

The Rules of Preparation, Approval and Implementation Procedures for Standard Grants Financed from the International Visegrad Fund

Under Article 20 of the Statute of the International Visegrad Fund the Council of Ambassadors is issuing these conditions to determine the rules of procedure for the preparation, approval and implementation of projects in the areas determined by the Statute.

Chapter I

Project Preparation

Article 1

The Applicant shall prepare the project according to the attached form, which is an inseparable part of these Rules. In case of need the applicant may supplement information on the project in the form of an attachment.

Article 2

The criteria of projects selection are as follows:

- number of co-organizing partners (applicant and at least 2 partners from Contracting Parties, with the exception of cross-border projects applications)
- transparency and accuracy of the budget
- originality of the project
- promotion of idea of the Visegrad cooperation
- multiplicative effect
- media coverage
- continuity of the project
- civil society development
- previous experience of IVF with the grantee (if any)

Article 3

Applicants from other than the Contracting Parties can apply for Standard Grant provided that they shall have at least two (2) co-organizing partners from the Contracting Parties and that the topic of the project shall be related to Visegrad Group region.

Article 4

An applicant who obtained Standard Grant from the IVF in the past can apply for the grant again under the condition that all of his previous projects were finished and the IVF Secretariat received and approved the Final Report.

Chapter II

Filling in the Application Form (Project Proposal)

Article 5

The Application form is available for each Applicant at www.visegradfund.org. Upon request the Secretariat of the Fund shall provide the Applicant with the project application form.

Article 6

The application for a project implementation financial subsidy shall be filled in English on the prescribed form on personal computer.

Article 7

The application shall be sent by electronic email and standard mail or delivered personally to the following address:

International Visegrad Fund
Kráľovské údolie 8
811 02 Bratislava
Slovak Republic
standard@visegradfund.org

Article 8

The Secretariat of the Fund shall record all applications in the same order as received. The senders will be sent a written confirmation of the receipt of the application.

Chapter III

Project Approval

Article 9

The Secretariat of the Fund shall review the applications received concerning the compliance of formal requirements.

Article 10

The Executive Director shall review each project in terms of its content with a special view to its compliance with the regulations of the Fund. The Executive Director shall verify the data given in the application, in particular the issue of funding. The Executive Director shall prepare a written statement in which he/she shall present his/her recommendation of the approval of the project, based on submitted application and previous experience with applicant in case of repeated application. He/she shall also identify the amount of requested subsidy and the financial possibilities of the Fund. The Executive Director shall continually inform the Members of the Council of Ambassadors of the number of received applications. The Executive Director shall send the Members of the Council of Ambassadors all projects with the form and content in compliance with the regulations of the Fund at least two weeks prior to the session of the Council.

Article 11

At its session (at least once in six months) the Council of Ambassadors shall either a) accept, b) reject, c) accept with reservations (in which case the Applicant if wanting to continue the application for a financial contribution must accept the reservations of the Council of Ambassadors) the projects. Decisions made by the Council of Ambassadors are final. They shall present no grounds for legal proceedings and they require no detailed reasoning.

Article 12

In case of project approval the Council of Ambassadors shall authorise the Executive Director to sign contract. Its specimen form is a part of these Rules. The Council of Ambassadors shall approve the wording of the contract. The Council of Ambassadors may also determine conditions individually for each project.

Article 13

The Executive Director has the obligation to inform the Applicants on their applications for project funding approved by the Council. The project shall be deemed definitely approved after the contract between the Fund and subsidy recipient is concluded.

Article 14

The Secretariat shall inform the Applicant about the application review process result in writing. The Secretariat of the Fund shall have no obligation to give the reasons of the decision. Neither is it obliged to return the project to its drafter.

Chapter IV

Project Implementation

Article 15

The Applicant shall have the obligation to implement the approved project in compliance with the time limit and financial conditions agreed upon in the contract. The project will be financed by the Fund up to 50% of the total project costs. The maximum time limit for implementation of the Visegrad Standard Grants is 12 months.

Article 16

In exceptional cases the Applicant may ask the Fund to change the time and financial framework of the approved project. If the requested changes are within the financial framework of the project, the Executive Director is authorized to decide upon such request in cases exceeding contracted period up to three months. Otherwise the Council of Ambassadors may decide such an application in a summary written procedure.

Article 17

These Rules shall enter into force on the day of its approval by the Conference of Ministers of Foreign Affairs.