

Serial number: 11110002	Project category: Education
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Note: Please note that the **Small Grant** annual deadlines are 1 March, 1 June, 1 September and 1 December. The electronic application must be submitted on-line by the relevant deadline, and the printed version—accompanied by the required documents—must be either postmarked or hand-delivered to the IVF no later than the day that follows the given deadline.

APPLICATION FORM FOR THE SMALL GRANTS PROGRAM

1. Applicant

Slovenská n.o.

Name of the organization in English:	Slovak NGO
Address:	Slovenská 1, Bratislava, 80000, SK
Name of the statutory representative:	Peter Slovák
Identification No. of the organization:	31111111
Registered VAT Payer:	No
VAT Compensation:	-
Phone:	00421211111111
Fax:	
E-mail:	slovakngo@gmail.com
Website:	www.slovakngo.sk
Coordinator of the project:	Peter Slovák
Coordinator's e-mail:	slovakngo@gmail.com
Coordinator phone:	00421211111111

Represented by: **Peter Slovák**

2nd Visegrad Workshop
Project output : Publication, Workshop & training

2. Project partners

Partner No. 1.

Name of the organization in its native language: Česká n.o.	
Name of the organization in English: Czech NGO	
Address: Česká 2, Praha, 11111, CZ	CZ
Statutory representative: Petr Čech	BIN: 22222222
Registered VAT payer: No	VAT Compensation: -
Phone: +420222222222	Fax:
E-mail: czechngo@gmail.com	Website: www.czechngo.cz
Role of the partner: The project partner will co-organize the workshop; Ceska n.o. will coordinate lecturers from the Czech Republic and secure promotion campaign in the Czech Republic	
Previous cooperation with project partner: The partner took part in the workshop in 2010—we've had a very good experience with them.	

Partner No. 2.

Name of the organization in its native language: Magyar Szervezet	
Name of the organization in English: Hungarian NGO	
Address: Fenyves utca 3, Budapest, 1333, HU	HU
Statutory representative: Sándor Nagy	BIN: 13333333
Registered VAT payer: No	VAT Compensation: -
Phone: +3613333333	Fax:

E-mail: magyarszervezet@gmail.com	Website: www.magyarszervezet.hu
Role of the partner: this project partner will coordinate lecturers from Hungary, will will coordinate publishing of the workshop results in Hungarian media.	
Previous cooperation with project partner: The partner took part in the workshops in 2009 and 2010. We have had an overall positive experience with their work.	

Partner No. 3.

Name of the organization in its native language: Polska NGO	
Name of the organization in English: Polish NGO	
Address: Pilsudskiego 5, Warsaw, 05-000, PL	PL
Statutory representative: Leszek Nowak	BIN: 144444444
Registered VAT payer: Yes	VAT Compensation: No
Phone: +485555555	Fax:
E-mail: polskango@gmail.com	Website: www.polskango.pl
Role of the partner: The project partner will coordinate lecturers from Poland and will disseminate the information through Polish academia and media.	
Previous cooperation with project partner: The partner took part in the workshop in 2010. We have had a very good experience with them.	

3. Short project description

(Description of the main features of the project in few sentences)

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max. 500 characters

4. Detailed project description

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max. 1800 characters

5. Target groups and groups benefiting from the project

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max. 800 characters

6. Events

Event	City	Country	From	Until	Number of participants
Workshop	Bratislava	SK	10/6/2011	12/6/2011	40/50

7. Phases

From	Until	Description of the phase
05/2011	05/2011	Preparatory works (contacting NGO-s, sending invitations etc.)
06/2011	06/2011	Workshop organization, evaluation, preparation of the publication
07/2011	07/2011	Print of publication
08/2011	08/2011	Project evaluation, Preparation of the financial settlement and final report for IVF

8. Expected outputs

(If the output is a publication, please specify the estimated number of pages and the expected number of copies to be printed.)

max. 800 characters

9. Planned PR activities

(Please enter planned dates, events and media you intend to use as part of your PR activities.)

max. 800 characters

10. Previous experience in the field

max. 800 characters

7.	Translation, interpreting costs	0.00	0.00	0.00
8.	Awards and prizes	0.00	0.00	0.00
9.	Office supplies and consumption material	0.00	0.00	0.00
10.	PR costs	800.00	0.00	0.00
11.	Website design and update	200.00	0.00	0.00
12.	Overhead	250.00	250.00	100.00
13.	Personnel costs	1,200.00	0	0.00
Total		14,450.00	5,000.00	34.60

C. Budget breakdown

Type of cost item		Unit name	Unit description	Unit cost	No. of units	Total
1.	Printing and publishing costs, delivery	Print of publication	500 copies/2 EUR	2.00	500.00	1,000.00
2.	Printing and publishing costs, delivery	Print of invitations	200 copies/2,5 EUR	2.50	200.00	500.00
3.	Rent of premises and related technical services	Rent of the workshop premises	2 days/1025 EUR	1,025.00	2.00	2,050.00
4.	Fees for experts	Fees for lecturers	5 lecturers; 400 EUR/lecture	400.00	5.00	2,000.00
5.	Accommodation and board	Accommodation (including half board)	40 person/2 nights/30 EUR	30.00	80.00	2,400.00
6.	Accommodation and board	Board - coffee breaks	4 coffee breaks/200 EUR	200.00	4.00	800.00
7.	Transportation costs	Transportation of Czech partner	Praha-Bratislava and back	750.00	1.00	750.00
8.	Transportation costs	Transportation of Hungarian partner	Budapest-Bratislava and back	500.00	1.00	500.00
9.	Transportation costs	Transportation of Polish partner	Warsaw-Bratislava and back	1,500.00	1.00	1,500.00
10.	Transportation costs	Transportation around Bratislava	own car	500.00	1.00	500.00
11.	PR costs (e.g. advertising)	Newspaper advertisement	4 advertisements in newspapers	200.00	4.00	800.00
12.	Website design and update	Website design and update	4 months/50 EUR	50.00	4.00	200.00
13.	Overhead (max. 5% of the Fund's contribution)	Telephone bills	25 Pre-paid cards/10 EUR	10.00	25.00	250.00
14.	Personnel costs	Coordinator	1 person/4 months	200.00	4.00	800.00
15.	Personnel costs	Accountant	1 person/4 months	100.00	4.00	400.00
Total						14,450.00

13. Expected results and potential risks

(Please indicate what concretely you expect from the project outcomes. How will you measure the results of the project? When will you deem it successful and when not? What are the risks?)

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max. 800 characters

14. Declaration

On behalf of the Applicant I confirm the assumption of obligations connected with the realization of the project and I declare that all information included in this project proposal are true and that the relevant institutions which shall co-operate in the framework of the proposed activities, have approved the project.

Along with previous declaration I substantiate my consent with all contractual conditions specified in the part 11 of this Application/Contract for financing.

I agree with the publication of the project if there shall be need.

I agree that the Fund processes personal data contained in this form.

Drawn up in Bratislava, on 19.4.2011

Signature of the statutory representative of
the Applicant