

REGULATION

to access funding *Bologna Welcome Events Incentive Plan* Metropolitan Bologna 2023-2026

The Municipality of Bologna has established an annual fund for national and international organisers who are planning future events to be held in Metropolitan Bologna between 1 January 2023 and 31 December 2026. The fund aims to support the conference and events sector. In particular, it is dedicated to new applications for events that were not held in Bologna in the last edition, that take place live, for which the participants, registered, are known to the organiser and that bring added value to Bologna as a destination for knowledge, innovation and business.

1.1 Who it is addressed to

The incentive plan is open to all national and international legal entities; the following organisers are eligible to apply, if they plan and organise an event in the territory of the Metropolitan City of Bologna as defined in point 1.2 and bear the economic risk and thus all the costs of the event: PCOs and event organisation agencies, if they act as organisers themselves or can demonstrate that they are working on behalf of the organiser; associations and companies that choose the Metropolitan City of Bologna as the venue for the next edition of their event.

The applicant must be in the absence of any debt situation towards the Municipality of Bologna and Bologna Welcome - Convention & Visitors Bureau of Bologna.

1.2 Requirements

The event must take place between 1 January 2023 and 31 December 2026.

The Metropolitan City of Bologna must be in the process of being selected as the destination of the event at the time the application is submitted (i.e.: in the application phase, under negotiation, in competition with other cities) and official confirmation from the organisers of the choice of Bologna as the venue must not yet have been received at the time the application is signed.

For events to be held between 1 January 2023 and 31 December 2024, the grant may be awarded even if the conference has already been assigned to Bologna, provided that contact with the Bologna Convention Bureau for information on the disbursement of the grant has taken place prior to the assignment to Bologna.

The event must take place live, at an event venue in the Metropolitan City of Bologna; registered participants must be known to the organiser.

The event must provide for a minimum of 2 consecutive overnight stays in the metropolitan territory of Bologna.

Overnight stays must be managed by Bologna Welcome Incoming Travel Agency.

It must be an association congress, conference, company, association or business meeting.

Support is not envisaged for events that traditionally take place and will take place in Bologna or for events for which there are long-term contracts with the potential venue in Bologna. It must be an event that brings new value to the destination, that strengthens Bologna as a destination of knowledge, innovation and business.

The services for which funding is requested must be declared at the time of application.

The amount of funding corresponds to the costs actually paid by the organiser and may not exceed the maximum funding amount of €50,000.00 per event.

Applications can be made up to six months before the start date of the event.

1.3 Assessment of applications

The applications submitted will be assessed by a specially constituted Committee composed of representatives of the Municipality of Bologna and Bologna Welcome - Convention & Visitors Bureau.

The Committee will decide on the acceptance of the application and will provide a response within one month of its submission or in any case within the deadline for awarding the application.

The Committee, having verified the existence of the requirements, will decide on the granting of the contribution, based on the following criteria:

- According to the criterion of priority in the order of arrival of applications
- Until funds are exhausted

The Committee will also verify the presence of the logos of the Municipality of Bologna and Bologna Convention Bureau on all event materials (website, programme, etc.).

Bologna Welcome - Convention & Visitors Bureau of Bologna reserves the right to carry out checks on the truthfulness of the declarations made during the grant application phase.

1.4 How it is structured

Bologna Convention Bureau si impegna a conferire al richiedente, in possesso dei requisiti sopra elencati e la cui domanda è stata approvata, un contributo a copertura parziale dei costi dell'evento in base alla seguente tabella (gli importi indicati sono da considerarsi IVA esclusa).

Bologna Convention Bureau undertakes to grant the applicant, who meets the requirements listed above and whose application has been approved, a contribution to partially cover the costs of the event in accordance with the following table.

	International event			National event		
Number of participants	400-999	1000-1999	2000+	400-999	1000-1999	2000+
Minimum number of overnight stays	2	2	2	2	2	2
Voucher worth €/each participant	€ 10,00	€ 15,00	€ 20,00	€ 7,00	€ 10,00	€ 14,00
Max. value that can be granted per event	€ 50.000,00			€ 50.000,00		

International events*

- **Events with 400-999 people:** grant of € 10/participant
- **Events with 1000 to 1999 people:** contribution of € 15/participant
- **From 2000+ people:** contribution of € 20/participant each

* International events: the majority of participants are from abroad

National events

- **Events with 400-999 people:** contribution of € 7/each per participant
- **From 1000 pax to 1999 people:** contribution of € 10/each per participant
- **From 2000+ people:** contribution of € 14/each participant

The grant will be paid once the event has ended, upon presentation of final invoices, indicating the number of participants in the event, to partially cover variable costs incurred in connection with the organisation of the event and paid to third parties for event venues, gala dinners or social events within the event, ancillary services such as catering, audio-visual and personnel services, set-up, transport, and organisational secretariat. Participants from the metropolitan city of Bologna will not be counted in the total.

To be eligible, costs must:

(a) be clearly itemised

b) be directly related to the event (third party costs only);

(c) not be excessive or beyond the scope of what is customary in the destination

(d) be paid for by the organiser, with the exception of PCOs and event organising agencies, which must prove that they are acting on behalf of the organiser

e) be proven to have been paid at the time of final settlement (cancellation fees will not be reimbursed)

f) be substantiated by invoices (according to legal requirements);

g) be included exclusively as net costs, unless the organiser proves that VAT has been deducted.

Proof must be provided of the costs actually paid by the organiser (up to the respective maximum funding amount).

Contributions will be granted under the "de minimis" regime, as defined by current European legislation: Regulation No. 1407/2013 of 18 December 2013, and will be subject to 4% IRPEF withholding tax, for commercial activities, where applicable.

1.5 Submission of Applications

Applications for support must be made exclusively on the attached application form. The information and documents requested must be filled in completely and correctly.

Applications must be sent to the e-mail address fondazionebolognawelcome@legalmail.it and in copy to bcbb@bolognawelcome.it together with the Italian language attachments duly completed, signed and accompanied by the identity document of the legal representative.

The applicant must send an official letter certifying the selection of Bologna as the venue of the event, (e.g. letter from the board, chairman, organisers or press release) to fondazionebolognawelcome@legalmail.it and in copy to bcbb@bolognawelcome.it.

Bologna Convention Bureau will send a communication indicating: the amount of the benefit and the compulsory data that the beneficiary must include in the electronic invoice, such as the unique office code. Payment will be made once the event has been concluded.

Payment will in any case be subject to the settlement of the relative contribution by the Municipality of Bologna to Bologna Welcome - Convention & Visitors Bureau of Bologna.

In the event of cancellation of the event or its transformation into online mode, the Committee in charge of the evaluation will be entitled to review and cancel the grant.

If the event is transformed into a hybrid mode (on-line and in-presence), the contribution will be paid if at least 400 participants are present on site.

In the event of a downward variation in the number of participants, Bologna Convention Bureau reserves the right not to grant the contribution.

1.6 Payment

Within three months of the end of the event, the organiser must provide the following information and documents relating to the event to the Bologna Convention Bureau. The documents must be provided exclusively in digital form as pdf files:

a) Invoices complying with legal requirements. In order for all cost items to be settled, the settlement form must be completed in full and the corresponding invoice and payment receipts attached:

(i) Venue invoice per event,

ii) Invoices for other services related to the event (gala dinner or social events as part of the event, ancillary services to the event, such as catering, audio-visual and personnel services, set-up, transport, organisational secretariat),

b) Participant statistics (list of participants and any accompanying persons, detailing the countries and cities of origin, with the days each stayed at the congress). This data is critical in assigning the correct value for the payment of the contribution and in the absence of any one of them the contribution cannot be disbursed for that participant.

Event name:

Delegate last name and first name and any accompanying person	Country of origin	City of origin	Number of days spent at the congress

If the documents submitted by the organiser for the final account are incomplete and do not provide a sufficient basis for the evaluation, an additional request will be made. If this additional request is not fulfilled within four weeks, the grant will be revoked.

Statistics on the origin of the participants must be submitted as proof. The Evaluation Committee reserves the right to verify the accuracy of the participant statistics on a random basis through the participant lists.

After examination of all documentation submitted, the amount of funding will, if necessary, be recalculated on the basis of the actual costs of the event that have been examined and recognised as eligible for funding. The organiser will be informed in writing of the final amount of funding. The amount of the grant is paid in the form of a transfer from the Bologna Convention Bureau to the event organiser.

1.7 Privacy

The personal data acquired will be processed by Bologna Welcome - Convention & Visitors Bureau of Bologna pursuant to Article 13 GDPR 679/16 - "European Regulation on the protection of personal data" and in any case processed in accordance with the principles of correctness, lawfulness and protection of confidentiality. The data acquired in execution of this plan will be used exclusively for the purposes related to the administrative procedure(s) for which they are communicated.



The complete privacy policy on all Bologna Welcome services can be consulted on our website <https://www.bolognawelcome.com/it/informazioni/privacy-policy>

Info: privacy@bolognawelcome.it

1.8 Disputes

The Court of Bologna shall have exclusive jurisdiction over all disputes relating to this contract.

Contacts

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40124 Bologna
www.bolognaconventionbureau.it
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tel. + 39 051 65 83 120

ANNEX:

- Annex I – Supplier database and traceability
- Annex II – Substitute Declaration of the Deed of Notoriety
- Annex III – Grant Application

Please Note that the documents must be signed in the Italian language copy.