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How to implement Visegrad, Visegrad+ and Strategic Grants?

AGENDA

General Rules

Implementation Rules

PR Rules

Financial Rules

Reporting Rules



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GENERAL RULES

Read the Guidelines, Contract and FAQ

Include the Green Recommendations
into your activities

Keep the deadlines

Ask questions – we are here
to assist and support you

Add noreply@visegradfund.org
to your email address book



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IMPLEMENTATION RULES

Confirm all events in the system (30 -10 days prior to planned event)

Inform the Fund about significant changes

Plan everything in advance – the last moment requests may be impossible to accept

All substantial changes must be requested in written form



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IMPLEMENTATION RULES

Use the bookmark **CHANGE REQUEST** to change budget or prolong the implementation period

Contact us also with good news – we would like to know about your successes and share them on our social media

The Fund reserves the right to carry out monitoring visits of the project



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IMPLEMENTATION RULES

The web page of the project must be accessible during the whole implementation period (+ two years after the end of your project)

Outsourcing of project management is allowed only exceptionally, with the Fund's prior approval

Keep your project balanced in terms of partners' involvement and national division of participants



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PR RULES

Acknowledge the Fund in your promotional materials

The Grantee is obliged to acknowledge the Fund's support of the Project

- (i) on all premises where events take place as part of the Project (in the form of a banner or flag),*
- (ii) in all printed materials distributed as part of the Project,*
- (iii) in all public statements and presentations and*
- (iv) on all web pages connected with the Project.*



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PR RULES

Tag us on your social media

Use correct promotional material
of the Fund available on our web page

Use our promotional video (if possible)

Follow us also on our social media
(Facebook, Instagram, Twitter)



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FINANCIAL RULES

All payments must be transferred during the implementation period (except for the audit cost)

Remember that cash payments cannot be reimbursed

The Fund supports the projects just up to previously approved sum, thus, if your expenditures exceed this sum, we won't be able to reimburse them



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FINANCIAL RULES

The grant should be used in accordance to the approved budget, only expenses directly related to the project will be accepted

We do not accept advance payments



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FINANCIAL RULES

Any budget changes exceeding 1000 EUR in one budget category must be approved upon the request (applied through the system)

Involve your partners into payment process if needed*



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FINANCIAL RULES

Costs which cannot be approved

- a) capital investments (note, that equipment necessarily to implement a project, such as computer, speakers can be exceptionally purchased if agreed);*
- b) VAT refund for Grantees who request VAT compensation from local authorities;*
- c) internal costs or invoices;*
- d) Grantee's own work e.g. coordination of the Project, salaries, financial remuneration of employees. Nonetheless, these costs can be covered as overheads.*



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REPORTING RULES

Check what kind of documents you need to successfully prepare the Interim and Final Report (IR and FR)

Get familiar with the system before the deadline for the IR/FR – it will accelerate the process of reporting



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REPORTING RULES

Collect invoices, bank payment confirmations and other documents during the whole implementation period (you can also upload them into the system before the deadline of the Final Report)

Prepare a photo documentation of your project, upload it also into the system (all project pictures)



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REPORTING RULES

Send the hard copy of the report(s)
to the Fund:

- for the grant up to 10,000 EUR – hard copy of Final Report, Financial Settlements (with the Summary Table), all invoices, all confirmations of bank payments,
- for a project over 10,000 EUR – hard copy of Final Report, Financial Settlements (with the Summary Table) and Audit Report. (We do not expect from you to send us all invoices and payment confirmations, nonetheless, you may be asked to deliver them via email upon our request)



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REPORTING RULES

Remember that all documents must be signed and stamped (if your entity has a stamp). As for now, we are not accepting electronic signatures

The audit report must include the Financial Settlements as well as be signed and stamp by the auditor



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REPORTING RULES

Choose auditor accordingly with our requirements and share with him/her the Fund's rules

Include into Financial Settlements only expenditures related to the project



REPORTING RULES

Choose correct exchange rate for your project. You may either use:

- *the exchange rate of the respective national bank on the date of conversion of the grant tranches into local currency (unless the grantee uses €) or*
- *the monthly average exchange rate of the respective national bank in the month in which the project implementation period ends*



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REPORTING RULES

Choose correct category to your expenditure (check the Guidelines if you are not sure)

Prepare separate table for each currency in your Financial Settlements (also separate table if you own another bank account in different currencies)

Please, make specific descriptions. Specify each cost according to the Grant Guidelines



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STAY IN TOUCH!

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