V4 Gen Guidelines

The main purpose of the V4 Gen Mini-Grants are providing financial contribution to short-term cross-border youth mobility in the V4 region and its immediate neighborhood. Any legal entity registered in V4 countries can apply for support. Each project must involve at least two V4 countries (Czechia, Hungary, Poland, Slovakia) but can also include entities from countries that directly neighbor two V4 countries (i.e., Austria, Germany, and Ukraine).

Project proposals are collected electronically via the online system available at https://my.visegradfund.org/ ("online system") three times a year, always by 12:00 p.m. (noon) on March 15, July 15, and November 15 respectively, unless stipulated otherwise on 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 presentation for a wider audience (e.g., the school, local community, etc.) combined with creative forms of mediated outreach (e.g., social media, website, on-site presentation).

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 currently ongoing 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 online 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 via the online system and/or be accepted for application. 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.

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 precontractual 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 online system (via link) their familiarity and agreement with the project details (incl. budget) and their role in the project. The applicant must provide details regarding the composition of
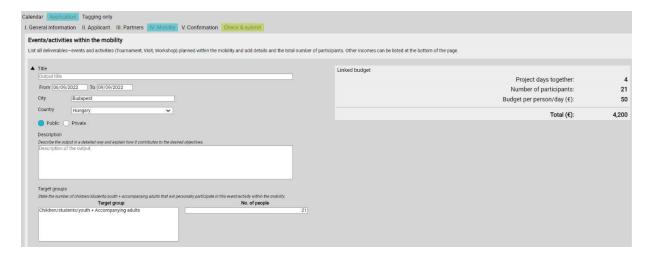
the <u>direct participants</u> (number, age, citizenship) and the <u>accompanying persons/chaperones</u> (the number and citizenship). The total number of participants in the project should be balanced as regards their citizenship.

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 <u>number of people</u> directly involved in each event/visit and the <u>number of days</u> 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 the number of events/visits).

The grant support can be used for any costs directly related to each planned joint event/visit. The following <u>cost categories</u> are recognized and shall be summarized in the Financial Statement once the project is concluded (see 5. Project Closing and Reporting):

1. Transportation (to and from the location of the event/visit; the category can include hiring a bus with a driver, renting a car, buying train/bus tickets and other public transportation, travel insurance)
2. Accommodation (covering hotels, dormitories, or short-term rentals)
3. Food and catering (catering services, eating out)
4. Office supplies and materials (purchase of any office or art materials directly related to the project)
5. Honoraria and expert fees (fees to experts providing specific services during the event/visit or honoraria to artists performing for the joint group)
6. Entrance tickets/licenses (e.g., theater tickets, software licenses, etc.)
7. Printing/publishing (of materials directly related to the project)
8. Promotional costs (any promotional costs related to the project, incl. purchases of promotional materials with the fund's logo, e.g., T-shirts)
9. Rental and other technical costs (rental of space directly used for the purposes of the project, rental of necessary technical equipment, e.g., lights and sound, cameras)
10. Awards and prizes (tangible gifts to winners of internal competition)
11. Overhead costs (any internal costs related to the project, including but not limited to premiums paid to accounting or teaching staff, rental/usage of own premises, telephone bills and other costs directly incurred during the project—it is recommended to limit these costs to 15% of the entire grant)

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 is 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 the grantee and the partner(s) or based on re-imbursement of partners' invoices.

4. Project Events (Visits)

Each project follows a planned timetable as proposed in the form and approved by the Fund. A maximum of three events (visits) are allowed within a project; the length of each is limited to 7 days. In cases where visits last 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	Wrocław	THE CLIMATE IS OUR FUTURE	CHANGE
27/03/2023	31/03/2023	Slovakia	Spišská Nová Ves	THE CLIMATE IS OUR FUTURE- just have a look around how you can help	CHANGE

Within a running project, each event (visit) must be confirmed by the grantee at least 10 days in advance in the online 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 online, in promotional materials and/or in media outlets; the acknowledgement shall include the logo and, when online, also a link to the Fund's website.

5. 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. Prolongation of the implementation period is possible and must be requested in the online system under the tab "Change requests"

6. Project Closing and Reporting

Upon conclusion of the project implementation, a <u>Final Report</u> and a <u>Financial Statement</u> are to be prepared by the grantee, printed out, signed/stamped by the grantee's statutory representative and their scans uploaded in the online system.

The Final Report takes the form of a brief questionnaire in the online system, in which the applicant evaluates the outcome of the individual events (visits), confirms the participation with uploading scanned attendance sheets of all participants and photographs illustrating each event/visit (5 pictures are recommended where the logo of the Fund is visible). 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 promoting the program; the grantee and partner(s) shall therefore secure written consent of all participants (for minor participants, the consent must be signed by their parents/guardians).

The <u>Financial Statement</u> takes a form of an Excel sheet (available for download at the Fund's website) that provides a summary of the overall project expenditures within each cost category (transportation, accommodation, food and catering, office supplies and materials, honoraria and expert fees, entrance tickets/licenses, printing or publishing, promotional costs, rental and other technical costs, awards and prizes, and overhead costs) 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 online 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.

In case your bank account currency is not EUR, you can choose one of two options:

1. The exchange rate of the respective national bank on the date of conversion of the grant tranche into local currency.
OR
2. The monthly average exchange rate of the respective national bank in the last full month of the project implementation period.

Project partner(s) can also be requested to provide feedback to the Final Report and the Financial Statement upon the Fund's demand.

The Fund will have 20 working days after the submission of the final report to check the documents and approve the last 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 submission of the report. The Fund will have additional 20 working days for approval of the revised documents.

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.