



## Guidance for Applicants - Small Grants

The Slovak Agency for International Development Cooperation (hereinafter referred to as the SAIDC) may provide an eligible applicant a small grant for a development project upon the application submitted through the Slovak Embassy.

The projects have to be in line with the **Mid-term Strategy for International Development Cooperation of the Slovak Republic 2019 – 2023** and focus on one or more of the selected Sustainable Development Goals:

1. **Quality education** (SDG 4) - education at all school levels, acquiring professional skills with focus on entering the labor market and conducting own business, education of pedagogical and non-pedagogical staff, equipment of school facilities;
2. **Good health** (SDG 3) - health care with emphasis on mothers and children, nutrition programs, education and awareness of the population in the field of prevention and health care, education of health professionals, equipment of health facilities;
3. **Good governance and civil society building** (SDG 16, 11) - public sector reform, public finance management, support for the rule of law and civil society participation in democratic processes, local government capacity building and active citizen participation in community development, security sector reform, activities of civilian experts in international crisis management, conflict prevention and support for reconciliation activities;
4. **Food security and agriculture** (SDG 1,2) - introduction of new techniques and procedures in all parts of the food chain, including processing of agricultural products, their marketing and sale, food security, job creation;
5. **Infrastructure and sustainable use of natural resources** (SDG 6,11,7,15) - water management, integrated management of water and other natural resources, revitalization and protection of endangered water resources, drinking water supply, wastewater treatment, waste management, raising environmental awareness, energy security and the use of alternative energy sources, sustainable development of settlements, increasing resilience to natural disasters, including climate change, soil protection, reducing soil degradation and drying, halting the loss of biodiversity, protecting ecosystems, restoring degraded ecosystems;
6. **Support for the creation of a market environment** (SDG 8, 9) - support for micro, small and medium-sized enterprises, the introduction of innovations, job creation.

**Cross-cutting themes** are integrated into SlovakAid projects and activities. Their implementation is being assessed through integration into projects and activities in each of the above six priority sectors.

**Environment and climate change** (SDG 13) - support for climate change mitigation, strengthening capacity to adapt to climate change, increasing resilience of ecosystems, protection of nature, biodiversity and soil, environmental monitoring; protection and promotion of the sustainable use of natural resources;

**Equal opportunities** (SDG 5) - promoting equality between men and women, eliminating all forms of discrimination against women and girls, as well as all forms of violence against women and girls, including harmful practices and customs (such as early or forced marriages or female genital mutilation), ensuring equal opportunities in public life.



- The eligible size of the small grant is **up to 10 000 EUR per project**.
- The expected length of the project is **from 6 to max. 12 months**.
- **Eligible applicants** for small grants can be legal entities of not entrepreneurial nature legally registered in the recipient country such as NGOs, civic society associations, municipalities and other local self-government bodies, schools, hospitals, health and social care institutions, education, sport and culture associations and organizations.
- Eligible applicants may submit their project applications after the Slovak Embassy in the recipient country publicizes the respective **call for proposals** on their website. The call for proposals contains all information necessary for submitting an application, including the application form.
- **Eligible expenditures** in the budget lines are those directly connected to the realization of the small grant project (such as the purchase of material, works, services, goods, etc.). Expenditures used in contradiction with the purpose of the grant, or out of the scope of the signed agreement are not eligible.
- **The Slovak Embassy selects appropriate applicants** and submits their applications to the SAIDC for approval.
- After the **approval by the SAIDC**, the SAIDC prepares the small grant agreement, which is to be signed by the Slovak Ambassador and the final beneficiary.
- The **implementation** of the project **starts** immediately after the signing of the small grant agreement.
- The **payment** of the small grant is divided into **two installments**. **70%** of the small grant is paid to the final beneficiary after the signature of the small grant agreement. The remaining **30%** of the small grant the final beneficiary receives after the completion of the project and after the submission of the completion and financial reports accompanied by copies of respective invoices and receipts.
- The final beneficiary is obliged to use the **SlovakAid logo** on all outputs of the project. The completion and financial reports are to include pictures with the logo of SlovakAid being used during the implementation of the project. SlovakAid logos are available on the SAIDC website (<https://slovakaid.sk/dizajn-manual-loga/logo-samrs/>). If the final beneficiary does not use the SlovakAid logo, the SAIDC may charge the final beneficiary with the fee in the amount of 0,8% from the total amount of the financial contribution.
- During the project implementation, the final beneficiary provides the Slovak Embassy with **access to monitor** the progress of the project.
- In case of **unforeseen problems** (for example: risk that the implementation of the project is not to be concluded on time, or there are changes in the budget lines), the final beneficiary is **obliged to inform the Slovak Embassy in written form and request a change** (for example: in the project budget or a project extension).
- The final beneficiary is obliged to submit the **completion and financial reports** to the Slovak Embassy within **20 working days** after the completion of the project.
- The **completion report** includes a detailed description of the implemented activities within the project and the evaluation of the project sustainability.



- The **financial report** includes a detailed description of every item from the approved budget lines accompanied by the respective invoices and original receipts for the work, goods and services used in completing the project. Furthermore, the financial report contains a statement from the bank or exchange office indicating the exchange rate, which the beneficiary used for changing the grant money to the local currency. The final beneficiary prepares the financial report for all budget lines (100% of the value of the project).
- The Slovak Embassy sends the completion and financial reports including the attachments to the SAIDC for final approval.
- After the final approval is granted by the SAIDC, the Slovak Embassy will pay the recipient the remaining 30% of the small grant.
- Co-financing is voluntary and not required.

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