

V4 Gen Guidelines 2025

The main purpose of the V4 Gen Mini-Grants is to provide financial contribution to short-term cross-border youth mobility in the V4 region and its immediate neighborhood. Any legal entity registered in V4 countries and in Ukraine can apply for support. Each project must involve at least two entities from eligible countries (Czechia, Hungary, Poland, Slovakia, Ukraine) but can also include partners entities from countries that directly neighbor two V4 countries (i.e., Austria, Germany, and Ukraine).

Project proposals are collected electronically via the online system available at <https://my.visegradfund.org/> (“online system”) two times a year, always by 12:00 p.m. (noon) on April 15 and November 15 respectively, unless stipulated otherwise on the Fund’s website. Proposals for the mini-grants must document that the projects will involve physical cross-border mobility of directly participating groups of individuals aged 12 to 30. Every project must carry out at least one joint event (visit) with both/all sides participating. Neither physical distance from the border, nor a shared border are decisive factors. Every project must have at least one joint presentation for a wider audience (e.g., the school, local community, etc.) combined with creative forms of mediated outreach (e.g., social media, website, on-site presentation).

The proposal can be submitted in parallel with other projects supported by the Fund (e.g., Visegrad Grants). Applicants can, however, submit only one application per deadline and cannot have a currently ongoing V4 Gen project.

Note: The implementation period of the project shall not start later than five months after the deadline and shall not last longer than seven months.

1. Draft idea + Application

The application process starts with registration (based on a confirmed e-mail address) in the online system and preparation of a brief project draft. The draft can be submitted no later than 2 weeks before each respective deadline.

Draft ideas get screened by the Secretariat of the International Visegrad Fund (hereinafter: “the Fund”). Following the screening, draft ideas may receive feedback from the Fund via the online system and/or be accepted for application. Once the draft idea gets accepted, applicants are prompted to finalize the entire application form and submit it by noon on a given deadline date.

2. Applicant and Partners

If a project gets approved for funding, the applicant takes full responsibility for the project’s proper implementation. The applicant is responsible for submitting the application form, finalizing the precontractual steps, and for reporting. Detailed requirements and procedures are duly communicated to the applicant in writing upon the formal approval of the project. These steps (incl. setting up a separate bank account, if needed) shall be carried out within 20 workdays after the announcement of the results.

Project partners are expected to be actively involved in the project implementation. Before contracting, project partners must confirm in the online system (via link) their familiarity and agreement with the project details (incl. budget) and their role in the project. The applicant must provide details regarding the composition of

the direct participants (number, age, citizenship) and the accompanying persons/chaperones (the number and citizenship). The total number of participants in the project should be balanced as regards their citizenship.

3. Project Budgets

The primary objective of the V4 Gen Mini-grants program is to facilitate short-term mobility opportunities for youth by providing financial support for their activity-related expenses. Consequently, priority is given to costs that are directly associated with youth mobility activities.

The grants are meant as lump sum contributions to costs associated with the mobility and networking of young people. The budgets are awarded as lump sum payments calculated by the number of people directly involved in each event/visit and the number of days spent together (max. €50 for each participant and/or chaperone per day or €60 per participant and/or chaperone per day when more than two V4 countries are involved). The Fund, however, has the right to propose budget adjustments before contracting (i.e., lowering the total requested sum or the number of events/visits).

The grant support can be used for any costs directly related to each planned joint event/visit. The following cost categories are recognized and shall be summarized, in the Financial Statement once the project is concluded (see 6. Project Closing and Reporting):

1. Transportation (to and from the location of the event/visit; the category can include hiring a bus with a driver, renting a car, buying train/bus tickets and other public transportation, travel insurance)
2. Accommodation (covering hotels, dormitories, or short-term rentals)
3. Food and catering (catering services, eating out, pocket money max. 15 EUR per person per day)
4. Office supplies and materials (purchase of any office or art materials directly related to the project—limited up to 50% of the entire grant)
5. Honoraria and expert fees (fees to experts providing specific services during the event/visit or honoraria to artists performing for the joint group - limited up to 50% of the entire grant)
6. Entrance tickets/licenses (e.g., theater tickets, software licenses, etc.)
7. Printing/publishing (of materials directly related to the project)
8. Promotional costs (any promotional costs related to the project, incl. purchases of promotional materials with the fund's logo, e.g., T-shirts)
9. Rental and other technical costs (rental of space directly used for the purposes of the project, rental of necessary technical equipment, e.g., lights and sound, cameras)
10. Awards and prizes (tangible gifts to winners of internal competition)
11. Overhead costs (any internal costs related to the project, including but not limited to premiums paid to accounting or teaching staff, rental/usage of own premises, telephone bills and other costs directly incurred during the project—it is recommended to limit these costs to 15% of the entire grant)

I. General information II. Applicant III. Partners IV. Mobility Check & submit

Event 10/10/2024 13/10/2024 Total Exp. (€) 4200 (€)

Title
Short title of the visit

From 10/10/2024 To 13/10/2024 Public Private

City Brno Country Czechia

Description 1490/1500
Give basic details about the visit and the program.

Target groups
Give details on the participants (young people and the accompanying persons) and explain how they would be selected.

Participants and their selection	No. of people
participating youth + accompanying adults	21

Linked budget

Project days together:	4
Number of participants:	21
Budget per person/day (€):	50
Total (€):	4,200

The grant is paid in two tranches. The first tranche (amounting to 80% of the total grant) is released to the grantee's bank account upon the signature of the grant contract. The second tranche (amounting to 20% of the granted sum) may be awarded only once the project's Final Report and Financial Statement are delivered to the Fund and approved (see 6. Project Closing and Reporting).

The size of the second tranche depends on the overall turnout of participants as reported. Returning a portion of the funds from the first tranche may be requested in cases when the project implementation has not met the initial goals, and the participant turnout was significantly lower. Project management/running costs (overheads) are a legitimate part of each grant budget. It is recommended, however, that no more than 15% of the total grant is used for overhead purposes.

The grantee is fully responsible for the proper utilization of the project budget and for responsible use of the funds. Although there is no explicitly prescribed split of the grant budget between the grantee and the partner(s), the grant is meant as a contribution to joint activities (in either/any country). Project partners are expected to share the costs of the project based on an arrangement agreed upon between the grantee and the partner(s) or based on re-imbusement of partners' invoices.

Note: All payments must be made during the implementation period of the project.

4. Project Events (Visits)

Each project follows a planned timetable as proposed in the form and approved by the Fund. A maximum of three events (visits) are allowed within a project; the length of each is limited to 7 days. In cases where visits last longer (e.g., a 2-week summer school or a 10-day training), they can be entered as two separate, successive events.

Main Bank Messages Participants Budget Events Cover Page Final Report Reimbursements Change requests Activity log

From	To	Country	City	Title	Status	
30/09/2024	04/10/2024	Hungary	Pecel	"Eco-Explorers Camp" and "SDG Innovators Workshop" in Hungary	New	<input checked="" type="checkbox"/>
21/10/2024	25/10/2024	Poland	Lubawa	"WanderGreen: Eco Camp with Excursions" in Poland	New	<input checked="" type="checkbox"/>

Create new Event Add +

Within a running project, each event (visit) must be confirmed by the grantee at least 10 days in advance in the online system. Correspondingly, any changes (postponements) to dates or venues must also be communicated in advance.

Note: Failure to keep the Fund up to date with the project calendar may result in the project termination and in the full return of the awarded grant.

The grantee and partner(s) shall make use of all events organized as part of the project to acknowledge the financial support of the Fund. As a donor, the Fund shall be explicitly mentioned in all public announcements (spoken or written), and whenever communicating online, in promotional materials and/or in media outlets; the acknowledgement shall include the [logo](#) and, when online, also a link to the Fund's [website](#). All visibility requirements are displayed within [VF-Logo Guide Flyer](#).

5. Project Timeline and Implementation Period

The implementation period of a project is the period for which the grant is awarded (contracted) and within which all project events (visits) must take place. The length of the implementation period is limited to 7 months. Moreover, projects cannot start later than 5 months after each deadline. In other words, every project shall be concluded within 12 months upon its deadline. Prolongation of the implementation period is possible and must be requested in the online system under the tab "Change requests"

6. Project Closing and Reporting

Upon conclusion of the project implementation, a Final Report and a Financial Statement are to be prepared by the grantee, printed out, signed/stamped by the grantee's statutory representative and their scans uploaded in the online system.

The Final Report takes the form of a brief questionnaire in the online system, in which the applicant evaluates the outcome of the individual events (visits), confirms the participation by uploading scanned attendance sheets of all participants and photographs illustrating each event/visit (5 pictures are recommended where the logo of the Fund is visible). The finalized report must be reviewed and signed/stamped by the grantee's statutory representative.

Note: The Fund reserves the right to use each project's photo-documentation for the purposes of promoting the program; the grantee and partner(s) shall therefore secure written consent of all participants (for minor participants, the consent must be signed by their parents/guardians).

FINANCIAL STATEMENT—V4 Gen Mini-Grants			
Grantee:		Project ID #:	
No.	Cost category:	Description:	Total sum (€):
	Select a cost category to enter the overall expenditure (in €) for all project partners.	Give a short summary of the expenditures and, where possible, include a breakdown (e.g., "Hotel for 20 students and 5 teachers", "4 * breakfast, lunch and dinner for 15 people", etc.).	Please enter the total sum covered by the grant in €.
1			
2	Office supplies and materials Honoraria and expert fees Entrance tickets/licenses Printing/publishing Promotion		
3	Rental and related technical costs Awards and prizes Overheads		

The Financial Statement takes a form of an Excel sheet (available for download at the Fund’s website) that provides a summary of the overall project expenditures within each cost category (transportation, accommodation, food and catering, office supplies and materials, honoraria and expert fees, entrance tickets/licenses, printing or publishing, promotional costs, rental and other technical costs, awards and prizes, and overhead costs) and shall provide an overview of how the entire granted sum was/will have been utilized. The finalized sheet needs to be printed, signed/stamped by the grantee’s statutory representative and its scan uploaded to the online system.

Note: The Fund reserves the right to request any additional financial documents that would prove the claims in the Financial Statement and, in exceptional cases, can request an independent accounting audit of the project.

The Financial settlement must be filled out in EUR. In case your bank account currency is not EUR, you can choose one of two options:

1. The exchange rate of the respective national bank on the date of conversion of the grant tranche into local currency.
- OR
2. The monthly average exchange rate of the respective national bank in the last full month of the project implementation period.

The Fund will have 20 working days after the submission of the final report to check the documents and approve the last payment. Should the Fund notice any shortcomings, the Fund has the right to request further information and documents from the grantee, including the modification and repeated submission of the report. The Fund will have an additional 20 working days for approval of the revised documents.

Once all obligations have been cleared, the grantee will receive written confirmation from the Project Manager and the second tranche will be transferred. The transfer of the second (final) tranche officially concludes the project.