

# **RULES OF FUNDING UNDER THE LODZ MEETING FUND**

## **1. Nature of the document**

- 1.1. The decision on granting funding is made as part of budget resources which are at the disposal of Łódź Tourist Organisation (Łódzka Organizacja Turystyczna) (hereinafter referred to as Organiser). Meeting the criteria specified under the Rules set herein and submitting the application described therein does not result in the applicant for the transfer (hereinafter referred to as Applicant) being granted any claims under civil law, in particular on the conclusion of the agreement on the granting of the funding.

## **2. Applicants**

- 2.1. Application for funding can be submitted by:
  - 2.1.1. legal persons and organisational units without legal personality that are granted the capacity to incur rights and obligations,
  - 2.1.2. physical persons who conduct business activity.
- 2.2. Applications will not be considered when submitted by:
  - 2.2.1. entities against which a petition for bankruptcy has been filed, entities subject to bankruptcy proceedings, settlement proceeding and restructuring proceedings
  - 2.2.2. National Treasury and local government units,
  - 2.2.3. political parties and similar organisations,
  - 2.2.4. physical persons who do not conduct business activity,
  - 2.2.5. entities receiving any financial support (e.g. grants or subsidies) from budgetary units of the City of Łódź,
  - 2.2.6. municipal companies.

## **3. Events eligible for funding**

- 3.1. The funding applies to national and international meetings lasting a minimum of two consecutive days, taking place in Łódź in the period from January 1, 2025 to December 31, 2026, of which at least 75% participants are accommodated and

staying overnight within the city limits.

3.2. International events are meetings attended by participants from abroad. International events under the Rules set herein are defined as international congresses and meetings which strengthen the position of Łódź as a tourist destination, and in which at least 50% of stationary participants have arrived from outside the territory of the Republic of Poland.

3.3. The following are excluded from funding:

- 3.3.1. evening events (galas, ceremonies, holiday celebrations, networking),
- 3.3.2. exhibitions, fairs, festivals, cultural and sports events,
- 3.3.3. events promoting ideology encouraging the use of discriminatory behaviours or violence in order to influence political and social life.

#### **4. Criteria, which have to be met by the Events covered by funding:**

4.1. Two types of Events have been defined as part of funding:

- 4.1.1. Category 1 Event,
- 4.1.2. Category 2 Event, whereby Category 2 Event funding can be applied for only when Category 1 Event criteria have been met.

4.2. Guidelines for Category 1 Event:

- 4.2.1. the Event shall take place in Łódź, in a commercial location (hotel, conference centre or other space rented from an entity conducting business activity),
- 4.2.2. the Event is organised with the participation of minimum 3 members of Łódź Tourist Organisation (updated list of members: <https://lodz.travel/organizacja/czlonkowie/>), who shall provide as part of their business activity:
  - 4.2.2.1. accommodation service (mandatory condition)
  - 4.2.2.2. food/catering service (optional condition)
  - 4.2.2.3. technical security service (optional condition)
  - 4.2.2.4. accompanying services - tickets for attractions, guides, tourist events (optional condition)
  - 4.2.2.5. comprehensive event management service, in particular event agency, tourist agency, PCO industry (optional condition)
  - 4.2.2.6. space rental service (mandatory condition)

- 4.2.3. the Event shall last minimum two days, with the majority of the program taking place before 6:00 pm.,
- 4.2.4. The Event shall have a minimum of 100 participants, of which 75% are accommodated and staying overnight in Łódź.
- 4.3. Guidelines for Category 2 Event:
- 4.3.1. The Event shall comply with all the conditions specified for Category 1 Event, and furthermore, the Applicant shall hold one of the following certificates on the date of submitting the Application and within the duration of the Event:
- 4.3.1.1. certificate issued by a certification body accredited by Global Sustainable Tourism Council (<https://www.gstc.org/certification/>);
- 4.3.1.2. certificate issued by The Tourism Sustainability Certifications Alliance (TSCA);
- 4.3.1.3. EU Ecolabel certificate.

## 5. The amounts of funding

- 5.1. The amount of funding determined for Category 1 and Category 2 Events corresponds to the costs incurred by the Organiser but does not exceed the maximum amount of funding provided in the Funding Table.
- 5.2. The amount of funding for the Event shall not exceed the maximum net values described in one of the columns of the Table presented below:

<b>Number of participants</b>	<b>Events meeting criteria solely for Category 1 (PLN gross)</b>	<b>Events meeting criteria solely for Category 1 and 2 (PLN gross)</b>
<b>100 – 199</b>	20,160	25,200
<b>200 – 499</b>	33,600	42,000
<b>500 – 999</b>	53,760	67,200
<b>1000 – 1999</b>	80,640	100,800
<b>2000+</b>	100,800	129,000

The values specified in the above table shall not be added together.

## **6. Eligible costs**

- 6.1. Funding covers costs incurred directly related to the organisation of the Event and paid to third parties (not being related entities as defined in Article 11a (4) of the Act of February 15, 1992, on corporate income tax, Journal of Laws 2025.278, consolidated text). As a rule, they cover the costs incurred to the benefit of the landlord and other service providers, such as technical services or catering services.
- 6.2. The costs shall be:
  - 6.2.1. clearly specified,
  - 6.2.2. directly related to the Event (only third party costs),
  - 6.2.3. documented with VAT invoices (min. PLN 3,000 net),
  - 6.2.4. paid and proven upon settlement,
  - 6.2.5. included as net costs (unless the Organiser is VAT exempt).
- 6.3. When submitting the Application the planned start and end dates of the event should be specified. The maximum period for which costs will be recognised for a given event shall last from the date of concluding the funding agreement to two weeks after the end of the event.

## **7. Process of submitting the Application**

- 7.1. The Applications can be submitted on an ongoing basis at the Organiser's office on the forms provided. The Organisers may request the Applicant to provide additional documents and answer questions.
- 7.2. Upon submitting the Application, the Applicant declares whether the Event meets the criteria specified in point 4 of the Rules.

## **8. Required information and documents for funding processing purposes**

- 8.1. Upon submitting the Application for funding the Applicant shall provide the

following information:

- 8.1.1. name, date and duration of the event,
  - 8.1.2. planned number of participants on location in Łódź,
  - 8.1.3. venue of the event,
  - 8.1.4. planned number of accommodations,
  - 8.1.5. expected complete costs of the event incurred by the Applicant,
  - 8.1.6. type of event and type of industry,
  - 8.1.7. address of the Applicant, contact data, KRS [National Court Register Number] number, legal form and bank account details,
  - 8.1.8. consent to the processing of personal data.
- 8.2. Upon submitting the Application for funding the Applicant shall enclose the following documents:
- 8.2.1. rental offer or rental agreement related to the venue of the Event,
  - 8.2.2. detailed cost calculation, including the nature of the costs eligible for funding by the Organiser.
- 8.3. The Application for funding shall be submitted at least 60 days before the start of the Event. Applications submitted after this date shall not be considered.
- 8.4. If within the process of submitting the Application any of the above specified information or documents required to process the Application for funding have not been submitted, Łódź Tourist Organisation reserves the right to request that they be enclosed within a specified time frame or that additional circumstances be determined relating to the Event in the event that further questions arise regarding eligibility.
- 8.5. If the Application is accepted the Organiser shall conclude an agreement with the Applicant concerning the rules of funding, the rules of verifying the fulfillment of the criteria specified in the Application after the Event has been held and the dates of paying the funding amount. The conclusion of the Agreement constitutes an autonomous decision of the Applicant, who should take into account the strict requirements for the payment and potential repayment of the funding. The funding amount shall be paid after the Event has been held and settled, with the exact date to be specified in the agreement, due in the calendar year in which the Event was

held and settled. In the case the settlement takes place in the last calendar quarter, payment may be effected in the following calendar year. The Organisers estimate that payments of amounts covered by agreements as funding shall be issued in four cycles at the end of each quarter of the calendar year.

## **9. Duties concerning publication and data storage**

- 9.1. As part of all marketing activities relating to the funded Event, the Applicant is obliged to include on all promotional material related to the funded Event, both printed and digital (e.g. posters, flyers, presentations, websites, social media, newsletters) - the logotype of the Łódź Tourist Organisation (ŁOT) and a legible message informing about the funding of the Event under the specified Rules.
- 9.2. Sample message: **“The Event is co-financed from the Łódź Events Fund managed by the Łódź Tourist Organisation”**
- 9.3. The Applicant is obliged to agree with ŁOT on the form and manner of presenting the logotype and the message before publishing the promotional materials.
- 9.4. The Applicants are obliged to store all the documents submitted in relation to the Application and all the relevant documents, as well as the Organiser’s documents relevant to granting the funding and the settlement of thereof for six years from the date of payment of the funding.

## **10. Collaboration with the Łódź Tourist Organisation (ŁOT)**

- 10.1. The Applicant is obliged to cooperate with the Organiser during the preparation, implementation and promotion of the Event. This cooperation is intended to increase the visibility of the city of Łódź as an attractive destination for the participants of events and to foster promotional activities of the city.
- 10.2. Suggested forms of cooperation include:
  - 10.2.1. providing space during the Event for a promotional stand for the city of Łódź,
  - 10.2.2. including information about Łódź tourist attractions on the official website of

the Event,

- 10.2.3. providing space in the newsletter sent to the participants for the city's promotional materials,
- 10.2.4. purchasing Łódź promotional materials or promotional gadgets and distributing those among the participants,
- 10.2.5. purchasing event tickets for public transport for the participants.

10.3. The scope of cooperation with the Organiser and the manner of its implementation shall be determined before the start of the Event, and fulfilling these obligations by the Applicant shall be one of the conditions of issuing the funding.

## **11. Payment of funding and repayment of funding**

11.1. Funding under the Łódź Meeting Fund is paid in quarterly installments: I installment by April 10, II installment by July 10, III installment by September 10, IV installment by January 10 of the following year.

11.2. The Organiser will be entitled to demand repayment of the funding, especially in the event the following circumstances occur:

- 11.2.1. the funding has been used for purposes other than intended,
- 11.2.2. the documents submitted by the Applicant in the process of applying for funding and requesting payment prove false (materially or formally),
- 11.2.3. information on the circumstances which had crucial impact on the granting of funding prove to be incomplete or false, are withheld or cease to apply, in particular if they contradict information included in the application.

## **12. Data protection**

12.1. The Organiser is obliged to guarantee that all personal data of third parties disclosed during the process of applying for funding, its implementation and monitoring shall be processed in accordance with personal data protection regulations.

## **13. Contact point and submitting applications**

13.1. Application submitting point and contact point is as follows:

Łódzka Organizacja Turystyczna

ul. Piotrkowska 77/10U

90-423 Łódź