I. APPLICANT

1.1. CONTACT E-MAIL:

This is the main contact e-mail for notifications and communication with the Fund. Please enter a valid e-mail address. To ensure you always receive our automated project-related notifications (they may be labelled as "SPAM" by some filters) we advise you add the default notification account no-reply@visegradfund.org into your e-mail's address book.

1.2. ORGANIZATION DETAILS:

Organization name (original):	*The organization's official name.*
Organization name (English):	*Official English translation, where available.*
Statutory representative:	*The full name of the representative legally responsible for the organization (e.g. director, chairman)*
ID No. of organization:	*Registration number or tax ID in the registry of the respective country*
Registered VAT Payer:	*If your organization is a registered VAT payer, choose YES.*
VAT Compensation:	*If you will claim VAT compensation for the costs of this project from your local tax authorities, choose YES.*

1.3. PROJECT CO-ORDINATOR

Name:	*The co-ordinator is the person with whom the Fund will communicate throughout the project.*
E-mail address:	*The main contact e-mail for the project (it can be identical to the registration e-mail associated with this application form).*
Telephone:	*Please enter the number in international format (incl. the country code, e.g. +420, +36, +48, +421...).*

1.4.   REGISTERED SEAT/ADDRESS:

Street, house no.:	
Town:	
Postal code:	
Country:	

1.5.   MAILING/POSTAL ADDRESS – FILL OUT IF IT DIFFERS FROM THE ADDRESS STATED IN THE PREVIOUS POINT.

Street, house no.:	
Town:	
Postal code:	
Country:	

1.6.   CONTACT DETAILS

Telephone no.:	*Please enter the number in international format (incl. the country code).*
Website:	*Please make sure that you enter the valid URL address of your organization's website.*

II. PARTNERS

PARTNER NO. 1.	
Organization name (original):	
Organization name (English):	*Official English translation, where available.*
Statutory representative:	*The full name of the representative legally responsible for the organization (e.g. director, chairman)*
ID No. of organization:	*Registration number or tax ID in the registry of the respective country*
Registered VAT Payer:	*If your organization is a registered VAT payer, choose YES.*
VAT Compensation:	*If you will claim VAT compensation for the costs of this project from your local tax*

	authorities, choose YES.
Street, house no.:	
Town:	
Postal code:	
Country:	
Telephone no.:	*Please enter the number in international format (incl. the country code).*
Website:	*Please make sure that you enter the valid URL address of your organization's website.*
Justification of involvement:	
Describe why you selected this project partner and what qualifies them for the project? Have you cooperated in the past? If yes, in what projects were you involved?	

PARTNER NO. 2.	
Organization name (original):	
Organization name (English):	*Official English translation, where available.*
Statutory representative:	*The full name of the representative legally responsible for the organization (e.g. director, chairman)*
ID No. of organization:	*Registration number or tax ID in the registry of the respective country*
Registered VAT Payer:	*If your organization is a registered VAT payer, choose YES.*
VAT Compensation:	*If you will claim VAT compensation for the costs of this project from your local tax authorities, choose YES.*
Street, house no.:	
Town:	
Postal code:	
Country:	
Telephone no.:	*Please enter the number in international format (incl. the country code).*
Website:	*Please make sure that you enter the valid URL address of your organization's website.*
Justification of involvement:	
Describe why you selected this project partner and what qualifies them for the project? Have you cooperated in the past? If yes, in what projects were you involved?	

PARTNER NO. 3.	
Organization name (original):	
Organization name (English):	*Official English translation, where available.*
Statutory representative:	*The full name of the representative legally responsible for the organization (e.g. director, chairman)*
ID No. of organization:	*Registration number or tax ID in the registry of the respective country*
Registered VAT Payer:	*If your organization is a registered VAT payer, choose YES.*
VAT Compensation:	*If you will claim VAT compensation for the costs of this project from your local tax authorities, choose YES.*
Street, house no.:	
Town:	
Postal code:	
Country:	
Telephone no.:	*Please enter the number in international format (incl. the country code).*
Fax no.:	
Website:	*Please make sure that you enter the valid URL address of your organization's website.*
Justification of involvement:	
Describe why you selected this project partner and what qualifies them for the project? Have you cooperated in the past? If yes, in what projects were you involved?	

III. PROJECT

3.1. PROJECT SUMMARY

3.1.1. Project Title:

Use a title that best describes the principle aim of the project. If the grant is to cover only a part of a larger project, reflect it in the title. (max. 100 characters)

3.1.2. Choose the main focus area of your project (choose only the one that best describes your proposal):

1. Culture and Common Identity
2. Education and Capacity Building
3. Innovation, R&D, Entrepreneurship
4. Democratic Values and the Media
5. Public Policy, Legislation and Justice
6. Regional Development, Environment and Tourism
7. Social Development
8-10. (Strategic Priorities set by the V4 presidency on an annual basis – can be found on our website)

3.1.3. Choose the main objective of the project:

Identify the main objective that best describes your proposal and its main aims.

==You will be able to choose one main objective corresponding to the previously chosen focus area. For the full list of objectives, please check our website.==

3.2. PROJECT RELEVANCE AND CONTEXT

3.2.1. What is the main issue that your project would like to focus on? What is the current situation that you wish to change?

Please explain the context of your project proposal (the problem you wish to solve, the issue you would like to address). Base your description on available statistics and facts and describe the current state of art. (max. 1600 characters)

3.2.2. What should be done to address this issue/problem? How does your project contribute to the solution?

Describe what you believe should be done to bring a positive change in the local community or society in general. How do you and you partners plan to contribute to the change? (max. 1600 characters)

3.2.3. What added value does your project bring to the already existing practices? What is the innovative element in your proposal?

What makes this proposal stand out from similar initiatives? What do you offer that has not been done before? (max. 1600 characters)

3.2.4. What is the regional relevance of your proposal?

How will the V4 region and its citizens benefit from the project? Why is it necessary to address the issue on a regional (Central European) level? (max. 1600 characters)

3.2.5. How would you describe your organization's experience in dealing with the proposed topic? Have you previously implemented similar projects?

Describe your organization's past experience, achievements and track record in the given area to justify your involvement. Please include non-IVF supported projects as well. (max. 1600 characters)

3.3. TARGET GROUPS

What target groups do you plan to involve and address in your project? Who will be benefiting from the project directly and indirectly?

Target group	Method of selection	No. of people
What individuals, stakeholders, social groups and/or organizations do you plan to directly reach?	*How do you plan to select this group?*	*What is the estimated number of people? How many of them will be involved from V4 countries?*

3.4. SPECIFIC RESULTS

What specific results do you expect to achieve at the end of your project? How do these results contribute to the solution described in section 2.2?

Specific result	Contribution to the project's overall goal
List the specific goals you wish to achieve by the end of your project (e.g. new audiences reached, articles published, people trained). How do these products/achievements bring you closer to the bigger solution?	

3.5. DISSEMINATION AND FOLLOW-UP

3.5.1. What activities will you carry out to share the results of the project outside your organization and partners?

(max. 1600 characters)

3.7.2. Do you plan any activities in the future which will build on the results of this project?

(max. 1600 characters)

IV. DELIVERABLES

Project deliverables (or outputs) are concrete products or events that help you achieve your goals. List the main deliverables which are to be produced during the project and connect them to the main objective.

1. Output no. 1. (Product)			
			01/03/2018-02/04/2018
Describe the output in a detailed way. What is the content, how will it be realized, how does it fit into the bigger project idea?			
Direct Target Groups:	*Describe those individuals, groups and organizations that will be directly involved and/or affected by this output. Indicate the expected number of the targets and their country of origin.*		
Role of the Applicant and Partners:	*Describe the exact role of the Applicant in the preparation/implementation/dissemination of this output.*		
	Describe the exact role of each partner that is taking part in the preparation/implementation/dissemination of this output.		
Dissemination/promotion:	*Describe how the given project event or the results of the deliverable will be promoted and spread and how the results will be applied in the partner countries or in the wider region.*		
BUDGET			
Budget category	**Budget subcategory**	**Budget description**	**Sum**
Expert fees	In-person services	Costs of editing	500,00
Accommodation	Accommodation	Hotel room for 2 people	400,00
TOTAL:			**900,00**

2. Output no. 2. (Event)	
	01/03/2018-02/04/2018
Describe the output in a detailed way. What is the content, how will it be realized, how does it fit into the bigger project idea?	
Direct Target Groups:	*Describe those individuals, groups and organizations that will be*

		directly involved and/or affected by this output. Indicate the expected number of the targets and their country of origin.
Role of the Applicant and Partners:		*Describe the exact role of the Applicant in the preparation/implementation/dissemination of this output.*
		Describe the exact role of each partner that is taking part in the preparation/implementation/dissemination of this output.
Outreach:		*Describe how the results will be spread and applied in the partner countries or in the wider region, and how it will help realize the project's objectives. How do you wish to inform the public?*

BUDGET			
Budget category	**Budget subcategory**	**Budget description**	**Sum**
Expert fees	In-person services	Costs of editing	500,00
Accommodation	Accommodation	Hotel room for 2 people	400,00
TOTAL:			**900,00**

OTHER INCOMES

Other financial or non-financial (in-kind) contributions to the project budget

Contribution type	**Description**	**Sum in (€)**

List all confirmed or expected financial or non-financial contributions to the project budget other than this grant and specify each income.

V. SUMMARY

GRANT BUDGET

<mark>This section will be automatically filled following the cost items you entered under section IV. Deliverables, corresponding to all outputs.</mark>