow the “3xV4” rule (option 1) or create a consortium including at least two partner organizations from different V4 countries and one additional partner from a WB6 or EaP country different than that of the applicant (option 2).

Exceptions may also apply in cases when projects respond to **specific calls for proposals** published by the Fund.

In the case of **Strategic Grants**, the applicant must ensure the active participation of **organizations from all V4 countries** (at least one organization from each Visegrad country). **As opposed to other grant schemes, Strategic Grants projects must have a minimum implementation period of 12 months.**

Visegrad Grants (3xV4) max. 18 months	At least 3 organizations from 3 different V4 countries, including the applicant
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¹ Western Balkan countries include: Albania, Bosnia and Herzegovina, Kosovo*, North Macedonia, Montenegro, Serbia.

² Eastern Partnership countries include: Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine.

* *This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.*

<p>Visegrad+ Grants (3xV4 + 1xWB6/EaP) max. 18 months <i>(Option 1 for applicants from WB6/EaP countries)</i></p>	<p>At least 3 organizations from 3 different V4 countries AND at least 1 organization from WB6/EaP countries, including the applicant</p>
<p>Visegrad+ Grants, only if the applicant IS from one of the WB6 or EaP countries (2xV4 + 2xWB6/EaP) max. 18 months <i>(Option 2 for applicants from WB6/EaP countries)</i></p>	<p>At least 2 organizations from 2 different V4 countries AND at least 2 organization from 2 WB6 or EaP countries, including the applicant</p> <p>Examples of possible combinations: Czechia & Slovakia + Armenia & Moldova Slovakia & Poland + Serbia & North Macedonia Poland & Hungary + Albania & Georgia Hungary & Czechia + Azerbaijan & Bosnia and Herzegovina</p>
<p>Strategic Grants (4xV4) min. 12 months, max. 36 months</p>	<p>At least 4 organizations, with at least one from EACH of the four Visegrad countries: <i>Czechia, Hungary, Poland, Slovakia</i></p>
<p>Cross-border Cooperation³ (2xV4) max. 18 months</p>	<p>At least 2 organizations from neighboring V4 countries, including the applicant. Only the following combinations are possible: CZ–PL CZ–SK HU–SK PL–SK</p>

1.3. TOPICS/REGIONAL ADDED VALUE

No preferences are given as to the project content if the project is in line with the Fund’s main mission, objectives, and the Grant rules (see also the Fund’s official website). The proposed project and its desired outcome must be connected to the main mission of the applicant organization and their partners. The outputs (events, products, activities) of the project must contribute to sustainable regional cooperation in the V4 region, improving mutual awareness among societies, promoting the V4, and developing cross-

³ All project activities in cross-border projects should take place within approximately 40 km from the state border, preferably on both sides (the grantee’s and project partner’s official seats do not necessarily have to be located within the 40 km limit). Only the following country combinations are possible: CZ–PL, CZ–SK, HU–SK, PL–SK.

border civil society. For details on the general focus areas and objectives, please check the Objectives section of the grant programs on our website.

1.4. RE-APPLYING/PARALLEL PROJECTS

An applicant can submit only one grant proposal for each application deadline. Should there be additional submitted applications from the same entity, the Fund will only consider the first one to be eligible, based on the time of submission.

Organizations with running projects cannot reapply in the same grant program with another project until the previous one is concluded. It is, however, possible to be a partner in any number of projects and apply in a different grant program (e.g., applicants having a running Visegrad Grant may apply for Visegrad+ Grants or Strategic Grants). **Please note that applications designed to repeat, contribute to, or build on any running projects will not be considered eligible until the previous one is officially closed**, even if it is submitted by a different legal entity (e.g., a project partner from a running grant). A grantee can have a **maximum of two running projects at the same time**, in different grant schemes.

1.5. EXCEPTIONS

Exceptions to these rules or further requirements may apply if communicated by the Fund via their official channels.

2. APPLICATION FORM/PROJECT PROPOSAL

2.1. APPLYING

Project proposals are accepted only electronically through the Fund's online 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.

Consulting your project proposal with the Fund's staff is possible via e-mail, phone, online or personal meeting, on an appointment basis. **Consultations can take place no later than 14 days before the given application deadline.**

Following the deadline and before the announcement of the results, no further consultations are allowed on the applications submitted to the given call.

2.2 DEADLINES

Proposals for Visegrad Grants, Visegrad+ Grants or Strategic Grants are accepted regularly three times per year: by **February 1, June 1, and October 1**. Applications must be submitted by 12:00 p.m. (noon) CET on the given deadline date.

2.3 PROJECT FOCUS AREAS AND OBJECTIVES

To apply for Visegrad and Visegrad+ Grants, your project must fit into one of the seven focus areas eligible for funding and be identified with one concrete objective which best corresponds to the project's aims. The focus areas and objectives for each grant program can be found on the Fund's website.

Visegrad Grants support regional partnerships in the four Visegrad countries, whereas Visegrad+ Grants focus on projects that contribute to the democratization and transformation processes in the countries of the Western Balkans (WB) or the Eastern Partnership (EaP) countries. These projects can address one of the objectives for Visegrad+ Grants, as specified on the Fund's website. Visegrad+ Grants should be implemented in the Eastern Partnership or Western Balkans region and/or have a strong impact on local communities in at least one of those countries.

Please note that simply having a project partner from the EaP or WB6 regions does not automatically make an application qualify for a Visegrad+ Grant. However, applications submitted by entities from one of the WB6 or EaP countries will be automatically considered as Visegrad+ Grant applications.

For **Strategic Grants**, distinct strategic priorities are defined on an annual basis.

Please keep in mind that projects applying with objectives marked as “(Strategic)” in our system will be evaluated based on the rules applying for Strategic Grants. Should your application not comply with the criteria of Strategic Grants, the application will be considered non-eligible.

2.4. ONLINE APPLICATION SYSTEM

Our unified application form for Visegrad Grants, Visegrad+ Grants or Strategic Grants is available through an online system at <http://my.visegradfund.org>. Registering a new proposal is possible only ca. 30 days before each given deadline. Registering is only possible with a valid email address.

PREPARING THE APPLICATION

1. Create a new user account (if you have not used the online system before) or register for a new term/application with the e-mail address previously used. **(Please note that you must register for each term separately, as the system allocates a new number to each new application.)**
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 section II. PARTNERS to fill in the information about the partners you have chosen to collaborate with.

Correctly selecting 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 one another. Passive participation in project events is not considered a sufficient form of regional collaboration and such a project will not be positively considered for funding.

4. 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 supported by additional explanatory questions that will help you understand what information is needed.

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, captures the project's content and is, preferably, related to Visegrad cooperation/Central Europe (max. 5 words). Do not use acronyms as they are hard to understand; do not be vague and/or too abstract.

You must choose a focus area and the main objective that your project aims to pursue. Choose only after carefully reading about the objectives in the focus areas described on the Fund's website – your application will be assessed based on your proposal's contribution to the chosen objective.

When choosing the start and end date of your project (Implementation Period), make sure you allocate enough time not only for implementing the planned outputs and activities, but for the preparation and follow-up administration as well.

5. After completing the III. PROJECT section, you will go to IV. OUTPUTS where you will be asked to specify outputs (the products or events that will lead to the desired specific results described in the previous section) and the related budget.

2.5. ACCOMPANYING DOCUMENTATION

No application form printouts or accompanying documents in hard copies are required when submitting the proposal.

In exceptional cases, applicants may be requested to collect scans of letters of intent from their partners, in case of a successful application.

Please note that the Fund does not provide samples of these documents. The letter of intent must be written on letterhead paper, stating its main identification data, expressing the willingness to be involved in the given project (the project title should be mentioned) and including the basic information regarding the purpose of the co-operation and the role of the partner.

2.6. BUDGET AND ELIGIBLE COST CATEGORIES

Each project proposal shall present a budget based on estimated costs related to the delivery of concrete outputs. **The Fund can cover total project costs estimated in each proposal but may also choose only certain concrete outputs to be supported by the grant.** Additional support from actors other than the Fund is highly encouraged – be it financial (contributions by the applicant, partners and/or other donors or sponsors) or non-financial (in-kind contributions of the applicant or partners such as volunteer work or use of own premises, etc.). Project budgets shall be 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. **It must be clear from the budget what the unit cost of each expenditure is.**

When planning the budget, it is important to adhere to the list of eligible cost categories, i.e., costs that can be covered by the grant. The full list is available in Annex 1 on pages 24–29 of this document.

2.7. DIGITALIZATION AND ENVIRONMENTAL RESPONSIBILITY

The Fund pledges to contribute to the efforts leading to sustainable development and supports initiatives that aim towards digitally transforming civil societies in Central and Eastern Europe. When designing your project proposal, you are expected to:

- utilize online media solutions to maintain internal communication with the consortium partners;
- choose web-based platforms to carry out meetings or conferences when physical attendance cannot be secured, or if travelling/accommodation costs would increase the budget of the project significantly;
- prioritize online promotional tools over printed posters, banners, flyers, etc.
- reduce the amount of paper used during implementation by preparing and publishing the relevant outputs (articles, studies, books, etc.) in digital form only;

- reduce the amount of plastic used during implementation by not requesting a budget for unnecessary promotional materials or gifts (pens, USB sticks, etc.);
- choose the most environmentally friendly means of transport.

In our effort to help our clients achieve these goals, the Fund may allow the purchase of office equipment needed for web-based communication and overall digitalization up to €1,000, on an individual basis. The list of eligible items can be found under category “8. Office supplies and consumption material” in Annex 1, on page 28.

For further expectations and suggestions, please read our **Green Guidelines**, available on our website.

3. PROJECT SELECTION

3.1. APPROVAL/REJECTION, EVALUATION PERIOD

An evaluation committee is assembled for each deadline and is headed by the Fund's Executive Director. The Executive Director makes recommendations based on the committee's evaluation and passes the recommendations to the Council of Ambassadors. The Council of Ambassadors decides on the final selection on the 60th working day after the deadline at the latest, when the 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.

As the evaluation period may last up to 60 working days (ca. 3 months) with an additional 20 working days for the contracting process after a given deadline, **no project can be scheduled to start earlier than 80 working days (ca. 4 months) after the deadline and before signing the grant contract.**

3.2. SELECTION CRITERIA

Before you start working on your application, please carefully read the following **assessment criteria**.

- **Project relevance/context clarity**

The Fund assesses the proposal's compliance with the chosen objective and evaluates how much the applicant is aware of the context, how clearly they explain the issue they wish to work on during the project and whether the proposed solution is realistic and innovative.

- **Visegrad substance**

Projects supported by the Fund must have a regional character, both in terms of partnership and content. We seek proposals that aim to combine and synthesize the expertise of the partners and offer common solutions to problems/issues relevant for all V4 countries. In terms of outputs, we expect activities or events that can reach out to audiences in the whole region.

- **Quality and Impact**

The project quality is assessed in terms of the proposed outcome's relevance as well as its potential to achieve it. The Fund also considers the project's impact through looking at how the project links relevant actors, project outputs, and the target groups. The Fund defines impact as the change in the situation within a specific group of people that your project addresses.

- **Transparency and Accuracy**

The funding requested should be adequate for the scale of the project and be at an accurate value for the outputs to be delivered. The higher the amount requested, the higher impact is to be achieved within each target group and the more the applicant is encouraged to secure other sources of support – both financial (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**

The Fund investigates the applicant’s and 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. For that reason, it is important that all participating entities have a proper online presence where their track record in the field can be traced. Although we expect the proposal to be in line with the mission of the consortium partners, the planned outputs should not merely copy the daily, core activities of the involved stakeholders (e.g., if the proposed output is research or a conference, it must be proven that their results will benefit and reach out to target groups beyond the applicant’s and partners’ own scientific circles).

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 to see the logical connection between the proposed outputs (the deliverable events or products of your project) and their short-, medium- and long-term impact(s).

PROBLEM/ISSUE	TARGET GROUP	OUTPUTS	OUTCOME & IMPACT
<p>A good understanding of the problem/issue and the context is necessary.</p> <p>Whenever possible, include data, statistics, and analyses.</p>	<p>Describe the involved stakeholders.</p> <p>Include also those that are part of the problem/issue.</p>	<p>Activities involving a particular target group that will lead to achieving the desired outcome.</p>	<p>The project shall bring results connected to the described problem/issue, contributing to the priorities in “1.3. TOPICS/REGIONAL ADDED VALUE”.</p>

In assessing the application, the Fund also considers 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**

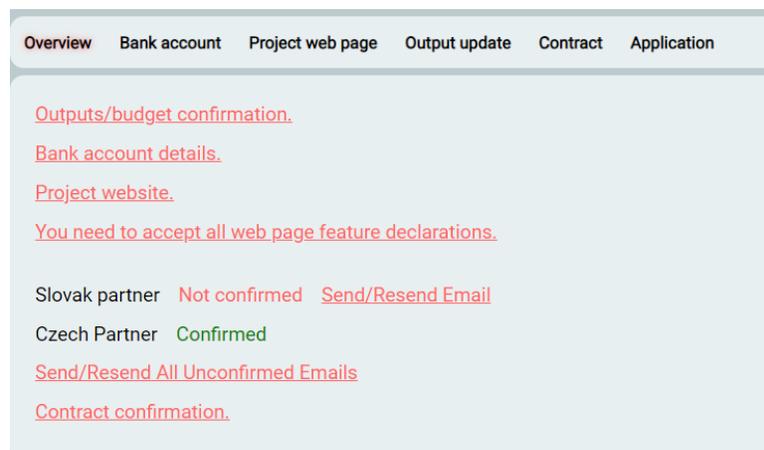
3.3. ANNOUNCEMENT OF RESULTS

The results of each call are published on the Fund’s website. All applicants – whether their project is 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**; (3) **accepting the budget** allocated for the concrete outputs and the contract draft set by the Fund, (4) confirming the **list of events** in the Calendar and (5) **the partners confirming their willingness to participate in the project**.



The grantee will see which partners have already confirmed their participation in the project

Once the project has been approved, the grantee must make sure that the partners confirm their participation in the project. When the grantee clicks on “**Send/Resend Email**” next to the partner’s name, an automatically generated e-mail will be sent to the e-mail address of the respective partner, containing a web URL. Following the link, the partner will be able to see their own contact details and the submitted application form, enabling them to check for any mistakes in their data. Should they accept their role in the project, they must click on “Confirm”.



In order to have the contract submitted and the project started, the grantee must make sure that at least **75% of all project partners** confirm their participation through the link received via e-mail. If the required number of confirmations is not reached, the grantee can resend the e-mail multiple times.

To avoid any technical problems, both the grantee and their partners must make sure that the e-mail addresses they provide in the application form are valid and working. Please note that the link sent will grant only temporary access to our online system for the partners and can only be used once. Therefore, it is important that the confirmation is made shortly after opening the link. Should the link expire, the grantee must resend the confirmation e-mail to the partner.

4.2. PROJECT WEBPAGE

A project webpage shall be set up and made available within 20 working days (ca. 4 weeks) after the approval of a project and must remain active during the whole contractual period. **Each project webpage must contain the project description, details of the partners, and have a unique address (URL).** The website must be available **in English language** in addition to any national languages. The webpage can exist as a webpage within an existing website or can be set up on social media/networking sites or blogs. Each project webpage must contain the Fund's logo with a direct link to the Fund's website, as well as direct links to the websites of all project partners. When publicly communicating through social media, grantees are expected to make references/links to the Fund's active accounts on Facebook, X (formerly known as Twitter), or Instagram – see *Logo and Acknowledgment Manual* in Annex 3.

4.3 BANK ACCOUNT, FINANCIAL ADMINISTRATION

The grantee is obliged to provide a bank account for the purposes of the grant disbursements delivered by the Fund. All project payments must be carried out through a bank account owned by the grantee. The bank account must be made available within 20 working days (ca. 4 weeks) after the approval of a project. **The grantee shall conduct bank-transfer (non-cash) transactions only since cash operations are not allowed.**

You don't need to open a new bank account, but it is vital that the chosen account is owned and managed by the grantee. **Private accounts and accounts of the partner organizations will not be accepted!** To avoid the fluctuations of exchange rates and extra transactions costs, it is advised that you have the preferred account in EUR (€).

The Fund signs the contract only with the main applicant (grantee), who bears all responsibility for the received grant. **Please keep in mind that the grantee cannot transfer any percentage of the grant to the partners in advance.** If the partners must pay certain costs related to project outputs, two options are possible:

- The grantee can settle the invoice issued by the provider of products or services directly (Example: The partner made a hotel reservation and the invoice will be issued by the hotel directly to the grantee. The grantee then pays the bill to the hotel via bank transfer.)

or

- The partner settles the bill and later issues a re-imbusement invoice to the grantee/signs a contract with the grantee, covering the real costs incurred by the partner (Example: The partner paid a restaurant bill for project participants. The partner will issue an invoice to the grantee with the exact sum they paid in the restaurant, providing the original bill to the grantee. The grantee then pays the amount to the partner via bank transfer).

If the partner’s legal status does not allow them to issue invoices, a contract must be signed with the grantee in which the parties specify those costs that the grantee is willing to reimburse.

Internal transfers within one institution (between different divisions or organizational units) are not allowed without the Fund’s prior approval. All such transfers must be requested beforehand and have proper justification.

4.4 CONTRACTUAL PERIOD

The maximum time frame for **Visegrad Grants or Visegrad+ Grants is 18 months; Strategic Grants can be implemented in min. 12, max. 36 months.** The length of the implementation period is of crucial importance as this is the period when the obtained grant can be used to cover **all project-related expenses. Any payments that are made before or after the implementation period shall not be reimbursed by the Fund.**

6.2 The Grantee shall deliver to the Fund:		
<i>Report:</i>	<i>Covering the period from-to:</i>	<i>Latest delivery of report:</i>
Final Report	20/01/2024–31/12/2024	28/01/2025
Financial Statement	20/01/2024–31/12/2024	28/01/2025
Audit Report	20/01/2024–31/12/2024	28/01/2025

Article 6.2 of the contract, describing the implementation period and deadlines for the reports (illustrative picture)

The necessary information about your project’s implementation period can be found under Article 6.2 of the contract. Here you will see which documents must be delivered to the Fund, and by which date. As the contract itself indicates, the **reports must refer to the period described**, both in terms of finances and the achieved project results. In cases with three or more tranches, **Interim Reports** shall be submitted and approved by the Fund to allow continued project implementation. The deadline for such reports and the period they must cover will also be indicated under Article 6.2 of the contract. As a common rule for all reports, **the grantee will have 20 working days** after the last day of the marked implementation period to prepare and deliver the mentioned documents.

4.5 OUTSOURCING PROJECT ACTIVITIES AND ADMINISTRATION

As the Fund signs the contract with one organization only, **we expect the grantee to take full responsibility for the project's implementation and directly supervise preparatory and administrative duties connected to the contracted outputs.** Should the grantee need external support in terms of event organization, logistics or general project management, they can outsource certain activities to **official project partners**, based on an invoice or a service contract, upon the Fund's prior approval. The conditions for financial remuneration are identical to those mentioned under paragraph 4.3, with reference to payments between the grantee and the project partners.

If, at the time of submitting their application, an applicant is already aware that they will need to outsource certain administrative or logistical duties to a project partner, they must clearly describe that in the application form, with due justification.

Outsourcing project management and overall administration to external organizations, companies, or individuals is allowed only exceptionally, with the Fund's prior approval.

5. PROJECT IMPLEMENTATION

5.1. CHANGES

Once a project gets contracted, grantees must remain in contact with the Fund through the online system, follow the project calendar, and inform the Fund about the state of project implementation.

All requests for changes listed below are to be submitted in advance during the implementation period; late submissions will be automatically dismissed by the Fund.

Prolonging the implementation period must be requested in the online system under the tab "Change requests".

Budget change requests must be submitted in the online system under the tab "Change requests" only if they exceed the limits listed below:

- a. For a grant below or equal to €10,000.00, the contracted sum in individual budget categories cannot be increased or decreased by more than €500.00.
- b. For a grant above €10,000.00 and below or equal to €30,000.00, the contracted sum in individual budget categories cannot be increased or decreased by more than €1,000.00.
- c. For a grant above €30,000.00 and below or equal to €50,000.00, the contracted sum in individual budget categories cannot be increased or decreased by more than €1,500.00.
- d. For a grant above €50,000.00, the contracted sum in individual budget categories cannot be increased or decreased by more than €2,000.00.

Budget changes not exceeding the listed sums and minor (non-substantial) changes in the project do not require Fund's approval. Nonetheless, it is recommended to inform the assigned project manager about them via email.

All other requests for substantial changes must be submitted in writing (as scans of original letters signed by the statutory representative of the grantee) and properly justified. Substantial changes are mainly but not limited to:

- including an additional project partner or replacing a project partner
- adding or deleting outputs (events or products), changing the country and city of an output, or the output format (online/offline)
- changing the project title
- extending the deadline for report delivery, if by more than 30 days
- outsourcing the project management to any third entity (that is external to the consortium) in accordance with 4.5 of Grant Guidelines

The Grantee is obliged to inform the Fund with no delay (max. within 10 calendar days from such a change) in writing of any internal changes of the Grantee, such as changes of the Grantee's official name, registered seat, statutory representatives, registration for VAT, etc.

5.2 CALENDAR AND PROMOTION

When you sign the contract with the Fund, you agree to the list of events and outputs that shall be carried out during the implementation period. You will be able to access the list of the contracted events in our online system, under “Current Calendar”. Please keep in mind that **all events must be confirmed manually** by clicking on the pencil icon (“edit”) next to the event, changing the Status to “Confirmed” and clicking on the checkmark icon (“confirm”) in the top right corner of the section.

From	To	Country	City	Title	Status	
29/04/2024	29/04/2024	Slovakia	Bratislava	New bat experts	Confirmed	
11/05/2024	11/05/2024	Hungary	Diósjenő	New bat experts	Confirmed	
23/05/2024	25/05/2024	Czechia	Olomouc	International workshop “Urban bats in Visegrad countries”	Confirmed	



The Current Calendar interface in My Visegrad (illustrative print screen)

If you wish to change the details of the event, you may do so by clicking on the pencil icon (“edit”) and modifying the date/venue/details of the event. Once done, don’t forget to click on the floppy disk (“save”) icon in the top right corner of the section.

Please note that all events must be confirmed in the Current Calendar within **30 to 10 calendar days prior** to their planned date. **Unconfirmed events in the Calendar will be disregarded during the evaluation of the Interim/Final Report and their related costs will not be reimbursed.**

Grantees are also requested to ensure the project’s visibility and the acknowledgement of the Fund’s support – see *Logo and Acknowledgement Manual in Annex 3* for further details. The Fund reserves the right to list in the contract specific forms of promoting project results, as well as to make use of the project results for its own promotion.

5.3 MONITORING PROJECT IMPLEMENTATION

The Fund reserves the right to carry out project monitoring visits and, if necessary, to request additional documentation. The Grantee is obliged to allow visits from the Fund’s staff and to provide, upon request, any materials related to the project.

5.4 OBLIGATIONS RELATED TO ONLINE OUTPUTS

If one of the project outputs is a website or an online platform/database, the Grantee is obliged to keep it active and ensure it is accessible for the public for a minimum of two years after the end of the Project's Contractual Period.

6. REPORTING, DISBURSEMENT AND REIMBURSEMENT

6.1 PROJECT DISBURSEMENT AND REIMBURSEMENT – TRANCHES

Visegrad Grant, Visegrad+ Grants, and Strategic Grants are disbursed in tranches. Article 4 of your contract contains the number of tranches in which the granted amount will be paid out. Aside from this, you will also see the exact amount to be disbursed in each installment and the conditions that regulate the payment dates. You will receive the first installment upon returning the signed contract to us by post. If your contract specifies two payments, the last tranche (usually 20% of the whole grant) will be transferred to you once the **Final Report** and its attachments have been checked and approved by the Fund.

4. GRANT PAYMENT

4.1 The Grant shall be paid to the Grantee under conditions set forth in Section 4.2 hereof in 2 instalments as follows:

- the 1st installment in the amount of ██████████ within 15 working days after the delivery of the valid and effective Contract by the Grantee to the Fund (the "First Instalment"); Contracting Parties agreed that the Grantee is obliged to deliver to the Fund a final report contents and requisites of which are set forth in the Grants Guidelines published and available on the Fund's website in the period under Article 6, section 6.2 of the Contract (the "Final Report");
- the 2nd (and final) installment in the amount of ██████████ within 15 working days after the Final Report, Financial Statement and Audit Report are approved by the Fund according to Article 6 hereof (the "Final Instalment"). Parties agreed that the Final Instalment must be pre-financed by the Grantee and, if duly approved under conditions set forth hereof, the Fund reimburses the due amount of the Final Instalment

Article 4.1 of the Contract, specifying the number of installments

Should your contract specify **three or more payments**, don't forget that the transfer of all further payments will be possible only after the delivery and approval of the **Interim Report(s)** (sent both via e-mail and by post), covering the marked period of implementation under Article 6.2. Please note that **you are only eligible for any subsequent tranches if (1) you have spent at least approximately 50% of the previous payment and (2) the contracted outputs are delivered according to the accepted calendar.** Should the Fund find any deficiencies in the implementation or in the project documentation, the Fund may withhold the payment of any further tranches until such deficiencies are corrected.

It is advised that you start preparing the Interim Financial Statement as early as possible by recording the necessary invoices in the Excel sheet right after their payment. You will find the Financial Statement sample available on our website.

Also, kindly be reminded that the Fund has **10 working days** to review the Interim Reports, counting from the date of their postal delivery to the Fund. Therefore, the sooner you provide us with the Interim Report and Interim Financial Statement, the sooner you will know whether the Fund approves the continuation of your project and receive the next tranche from our side.

6.2 REPORTING DOCUMENTS

In case the contract specifies three or more payments of the awarded grant, the grantee will have 20 working days after the marked period (see Article 6.2 of your contract) to prepare the **Interim Documentation**, which consists of the following elements:

- **Interim Report** – a textual summary of the progress and results of the project carried out within the marked period (you can find the template on our website).
- **(Interim) Financial Statement** – a spreadsheet containing all the expenditures covered by the grant in the marked period (template on the website). For instructions on how to fill it out, please read Chapter 6.3. on the Financial Settlement.

Once the entire project implementation period has come to an end, there will be 20 working days available to prepare the following **Final Documentation**:

- **Final Report** – a narrative overview of all activities undertaken, and results achieved, accompanied by photos, attendance lists, and other documentation. The Final Report must be prepared in our online system under the tab “Final Report”. After filling out and saving all sections, you must submit the report by the given deadline and print out a paper version from the system.
- **(Final) Financial Statement** – a spreadsheet containing all the expenditures covered by the grant, and the summary table (template on the website).

NOTE: The Financial Settlement (part of the Financial Statement) 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.

- **Audit Report** – for projects with a budget over €10,000 (template on the website).
- **Transportation Costs Reimbursement Sheet** (only applicable for projects without an Audit report) – see instructions in Annex 2 (p. 29) of this document.

When filling out the Final Report, try to be as specific as possible. The Final Report is not only a checklist of events and outputs that were implemented, but also serves to evaluate your own work, different aspects of the implementation and the role of the partners in the cooperation. **Describe how the events and outputs contributed to the project’s original purpose and specific goals, and how you will use the results gained. You should highlight any changes that were made compared to the original plan, and any obstacles that hindered your work.** If you plan to continue the project, make sure that you draw the necessary conclusions and provide some ideas for development.

6.3 FINANCIAL STATEMENT AND FINANCIAL SETTLEMENT

The Financial Statement generally contains two Excel sheets (plus Instructions). The **Summary Table** will help you summarize the whole budget of your project. Please do not modify the cells marked grey in tables.

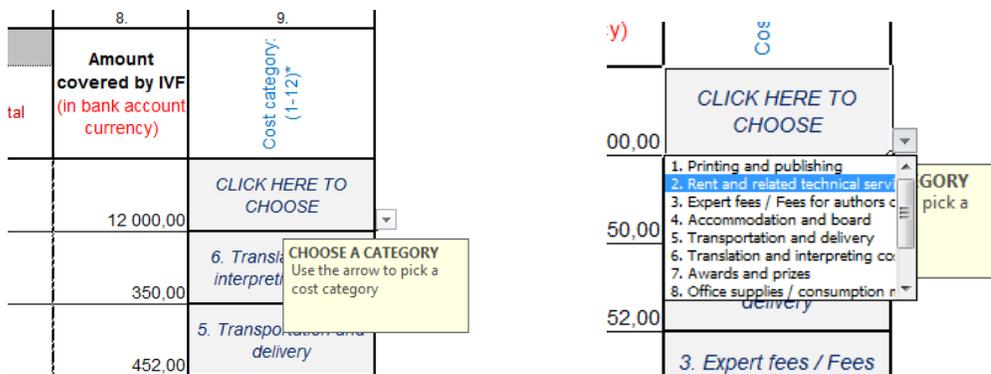
The **Financial Settlement** is the most important part of the Financial Statement, where all the expenditures covered from the grant during the implementation period must be entered and properly described (in case

of three or more tranches, only those items that were not included in the previous Interim Financial Settlement). Do not forget to fill out your details at the top of the sheet, especially the **currency of your bank account**. If your expenses have been incurred in more than one currency, **you must create a separate Financial Settlement sheet for each currency**. Please do not forget, however, that the total sum should always be indicated in EUR (€) in each sheet (see instructions below).

At the top of the sheet, you are also asked to indicate whether your organization is a registered VAT payer. As VAT payers are required to ask for VAT compensation from their local tax authorities by default, the Fund only reimburses VAT amounts to those grantees that are not registered as VAT payers. Exceptions can only be made following the Fund’s prior approval.

Before getting started, look at the **Instructions** sheet, which will guide you through the Financial Settlement. In Column 5 “Cost description”, **be as specific as possible regarding the cost items. The Fund cannot accept insufficient descriptions such as “expert fee”, “hotel” or “bus ticket” without the proper indication as to whom the cost was paid, for what reason, and for what output/activity**. For detailed guidelines, please check Annex 1 on pages 24–29 of this document.

As you enter the individual items, you must choose the cost category in Column 9. It is enough to click on the cell in the relevant line and choose the proper cost category by clicking on the arrow displayed on the bottom right corner of the cell.



	8.	9.
total	Amount covered by IVF (in bank account currency)	Cost category: (1-12)*
	12 000,00	CLICK HERE TO CHOOSE
	350,00	6. Translation and interpreting
	452,00	5. Transportation and delivery

Column 9 in the Financial Settlement sheet

In case your bank account currency is not EUR, **do not forget to enter a valid exchange rate between your currency and EUR (€)** to the designated cell (J27 by default). When choosing the proper rate, you have two options. You may either use:

- the exchange rate of the respective national bank on the date of receiving the grant tranches to the grantee’s bank account stated in the grant contract (In case the grant is not converted, the grantee can still use the exchange rate from the date of receiving the grant tranches)

or

- the monthly average exchange rate of the respective national bank in the last full month of the project implementation period.

Once you enter the relevant exchange rate, the sheet will automatically calculate the total costs of the table in €, in cell J24. Please don't forget to repeat this task in all extra sheets, with all currencies.

6.4 AUDIT REPORT

All projects supported by the Fund with budgets exceeding €10,000 must be audited (if not stipulated otherwise in the contract). An Audit Report shall be prepared in English by an 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 auditor resides). 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 auditor resides) in the previous three years (references – date of audit, client, contact person);
- Documented advanced English knowledge 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 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 request 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:

- <http://www.kacr.cz/vyber-auditora>
- <https://pana.gov.pl/> or <http://kibr.org.pl/pl>
- <http://www.mkvk.hu/>
- <http://www.skau.sk/>
- <https://www.ifac.org/who-we-are/membership>

The auditor shall follow the 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).

6.5 SUBMISSION OF REPORTS AND ACCOMPANYING DOCUMENTS

Please keep in mind that the deadline for submitting the reports applies for postal delivery, as well as for uploading the necessary documents into our online system.

To submit the interim documents, go to the "**Interim Report**" tab and upload the Interim Report (in PDF or DOC format – must be identical to the one sent by post) and the Interim Financial Statement (in XLS file – must contain all sheets) by the deadline.

To submit the **Final Report, Financial Statement,** and the **Audit Report** you must first fill out all tabs of the Final Report section. The system will only let you submit the report once all necessary attachments are properly uploaded (incl. photographs illustrating the outputs). Then print out the paper version of the Final Report from our system and have it physically signed by the statutory representative. This printout will have to be sent to us via post together with the hard copy of the Financial Statement and the Audit Report (if applicable).

When putting the documents together for **postal delivery**, make sure that you include the following ones in the package:

For **Interim documentation**:

- Interim Report – all pages filled out, the last page physically signed (and stamped – if applicable) by the statutory representative of the grantee.
- (Interim) Financial Statement – physically signed (and stamped – if applicable) by the statutory representative of the grantee.

For **Final documentation**:

FOR PROJECTS UNDER €10,000:

- Final Report – printed out from our online system, the last page physically signed (and stamped – if applicable) by the statutory representative of the grantee.
- Financial Statement – all pages and additional sheets filled out, physically signed (and stamped – if applicable) by the statutory representative of the grantee.
- Copies or samples of promotional materials that cannot be uploaded to our system.
- Signed Transportation Costs Reimbursement Sheets (if applicable) – see instructions in Annex 2 of this document.
- Copies of all invoices connected to the costs described in the Financial Statement and their corresponding bank transcripts.

FOR PROJECTS OVER €10,000:

- Final Report – printed out from our online system, the last page physically signed (and stamped – if applicable) by the statutory representative of the grantee.
- Financial Statement – all pages and additional sheets filled out, physically signed (and stamped – if applicable) by the statutory representative of the grantee and by the auditor.
- Copies or samples of promotional materials that cannot be uploaded to our system.
- Audit Report with all necessary annexes – physically signed and stamped by the certified auditor, indicating his/her credentials as member of the national chamber of auditors.

The Fund will have 30 working days after the delivery of the final reports to check the documents and approve the last installment payment. **Should the Fund notice any shortcomings, the Fund has the right to request further information and documents from the grantee, including the modification and repeated delivery of any of the reports.**

6.6 PROJECT CONCLUSION

The project can be successfully concluded if (1) all reports and attachments comply with the requirements and (2) the transfer of the last installment has been authorized or the potential unused grant amount returned to the Fund's bank account. After all obligations have been cleared, the grantee will receive a confirmation from the Project Manager via e-mail, stating that the project has been finished.

ANNEX 1 – LIST OF ELIGIBLE COSTS

This table will help you to fill out the “IV. Outputs” part of the online application form, as well as provide you with the necessary information regarding the descriptions to be used in the Financial Statement as part of the Interim/Final Report.

<i>Cost category</i>	<i>Subcategory</i>	<i>Description to be listed in the application form and in the Financial Statement</i>	<i>Examples of eligible costs</i>	<i>Examples of NON-ELIGIBLE costs</i>	<i>Documents to be delivered with the Financial Statement</i>	<i>Requested financial documents (applies only to projects without Audit Report obligations)</i>
1. Printing and publishing	Printing costs	Description, number of standard pages, volume (number of copies)	Costs directly related to printing with or without promotional purposes (printing brochures, books, magazines, booklets, training materials, promotional leaflets, posters, roll-ups, etc.)	Printing the grant contract, business cards, financial and other operational documents eligible under <i>11. Overheads</i> ; Promotional items with the Fund’s logo (e.g., pens, T-shirts, notebooks, USB memory sticks) eligible under <i>9. Promotional costs</i>	Samples of printed and published materials containing the Fund’s logo (brochures, books, magazines, booklets, training materials, websites, digital works, etc.)	Copies of invoices/bills/contracts not based on the Labor code and payment confirmations (bank statements)
	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; proofreading and editing of translated text (can also be included within <i>6. Translation and interpreting cost</i>)			

<i>Cost category</i>	<i>Subcategory</i>	<i>Description to be listed in the application form and in the Financial Statement</i>	<i>Examples of eligible costs</i>	<i>Examples of NON-ELIGIBLE costs</i>	<i>Documents to be delivered with the Financial Statement</i>	<i>Requested financial documents (applies only to projects without Audit Report obligation)</i>
2. Rent and related technical services	Rental costs	Description of rented space, period of rental	Renting conference rooms or other venues relevant to the project events	Renting offices of the grantee or project partners eligible under 11. <i>Overheads</i> ; catering eligible under 4. <i>Accommodation and board</i> ; web-hosting services, copyright, and license fees eligible under 10. <i>Copyright, licenses, and fees</i> ; photographer and cameraman eligible under 9. <i>Promotional costs</i> ; car/bus rent eligible under 5. <i>Transportation and delivery</i> ; renting interpretation equipment eligible under 6. <i>Translation and interpreting costs</i>	–	Copies of invoices/bills/contracts not based on the Labor code and payment confirmations (bank statements)
	Related technical services	Description of service, period of delivery	Renting sound and conference equipment and fees for technical and supporting services, e.g., soundman, IT support (including website creation and technical maintenance), rescue and security services, first aid services, etc.			
3. Expert fees/Fees for authors or artists	Fees for texts	Description of text produced, number of standard pages	Honoraria for authors not based on Labor Code	Editing, and proofreading are eligible under 1. <i>Printing and publishing</i> ; proofreading and editing of translated text eligible under 6. <i>Translation and interpreting costs</i> ; accounting, project management, coordination, and communication, and expert work related to contracts based on the Labor Code eligible under 11. <i>Overheads</i>	Complete texts or other outputs of expert activities (presentation, research outcomes, photos, videos etc.) in digital or printed format	Copies of invoices/contracts not based on the Labor Code and payment confirmations (bank statements)
	Fees for in-person services	Number of hours/days of expert/artist delivery and a detailed description of the delivered expertise, including the expert's name	Honoraria for experts who deliver complex expertise (speakers, performers, lecturers, researchers) not based on Labor Code ; costs related to Audit Report. Possible exceptions: See under footnote ⁴			

⁴ Financial remuneration under the category of expert fees (or any expenses related to employment based on the Labor Code, including daily allowances, part-time work, etc.) of employees of state-funded research and higher education institutions in case where the Grantee is obliged under the national legislation to pay their own employees only under the Labor Code can be compensated from the project budget on the condition that it is clearly separated from the given individual's general monthly salary, i.e. it is paid as overtime compensation, bonus etc.

<i>Cost category</i>	<i>Subcategory</i>	<i>Description to be listed in the application form and in the Financial Statement</i>	<i>Examples of eligible costs</i>	<i>Examples of NON-ELIGIBLE costs</i>	<i>Documents to be delivered with the Financial Statement</i>	<i>Requested financial documents (applies only to projects without Audit Report obligation)</i>
4. Accommodation and board	Accommodation	Venue, number and list of persons/nights, price, dates (related to project events)	Accommodation costs (hotels, hostels, dormitories, short-term rentals)	Per-diems (daily allowances) and meal vouchers eligible under 11. <i>Overheads</i> ; rent of venues for project events eligible under 2. <i>Rent and related technical services</i>	Lists of attendees (e.g., hotel guests)	Copies of invoices/bills/contracts and payment confirmations (bank statements)
	Board	Description of board or catering, number of people, dates (related to project events)	Working lunches or dinners, breakfast briefings, receptions, catering costs, refreshments			
5. Transportation and delivery	Personal travel costs	Travel directions, dates, means of transport, names and 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, and fuel bills are eligible under 11. <i>Overheads</i>	Lists of passengers	Copies of invoices/tickets and boarding passes, Transportation Cost Reimbursement Sheet, copies of vehicle registration document(s) (in case of private car usage) and payment confirmations (bank statements)
	Delivery of goods/materials	Description of delivered goods/material and their number/amount, other details	Delivery costs of goods related to project outputs, e.g., exhibition materials; courier services			–

Cost category	Subcategory	Description to be listed in the application form and in the Financial Statement	Examples of eligible costs	Examples of <i>NON-ELIGIBLE</i> costs	Documents to be delivered with the Financial Statement	Requested financial documents (<i>applies only to projects without Audit Report obligation</i>)
6. Translation and interpreting costs	Translation costs	Description of translated texts (incl. the translated languages), number of standard pages	Translation costs including proofreading and editing in the language of translation (proofreading and editing can be also included within 1. <i>Printing and publishing costs</i>), localization services	Translation of the grant contract or other operational documents (application form, final report, etc.) eligible under 11. <i>Overheads</i>	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	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 for individuals up to €1,000 per person	Scholarships and attendance fees eligible under 11. <i>Overheads</i> ; promotional items with the Fund's logo (e.g., pens, T-shirts, notebooks, USB memory sticks) eligible under 9. <i>Promotional costs</i>	Brief report on award-giving with a list of awarded persons including their signatures and dates, signed jury decision (where available)	Payment confirmations (bank statements)
	Non-financial awards/ prizes	List of non-financial awards or prizes and their respective values in €	Medals, cups, diplomas, and other awards		–	Copies of invoices/bills/ contracts and payment confirmations (bank statements)

<i>Cost category</i>	<i>Subcategory</i>	<i>Description to be listed in the application form and in the Financial Statement</i>	<i>Examples of eligible costs</i>	<i>Examples of NON-ELIGIBLE costs</i>	<i>Documents to be delivered with the Financial Statement</i>	<i>Requested financial documents (applies only to projects without Audit Report obligation)</i>
8. Office supplies and consumption material	Office supplies or consumption material for exclusive use during the project; in exceptional cases, it may include bigger purchases	Specification of each supply or consumption material, incl. its amount and its planned use within and beyond the project implementation (where applicable); when purchasing bigger assets (up to €1,000, e.g., computers), information shall be given about which entity will use the assets once the grant is concluded	Pens and notepads, art supplies, printing paper, flipchart, etc.; also, computers, cameras, video conferencing equipment, or other technology used for digitization or remote work when justified	PR materials eligible under 9. <i>Promotional costs</i> ; cleaning supplies, coffee and small refreshments are only eligible under 11. <i>Overheads</i>	–	Copies of itemized invoices/bills/contracts and payment confirmations (bank statements)
9. Promotional costs	Offline 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 audiovisual media, billboards,	Printing of promotional materials, books and graphic design eligible under 1. <i>Printing and publishing</i>	Samples of the advertisements in print media, digital copies (e.g., screenshots, graphic files) of digital advertisements or online banners, photos of billboards, samples of promotional items with the Fund's logo	Copies of invoices/bills/contracts not based on Labor Code and payment confirmations (bank statements)
	Online promotion and marketing	Detailed description of activities (incl. size of banners, volume of boosted posts, number of newsletters); Specification of work: number of hours for PR managers, number of hours, number and length of videos, number of photographs for Photographer and cameraman	Web-based promotion and marketing incl. e-mailing newsletters, social media campaigns and post boosts, online advertising (banners, AdWords), etc.; PR work, photographer, and cameraman			

Cost category	Subcategory	Description to be listed in the application form and in the Financial Statement	Examples of eligible costs	Examples of <i>NON-ELIGIBLE</i> costs	Documents to be delivered with the Financial Statement	Requested financial documents (<i>applies only to projects without Audit Report obligation</i>)
	Promotional items with the Fund's logo	Specification of all promotional item bearing the Fund's logo	Promotional items such as pens, notebooks, t-shirts, USB memory sticks, etc.	<i>See above.</i>	<i>See above.</i>	<i>See above.</i>
10. Copyright, licenses, and fees	Costs of copyrights, licenses, 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	Conference registration fees (fees paid to actively participate as a presenter/lecturer at the conference with research or paper which was done as part of the project), software licenses, payments for copyrighted materials such as photographs or texts, fee(s) for access to data banks or databases, entrance tickets and passes, server hosting fees and domain registration, etc.	Honoraria for experts/artists and costs of audit service eligible under 3. <i>Expert fees/Fees for authors or artists</i> ; additional services beside expert work eligible under 2. <i>Rent and related technical services</i> ; PR manager and photographer/cameraman eligible under 9. <i>Promotional costs</i> ; fees for non-active conference participation eligible under 11. <i>Overheads</i> .	Full website link (where available)	Copies of invoices/bills/contracts not based on Labor Code and payment confirmations (bank statements)
11. Overheads (max. 15% of the grant)	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), project-related work carried out based on Labor Code contracts, tangible/intangible assets, etc.	Audit Report costs eligible under 3. <i>Expert fees/Fees for authors or artists</i> . Exchange rate losses are not eligible within any budget category.	–	Payment confirmations (bank statements)

ANNEX 2 – INSTRUCTIONS FOR THE TRANSPORTATION COSTS REIMBURSEMENT SHEET

For projects without an Audit Report obligation (grants lower than €10,000)

If the grantee wishes to reimburse travel costs of any participants/experts/partners that organized and paid for their own transportation while travelling to a contracted event, the grantee is obliged to provide us with a filled-out Transportation Costs Reimbursement Sheet enclosed with the Financial Statement.

The grantee or the person to be reimbursed must fill out either part A. “Train/bus/air/boat Transportation” when transportation tickets are available, or part B. “Private car”, when the subject has used their own car to travel to the venue.

A. Train/bus/air/boat Transportation

In the case of transportation tickets, the grantee (organizer) is obliged to collect copies of the travel documents from the travelers. The Fund accepts the following documents:

- electronic train/bus/boat tickets
- electronic/hard-copy of the boarding pass for airplanes (e-tickets are not sufficient!)
- tickets issued by a vending machine at railway stations, bus stations, etc.
- tickets for local transportation used on public transport vehicles.

Printed copies (scans, printouts) of the above-mentioned documents must be enclosed with the Transportation Costs Reimbursement Sheet.

B. Private car

In case the traveler (or more passengers) used a private car to travel to the venue, the following data must be provided:

- Type of car
- License plate number
- Consumption per kilometer (liters) – this can be calculated based on the average consumption of the used vehicle over 100 km
- Official reimbursement per 1 km (by law) – this information can usually be found on the website of the national taxation office.

Please note that a copy of the car registration document must be enclosed with the sheet.

When reimbursing the travel costs, the grantee can decide to pay the full or partial amount of the costs stated in the sheet, upon previous agreement with the traveler. After receiving the agreed amount, the traveler must fill out the necessary parts at the bottom of the sheet. The grantee is then obliged to enter

the relevant sum into the Financial Statement with the proper description, assigned to cost category “5. Transportation and delivery”. Please do not forget that all transactions must be carried out via bank transfer. Reimbursement in cash is, therefore, not allowed.

The grantee shall consider the fact that travel costs of any official company cars or fuel bills can only be reimbursed under category “11. Overhead costs”. Vignettes/passes for highways can, however, be included in the “5. Transportation and delivery” cost category.



Logo and Acknowledgement

A guide for grantees

By accepting a grant from the Visegrad Fund, you have made a commitment to publicly acknowledge our support throughout the project's implementation.

With your acknowledgment of our support, you contribute to the transparency of the grant process and help us promote regional cooperation and outreach.

This guide presents basic information on how our grant support shall be acknowledged with the use of the Fund's logo and verbal/written reference to our support at public events, in both print and digital format.

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1. General requirement

Our logo and support statement must be present in all communication and outputs of your project.

Support statement:

The project is co-financed by the governments of Czechia, Hungary, Poland and Slovakia through Visegrad Grants from the International Visegrad Fund. The mission of the fund is to advance ideas for sustainable regional cooperation in Central Europe.

How to refer to the Visegrad Fund in English and in V4 languages?

- EN** International Visegrad Fund – or simply the Visegrad Fund
- CZ** Mezinárodní visehradský fond – nebo pouze Visehradský fond
- HU** Nemzetközi Visegrádi Alap – vagy csak Visegrádi Alap
- PL** Międzynarodowy Fundusz Wyszehradzki – lub tylko Fundusz Wyszehradzki
- SK** Medzinárodný vyšehradský fond – alebo len Vyšehradský fond

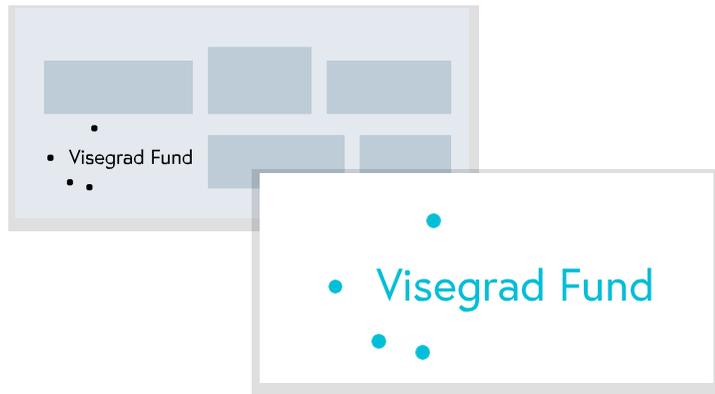


< simple logo

2.1 Logo Version

The fund's logo comes as a standard, **simple logo** with the 'Visegrad Fund' word mark.

We advise using the simple logo in instances where other donors and sponsors are listed in a specific section headed by 'Supported by', 'With support from partners:', etc.



2.2 Logo Use



2.2.1 EXCLUSION ZONE

The clear space around the fund's logo must be kept at a consistent distance to ensure the integrity of the logo. It defines the minimum distance between the logo and the edge of a printed piece.

The clear space is equal to the height of the letter 'n' in the Visegrad Fund wordmark on the top and on the bottom of the logo. On the left and right sides of the logo the clear distance is twice as wide as the height of

the letter 'n'. This area is the minimum and should be increased wherever possible. No graphic device, photos, or type may interrupt this area.

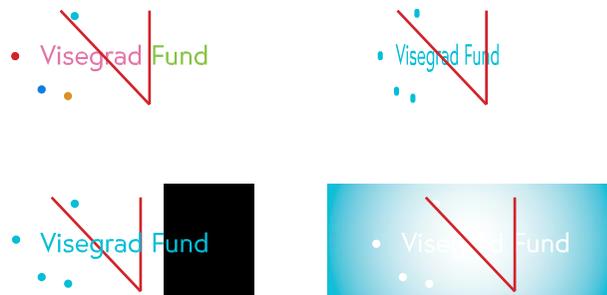


2.2.2 MINIMUM SIZE

The minimum size of the fund's logotype should never be below 8 mm in height. Wherever possible, the logo should be larger; there is no maximum size. The size of the logo should be reasonable and recognizable.

2.2.3 LOGO MISUSE

The logo cannot be altered in any way (change of colors or background) or skewed (disproportionally changed in size), and its use must respect its exclusion zone, minimum size, and color versions. The logo should not be used as a background element or a watermark, nor is it permitted to use the fund's logo in the grantee's email signature.





BLUE
CMYK 070-000-020-000
RGB 003-191-215 WEB
#03BFD7

GREY
CMYK 000-000-000-060
RGB 102-102-102
WEB #666666

BLACK
CMYK 000-000-000-100
RGB 000-000-000
WEB #000000

2.3 Logo—Color and Resolution

2.3.1 COLOR VERSIONS

There are four color instances of the fund's logotype illustrated below. The logotype should not be modified using any other colors than those shown. The logo color palette consists of three colors: blue, black, grey.

If reversed, use white (no color).

2.3.2 RESOLUTION

The minimum resolution for the logo is:

300 dpi—for printed materials

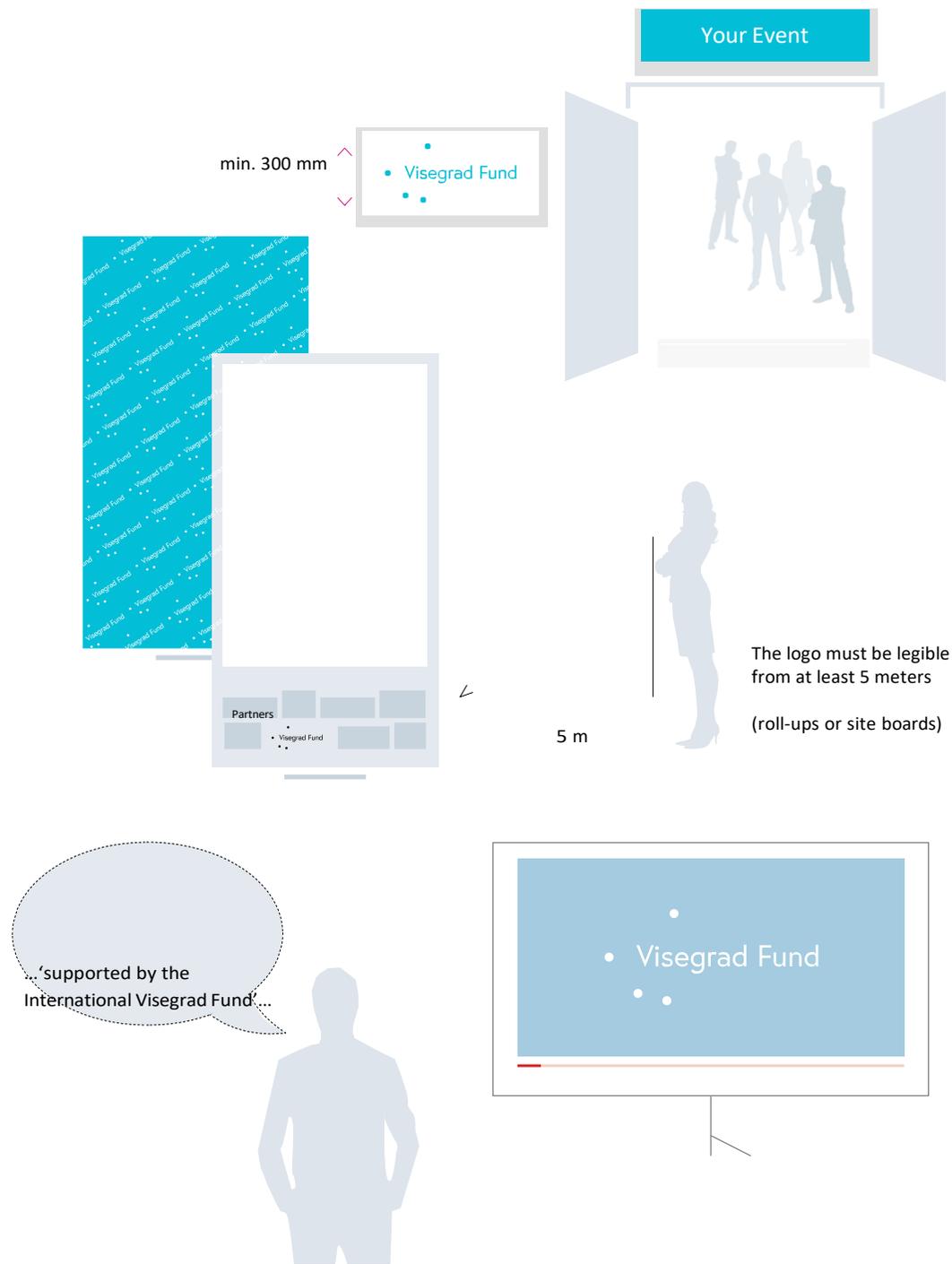
72 dpi—for online communications

(e.g., websites, electronic newsletters, etc.)

2.3.3. FORMAT

The recommended format of the logo for offline/print use is pdf. If you need outlines of the logotype, you can open pdf in Adobe Illustrator, where you will find the logo outlined.

The recommended format for online use is jpg, or png if a transparent background is desired.



3. Public Events

3.1 SIGNAGE

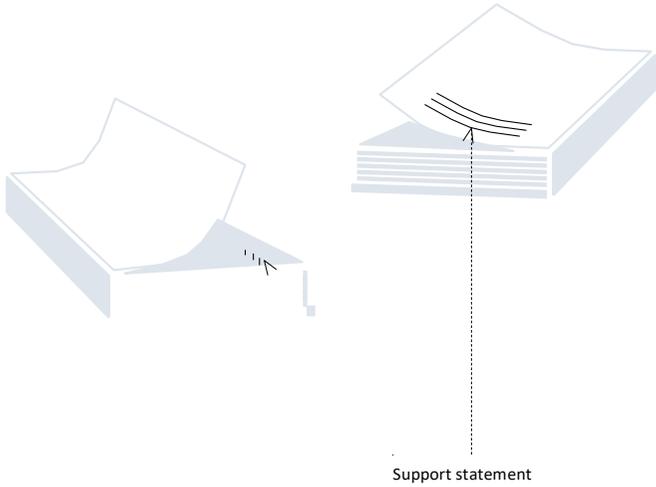
The fund’s logo shall be displayed wherever the project events take place (conference rooms, auditoriums, outdoor venues, etc.) in the form of site boards, podium signs, flags, or roll-up banners. Such boards should be visibly placed on main stages and at venue entrances/exits. The logo's size must be proportionate to the size of your board but should be no smaller than 300 mm high.

3.3 TRAILER

You may also acknowledge our support using a promotional trailer, which can be screened before or during your public event, such as during film screenings, opening ceremonies, concerts, etc. (see our [YouTube channel](#), or [contact us](#)).

3.4 VERBAL ACKNOWLEDGEMENT

When officially communicating about a project to the public or the media or during implementing public events, which are part of the project (exhibition or conference opening), you shall acknowledge the fund’s support verbally by mentioning that the project was ‘supported by the International Visegrad Fund.’



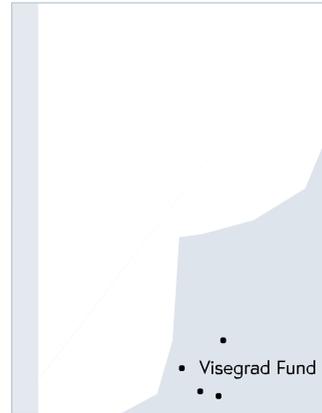
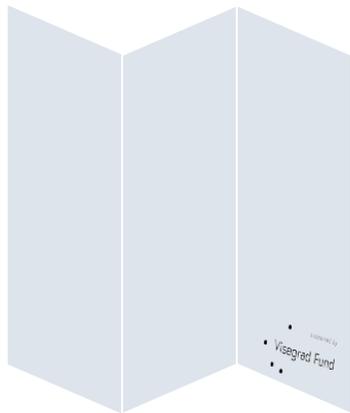
4. Print

4.1 PRINT COMMUNICATION AND PROJECT OUTPUTS

The fund’s logo must be visible on all publicly distributed printed materials which are part of the project's communication—invitations, posters, newsletters, leaflets, conference packages, press releases—as well as in all materials which are part of the project's outputs—books, diplomas, journals, policy papers, publications or any other outlets published and distributed in hard-copy as part of the project. In addition, any such printed output must include the following support statement:

The project is co-financed by the governments of Czechia, Hungary, Poland and Slovakia through Visegrad Grants from the International Visegrad Fund. The mission of the fund is to advance ideas for

If you would like to consult on the use of our logo for specific occasions (e.g., large events) or in different forms (creativity has no limits) please contact our PR Manager at www.visegradfund.org/people.



5. Digital Formats

5.1 DIGITAL COMMUNICATION AND PROJECT OUTPUTS

All public digital communication related to the project must contain acknowledgement of the fund's support with the fund's logo and the statement.

The project is co-financed by the governments of Czechia, Hungary, Poland and Slovakia through Visegrad Grants from the International Visegrad Fund. The mission of the fund is to advance ideas for sustainable regional cooperation in Central Europe.

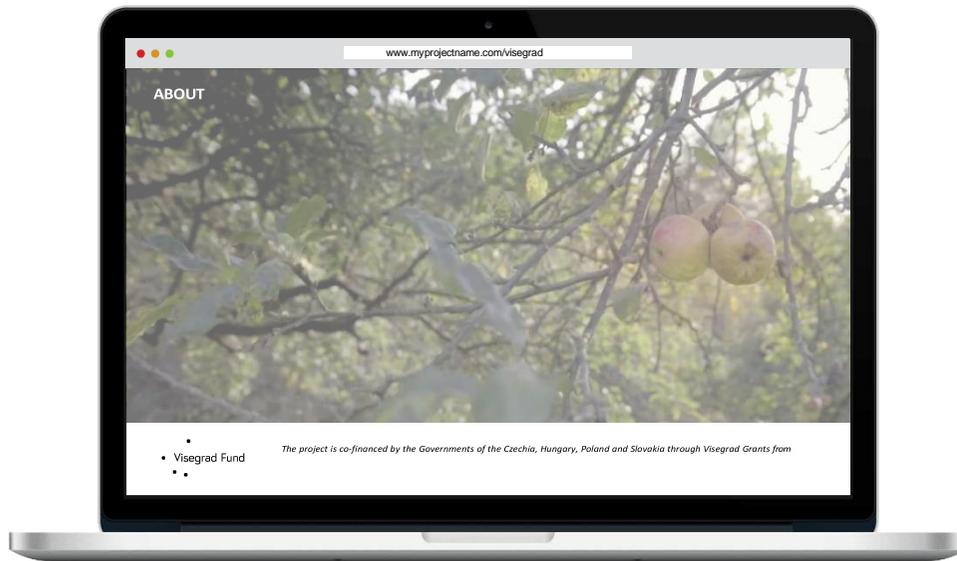
5.2 PROJECT WEBSITE

A project website shall be set up and made available within 20 working days of the project approval 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 sub-site within an existing website (e.g. www.myorganization.com/visegrad). The websites of all organizations involved in the project must have direct link to the project website, or have separate project sub-site both in English and the project national language.

The project website or project sub-site shall include information on:

- grant support received by the project from the Visegrad Fund
- contact details of the project coordinator
- description of the main project objective
- updated information on project events/outputs

In addition, the website has to acknowledge the fund's support by displaying the fund's logo with a direct link to the fund's website www.visegradfund.org. The logo has to be positioned in a place which is visible without scrolling or clicking.



6. Social media

When communicating through social media channels, grantees are requested to acknowledge the fund's support and use the fund's logo, where possible. Mention our support on your social media or blog by linking back to our website, where possible. We are on LinkedIn, X (Twitter), Facebook and Instagram, so please use [@VisegradFund](#) to acknowledge our support. Please also tag us when releasing project-related posts or photos by using our hashtag [#VisegradFund](#); you can also use [#V4](#), [#V4group](#) or [#Visegrad](#), [#Visegradgroup](#) hashtags when referring to the V4 region:

<http://www.facebook.com/VisegradFund>

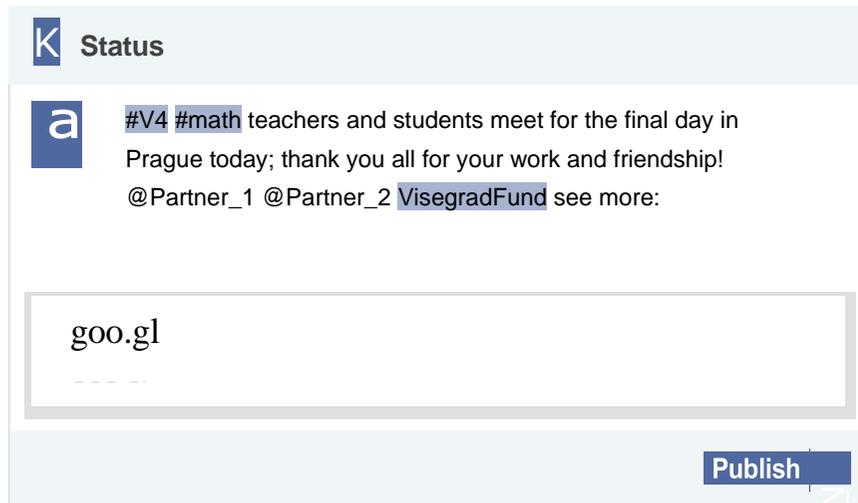
<https://twitter.com/VisegradFund>

<https://goo.gl/s85uqr>

<https://instagram.com/visegradfund>

<https://linkedin.com/international visegrad fund>

Facebook



X (Twitter)



7. Monitoring and Reporting

In case of monitoring visit during your project implementation, we will look for appropriate visual recognition of your grant.

In addition, all print and digital outputs have to be uploaded to the online system as part of your project's Final report. For public events, you will have to upload at least 2 pictures per event.



8. About Us

The International Visegrad Fund is an international donor organization established by the governments of the Visegrad Group (V4) countries (the Czech Republic, Hungary, Poland and Slovakia). Its aim is to support closer understanding and cooperation among people in the V4 region, as well as between the V4 region and other countries and regions, particularly in the non-EU neighborhood of the Eastern Partnership countries and in the Western Balkans. The fund fosters the development of civil society by financing joint grant projects and by awarding university scholarships and artist residencies. The fund's annual budget of €10 million consists of equal contributions by the V4 governments.