

## V4 GEN - THE PRE-CONTRACTUAL STEPS

Please find a detailed outline of the pre-contractual steps that grantees must undertake following the announcement of results.

Grantees are given 20 working days from the results' announcement to confirm these steps in MyVisegrad online system (<http://my.visegradfund.org>).

- 1. Implementation period.** The grantee should review the planned implementation period of the project. If the grantee anticipates any changes or expects the project to start later, they should notify the Fund immediately. At this stage, it is possible to modify the implementation period without issue. Once the project is running, however, only one extension of the implementation period will be allowed.
- 2. Event calendar.** The grantee must confirm the events in the Event Calendar. If any dates are updated, the grantee should also confirm those changes. While the event dates may be modified during the implementation period, any changes must be communicated to the Fund.
- 3. Partner confirmations.** All project partners must confirm their participation before the contract is confirmed. The grantee can send or resend the automatically generated confirmation email by clicking "Send/Resend Email" on the main page of the MyVisegrad system.
- 4. Bank details.** The grantee must enter the correct bank account details for receiving the grant disbursement, in IBAN format, along with the BIC code of the bank. Additionally, the Fund requires a signed and stamped confirmation from the bank verifying that the account belongs to the grantee's organization (the grant recipient). This original confirmation must be submitted along with the signed contract.
- 5. Contract Confirmation.** Once the grantee has completed the above steps, the full text of the contract will be available under the "Contract" tab in the online system. The grantee should review the contract details thoroughly, and if they agree, click "Confirm" at the bottom of the page, not later than 20 working days after the results' announcement. The Fund will print, sign the contract, and send it to the grantee by post or delivery service. The grantee is required to return the signed contract marked "FUND'S COPY" to the Fund before the start of the implementation period (IP must start 5 months after the call deadline, at the latest). The first tranche (amounting to 80% of the total grant) is paid to the grantee's bank account within 15 working days upon receiving of the grant contract.