

V4 Gen Mini-Grants—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. At least two V4 countries must be involved to participate (Czechia, Hungary, Poland, Slovakia and so can direct neighbors of two V4 countries (the following combinations of non-V4 countries are possible—Austria with any combination of at least two neighboring V4 countries (Czechia, Hungary, Slovakia), Germany with Czechia and Poland, and Ukraine with any combination of at least two neighboring V4 countries (Hungary, Poland, Slovakia).

1. Draft idea + Application

The application process starts with a registration (based on a confirmed e-mail address) in the system at <http://my.visegradfund.org/> (“on-line system”) and preparation of a brief project draft. The draft can be submitted no later than 2 weeks before each deadline.

Draft ideas get screened by the fund’s secretariat. Following the screening, draft ideas may receive feedback from the secretariat and/or be accepted for submission which unlocks the complete application form. In case of an acceptance of a draft, applicants are prompted to finalize the entire application form and submit it by noon on a given deadline date.

Before submitting it, 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 itself.

2. Applicant and Partners

If a project gets approved for funding, the applicant takes the full responsibility for its proper implementation. Applicant is responsible for submitting the application form, finalizing the pre-contractual steps and for the reporting.

Project partners are, however, expected to be actively involved in the project implementation. Before contracting, project partners must confirm in writing that they are familiar with the project details (incl. budget) and their role therein. They must also provide detailed feedback to the project and the cooperation as a part of the Final report (see **5. Project Closing and Reporting**).

3. Project Budgets

Following the main purpose of the program, the project budgets are meant to contribute towards costs associated with the mobility and networking of young people. The budgets are awarded as a lump sum that is calculated based on the number of people involved and the number of days spent together. The Fund, however, has the right to propose budget adjustments to projects (i.e., lowering the total requested sum).

The grant is paid in two tranches. The first tranche of the grant (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 is duly 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; lower turnout or decreased number of project activities may result in a decreased tranche. The grantee may claim up to 15% overheads which can be covered from the second tranche only in case when the first tranche is satisfactorily concluded. 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 outcome was significantly lower.

The grantee is fully responsible for proper utilization of the project budget and for responsible use of the funds. Although there are no claims possible on the side of the project partner (i.e., there are no explicit limits on how the budget is split between the grantee and the partner), the grant is meant as a contribution to joint activities (in either/any country). Partners are thus expected to share costs of the project based on an agreement between the grantee and the partner(s).

4. Project Events

Each project follows a planned timetable as proposed in the form and approved by the Fund. Any changes in the dates (or even venues) must be communicated to the Fund in advance, especially those events that have a public character. Failure to keep the Fund informed about changes 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 public 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, the acknowledgement shall include the logo and link to the Fund's website (see <https://www.visegradfund.org/about-us/logo/>).

5. Project Closing and Reporting

Upon conclusion of the project implementation, a narrative Final Report (in a form of a questionnaire in the on-line system) and a Financial Statement (in a form of a table with cost overview) are to be prepared by the grantee, signed, and stamped by the grantee's statutory representative, and delivered to the Fund's secretariat. 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 audit of the project.

Additionally, photographs documenting every project activity must be uploaded in the on-line system. The Fund reserves the right to further use such 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 signed by their parents/guardians).

Project partner(s) may also be requested to provide detailed feedback to the Final Report and Financial Statement.