**Project proposal procedure and grant selection process**

1. The applicants are encouraged to submit the standard application form for financial contribution in English and send it with all mandatory appendices to the Embassy by regular mail in a sealed envelope, and as well as electronically to: skaid.sgmd@gmail.com. Applications will be accepted when envelopes are clearly postmarked on or before the specified application closing date.

2. The Embassy will conduct preliminary review of individual project proposals. The Embassy will assess each submitted proposal, and send it to the Ministry of Foreign and European Affairs of the Slovak Republic (hereafter Ministry) and the Agency.

3. If the application is approved by the Ministry, the Agency will sign a grant agreement with successful applicants. Upon the signing of the agreement, the project implementation phase can be launched.

4. After signing the agreement and receiving financial contribution from the Agency, the Embassy will transfer the respective amount of money approved in agreement (70 % of the approved grant) to the Final Beneficiary.

5. The applicant is obliged to submit a Small Grant Completion Report and Small Grant Financial Report together with all necessary accounting documents, after the completion of the project, and send the requested documents to the Embassy, which will subsequently forward them to the Agency.

6. After the completion and financial reporting documentation is approved by the Agency, the Embassy will pay the remaining balance of the budget (30 %) to the Final Beneficiary.

7. The selection committee **does not provide individual feedback** on why an application was unsuccessful.

8. Applicants should ensure that they leave **time to proofread**their **applications** and that they are **written in clear English**.

9. Given the competitiveness of the scheme, failure to follow the application instructions will seriously disadvantage an applicant. It is therefore **essential** that applicants **read all of the instructions carefully** before starting their application, and then **complete all of the sections fully**.