

Settlement form

Please check invoices against application.

Funding ID:

Title of event:

Date of event:

I/We hereby confirm that

1. I/we acknowledge and expressly accept the Vienna Meeting Fund 2022-2024 Funding Guidelines and that all of the details I/we have provided are complete and true.
2. I/we agree that the personal data and data supplied to describe the project will be collected using automated data processing and forwarded for the purpose of reviewing the project and for assessment by external reviewers.
3. I/we acknowledge that the funding body reserves the right to reclaim funding paid, if the grounds for revocation set out in the Funding Guidelines apply,
4. I/we have submitted the invoices relating to the event for which the funding application was submitted, including the receipts and documents requested to check the proper use of the funds, and
5. that all of the amounts stated on the receipts and invoices provided were paid and relate to the event for which the funding application has been submitted. I/we also confirm that no other public funding other than that specified at the time of submission has been applied for or approved since this application for funding was submitted. If this is not the case, this settlement must be added to an updated de minimis declaration.
6. all information provided in this settlement application is complete and true.

.....
Town/city, date

.....
Name of company/organization in block capitals

.....
Name of authorized person(s)
in block capitals

.....
Legally binding signature(s) of authorized
person(s)/authorized signature (with company stamp, if
available)

1. Event parameters

Provisional approval received for module(s)	1	2	3
Total max. funding provisionally approved, EUR:	_____		
Planned number of on-site participants:	_____		
Actual number of on-site participants:	_____		

2. Overview of costs

Costs incurred by organizer (until max. funding amount is reached)

Costs for Module 1 and Module 2

Invoice date	Attachment no.	Supplier/provider	Product/service	Service period	Invoice total (net)
					Total

Costs for Module 3 (hybrid)

Invoice date	Attachment no.	Supplier/provider	Product/service	Service period	Invoice total (net)
					Total

3. ORGANIZER DETAILS (INCL. ACCOUNT DETAILS)

Please provide your details here if they have changed since you submitted your application.

4. EVENT DETAILS

Please provide the event details here if they have changed since you submitted your application.

5. REQUIRED DOCUMENTATION

In addition to this completed form, the following documents must be supplied for the final settlement to be processed:

Invoices in accordance with the legal requirements. For all cost items to be settled, the settlement form must be completed in full and corresponding invoice and payment receipts must be enclosed:

- i. Location invoice,
- ii. Invoices for other event-related services (accommodation, A/V, catering, etc.),
- iii. Invoices for services involved with the hybrid implementation of the event (Module 3), or implementation of a digital infrastructure, e.g., technical costs, agency costs for concept implementation.

Please assign the respective invoices and receipts to the corresponding attachment numbers in the overviews of costs you are asked to provide (p.2).