Questions & Answers

1. Project

**Q: When can my project start?**

A: A project can start once it has been approved and the contract has been signed between the grantee and the fund. In reality, it is usually no earlier than 70 working days after deadline.

**Q: What is the maximum duration of the project?**

A: Maximum contractual period for project implementation is 18 months. Only the costs that occurred during a given contractual period can be covered by the grant.

**Q: What is the role of the project coordinator?**

A: Project coordinator leads the project partners in the preparation period and coordinates implementation of all project activities. Project coordinator is the only contractual party to the fund. Project coordinator is responsible for communication with the fund and for the financial and substantive reporting.

**Q: What should be the role of project partners?**

A: Project partners should be actively involved in project preparation and implementation. Each partner can have specific tasks that complement each other. Participation in project events only is not sufficient.

**Q: Can I include partners from outside V4 region?**

A: Yes.

1. Budget

**Q: What costs can be covered by the grant?**

A: Only the costs related to the project implementation that occurred during a given contractual period can be covered by the fund. See the guidelines for the complete list of eligible costs.

**Q: Which types of costs cannot be covered from a grant?**

A: The grant cannot be used to cover the following costs:

* Internal costs or invoices (rent of one’s own premises, one’s own accommodation and board, electricity/gas/water/telephone bills);
* VAT refunds for Grantees who request VAT compensation from local authorities;
* Capital investments (tangible/intangible assets);
* Grantee’s own work exceeding overhead costs — e.g. coordination of the project, salaries, financial remuneration of employees, etc. (or any expenses related to employment based on the Labor Code, including daily allowances, part-time work, etc.)

**Q: What are overhead costs?**

A: Overhead costs refer to any operating costs linked to the project management, coordination, communication, contract based on Labor Code, any per-diems related to the project, project bookkeeping, running costs (e.g. utilities, phone bills, rent of premises, use of a company car, etc.). The limit for overhead costs which can be covered by the grant is 15% of the granted sum.

**Q: Can I cover the partners’ project costs from the grant?**

A: Yes, provided the partner issues a document of taxable supply (contract, invoice, receipt, bill, etc.) towards the grantee. No advance payments to the project partners shall be realized prior to receiving an invoice related to the project implementation.

**Q: Are costs of non-V4 participants refundable?**

A: Yes, non-V4 participants in projects can have their costs covered up to the level agreed in approved budget. However, in principle, the grant shall cover mainly the costs related to V4 participants.

**Q: Who can be considered an “expert” to have their fees covered?**

A: Expert fee shall be paid to an individual (Expert-e.g. researcher, teacher, speaker, lecturer, etc.) who by virtue of education, training, skill, and experience, has the expertise and specialized knowledge in a particular subject beyond that of the average person, sufficient that others may officially and legally rely upon.

Fees for experts can be reimbursed as an external direct cost related to the project context that is not ruled by the Labor Code (contracts ruled by any other legislation are acceptable—e.g. Civil Code, Commercial Code, etc.). The output of the expertise related to the project has to be delivered to the Fund in hard copy or electronic version. Rewards for organization, coordination, managing the project implementation, etc. (are considered to be internal costs of the Grantee) cannot be considered as Fees for experts. These types of costs may be covered from overhead costs (up to 15% of the granted amount).

1. Reporting

**Q: When do I have to send the Interim/Final/Audit Report and the Financial Statement?**

A: You can submit the reports and financial (statement) once a given project phase is finished, no later than on a given deadline (stipulated in the grant contract).

**Q: Does the Financial Statement /Audit Report have to include all project costs or only those covered by the fund?**

A: Financial Statement /Audit Report shall contain only those costs that are to be covered by the Fund.