

## IVF project preparation guidelines: STANDARD GRANTS PROGRAMME

The guidelines were modified for the purpose of the PhD training course PREFEKT 2016.

### 1.1 Applicant

Any legal entity or natural person worldwide is eligible for funding, provided that the given project proposal deals with topics relevant to the V4 region and promotes cooperation among project partners in the region. Preferences are given to applicants from non-governmental, civil society organizations, municipalities and local governments, public schools and universities, research and scientific bodies and public institutions in general. State administration institutions cannot apply, nor can they be valid project partners.

### 1.2 Project partners

Participation of subjects from at least three different V4 countries (an applicant and at least two project partners) is the basic condition for eligibility). Similarly as with applicants, organizations directly funded from state budgets (such as state administration institutions) cannot be considered valid project partners.

### 1.3 Project topic, or the so-called “V4 added value”

In general, no preferences are given as to the content of proposed projects. Each project topic shall, however, contain a reasonable Visegrad dimension, i.e., the project must deal with V4 countries and shall develop cooperation within the region and/or between the V4 region and other countries. Priority is given to projects that strive to create common added value rather to projects which simply just involve partners from the said countries.

### 1.4 Budget

The fund covers up to 80% of total project costs. The remaining 20% of the budget shall consist of other financial or non-financial contributions (in-kind). 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 legitimate non-financial (in-kind) contribution and shall be included in the budget. The budget should include approximations of the project's future expenditures in EUR (€) based on average prices in the region. Applicants are recommended to use the average exchange rates available at the given national bank at the time of preparing the application form.

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:

- Printing and publishing/Delivery of printed/published materials
- Rent of premises and related technical services
- Fees for experts
- Accommodation
- Transportation costs

- Translations and interpreting costs
- Office supplies/Consumption and promotional material/Entrance fees
- Public relations costs (advertising, promotion)
- Website design and update
- Overhead costs—max. 15% of the granted sum

The following costs cannot be covered (with the exception of 15% overhead costs):

- Capital investments
- Applicant's own indirect costs (e.g. utilities, telephone bills)
- Internal costs (rent of one's own premises, one's own work)
- 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.)

### 1.5 A lists of events

Calendar of events shall include as many details as available to the applicant when preparing the project. If approved, the calendar of events becomes the project's crucial tool in keeping the fund up-to-date with its activities, be it public events or closed sessions.

### 1.6 Selection criteria

Preference is given to those projects which contribute to the development of civil society, promote cross-border regional cooperation and have Visegrad added value).

The following are the selection criteria:

- topic and content of the project, its originality and compliance with the aims of the fund,
- quality, relevance and contribution of project partners,
- transparency and accuracy of the budget,
- development of civil society,
- promotion of the concept of Visegrad cooperation,
- multiplicative effect,
- proposed media coverage and public relations, networking effect,
- continuity of the project, and
- previous experience with the applicant (where applicable).

### 1.7 Contractual period

The maximum time frame for each for Standard Grant project is 12 months. After the implementation period of a project (i.e., the period during which the project as such takes place) there are additional 20 workdays (ca. 4 weeks) 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 workdays (ca. 6 weeks).

### 1.8 Expected budget

Minimum grant support is €6,001. Maximum support is not limited, ca. €13,000/project is an average.