I. APPLICANT

1.1. CONTACT E-MAIL:

> *The main contact e-mail for notifications and communication with the Fund.*
> *Please make sure that you enter a valid e-mail address.*

To ensure you always receive our automated project-related notifications (they may be labelled as "SPAM" by some filters) we advise you add our default notification account no-reply@visegradfund.org into your e-mail's address book.

1.2. ORGANIZATION DETAILS:

Organization name (original):	*The organization's official name.*
Organization name (English):	*Official English translation, where available.*
Statutory representative:	*The full name of the representative legally responsible for the organization (e.g. director, chairman)*
ID No. of organization:	*Registration number or tax ID in the registry of the respective country*
Registered VAT Payer:	*If your organization is a registered VAT payer, choose YES.*
VAT Compensation:	*If you will claim VAT compensation for the costs of this project from your local tax authorities, choose YES.*

1.3. PROJECT CO-ORDINATOR

Name:	*The co-ordinator is the person with whom the Fund will communicate throughout the project.*
E-mail address:	*The main contact e-mail for the project (it can be identical to the registration e-mail associated with this application form).*
Telephone:	*Please enter the number in international format (incl. the country code, e.g. +420, +36, +48, +421…).*

1.4. REGISTERED SEAT/ADDRESS:

Street, house no.:	
Town:	
Postal code:	
Country:	

1.5. MAILING/POSTAL ADDRESS – FILL OUT IF IT DIFFERS FROM THE ADDRESS STATED IN THE PREVIOUS POINT.

Street, house no.:	
Town:	
Postal code:	
Country:	

1.6. CONTACT DETAILS

Telephone no.:	*Please enter the number in international format (incl. the country code).*
Fax no.:	
Website:	*Please make sure that you enter the valid URL address of your organization's website.*

II. PARTNERS

PARTNER NO. 1.	
Organization name (original):	
Organization name (English):	*Official English translation, where available.*
Statutory representative:	*The full name of the representative legally responsible for the organization (e.g. director, chairman)*
ID No. of organization:	*Registration number or tax ID in the registry of the respective country*
Registered VAT Payer:	*If your organization is a registered VAT payer, choose YES.*
VAT Compensation:	*If you will claim VAT compensation for the*

	costs of this project from your local tax authorities, choose YES.
Street, house no.:	
Town:	
Postal code:	
Country:	
Telephone no.:	*Please enter the number in international format (incl. the country code).*
Fax no.:	
Website:	*Please make sure that you enter the valid URL address of your organization's website.*
Justification of involvement:	
Describe why you selected this project partner and what qualifies them for the project? Have you cooperated in the past? If yes, in what projects were you involved?	

PARTNER NO. 2.	
Organization name (original):	
Organization name (English):	*Official English translation, where available.*
Statutory representative:	*The full name of the representative legally responsible for the organization (e.g. director, chairman)*
ID No. of organization:	*Registration number or tax ID in the registry of the respective country*
Registered VAT Payer:	*If your organization is a registered VAT payer, choose YES.*
VAT Compensation:	*If you will claim VAT compensation for the costs of this project from your local tax authorities, choose YES.*
Street, house no.:	
Town:	
Postal code:	
Country:	
Telephone no.:	*Please enter the number in international format (incl. the country code).*
Fax no.:	
Website:	*Please make sure that you enter the valid URL address of your organization's website.*
Justification of involvement:	
Describe why you selected this project partner and what qualifies them for the project? Have	

PARTNER NO. 3.	
Organization name (original):	
Organization name (English):	*Official English translation, where available.*
Statutory representative:	*The full name of the representative legally responsible for the organization (e.g. director, chairman)*
ID No. of organization:	*Registration number or tax ID in the registry of the respective country*
Registered VAT Payer:	*If your organization is a registered VAT payer, choose YES.*
VAT Compensation:	*If you will claim VAT compensation for the costs of this project from your local tax authorities, choose YES.*
Street, house no.:	
Town:	
Postal code:	
Country:	
Telephone no.:	*Please enter the number in international format (incl. the country code).*
Fax no.:	
Website:	*Please make sure that you enter the valid URL address of your organization's website.*
Justification of involvement:	
Describe why you selected this project partner and what qualifies them for the project? Have you cooperated in the past? If yes, in what projects were you involved?	

III. PROJECT

3.1. PROJECT SUMMARY

3.1.1. Project Title:

Use a title that best describes the principle aim of the project. If the grant is to cover only a part of a larger project, reflect it in the title. (max. 100 characters)

3.1.2. Choose the main focus area of your project (choose only the one that best describes your proposal):

1. Culture and Common Identity
2. Education and Capacity Building
3. Innovation, R&D, Entrepreneurship
4. Democratic Values and the Media
5. Public Policy, Legislation and Justice
6. Regional Development, Environment and Tourism
7. Social Development
8. Smart Solutions for a Smart Region (Strategic)
9. Brexit – Implications for the V4 (Strategic)
10. Promotion of the V4 (Strategic Grants only)

3.1.3. Choose the main objective of the project:

Identify the main objective that best describes your proposal and its main aims.

You will be able to choose one main objective corresponding to the previously chosen focus area. For the full list of objectives, please check our website.

3.2.   PROJECT RELEVANCE AND CONTEXT

3.2.1. What is the main issue that your project would like to focus on? What is the current situation that you wish to change? What has already been done in the field?

Please explain the context of your project proposal and describe what is missing and/or insufficient in the existing practice. Base your description on statistics and facts. Describe the current state of art. (max. 1600 characters)

3.2.2. How specifically does your project contribute to this change/improvement?

Describe what you believe should be done to bring a positive change in the local community or society in general. How do you and you partners plan to contribute to the change? What specifically would you like to achieve? What are your specific goals? (max. 1600 characters)

3.2.3. Why is it necessary to address the issue on a regional level?

How will the region and its citizens benefit from the project? (max. 800 characters)

3.2.4. What is the mission of your organization? How does this project help you fulfill it?

Describe your organization's main mission and how the proposed project is connected to that mission. (max. 900 characters)

3.2.5. How would you describe your organization's experience in dealing with the proposed topic? Do you have relevant experience running similar projects?

Describe your organization's past experience, achievements and track record in the given area to justify your involvement. Please list the most relevant previous Visegrad Fund supported projects (with their ID numbers) in which you were actively involved. (max. 900 characters)

3.3.   TARGET GROUPS

3.3.1. Direct target groups

Direct target group	Selection	Target value
What individuals, stakeholders, social groups and/or organizations do you plan to directly reach?	*How do you plan to select this group?*	*What is the estimated number of people?*

3.3.2 Indirect target groups

List the main groups of people that are not directly involved in the project, but you plan to reach or affect with your activities. (max. 450 characters)

3.4.   PROJECT DELIVERABLES (OUTPUTS)

List all concrete products or events (i.e., project deliverables/outputs) that help you achieve the desired objectives. Please note that further details (such as associated budget, etc.) can be added in section V. Deliverables.

Output title:	*Output no. 1.*
Output type:	*Event/Product*
Description:	*Describe the output in a detailed way. What is the content, how will it be realized, how does it fit into the bigger project idea?*
Venue:	*Country*
Publicity:	*Private/Public*
Delivery date from:	*01/01/2018*
Delivery date to:	*03/02/2018*

3.5. INDICATORS

3.5.1. How can you prove that the proposed outputs will achieve the project objective and specific goals (as specified in section 3.1.3 and 3.2.2)?

Indicate how you plan to monitor and measure the level of achieving the main project objective and specific goals. What reporting tools will you use? What are the quantitative (numerical) and qualitative (non-numerical) indicators that you introduce? (max. 450 characters)

3.5.2. How will you measure the long-term impact of your project?

What tools are you going to use to see how your activities have affected the direct and indirect target groups in the longer run? (max. 450 characters)

3.6. RISKS AND MITIGATION STRATEGIES

3.6.1. How do you make sure that the planned activities will be delivered based on this proposal?

How do you ensure that you will adhere to the set deadlines? How would you deal with any arising difficulties in terms of implementation and logistics? (max. 400 characters)

3.6.2. How do you ensure that cooperation between you and the partners will be efficient? What measures are you going to use to prevent any miscommunication or misconduct?

(max. 400 characters)

3.6.3. How do you ensure that you will adhere to the proposed and approved budget?

(max. 400 characters)

3.7. FOLLOW-UP

3.7.1. What activities will you carry out to share the results of the project outside your organization and partners?

(max. 600 characters)

3.7.2. Do you plan any activities in the future which will build on the results of this project? Do you plan to continue or repeat the project itself?

(max. 600 characters)

IV. TIMELINE

4.1.   IMPLEMENTATION PERIOD

Specify the entire period during which the project is implemented, i.e., the time when project activities take place and deliverables are produced (and when you can claim cost reimbursement from the grant). *NOTE: The implementation period cannot start before the signature of the grant contract.* *For Visegrad and Visegrad+ Grants, the maximum period for the project implementation is **18 months**, while for Strategic Grants, this period can be min. 12, max. **36 months**.*

4.2.   PROJECT PHASES

FROM - TO	PHASE
List the corresponding dates to each project phase.	List all important project phases, including the preparatory phase and planning but also the final evaluation and reporting.

V. DELIVERABLES

Project deliverables (or outputs) are concrete products or events that help you achieve your goals. List the main deliverables which are to be produced during the project and connect them to the main objective.

1. Output no. 1. (Product)	
	01/03/2018-02/04/2018
Describe the output in a detailed way. What is the content, how will it be realized, how does it fit into the bigger project idea?	
Direct Target Groups:	*Describe those individuals, groups and organizations that will be*

		directly involved and/or affected by this output. Indicate the expected number of the targets and their country of origin.
Role of the Applicant and Partners:		*Describe the exact role of the Applicant in the preparation/implementation/dissemination of this output.*
		Describe the exact role of each partner that is taking part in the preparation/implementation/dissemination of this output.
Dissemination/promotion:		*Describe how the given project event or the results of the deliverable will be promoted and spread and how the results will be applied in the partner countries or in the wider region.*
BUDGET			
Budget category	**Budget subcategory**	**Budget description**	**Sum**
Expert fees	In-person services	Costs of editing	500,00
Accommodation	Accommodation	Hotel room for 2 people	400,00
TOTAL:			**900,00**

2. Output no. 2. (Event)		
		01/03/2018-02/04/2018
Describe the output in a detailed way. What is the content, how will it be realized, how does it fit into the bigger project idea?		
Direct Target Groups:		*Describe those individuals, groups and organizations that will be directly involved and/or affected by this output. Indicate the expected number of the targets and their country of origin.*
Role of the Applicant and Partners:		*Describe the exact role of the Applicant in the preparation/implementation/dissemination of this output.*
		Describe the exact role of each partner that is taking part in the preparation/implementation/dissemination of this output.
Outreach:		*Describe how the results will be spread and applied in the partner countries or in the wider region, and how it will help realize the project's objectives. How do you wish to inform the public?*
BUDGET			
Budget category	**Budget subcategory**	**Budget description**	**Sum**
Expert fees	In-person services	Costs of editing	500,00
Accommodation	Accommodation	Hotel room for 2 people	400,00
TOTAL:			**900,00**

VI. BUDGET

6.1. OTHER INCOMES

Other financial or non-financial (in-kind) contributions to the project budget

Contribution type	**Description**	**Sum in (€)**

List all confirmed or expected financial or non-financial contributions to the project budget other than this grant and specify each income.

6.2. GRANT BUDGET

This section will be automatically filled following the cost items you entered under section V. Deliverables, corresponding to all outputs.