

## Guidance for Applicants - Small Grants

The Slovak Agency for International Development Cooperation (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 **Medium-term Strategy for Development Cooperation of the Slovak Republic for 2019 – 2023** extended to 2024 and focus on one or more of the following sectoral priorities. At the same time, two cross-cutting themes must be mainstreamed into the project.

### Sectoral priorities:

- **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;
- **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;
- **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;
- **Food safety 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;
- **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;
- **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:

- **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;
- **Gender equality** (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 amount 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 are non-entrepreneurial (non-commercial) legal entities legally registered in the recipient country, non-governmental organizations legally registered in the recipient country and local and regional self-government units.
- Eligible applicants may submit their applications after the Slovak Embassy in the 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.
- The applicant cannot be a legal entity subject to an international sanction under Act No. 289/2016 Coll. of Slovak Republic on the Implementation of International Sanctions and on the Amendment to Act No. 566/2001 Coll. of Slovak Republic on Securities and Investment Services and the Amendment and Supplementation of Certain Acts.
- The applicant cannot be a legal entity against which the Slovak Republic has a financial claim.
- **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.). Eligible expenses cannot be defined as a lump sum. Expenditures used in contradiction with the purpose of the grant, or out of the scope of the signed agreement are not eligible.
- Following are more detailed examples of eligible expenses:
  - Expenditure for staff and experts involved in the implementation of the grant, corresponding to the actual wages and statutory social security contributions and other costs constituting salary or remuneration. These costs cannot exceed the beneficiary's normal wage costs and the rates cannot exceed those generally accepted in the labor market.
  - Expenditures related to staff involved in grant administration **cannot exceed 30%** of the grant contribution requested from SAIDC. When settling personnel costs, a contract with the employee and proof of salary or remuneration payment must be provided;
  - Reimbursement of proven travel expenses and meal allowances for staff involved in the implementation of the grant;
  - Expenditure directly resulting from the requirements of the contract (dissemination of information, specific evaluation, audit, translation, reproduction, insurance, targeted training and education);
  - Other direct expenditures linked to the use of the grant, such as the rental of premises and equipment for training, accommodation for participants in the residential training programs, reimbursement of proven travel expenses and meals for participants in the training programs;
  - All expenditures must be supported by necessary/relevant copies of accounting documents (e.g., contract, especially for works and services, invoice, proof of cash or bank payment – a bank statement is required, not just a payment order, attendance records for training and workshops);
- Following are more detailed examples of non-eligible expenses:

- Reserves for possible future losses or debts;
  - Outstanding (due) interest, default interest, late payment charges, contractual penalties, liquidated damages;
  - Exchange rate losses;
  - Taxes, including VAT, for which the beneficiary is entitled to reimbursement. This must be verified by submitting the relevant document;
  - The costs of preparatory studies or other preparatory activities incurred before the signing the contract with the beneficiary;
  - Travel expenses incurred at the beneficiary's place of establishment which are not directly related to the realization of the small grant project activities;
  - Depreciation costs of own equipment, leasing;
  - Expenditure on maintenance, repair and improvement of tangible assets (e.g. photocopying equipment, car owned by the organization, etc.);
  - Representation costs, souvenirs, gifts, attendance at cultural events, alcoholic beverages;
  - Direct and indirect costs covered by the beneficiary from the budget of another action;
  - Rental of equipment registered in the beneficiary's property;
  - Purchase of land and buildings.
- **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 entry of the small grant **agreement** into effect. This means on the calendar day following the first publication in the Central Register of Contracts maintained by the Government Office of the Slovak Republic. The Slovak Embassy will inform the final beneficiary about this fact.
  - 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 case of changes in the approved budget exceeding 10% of the approved grant contribution or a project extension in exceptional and justified cases). The maximum duration of the project extension is 24 months from the contract's signing date. The Slovak Embassy will inform the final beneficiary about the approval/refusal of the budget changes or project extension. If the final beneficiary makes a budget change before receiving formal approval from the SAIDC, the expenditures will not be eligible.

- The final beneficiary is obliged to report changes within 10 % of the approved SAIDC financial contribution at latest in the Small Grant Completion report. In case of activity changes during the implementation of the small Grant that would significantly alter its purpose, these changes will be assessed individually. The final beneficiary is **obliged to inform the Slovak Embassy in written form and request the change**. The Slovak Embassy will inform the final beneficiary about the approval/refusal of the activity change. If the final beneficiary makes the activity change before receiving formal approval from the SAIDC, the expenditures will not be eligible.
- The final beneficiary is obliged to submit the Small Grant **Completion and Financial Reports** to the Slovak Embassy within **30 working days** after the completion of the project.
- The Small Grant **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.
- SAIDC through the Slovak Embassy has the right to request additional financial documents during a financial audit, which must be provided no later than 10 working days from the date of the request.
- 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.