

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 2025-2028 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.

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

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

.....
Place & date

.....
Legally binding signature, by hand on a print out, or by means
of an official digital signature (with company stamp, if
available)

1. Event parameters

Provisional approval received for module(s)	1	2
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. preliminary confirmed funding amount is reached)

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

The following event information and documents are required for the settlement and must be submitted to the Vienna Tourist Board via the digital settlement portal:

- a. This settlement form,
- b. Invoices and proof of payment in accordance with legal requirements (bank transfer voucher and/or bank statement):
 - I. Location invoice,
 - II. invoices for other external (not from affiliated companies) event-related services (accommodation, technical equipment, catering, etc.), up to the amount of the provisionally approved funding amount.
- c. Statistics of participants (number & national or international origin), see [download area](#).
- d. Proof of the ÖkoEvent label or the Austrian Ecolabel certificate for the event for which the application is being submitted (Module 2 only).

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