**FREQUENTLY ASKED QUESTIONS (FAQ):**

* **What is the microgrant scheme?**

Microgrants **are a flexible and effective instrument of development cooperation of the Slovak Republic**. They are implemented through the network of Slovak embassies abroad. More information about SlovakAid microgrants is available on the following link: <https://slovakaid.sk/en/microgrants/>.

* **Who is eligible to apply?**

Eligibleapplicants for small grants are non-entrepreneurial (non-commercial) legal entities legally registered in the Republic of Moldova, non-governmental organizations legally registered in the Republic of Moldova and local and regional self-government units.

* **What is the maximum requested amount?**

The eligible amount of the small grant **is up to 10 000 EUR per project**. Applicants are encouraged to apply for the maximum eligible allocation (10 000 EUR).

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

The expected length of the project implementation **is from 6 to max. 12 months**.

* **When does the project implementation start?**

The project implementation **period starts** from the effective date of the Small Grant Agreement, which shall be the day following its publication in the Central Register of Contracts of the Slovak Republic). Slovak Embassy in Chisinau will inform successful applicants about the exact start date of the project implementation.

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

The following sectoral priorities are eligible:

**Quality education** (SDG 4), **Good health** (SDG 3), **Good governance and civil society building** (SDG 16, 11), **Food safety and agriculture** (SDG 1,2) **and Infrastructure and sustainable use of natural resources** (SDG 6,11,7 and 15). **Cross-cutting themes Environment and climate change** (SDG 13) **and Gender Equality** (SDG 5) must be also integrated. Their consideration is being assessed through integration into projects and activities in each of the above-mentioned six 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 is the ratio of project instalments?**

The payment of the small grant is divided into two instalments. **First pre-financing instalment - 70% of the small grant is paid to the final beneficiary after the signature of the small grant agreement**. Final beneficiaries must **have the remaining** **30 % of the amount of the small grant** **available from their own/partner resources**. The remaining balance payment - 30% of the small grant will be transferred to the final beneficiary after the completion of the project and after the submission of the Completion and Financial Reports accompanied by copies of respective invoices and receipts.

* **Is co-financing mandatory?**

No, it is not. **Co-financing is optional and not required**. However, **final beneficiaries need to be prepared to cover the above-mentioned financial amount (30 % of the amount of the small grant) during the necessary project period until the project end-date**. This sum will be refunded to the final beneficiary in a form of the balance payment after the approval of Completion and Financial Reports.

* **How will the instalments be transferred to the beneficiary?**

**Both payments will be provided in cash and handed over to the statutory representative of the beneficiary in person at the premises of the Embassy of the Slovak Republic in Chisinau**. First instalment will be **provided up to 21 days starts** from the effective date of the Small Grant Agreement and the balance payment will be provided after the approval of the Completion and Financial Reports.

* **What are the reporting requirements?**

The final beneficiary **is obliged to submit the Completion and Financial Reports to the Slovak Embassy within 30 working days after the completion of the project**. Only one Completion Report and one Financial Report are submitted at the end of the project implementation.

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

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: project budget changes or a project extension). The maximum duration of the project extension is 24 months from the Agreement’s signing date. Changes to the project budget and project scope/outcomes will not be accepted **without prior approval**. The beneficiary is obliged to notify changes of up to 10% of the approved microgrant amount (without co-financing) and to state the reasons for the change in the Completion Report at the latest. **We recommend consulting all project budget and content changes in advance with the Slovak Embassy in Chisinau.**

* **What supporting documentations needs to be submitted to 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 (e.g. EUR - MDL; EUR - MDL - PRB/RUP); 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 first instalment in cash (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-59-1).

* **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.

In case of further questions, please contact the Slovak Embassy: Ms. Veronika Trebulová (3rd Secretary) – [veronika.trebulova@mzv.sk](mailto:veronika.trebulova@mzv.sk) or [smallgrants.sk.md@gmail.com](mailto:smallgrants.sk.md@gmail.com).