

# International Visegrad Fund: official website

grant programs, mobility programs, artist residencies

## Grant Guidelines—V4EaP: Flagship Projects/Extended Standard Grants (by 2014)

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Please note that this document is **only valid for Extended Standard Grant projects submitted in 2012, 2013, and 2014**, and **Flagship Projects submitted in 2013**. For your references regarding newer applications (Extended Standard Grants or Flagship Projects submitted in 2014 or earlier, please use the older version of this document available [here](#)).

The document has the following structure:

1. **PROJECT PREPARATION**
2. **APPLICATION FORM/PROJECT PROPOSAL**
3. **PROJECT SELECTION**
4. **CONTRACTUAL TERMS**
5. **PROJECT IMPLEMENTATION**
6. **REPORTING AND DISBURSEMENT**

## 1. PROJECT PREPARATION

### 1.1 Applicant

**Extended Standard Grants**—Any legal entity (or natural person) with registered seat in (or citizenship of) the Visegrad Group—Czech Republic (CZ), Hungary (HU), Poland (PL), or Slovakia (SK)—or Eastern Partnership—Armenia (AM), Azerbaijan (AZ), Belarus (BY), Georgia (GE), Moldova (MD), or Ukraine (UA)—countries is eligible for funding within the Extended Standard Grant program, provided that the given project proposal complies with the rules and priorities of the program and the given call for proposals and promotes cooperation between project partners in both regions. Preferences will be given to applicants from **non-governmental and non-profit organizations, municipalities and local governments, public schools and universities, research and scientific bodies and public institutions** in general with the exception of organizations directly funded from a state budget, e.g. institutions of state administration, ministries, embassies, or official cultural institutes (*Instytut Polski, České centrum*, etc).

**Flagship Projects**—Any applicant worldwide can apply, provided that the given project proposal complies with the rules and priorities of the Flagship Projects and the given call for proposals and promotes cooperation between project partners in both regions. Preferences will be given to applicants from **non-governmental and non-profit organizations, municipalities and local governments, public schools and universities, research and scientific bodies and public institutions** in general with the exception of organizations directly funded from a state budget, e.g. institutions of state administration, ministries, embassies, or official cultural institutes (*Instytut Polski, České centrum*, etc).

## 1.2 Project partners

For Extended Standard Grants it is compulsory to secure participation of subjects from at least **three V4 countries** and **a single EaP country** but preference will be given to projects involving more partners. For Flagship Projects it is necessary to involve **all four V4 countries and at least two EaP countries**. Similarly as with applicants, organizations directly funded from state budget cannot be considered valid project partners—e.g., institutions of state administration, ministries, embassies, cultural institutes (e.g. *Slovenský inštitút, Magyar kulturális intézet*, etc.).

## 1.3 Project topic

Projects submitted within the Extended Standard Grants and Flagship Projects programs must adhere to the given call for proposal posted on the website of the Fund.

## 1.4 Re-applying

Applicants may apply for grant support within the V4EaP program in parallel to other grant programs offered by the Fund. Only a single application within a deadline is possible.

In case of multiple applications from the same applicant, the first registered application will be considered, while all other will be disregarded. Applicants for **Flagship projects** may **re-apply** for grant support at any point, only if all their previous Flagship grant projects **have been finished** (i.e., their final reports have been duly approved by the Fund). Applicants for **Extended Standard Grant Projects** may implement simultaneously more Extended Standard Grant projects.

## 1.5 Consulting the Fund

Applicants can freely consult the staff of the Fund in writing (e-mail), by telephone or in person. Visitors to the Fund are kindly requested to make an appointment. Unannounced visits or consultations within 10 working days of the given deadline are discouraged.

English is the official language of the Visegrad cooperation, as well as of the International Visegrad Fund—application forms, as well as all official correspondence with the Fund can be accepted only in English.

## 1.6 FAQ I

- ***Can a private company be an applicant?***

Any legal entity or natural person can apply; priority is, however, given to public and non-profit institutions.

- ***Can I apply if I am not from the V4/EaP region?***

Applicants from non-V4/non-EaP countries are eligible for applying within the Flagship Projects provided that their projects involve partners from countries as provided in the paragraph 1.2 and that they adhere to the given project topic (see paragraph 1.3). Only applicants from the V4 and EaP regions are eligible to apply for the Extended Standard Grants. Any applicant worldwide can apply for Flagship Projects (see paragraph 1.1).

- ***When can my project start?***

Theoretically, a project can start once it has been approved and the contract has been signed between the grantee and the fund. Only those costs that occurred during a given contractual period are legitimate and can be covered by the Fund. This means that applicant should carefully consider (1) the evaluation period of projects (see paragraph 3.1) and (2) the necessary time for completion of other contractual terms, such as defining a project website, bank account, etc. (see paragraph 4).

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## 2. APPLICATION FORM/PROJECT PROPOSAL

### 2.1 Deadlines

Deadlines are stipulated in the given calls for proposals available on the website of the fund.

Electronic application forms shall be submitted **by 12:00 CET (noon)** on given deadline date. Hard-copy versions (printouts) with relevant accompanying documentation shall be either sent by registered post on the same day at the latest or delivered to the Fund personally by 16:30 CET.

If the given deadline falls on public holiday (when postal services might be closed for business), the hard-copy applications and the [accompanying documents](#) will be accepted with the postmark of the nearest business day following the deadline, or can be delivered in person to the fund by 16:30 CET on that day. Please note, however, that the electronic submission must be respected.

### 2.2 On-line application system

Application forms are available through an on-line system at <http://applications.visegradfund.org/>. The system usually opens 30 days prior to given deadline. Applicants need to register with an existing e-mail address to start a new application form. Each form is then password protected and can therefore be saved and edited later. Every application form has its unique 8-digit number (application ID)—applicants shall use this number whenever communicating agenda related to the project.

## 2.3 Hard-copy version and accompanying documentation

A hard-copy version of an application form can be printed out from the system only once the on-line application form has been submitted. The following documents must also be delivered to the Fund in a single package with the **original** application form (separately delivered documents cannot be considered):

- **original letters of intent** (see paragraph 2.4)
- **copies of ID or registration documents** of the applicant and project partners (see paragraph 2.5)
- **copies of confirmations about co-financing** (copies or scans of documents proving other confirmed financial contributions to the project from other donors or sponsors)

Please do not bind the documents together.

## 2.4 Letters of intent

Letters of intent are an important part of the application—they **document the project partners and describe their concrete role in it**. There is no template for such letters—the statutory representative of the partner organization (or the natural person) should formally declare their intention to actively participate in the project and briefly describe their role in it. They can also describe their experience with the applicant from their previous cooperation. The letters must:

- be **original documents—copies or scans cannot be accepted**
- be printed on an **official letterhead paper** (where applicable)
- be written in **English**
- refer to the project by its **official name** (as registered in the application form)
- **signed** by the project partner's **statutory representative** (or by **natural person** if the project partner is not a legal entity)
- delivered to the Fund as **part of the application form** (separate submission cannot be considered)
- dated no earlier than **3 months prior to a given deadline**

## 2.5 Identification documents (IDs)

Copies of identification documents shall confirm to the Fund the **legal status** of the applicant and of the project partners.

The ID documents of V4 applicants are accepted in the original languages; **non-V4 applicants** shall, in addition, **add an English translation** of such documents (unofficial translations are acceptable).

**Please note that a statute of an organization, founding documents or deed of foundation do not replace the ID documents and are therefore not required.**

If the applicant or project partner is an organization (legal entity), the ID must have the form of an **abstract** (printout, scan or copy) **from relevant registry** which is **not older than 3 months** (see below). The abstract must contain the following data:

- **name of the organization**
- **seat of the organization**
- **ID number**—tax number/registration number (e.g. IČO, DIČ, adószám, NIP, REGON, etc.)
- **legal form**
- **name of the statutory representative** (can be a separate document, e.g. a nomination decree)

Such documents have the form of an **abstract from relevant registry** (national statistical office, district court, interior ministry, etc.) and **cannot be older than 3 months**—see the following links:

- AM: <http://e-register.am/em/search>
- CZ: <http://registry.czso.cz/irsw/>
- GE: <https://naprweb.reestri.gov.ge/>
- HU: <http://www.ksh.hu/apps/vb.szlek.main1>
- PL: <http://www.stat.gov.pl/regon/> or <http://krs.ms.gov.pl>
- SK: <http://www.statistics.sk/pls/wregis/dotaz>
- UA: <http://irc.gov.ua/ua/Poshuk-v-YeDR.html>

If the applicant or project partner is **not** an organization (natural persons), they document their status with a copy of a **valid ID card** (e.g. passport).

## 2.6 Budget

The Fund covers up to **80%** of total project costs within Flagship Projects, and up to **90%** within the Extended Standard Grants. The remaining **10-20%** of the budget shall consist of other **financial** (the applicant's, partners' or other donors' financial contributions) or **non-financial contributions**. The organization or volunteer work of the applicant and the partners, as well as other operational costs (e.g. use of one's own premises, equipment, cars, etc.) are considered a **non-financial (in-kind) contribution** and shall be included in the budget (Table A in the application form).

A well-planned budget shall be simple and realistic. The budget should include approximations of project's future expenditures in EUR (€) based on average prices in the region. Applicants shall use the average exchange rates available at the given national bank.

When planning the budget, it is important to adhere to the following list of eligible cost categories, i.e., costs that **can** be covered by the fund (for further details please see paragraph 6.4):

1. Printing and publishing, delivery of the printed/published materials
2. Rent of premises and related technical services
3. Fees for artists
4. Fees for experts
5. Accommodation and board
6. Transportation costs
7. Translations and interpreting costs
8. Awards and prizes

9. Office supplies and promotional material
10. Public relations costs (advertising, promotion)
11. Website design and update
12. Overhead costs—7 or 15% of the granted sum in case of Extended Standard Grants or Flagship Projects respectively (see point 12 in paragraph 6.4)
13. Tangible/intangible asset purchases (goods or services related to the project)—max. 7%, out of which at least 60% should benefit the EaP grantees or project partners (only applicable to Extended Standard Grants)

The following costs **cannot** be covered (with the exception of overhead costs):

1. capital investments
2. applicant's own indirect costs (e.g. utilities, telephone bills)
3. internal costs (rent of one's own premises, accommodation in one's own premises, one's own work)
4. salaries or financial remuneration of employees (or any expenses related employment based on the labor code, including allowances and part-time work, per-diems, etc.)

## 2.7 Calendar—project phases and list of events

Calendar of events is a list of all events planned within a project. Each event (e.g. conference, exhibition, presentation, study trip, workshop, etc.) in the calendar of events shall include all relevant data (event title/description, venue, date, expected number of participants). If a project gets approved, the **list of events** becomes a crucial tool for the grantee to keep the fund up-to-date with all project activities, be it public events or closed sessions (please see paragraph 5.1 for more details). **Project phases** refer to distinct phases or periods of the project (e.g. project preparation, project implementation, project conclusion and reporting).

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## 3. PROJECT SELECTION

### 3.1 Evaluation period

Evaluation period lasts up to **40 working days** (Extended Standard Grants), or **60 working days** (Flagship Projects) after given deadline. Applicants shall take this into account when planning project events, as no project can be scheduled to start before its prospective approval.

### 3.2 Selection criteria

Every project is carefully reviewed on its own as well as **in the context of other projects** within a given deadline (especially among projects with similar topic). Preference is given to those projects which develop civil society.

### 3.3 Approval/Rejection

Selection committee is called for each deadline by the Fund's Executive Director. The Executive Director makes his/her recommendations based on the discussion within the Committee and passes the recommendations to the Council of Ambassadors (the

Council consists of ambassadors accredited in a country in chair of the Fund and representatives of a given foreign ministry). The Council decides on the 40<sup>th</sup> or 60<sup>th</sup> working day (see paragraph 3.1) at the latest when the final results are also published on the Fund's website. Decisions made by the Council are final and shall present no grounds for any form of appeal, nor do they require any detailed reasoning.

### 3.4 Announcement of results

A list approved projects within a deadline is published on the website of the Fund on the day of the approval by the Council of Ambassadors. All applicants—whose projects were approved or rejected—are also informed by e-mail.

### 3.5 FAQ II

- ***Who picks the projects?***

Selection committee is called for each deadline by the fund's Executive Director. The committee comprises members of the fund's secretariat and the fund's honorary trustees. The Executive Director makes his/her recommendations to the Council of Ambassadors (the Council consists of ambassadors accredited in a country in chair of the fund and representatives of a given foreign ministry). The Council decides on the 40<sup>th</sup> or 60<sup>th</sup> working day at the latest when the final results are also published on the fund's website (see paragraph 3.4).

- ***What is the proportion between approved and dismissed projects? What are my chances?***

There is no direct answer to this question as each deadline and program is different. On average, about 30% of applicants receive support, depending on the deadline and program.

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## 4. CONTRACTUAL TERMS

The contract between the grantee and the Fund is concluded once the grantee has fulfilled the following conditions: (1) setting up a separate bank account which will serve the purposes of the project; (2) setting up a project website (see paragraph 4.2); and (3) acceptance of the contract draft by the grantee.

### 4.1 Bank account

Every grantee shall set up a separate bank account (or a sub-account) for the purposes of the project and inform the Fund of the fact. Such bank account can be an already existing account—all operations conducted on the account during the contractual period must be, however, related only to the project. The bank account must be available within **20 working days** (ca. 1 month) after the approval of a project.

### 4.2 Project website

Project website must be set up and made available within **20 working days** (ca. 1 month) after the approval of a project and must be active for at least the whole contractual period. Each project website must have its own address. Alternatively such



website can have the form of a sub-site within an existing website, or a website on a social networking site. Each project website must contain the **logo of the fund** with a direct link to the Fund's website ([www.visegradfund.org](http://www.visegradfund.org)), as well as direct links to the websites of all project partners.

### 4.3 Contractual period

The maximum time frame for each Extended Standard Grants project is 18 months and for Flagship Project it is 36 months. Only those costs that occurred during a given contractual period are legitimate and can be covered by the fund. After the implementation period of a project (i.e., the period during which the project as such takes place) there are additional **20 working days** (ca. 1 month) during which the grantee shall finalize and submit the final report. Each project is successfully concluded only after the fund's approval of a given final report—within **30 additional working days** (ca. 1½ month).

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## 5. PROJECT IMPLEMENTATION

Once approved each grantee shall remain in contact with the Fund through the on-line system. All official correspondence (questions, comments, requests for prolongations of up to 60 working days) must be conducted through the system: e-mail correspondence or telephony is possible but cannot be considered in case of disputes. All **contractual changes** (i.e., prolongations longer than 60 working days, changes of project partners, etc.) must be requested in writing—i.e., on letterhead paper with the signature of the statutory representative.

### 5.1 Calendar of events

The **calendar of events** is an on-line tool for communicating progress of a project between the grantee and the Fund. It is necessary to keep all events **up-to-date** since the calendar serves the purpose of project evaluation and extends the public relations of an event as the entries get published on the fund's website.

**Dates and sites** for each event must be confirmed in the on-line calendar **only 10 working days** before the event takes place but **3 working days** at the latest.

Exact **dates and times** of events need to be in the list of events, as well as **venues** where events take place.

### 5.2 Press releases

Grantees are obliged to prepare at least **one press release** per project.

Press releases can be written in any relevant language, submitted in the on-line system, and disseminated to relevant media (as planned in the "Planned PR activities" section of the application form). Press releases serve the fund for the purposes of project evaluation and enable media and public oversight over projects.



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## 6. REPORTING AND DISBURSEMENT

### 6.1 Project disbursement—Tranches

Grants are disbursed in two tranches within the Extended Standard Grants, and in up to three tranches within Flagship Projects. The number and volume of tranches is decided during the evaluation process and specified in the contract.

The first tranche is transferred to the grantee within **15 working days** after the delivery of the signed contract to the Fund. Subsequent tranches are disbursed upon the delivery and approval of complete and duly prepared interim/final reports and financial settlements. Before submitting these reports—i.e., before claiming the second tranche (within Flagship projects)—grantees are requested to have utilized approximately **4/5 (or 80%) of the first tranche**.

The last tranche makes usually about 20% of the grant's total sum. The sum of the last tranche must be first covered from the grantee's resources and gets reimbursed only after the approval of the final report and the financial settlement. The grantee must therefore have this portion pre-financed (covered from other sources) when submitting the final report and the financial settlement.

### 6.2 Interim and final reports

**Please note that the financial settlement of the final report shall only cover those items that were not included in the previous interim report. The narrative final report, however, refers to the whole project.**

The interim and final reports are to be delivered to the fund by the deadlines stipulated in the contract. Both interim and final reports consist of (1) the report and (2) the financial settlement. Please note that the report must always be accompanied by the financial settlement—they **must be sent together** (both signed by statutory representative). Processing of the reports by the Fund may take up to 30 working days (1½ month).

### 6.3 Financial settlement—General requirements for all costs

Financial settlement consists of an overview of expenditures within a project accompanied by (1) **copies of relevant financial documents** (invoices, receipts, bills, contracts), (2) **printout of the complete bank statement** or **all petty-cash vouchers** (for cash payments) and any other additional documents (as stipulated in paragraph 6.4).

Grantees are kindly requested to number all financial documents (invoices, bills, bank statements, etc.) with corresponding numbers used in the Financial settlement table. It is also recommended to sort financial documents chronologically according to the payment date. Please note that the financial settlement shall concern only the **granted sum**, not the project's entire budget.

Financial documents shall be issued in V4 languages or English. If they are issued in any other languages, grantees are kindly requested to provide copy of the financial documents in the original language accompanied by (at least) unofficial translation of the document to English.

## 6.4 Financial settlement—Additional requirements for specific types of costs

All costs claimed for reimbursement must be documented by corresponding financial document (invoice, receipt, bill, contract); below please find specific requirements for each cost category which are additional to the general requirements in paragraph 6.3:

**(1) Printing and publishing/Delivery of printed materials:** samples of the printed materials containing the Fund's logo (books, magazines, posters, bulletins, etc.);

**(2) Rent of premises and related technical services/Entrance fees:** copies of invoices where available;

**(3) Fees for artists/Copyrights:** contracts/invoices regarding the service or purchase (incl. an indication of payments of all relevant taxes in the bank statement, where applicable); contracts cannot be based on Labor Code (but e.g. Civil or Commercial Code); result of the artistic activity (photographed, recorded on a CD, website link);

**(4) Fees for experts:** contracts/invoices regarding the service (incl. an indication of payments of all relevant taxes in the bank statement, where applicable) not ruled by Labor Code (but e.g. Civil or Commercial Code); result of the expert activity (research paper, publication, etc.);

**(5) Accommodation and board:** list of participants and detailed invoice with the following information: the provided board, prices (costs per unit, e.g. 1 lunch, 1 person/night), and respective dates;

**(6) Transportation costs:** transportation costs reimbursement sheet (TCRS—available on the Fund's website); copy of internal transportation costs document (where available); copy of vehicle registration documents; invoices; copies of tickets; boarding passes (where available);

For more reporting obligations regarding different types of transportation follow:

- Airplane: invoice and electronic ticket (where available) and copies of boarding passes (both ways if round-trip ticket)
- Bus/ Train: filled out TCRS and copies of tickets and invoices (where available)
- Taxi: filled out TCRS and copy of taxi bill
- Local transport: filled out TCRS and copies of tickets
- Private Car: filled out TCRS (do not provide bills documenting purchase of fuel, use the official consumption and reimbursement per 1 km) and copy of internal transportation costs document (where available) and copy of vehicle registration documents;

**Note:** Visa fees and vignette/highway toll costs can be reimbursed within this cost item category.

**(7) Translation and interpreting costs:** contracts/invoices; samples of translated texts (printouts or digital copies);

**(8) Awards and prizes: brief report on the award-giving (list of awarded persons including their names, signatures and dates);**

**(9) Office supplies/Consumption and promotional materials: samples of each item with the Fund's logo (T-shirts, bags, CDs/DVDs, memory sticks, etc.);**

**(10) Advertising and promotion: samples of the advertisements in the print media, digital copies of audiovisual advertisements or on-line banners (screenshots), photos of billboards;**

**(11) Website design and update: full website link (URL); contracts/invoices regarding the service (incl. an indication of payments of all relevant taxes in the bank statement, where applicable) not ruled by Labor Code (but e.g. Civil or Commercial Code);**

**(12) Overhead costs (max. 7 or 15% of the granted sum in case of Extended Standard Grants or Flagship Projects respectively):**  
**Grantees do not need to account for the "overheads", but must record these costs in their accounting system. The "overheads" must be traceable and verifiable in case of financial audit. Also, overhead payments must be carried through the project bank account (transferred to other accounts or withdrawn).**

**(13) Tangible/intangible asset purchases (max. 7%)—only applies to the Extended Standard Grants: purchases of office equipment, hardware or software, etc.**

## 6.5 Frequent mistakes

The following are frequently made mistakes in the financial settlement (FS):

- **missing compulsory documents** (i.e., FS table, Final report, copies of invoices, etc.)
- **missing payment documentation**, i.e., a printout of bank statement (non-cash payments) or petty-cash voucher (cash payments)
- FS table and/or Final/Interim reports **not signed by the grantee's statutory representative**
- submitting **FS with all project costs** (not necessary), not only those covered by the Fund
- submitting **FS with bank order/-s** instead of bank statement/-s
- **late submission of FS**
- submitting **incomplete documents** (missing additional required documents, such as the list of participants, samples of translated texts, copies of travel tickets or boarding passes, etc.)—see paragraph 6.4
- improperly filled financial table
- requesting reimbursements of **more than 80% or 90% of total project costs** (Flagships Projects or Extended Standard Grants respectively)
- requesting reimbursements of **non-eligible costs**

- requesting reimbursements of **goods for long-term use** (e.g. books, etc.)
- requesting reimbursements of **brutto amounts** while being a VAT payer
- requesting reimbursements of costs incurred **outside of the contracting period**
- submitting **unacceptable financial documents** (internal invoices, contracts ruled by the Labor Code, etc.)
- submitting invoices or contracts with **insufficient description of the delivered goods or services**
- **missing logo** of the Fund in the print or other promotional materials
- **wrong payment dates** (payment dates must correspond to the payment confirmations)
- **wrong EUR exchange rate** (the exchange rate must adhere to that of the respective national bank on the day of FS preparation)
- **exceeding cash limit**—10 or 20% of the granted sum in case of Extended Standard Grants of Flagship Projects respectively

## 6.6 Project conclusion

Project is deemed concluded only when two conditions are fulfilled—(1) **approval of the final report** and (2) **disbursement of the last tranche**. Project is concluded only once the final report (i.e., its narrative part and the financial settlement) is approved by the Fund and the last tranche is transferred onto the grantee's project bank account.

## 6.7 FAQ III

### • **Which types of costs cannot be covered from a grant?**

The grant cannot be used to cover the following costs (for a list of eligible cost categories please see paragraph 2.6): internal costs (e.g. renting one's own premises), VAT refunds, or one's own internal indirect costs or running costs (e.g. utility bills, project coordination or accounting) exceeding **7 or 15% of the granted sum** (overhead costs) by Extended Standard Grants and Flagship Projects respectively. Tangible and intangible assets (goods or services related to the project) are allowed up to **7%** of the granted sum in Extended Standard Grants.

### • **What are overhead costs?**

Overhead costs refer to any indirect or operating costs linked to the project (e.g. project coordination and accounting, one's own work on the project or other running expenses, bank costs traceable in the project bank statement)—the Fund's limit per grant is **7 or 15%** of the granted sum by Extended Standard Grants and Flagship projects respectively. Overhead costs do not need to be documented through invoices, receipts or bills; these costs should be documented by bank statements (bank transactions) or petty cash vouchers (cash transaction) and described in the financial settlement.

### • **Are cash operations allowed?**

Bank transactions (wire transfers) are recommended, where possible. Cash operations are possible but are limited to **20%** in the case of Flagship projects, **10%** in the case of Extended Standard Grants.

### • **Which currency shall I use when filling out the FS table? Shall I use the amount displayed on the invoice/ contract/ bill or the amount of the bank/ cash transaction of the respective cost item?**

Use the currency of the project bank account in the case of bank transactions and on the

petty cash voucher in the case of cash transactions. The number of FS tables depends on the number of currencies in which the bank statement and petty cash vouchers are issued.

- **Which EUR exchange rate shall I use?**

Use the middle exchange rate of the respective national bank (according to the currency displayed on the project bank statement and petty cash vouchers) on the date of FS preparation.

- **What do I do if I don't use the whole advance payment (the first tranche) by the end of the given project phase? Can I obtain further installments?** (only within Flagship Projects)

You should spend around 80% of the first tranche before preparing the interim report and claiming further funds (see paragraph 6.1).

- **When do I have to send the Interim/Final report and financial settlement?**

One can submit the report and finished financial settlement immediately once a given project phase is finished, no later than on a given deadline (stipulated in the Attachment 3 of the grant contract).

- **Does the financial settlement have to include all project costs or only those covered by the fund?**

FS shall contain only those costs that are (to be) covered by the fund.

- **Do we claim for reimbursement only 70 or 80% of every single cost?**

No, the 70/80% limit applies to the sum of all project costs, i.e., the Fund can cover up to 100% of all your accommodation costs, etc., but in sum max. 70/80% of total project costs.

- **Can we claim for reimbursements the costs of preparation of the application form, its translation into English and the project accounting?**

No, such costs are your internal costs and cannot be refunded. You may, however, use the overhead costs to cover such expenses.

- **Can food vouchers be reimbursed?**

No, food vouchers, as well as per-diems are non-eligible costs. The only way to cover board or catering is through a separate invoice or a bill.

- **Who can be considered an "expert" to have their fees covered?**

Expert is a person who contributes to the project with his/her professional work (research, study, lecture, etc.). Contracts with experts cannot be ruled by Labor Code but only by other legislature, e.g. Commercial or Civic Code. This means that salaries of the grantee's employees or his or her own work cannot be considered expert work and refunded.

- **Which invoices are internal?**

Internal invoices are invoices issued by units within an organization operating under the same ID number. The Fund can refund these costs upon request only in cases when the internal costs are more economical than their commercial alternatives and have actually been invoiced and paid. E.g., participants of a university-held workshop are accommodated in university-owned hotel (dormitory) which is cheaper than commercial hotels on similar level, and the accommodation was actually paid (documented in the bank

statement).

- ***Which accounting legislature shall I follow while reporting the project?***

Follow the valid accounting legislature in your country.

- ***Can we claim for reimbursement fuel consumed when using private car for business purposes?***

The fund does not reimburse bills for fuel as such. But when using private car for business purposes you can calculate the transportation costs according to valid legislature in your country (based on average distances and average consumption for the given car). Use of official, company cars cannot be refunded.

- ***Is it possible to transfer certain amount of the grant to the project partner within a sub-grant agreement or to provide third organisations with mini grants from the grant sum?***

This type of transactions is not prohibited but the grantees are not encouraged to do so. The grantee shall administer the grant on his/ her own and shall avoid providing the third organisations with mini grants from the grant sum. In the case the sub grant agreements are inevitable to secure the project implementation in the project partner's country, re-invoicing of all costs covered by the project partner to the Grantee and providing all contracts/invoices/bills issued for those costs are required.

- ***Can I use the IVF grant for providing grants or sub-grants to third parties?***

No, the IVF grant is not set up to be provided to third parties.

- ***Can I cover the partners' project costs from the grant?***

Yes, provided the partner issues a document of taxable supply (contract, invoice, receipt, bill, etc.) towards the grantee (attaching the original invoices) and he covers the respective costs from the grant resources afterwards. No advance payments to the project partners shall be realized prior to receiving their invoice related to the project implementation.

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