



# Berlin Congress Fund




A state of Berlin (Land Berlin) initiative to restart  
the event industry

## What is the Berlin Congress Fund's objective?



The Berlin Congress Fund is intended to support and encourage those planning trade and industry events in Berlin's conference hotels and event locations. Through a funding supplement per attendee at in-person events, the aim is to support trade and industry events held in Berlin despite the constraints and uncertainties of the COVID-19 pandemic. This support is designed for both analogue and hybrid events. In addition, the Berlin Congress Fund seeks to promote sustainable event and business management by providing additional funding for organisers whose events meet defined sustainability criteria.

The funding programme also aims at actively strengthening the MICE sector.

## Who can apply for funding from the Berlin Congress Fund?

	<ul style="list-style-type: none"> <li>▪ All legal entities under private and public law as well as partnerships with legal capacity (e.g. associations/societies, businesses, agencies, foundations, and universities)</li> <li>▪ Natural persons as registered or unregistered sole proprietorships (e.g. sole traders or self-employed persons)</li> </ul>
	<ul style="list-style-type: none"> <li>▪ With a registered office, permanent establishment or branch office in the Federal Republic of Germany</li> <li>▪ Event organizer of the event to be held</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Applicants who have suspended their business activities or payments</li> <li>▪ Applicants who have requested bankruptcy proceedings against their assets or where a petition for such proceedings has been filed</li> <li>▪ Applicants and where the applicant is a legal entity, the registered owner of that legal entity, that have submitted an affidavit/sworn statement of assets pursuant to Section 802c of the German Code of Civil Procedure (ZPO) or Section 284 of the German Fiscal Code (AO) or are required to do so</li> </ul>

## Which events are eligible for Berlin Congress Fund support?

	<ul style="list-style-type: none"> <li>▪ Events in Berlin, which will take place until December 31, 2022</li> <li>▪ Events in Berlin exclusively for a professional, industry and trade audience (closed events)</li> <li>▪ Events are directed at a professional, industry or trade audience when attendees participate solely for professional reasons, e.g. on the instructions of their employer or, at a scientific congress, for reasons of research</li> <li>▪ A professional motivation can also be assumed if the event serves the further training of persons within the context of an honorary position</li> <li>▪ The events funded are e.g. conferences and congresses, seminars, and further training</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Exhibitions, fairs and similar formats, even if intended solely for a professional audience and/or connected to a congress or conference eligible for funding</li> <li>▪ Events which are intended for private individuals (persons attending the event for personal reasons) or serving recreational and leisure purposes</li> <li>▪ Events that the applicant or a third party is legally required to hold</li> <li>▪ Events for which funding is provided from other sources, e. g. other funding programmes of the State of Berlin, Federal Government or European Union (in contrast, sponsorship agreement revenues do not exclude support from the Berlin Congress Fund)</li> <li>▪ Party political events</li> </ul>

## What funding modules are there and what are the requirements?

Basic funding	Hybrid supplement	Supplementary support (sustainability)
<b>25 euros</b>	<b>+10 euros</b>	<b>+ 25 euros</b>
for each in-person attendee per person and day	for each in-person attendee per person and day	for each in-person attendee per person and day
<b>Requirements:</b> The event <ul style="list-style-type: none"> <li>■ is held in a booked event space in the State of Berlin which is subject to a fee;</li> <li>■ takes place within the period specified in the particular call to submit project applications;</li> <li>■ has at least 50 attendees in person;</li> <li>■ lasts at least 4 hours on one Congress day;</li> <li>■ is directed to a professional, industry or trade audience</li> </ul>	<b>Requirements:</b> <ul style="list-style-type: none"> <li>■ meets the Basic Funding requirements</li> <li>■ in addition: The event has a hybrid design, i.e. is held in Berlin as an in-person event and simultaneously as an interactive digital event</li> </ul>	<b>Requirements:</b> <ul style="list-style-type: none"> <li>■ meets the Basic Funding requirements</li> <li>■ in addition: By complying with sustainability criteria, the event achieves 300 points from the four categories of the Sustainable Event Score Card</li> </ul>

(The maximum funding for an event amounts to 99,950 euros.)

## How can I apply?

The entire funding process, including the application, is conducted online.

<b>Step 1</b>	Fill out the application form	The application documents should be submitted to <a href="http://kongressfonds.berlin.de">kongressfonds.berlin.de</a> at least two weeks before the event begins.
<b>Step 2</b>	Approval of early start of measures	With the submission of the funding application, the approval of an early start of the measure is sent to the e-mail address provided by the applicant. From this point on, contracts, e.g. for the location, can be concluded.
<b>Step 3</b>	Provisional notice of allocation	Initially, the maximum amount of funding is calculated provisionally since it depends, among other factors, on the actual number of in-person attendees at the event.
<b>Step 4</b>	Proof of use	After the event, the proof of use is submitted (including details of the event, proof of the number of participants, hybridity, if applicable, and compliance with the sustainability criteria, if applicable). Missing or incomplete information may be requested by the granting agency.
<b>Step 5</b>	Final statement	On the basis of the proof of use, the Final Statement details the finalised funding sum.
<b>Step 6</b>	Payment	Payment will be made to the account specified by the applicant. The payment can be accelerated if you declare the waiver of appeal when confirming receipt.

## Your contact for questions about the Berlin Congress Fund



**atene KOM GmbH**

[kongressfonds@atenekom.eu](mailto:kongressfonds@atenekom.eu)

☎ +49 (0)30 604 040 60 | 09:00 am - 04:00 p.m. (Berlin Time, CET)

## Further service for event planners

- Since the above criteria are funding guidelines set by the Senate Department for Economics, Energy and Public Enterprises, you can rely on them for your planning!
- More details on [👉 kongressfonds.berlin.de](https://kongressfonds.berlin.de) & [👉 convention.visitBerlin.de](https://convention.visitBerlin.de)
- To keep up on all the latest developments, sign up for our [👉 Newsletter](#) and make sure you receive all the information you need!

Planning an event in Berlin – and looking for expert advice and support? Contact us for advice with no obligations and use our

[👉 Meeting Guide Berlin](#). We'll be glad to help!

Your *visitBerlin* Berlin Convention Office

## Your contact for general questions about the destination Berlin



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