

## **The Rules of Preparation, Approval and Implementation Procedures for Small 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 Small Projects in the areas determined by the Statute.

### **Chapter I**

#### Project Preparation

##### Article 1

The Applicant shall prepare the project according to the attached Application/Contract Form for Small Projects, hereinafter referred as form. 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 Small 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 countries.

##### Article 4

An applicant who obtained Small 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**

#### Filing in the Application form (Project Proposal)

##### Article 5

The Application form is available for each Applicant at [www.visegradfund.org](http://www.visegradfund.org)

##### 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 submitted both electronically and by standard mail in two hard copy versions to the following address:

International Visegrad Fund  
Kráľovské údolie 8  
811 02 Bratislava  
Slovak Republic

## Article 8

The Secretariat of the Fund shall record all applications in the same order as received. The senders will be sent a written or e-mail 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 Secretariat shall review each project in terms of its content with a view to its compliance with the regulations of the Fund and has the right to verify the data given by the Applicant. The Executive Director shall prepare a written statement on the projects 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 inform the Members of the Council of Ambassadors and respective national coordinators by end of three months period about received applications.

## Article 11

The Council of Ambassadors approves small projects upon the recommendation of the Executive Director in a non-objection procedure within 10 working days. List of approved projects has to be confirmed by the Council of Ambassadors in writing procedure, within 3 working days after expiration of period for non-objection procedure. In case of any objections an experts meeting has to be initiated by the Executive Director immediately. Experts have to recommend to the Council of Ambassadors a consensual list of projects proposals to be approved within 3 working days in a writing procedure.

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

The Executive Director is authorized to sign the Application/Contract Form in the case of project approval by the Council of Ambassadors. 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 the decision of the Council on their applications for project funding. 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 Small Grants is 6 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

Successful applicant shall be reimbursed by the granted amount according the contract in one installment after implementation of the project, submission of narrative final report and relevant accounting documents.

#### Article 18

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