# Guidance for Applicants - Small Grants

The Slovak Agency for International Development Cooperation (hereinafter referred to as the 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 **Mid-term Strategy for International Development Cooperation** **of the Slovak Republic 2019 – 2023** and focus on one or more of the selected Sustainable Development Goals:

* No Poverty and Zero Hunger (SDGs 1,2);
* Good Health and Well-Being (SDG 3);
* Quality Education and Gender Equality (SDGs 4, 5);
* Clean Water and Sanitation and Affordable and Clean Energy (SDGs 6,7);
* Decent Work and Economic Growth (SDG 8);
* Industry, Innovation and Infrastructure (SDG 9)
* Sustainable Cities and Communities (SDG 11)
* Climate Action, Life on Land and Peace, Justice and Strong Institutions (SDGs 13,15,16)
* The eligible size 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 can be legal entities of not entrepreneurial nature legally registered in the recipient country such as NGOs, civic society associations, municipalities and other local self-government bodies, schools, hospitals, health and social care institutions, education, sport and culture associations and organizations.
* Eligible applicants may submit their project applications after the Slovak Embassy in the recipient 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.
* **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.). Expenditures used in contradiction with the purpose of the grant, or out of the scope of the signed agreement are not eligible.
* **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 signing of the small grant **agreement**.
* 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://www.slovakaid.sk/sk/novinky-informacie/loga-slovakaid>). 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 the project budget or a project extension).
* The final beneficiary is obliged to submit the **completion and financial reports** to the Slovak Embassy within **20 working** **days** after the completion of the project.
* The **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.
* 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.