**Frequently asked questions**

**What is the maximum requested amount?**

The eligible amount of the grant is up to 10 000 EUR per project. Applicants are encouraged to apply for the projects support with the budget of at least 5 000 EUR.

**What is the length of the project implementation?**

The maximum length of the project implementation, including the submission of the completion and financial report, is up to 24 months.

**When does the project implementation start?**

The project implementation period starts immediately after the signing of the Grant Agreement (counts from the date of Agreement´s signing).

**What are the eligible sectoral priorities/areas of intervention?**

The following sectoral priorities are eligible:

1. Quality education;
2. Good health;
3. Food safety and agriculture;
4. Infrastructure and sustainable use of natural resources;
5. Supporting creation of market conditions.

Cross-cutting themes Environment and climate change and Equal opportunities must be also integrated. Their consideration is being assessed through integration into projects and activities in each of the above-mentioned five priority sectors.

More detailed information about sectorial priorities and cross-cutting themes can be found in the Call for Proposals and in the Small Grant Guidance for 2024.

**What happens in case of change within the project implementation?**

In case of unforeseen problems (for example changes in the budget lines), the beneficiary is obliged to inform the Slovak Embassy in written form and request a change.

Changes to the project budget and project scope/outcomes will not be accepted without prior approval.

**What supporting documentation needs to be submitted with the Financial Report?**

* A statement from the bank or exchange office indicating the exchange rate, which the beneficiary used for exchanging the grant money to the local currency ; this exchange rate is invariably used to account for all incurred project costs. Please exchange the grant money (to local currency) immediately after receiving the grant in EUR.
* Incurred expenses within each budget line must be accompanied with the copies of invoices and bank statements
* Where applicable, the purchase contract should be attached; In case of personnel expenses, the work contracts and payroll checks need to be provided for each project team member; please make sure that the sums (salaries) stated in work contracts and in payrolls correspond to the incurred costs reported in the Financial Report.

All contracts, invoices, payroll checks and bank statements must be concluded strictly within the time frame of the project implementation. Please divide the supporting documentation in folders according to budget lines (the name of the attached documents must be clearly marked). Please use the correct version of the Financial Report template (FO-58-2).

**How to fill-in the Completion Report?**

The Completion report must be written in a clear and comprehensive way highlighting the achieved results. The total number of the beneficiaries must be reported by sex. Please use the correct version of the Completion Report template (FO-58-2).

**What are the Visibility requirements?**

Final beneficiaries are obliged to use the SlovakAid logo on all outputs of the project. It is required to provide photo documentation with the SlovakAid logo together with the submission of the Completion and Financial Reports.

SlovakAid logos are available on the [SAIDC website](https://slovakaid.sk/dizajn-manual-loga/logo-samrs/).

If final beneficiaries do not use the SlovakAid logo, the SAIDC may charge them with the fee in the amount of 0,8% from the total approved amount of the financial contribution. SlovakAid stickers and wall plaques will be provided to final beneficiaries by the Embassy of the Slovak Republic, during the signing meeting of the Agreement. Additional stickers and wall plaques can be requested at any time during the project implementation, but it is necessary to collect them in person at the Slovak Embassy or alternatively to print them at own expense.