

# KISFALUDY



TURISZTIKAI FEJLESZTÉSI PROGRAM

## CALL FOR PROPOSALS AND GUIDELINES

by the Hungarian Tourism Agency Private Company Limited by Shares,  
acting as the managing body of the Ministry of National Economy,  
in cooperation with Kisfaludy2030 Tourism Development Nonprofit  
Private Company Limited by Shares  
and Visit Hungary National Tourism Organisation Nonprofit Private  
Company Limited by Shares,  
jointly announcing the

**Budapest MICE Fund  
Phase I.**

**TFF-5.1.4.-2025**

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# NAME OF THE SCHEME:

## Budapest MICE Fund

Name of the Grantor: Kisfaludy2030 Tourism Development Nonprofit Private Company Limited by Shares (hereinafter: the Grantor)

## A. PURPOSE AND BACKGROUND OF THE SUPPORT

### A.1. Primary Objective

The Hungarian Tourism Agency Private Company Limited by Shares, the Visit Hungary National Tourism Organisation Nonprofit Private Company Limited by Shares, and the Grantor jointly announce a call for proposals to achieve the objectives set out in this call for applications.

The primary objective of this funding scheme is to strengthen business tourism to Hungary, in particular by encouraging the organisation of congresses, corporate meetings, and incentive events in Budapest.

The present scheme allows for the organization of events that encourage multi-day stays in Budapest for participants involved in business tourism.

#### **Detailed objectives:**

- Increase the number of international conferences, congresses, corporate meetings, and incentive events held in Budapest.
- Raise the proportion of multi-day events with international participation, thereby enhancing the capital's competitiveness in the global MICE market.
- Increase the number of guest nights spent in Hungary as a result of the programme, particularly during periods of lower demand in terms of seasonality.
- Boost the domestic economy through the multiplier effect of business tourism, particularly by increasing the revenues of small and medium-sized enterprises (SMEs) linked to tourism. Reduce seasonality by making Budapest attractive to the MICE sector not only during the traditionally strong spring–autumn period but also in lower-season months (e.g. July–August, November–February).
- Stimulate the local service market through the spending of event participants, including accommodation, catering, transport, cultural programmes, and retail. As a result, supported events not only directly benefit the organisers but also support the broader economic ecosystem.
- Facilitate the organisation of scientific, economic, and industry conferences in Budapest, which contribute to the development of the respective fields and enhance the professional prestige of Budapest and Hungary. Such events provide opportunities for knowledge transfer, the building of international relationships, and the stimulation of innovation.
- Indirectly develop the capacities of Budapest's and Hungary's MICE service providers by attracting more events that require complex organisation to the country. This will enable domestic DMCs, venues, technical partners, and other service providers to gain international references and increase their competitiveness.
- Raise the prestige of Budapest as a conference city through international organising bodies. The aim of the support is to make Budapest a more frequent choice as a venue for European-based professional, scientific, or business conferences, thereby strengthening the city's professional and cultural prestige.

## A.2. Maximum Rate, Amount and Legal Title of the Support

The total annual budget available for the “Budapest MICE Fund” scheme is HUF 400,000,000 (four hundred million forints). Its source is Chapter XXIII of the Ministry for National Economy, Title 10, Subtitle 7, from the budgetary appropriation titled “Tourism development objectives” (ÁHT360239) managed at chapter level.

The present Call for Proposals is funded by the grant agreement concluded between the Hungarian Tourism Agency Private Company Limited by Shares and Kisfaludy2030 Tourism Development Nonprofit Private Company Limited by Shares, based on the management agreement concluded between the Ministry for National Economy and the Hungarian Tourism Agency Private Company Limited by Shares.

If the available annual budget is exhausted, or its exhaustion is foreseeable before the submission deadline, the Grantor may amend this Call or suspend the evaluation of submitted applications before the deadline for submission. In such cases, applicants will be notified via a public notice on the websites of the Budapest Convention Bureau and the Grantor, at [www.budcb.hu](http://www.budcb.hu) and [www.kisfaludyprogram.hu](http://www.kisfaludyprogram.hu), respectively.

### Expected Number of Supported Projects

8-30 projects

For the submitted applications, the following aid intensity shall apply:

### Rate of Support Intensity

maximum 100%

**The maximum amount of support per funding application (per event) is HUF 50,000,000. The maximum grant amount that can be requested is subject to the applicability of the following professional multipliers:**

Grant Amount per Event <sup>1</sup>				
Title	Professional Multipliers			
Base Grant	Base Category		Luxury (5*) category	
	3.000 Ft/person		4 000 Ft/person	
Event size	Small and Medium-sized Events		Large-scale Events	
	50-499 persons	500-999 persons	1 000-4 999 persons	over 5 000 persons
	2	3	4	5
Event Duration	1,5-2,5 days	3 days	3,5-5 days	over 5 days
	2	3	4	5
MICE Off-season Event	January, February, July, August, November, December			
	3			

*Example calculation for a 500-person, 4-day event organised in February:*

*Grant request → (500 persons × HUF 3,000) × (3 + 4 + 3) = HUF 15,000,000*

**The grant request may not exceed the maximum eligible grant amount, even if the result based on the application of the professional multipliers exceeds HUF 50 million.**

**The Grantor shall determine and record the amount of the grant in Hungarian forints.**

<sup>1</sup> The amount of the subsidy shall be determined and allocated in Hungarian forints. The Beneficiary shall ensure that the conditions and costs of opening a bank account enabling transfers in Hungarian forints are met.

The basis for calculating the grant amount is<sup>2</sup>:

- for applicants with VAT deduction right, the net cost of the project (excluding VAT),
- for applicants without VAT deduction rights, the gross cost of the project (including VAT).

Activities eligible for support under this Call for Proposals may be implemented under the EU competition law concept of *de minimis* aid, as set out in Section [P1]D.2. In the case of *de minimis* aid, the total gross grant amount awarded to a single beneficiary over any period of three fiscal years may not exceed the equivalent of EUR 300,000 in Hungarian forints.

## B. ELIGIBLE APPLICANTS

The following organisers are eligible to apply for the grant, provided that they plan and implement the eligible event and bear the financial risk, i.e., all costs of the event. The following legal entities registered under domestic law may submit a request for support:

- legal entities engaged in economic activities on a commercial basis
- sole proprietors
- associations, civil society organisations, non-profit business entities, and other non-profit organisations
- international organisations

Agencies may apply if they act on behalf of the organisers in their own name.

Additional conditions:

- The grant may be applied for and awarded on a per-event basis.
- An organiser may apply for support for multiple events.
- Only one funding application may be submitted per event.

**Submission of applications in consortium form is not permitted.**

## C. ELIGIBLE EVENTS

Under this funding scheme, applications may be submitted and grants may be awarded for international events held in Budapest, subject to a venue rental fee or conference fee, that meet the following criteria the events are held on at least 2 consecutive days, they are held during daytime hours, they have a minimum of 50 participants, and at least 70% of the participants are foreign nationals.

When planning the events, the following categories must be taken into account:

Accommodation Category:	Base Category	Luxury (5*) category
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If 100% of the accommodation booked for participants meets the 5-star category, the event may be classified as Luxury Category.

Event duration:	1,5-2,5 days	3 days	3,5-5 days	over 5 days
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The planned event must be classified into one of the four specified categories based on its duration.

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<sup>2</sup> The amount of the grant shall be determined and paid in Hungarian forints. The Beneficiary shall be responsible for ensuring that the conditions and costs of opening a bank account enabling transfers in Hungarian forints are met.

Event Size:	Small and Medium-sized Events		Large-scale Events	
	50-499 persons	500-999 persons	1 000-4 999 persons	over 5 000 persons

The planned event must be classified into one of the four specified categories based on its size.

**The Grantor reserves the right to verify the applicant organisation and its compliance with the applicable legal regulations by other means, both before and after the grant decision, and to determine compliance with the eligibility criteria based on the results of such verification.**

A grant application may be submitted on a per-event basis.

## D. CONTENT OF THE FUNDING APPLICATION

### D.1. Scope of Eligible Activities

Applications may only be submitted for activities related to the following types of international events:

- association congresses, conferences, and meetings
- professional and scientific symposia
- corporate events
- business meetings
- incentive trips

**Independently eligible activity:**

#### Event organisation

Events with a total cost exceeding the available grant amount may also be organized. In this case, the maximum eligible grant amount shall still be equal to the amount specified for the event in question in the Grant Agreement.

It is permissible to combine own resources (own contribution) with other loan arrangements, provided they are consistent with the activities specified in this Call.

**The grant amount cannot be used to finance the own contribution to other sources of funding.**

### D.2. Classification of eligible activities by state funding titles and categories

Activities eligible for funding under this Call for Proposals may be implemented in accordance with EU competition law on the basis of the following titles and the provisions relating to the following funding categories:

#### De minimis aid

Grants awarded under this Call for Proposals constitute *de minimis aid*, which may be granted exclusively in accordance with the rules laid down in Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis aid* (hereinafter: *General Block Exemption Regulation*). (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis aid* (hereinafter: general *de minimis* regulation).

For undertakings classified as one and the same undertaking<sup>3</sup>, the gross aid amount<sup>4</sup> of general *de minimis* aid granted in Hungary under the general *de minimis* regulation may not exceed the equivalent of EUR 300,000 in any three-year period, taking into account Article 3(8) and (9) of the general *de minimis* regulation, which contain additional provisions in the case of mergers, acquisitions and divisions.

Taking into account Article 7(4) of the general *de minimis* regulation, the beneficiary undertaking must – in a manner suitable for establishing that the conditions laid down therein are fulfilled –, declare the amount of *de minimis* grant received during the three years (three times three hundred and sixty-five days) preceding the award of the grant.

The Grantor shall issue a certificate to the beneficiary in accordance with Article 7(4) of the general *de minimis* regulation, stating the amount of the grant expressed in gross grant equivalent and its *de minimis* nature, with direct reference to the general *de minimis* regulation.

When converting the grant between euros and forints, Section 35 of Government Decree 37/2011 (III. 22.) on procedures relating to state support within the meaning of European Union competition law and the regional support map shall apply.

No general *de minimis* support may be granted in accordance with Article 1(1) of the general *de minimis* regulation:

- a) to undertakings engaged in the primary production of fishery and aquaculture products as defined in Article 5(a) and (b) of Regulation (EU) No 1379/2013,
- b) undertakings engaged in the processing and marketing of fishery and aquaculture products as defined in Article 5(a) and (b) of Regulation (EU) No 1379/2013, where the amount of the support is determined on the basis of the price or quantity of products purchased or marketed;
- c) undertakings engaged in the primary production of agricultural products;
- d) undertakings active in the processing and marketing of agricultural products, in the following cases:
  - i. where the amount of the support is fixed on the basis of the price or quantity of such products purchased from primary producers or marketed by the undertakings concerned;
  - ii. where the support is conditional on all or part of the aid being passed on to primary producers;
- e) activities related to exports to third countries or Member States, namely the quantities exported, the establishment and operation of a sales network, or other current expenses incurred in connection with export activities;
- f) support contingent upon the use of domestic goods in preference to imported goods.

Where an undertaking is active in both the fisheries and agriculture sectors referred to in Article 1(1)(a) to (d) of the general *de minimis* regulation and in sectors covered by the general *de minimis* regulation, the rules of the general *de minimis* regulation shall apply only to the provision of support in the latter sectors, provided that the beneficiary ensures, by separating activities or distinguishing costs, that activities excluded from the scope of the general *de minimis* regulation do not benefit from *de minimis* support under the general *de minimis* regulation.

Support granted under the general *de minimis* regulation – with the exception of support granted under Commission Regulation (EU) 2023/2832 – may be cumulated with other small amounts of

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<sup>3</sup> Enterprises classified as one and the same enterprise are those referred to in Article 2(2) of the general *de minimis* regulation.

<sup>4</sup> The gross aid amount can be calculated on the basis of Article 4 of the General De Minimis Regulation.

support up to a total of EUR 300,000. General de minimis grants may be cumulated with state aid granted in respect of the same eligible costs or the same risk financing measure, provided that the cumulation does not result in the grant exceeding the maximum intensity or amount laid down in any block exemption regulation or decision adopted by the Commission for the specific circumstances of each case.

Grants payable in several instalments shall be discounted to their value at the time of award. For the purposes of discounting and calculating the gross grant amount, the reference rate applicable at the time of award<sup>5</sup> shall be used.

Documents relating to the grant must be kept for 10 years after the date of award and must be presented to the Grantor upon request. Information on grants awarded under the *de minimis* rule must be provided within 20 working days of a request from the European Commission.

### D.3. Non-eligible Activities

Activities that do not fall within the scope of eligible activities defined in Section D.1 are not eligible for support, in particular:

- one-off corporate-type events (e.g., galas, award ceremonies, Christmas parties);
- international and domestic exhibitions;
- B2B and B2C trade fairs;
- cultural events;
- sporting events.

### D.4. Eligible Costs

This chapter defines the scope of eligible costs within the framework of this Call for Proposals. When designing applications, only the cost categories listed below may be planned as eligible costs:

- Rental Fees:
  - venue rental fee required for holding the event
- Services:
  - catering
  - transfer
  - decoration services
  - interpreting
  - IT & audiovisual equipment
  - provision of furniture and furnishings
- Marketing Costs:
  - design and implementation of visual identity
  - costs of advertisements, press, and social media appearances
  - costs of website development

#### General requirements for eligible costs:

- The submitted accounting documents must have a minimum net value of HUF 20,000 per invoice.
- Only costs incurred and settled by the date of physical completion of the project are eligible for reimbursement under this Call.

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<sup>5</sup> The applicable reference rate is available here: <https://tvi.kormany.hu/referencia-rata>



- Items classified as eligible costs exceeding the available amount of grant may be paid, in which case the costs exceeding the grant amount must be financed from own resources
- In the case of costs incurred in connection with marketing activities, a maximum of 40% of the total grant may be claimed.

## D.5. Non-Eligible Costs

Costs not covered by point D.4, in particular:

- speaker fees;
- purchase of equipment;
- personnel costs;
- entertainment expenses;
- accommodation costs;
- costs related to the beneficiaries information obligations;
- salaries of accountants and financial staff, fees for financial consultancy;
- legal consultancy, attorney's fees;
- any consultancy and expert fees;
- costs of procuring equipment.

## D.6. Project Commencement

The funding application may be submitted at the earliest from the date of publication of this Call, and at least 3 weeks prior to the physical implementation of the planned event. The project may be commenced at the applicant's own responsibility from the date of submission. No grant may not be requested for activities commenced prior to the submission of the application.

## D.7. Project Completion

**A project shall be considered physically completed** when the supported activity has been fulfilled in accordance with the provisions set out in the Grant Agreement.

**The physical completion date** of the project shall be deemed to be **the date of completion of the event**. The last day of the event shall be deemed the day on which the final service related to the event has been performed (e.g., post-event transfer services). Only events with a physical completion date, i.e., the date on which the last service related to the event is performed, **no later than June 30, 2027**, are eligible for support under this Call.

A project shall be considered financially complete once all costs incurred after its physical completion have been paid.

**The final deadline for financial completion is the 30th day after physical completion** (payments made after this date cannot be accounted for).

The deadline for submitting the **final report<sup>6</sup>** is **30 days after the financial completion** of the project.

**The supported activity shall be deemed completed** when it has been fulfilled as specified in the Grant Agreement, all invoices generated during implementation have been settled, the Beneficiary's report and financial statement certifying the completion of the supported activity and accompanied by justifying documents has been approved by the Sponsor, and the budgetary support has been disbursed in accordance with the certified use of the funds.

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<sup>6</sup> During the final report, financial statements and a technical report must be submitted.

## D.8. Special Requirements Regarding Project Content

### D.8.1. Geographical Restriction

Under this Call, only events held within the administrative boundaries of Budapest are eligible for support.

### D.8.2. Other Specific Conditions

- The applicant must have at least one closed financial year prior to the year of submission.
- Under this Call, only events with a physical completion date, i.e. the date of delivery of the last service related to the event no later than 30 June 2027, are eligible for support.

### D.8.3. D.8.3. Applicable Law / Jurisdiction Clause / Primacy of Hungarian-language Documents

- All legal relationships arising under this Call shall be governed exclusively by Hungarian law and the applicable provisions of EU law relating to the legal basis of the grant.
- All legal disputes arising from or in connection with this Call for Proposals shall subject to the jurisdiction of the Hungarian courts.
- This Call and the application documents have been prepared in both Hungarian and English. Only the Hungarian version is legally binding; the English text serves for information purposes only. In the event of any discrepancy or contradiction, the Hungarian version shall prevail.

### D.8.4. Specific Grounds for Exclusion

#### Specific grounds for exclusion related to the applicant

No grant may be awarded, or allocated to applicants that are not considered transparent organisations by virtue of law, or that do not declare their transparency (pursuant to Section 50 (1) c) of Act CXCV of 2011 on Public Finances and Section 3 (1) point 1 of Act CXCVI of 2011 on National Assets).

No grant may be awarded or allocated, and no Grant Agreement may be issued to an applicant that:

- is a budgetary body or institution thereof, or an economic entity operated by them;
- is a municipality or its institution, or an economic entity established by them;
- is a political party or an organisation engaged in direct political activity;
- is an ecclesiastical legal entity;
- is subject to an exclusion from the funding system or has not fulfilled its reporting or repayment obligations to the Grantor;
- does not qualify as a transparent organisation as defined in Section 3 (1) point 1 of Act CXCVI of 2011;
- has, prior to the publication of the Call, provided false or misleading information in the course of an application process under this Fund or under any other chapter-managed appropriation serving the support of Hungarians living abroad, or in the course of fulfilling their reporting obligations, used documents with false or falsified content, or failed to fulfil obligations under the grant agreement for reasons attributable to itself, including, in particular, the use of the grant for purposes other than those specified in the grant agreement
- does not comply with the requirements of orderly labour relations in accordance with the applicable legislation; in the case of a foreign applicant, this applies to labour relations in Hungary pursuant to Section 75 (7) of Government Decree 368/2011 (XII.31);
- applicants who, according to the applicable legislation, are subject to liquidation or bankruptcy proceedings, or against whom liquidation or other proceedings aimed at termination, as defined by law, are in progress, shall be interpreted in accordance with the rules of personal law applicable to foreign applicants pursuant to Section 75(7) of

Government Decree 68/2011. 75(7) shall be interpreted in accordance with the rules governing the personal rights of foreign applicants;

- an applicant whose senior officer, in accordance with the relevant legislation, has held a senior position within an organization within the two years prior to the submission of the application, and which organization is subject to one of the grounds for exclusion specified in points a) to g)
- applicants who have obligations towards third parties that may prevent the achievement of the objective of the grant
- applicants who do not meet the conditions set out in the call for applications
- any applicant who is subject to any of the grounds for incompatibility specified in Section 48/B(1) of Act CXCV of 2011 on Public Finances.

Any applicant is ineligible if they:

- a) do not comply with the requirements set out in Sections 48/B and 50 of Act CXCV of 2011 on Public Finances;
- b) are subject to legally binding orders for liquidation, bankruptcy, winding-up, or other proceedings aimed at its dissolution, defined by the relevant legislation of the country concerned, by a final order;
- c) have provided false, inaccurate or misleading information or made such a statement that materially affects the content of the grant decision;
- d) fail to make the declarations specified in the legislation or in this call for proposals as a condition for concluding the grant agreement, fail to submit the documents, or withdraw the declaration made;
- e) have public debts that are more than sixty days past due under the Act on the Rules of Taxation or, for foreign applicants, under the laws of their jurisdiction<sup>7</sup>;
- f) have debts to a credit institution and/or financial enterprise that are more than sixty days past due;
- g) their bank account or any asset owned by them has been seized in criminal proceedings, or have a criminal record due to the unauthorized use of budgetary or EU funds in the past.

## **E. FINANCIAL AND PROFESSIONAL CONDITIONS**

### **E.1. Form of Support**

The applicant shall receive a definitive grant that does not qualify as operating aid and does not require repayment (hereinafter: non-repayable grant).

### **E.2. Type of Financing**

Under this Call for Proposals, the support available for funded projects shall be provided exclusively in the form of reimbursement (reimbursement is a form of support whereby costs incurred during the project are financed retrospectively).

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<sup>7</sup> Pursuant to Section 90(2a), the Grantor shall not conduct a public debt review if the organization or person applying for the grant is located outside Hungary and does not have a tax number or tax identification number in Hungary.

## E.3. Monitoring Indicators

Name of Mandatory Output Indicator	Indicator Description	Unit of Measurement	Target Date of Achievement
<b>Number of Visitors</b>	Total number of visitors registered for the event	person	Date of physical completion of the project
<b>Proportion of foreign participants</b>	Proportion of participants without a permanent residence in Hungary (calculated as a percentage of total participants)	%	Date of physical completion of the project
<b>Elements of tourism superstructure used within the framework of event organisation</b>	Examples: • accommodation • catering • tourist attraction as a venue dedicated event transfer service	piece	Date of physical completion of the project

## E.4. Procurement Rules

When planning procurements, the provisions of Act CXLI of 2015 on Public Procurement must be taken into account, if the applicant is subject to its scope. In the case of foreign applicants, the applicants' personal law shall apply with regard to public procurement obligations.

## F. SELECTION CRITERIA

### F.1. Eligibility assessment

**The funding application must be submitted by completing the Funding Application form available on the Tourism Project Evaluation and Monitoring System (hereinafter: TÉRKŐ) platform and uploading the annexes specified in Section G.**

The basic eligibility criteria are verified as part of the eligibility assessment.

**The eligibility check and acceptance of the submitted grant applications do not automatically mean that the projects will be accepted for the professional evaluation phase involving a detailed analysis.**

**Decisions on the eligibility of submitted applications will be made in the order in which they are received until the available budget for the call for proposals is exhausted.**

#### F.1.1. Eligibility Assessment Criteria

The eligibility check also includes non-rectifiable criteria, which are as follows:

1.	The signed electronic version of the general declaration submitted by the applicant has been provided.	Yes/No
2.	The funding application has been submitted by an organisation eligible under Section B of the Call.	Yes/No
3.	The applicant and the activity to be implemented are not subject to the special grounds for exclusion set out in Section D.8.4 of the Call.	Yes/No
4.	The funding application has been submitted for the organisation of an event as defined in Section C of the Call.	Yes/No

5.	The event will be held within the administrative boundaries of Budapest.	Yes/No
6.	No grant application previously submitted in relation to the event that is the subject of the project is currently under consideration, and no valid grant decision has been made.	Yes/No
7.	The applicant qualifies as a transparent organisation pursuant to Section 3 (1) point 1 of Act CXCVI of 2011 on National Assets, or has made a declaration regarding transparency and submitted it in electronic form in its entirety..	Yes/No
8.	The amount and proportion of the budgetary support requested do not exceed the limits and maximum aid intensity specified in point A.2.	Yes/No
9.	Based on the declaration submitted, the applicant is eligible to receive de minimis aid.	Yes/No
10.	The Power of Attorney has been submitted in full in electronic form..	Yes/No
11.	The Articles of Association / document certifying registration has been submitted in full in electronic form.	Yes/No
12.	The tax number certificate has been submitted in electronic form.	Yes/No
13.	The specimen signature / signature sample has been submitted in electronic form.	Yes/No

All of these criteria are rectifiable. If the applicant fails to fulfil the requirements set out in the request for rectification, does not upload the additional supporting document or the document returned for revision to the e-administration platform, or if, based on the response provided, compliance with the criterion remains unclear, then this may result in a “fail” rating for the given criterion.

## F.2. Professional Evaluation

Following the eligibility check, a professional evaluation will be carried out. The Grantor may send clarification question(s) to the applicant. When issuing a clarification request, the Grantor may request additional documents supporting the professional evaluation or may require the revision of previously submitted documents.

The professional evaluation consists of a written assessment of the submitted funding application. In the case of a written evaluation, the evaluator must justify any “no” or “partial,” answers.

If the applicant fails to fulfil the requirements set out in the clarification request, does not upload the additional documents supporting the professional evaluation or documents returned for revision on the e-administration platform, or if, compliance with the criteria remains unclear based on the response to the clarifying question, this may result in a “no-compliant” evaluation for the given criterion.

### F.2.1. Criteria for Textual Evaluation

	Criterion	Evaluation
1.	Is the event being held within the inner area of Budapest?	Yes / No / Partially
2.	Does the event correspond to one of the events specified in point D.1 of this Call for Proposals?	Yes / No / Partially
3.	Does the planned event meet the minimum requirement of 70% foreign participants?	Yes / No / Partially

4.	Are the estimated number of guest nights, average length of stay, and specific expenditure realistic?	Yes / No / Partially
5.	Has the professional programme been fully completed, is it professionally sound, and does it meet professional requirements?	Yes / No / Partially

## G.ADMINISTRATIVE INFORMATION

The Grantor will primarily communicate with the applicant electronically during the grant management process.

The language of this Call and the application is Hungarian. Documents prepared in English are for informational purposes only; in the event of any discrepancy between the Hungarian and English versions, the Hungarian version shall prevail.

The applicant is required to provide a Hungarian translation of any documents submitted in a language other than Hungarian. The applicant is responsible for the accuracy of the translation.

Procedure for the grant application process for projects supported under this Call:

- The first step in the procedure is to register in the TÉRKŐ system at the following link: [TÉRKŐ](https://palyazat.kisfaludypogram.hu/no-auth/belepes) (https://palyazat.kisfaludypogram.hu/no-auth/belepes)
- The funding application must be submitted in TÉRKŐ, where the applicant must complete all mandatory modules and upload the annexes indicated in Section G.1 via the platform.
- After submission, all activities related to the application are only accessible through the TÉRKŐ platform. Applicants can obtain information about the funding scheme and its status on the Budapest Convention Bureau platform, but all administration related to the submitted application takes place exclusively in TÉRKŐ.
- During the eligibility assessment, three requests for additional information may be issued, with notifications sent from TÉRKŐ. If the applicant does not respond to the request for additional information, the funding application may be rejected.
- Following the eligibility assessment, an eligibility decision will be issued, and the applicant will be notified in TÉRKŐ. Notification of a positive eligibility assessment does not mean that the application will automatically be approved for support.
- Following a positive eligibility assessment, a professional evaluation will be conducted. During this process, eligible activities may be reviewed and clarified, during which the Grantor may request modifications to the application and the preparation and submission of additional, detailed professional documents. The Grantor may set a deadline of up to 7 calendar days for the submission of such documents.
- The finalisation of the professional evaluation will be based on the submitted application form and annexes, as well as any additional documents submitted during the project development.
- Evaluation will be conducted on an ongoing basis after submission, in accordance with the professional evaluation criteria. The time available for evaluation is a maximum of 90 days following the eligibility notification, which does not include the period for answering any clarifying questions from applicants
- Funding proposals are made after the final professional evaluation.



- The Decision Preparation Committee (DEB) will compile and prepare funding recommendations for decision-making. Funding decisions are made in stages.
- The Grant Agreement will be issued in the applicant's TÉRKŐ account within a maximum of 30 days after the grant decision has been made.

Further questions can be addressed to [micefund@budcb.hu](mailto:micefund@budcb.hu).

## G.1. List of Required Attachments

### Documents<sup>8</sup> to be Attached when Submitting the Funding Application

The annexes required for the application form must be uploaded via the TÉRKŐ System platform.

- 1. General Declaration:** A declaration signed by the applicant's legal representative or their authorised representative confirming that the information provided in the application and the attached annexes are complete, true, and authentic, and that the applicant has read and agrees to be bound by the terms and conditions of the application. The declaration must be submitted with an official signature. The declaration is generated by the system prior to submission. It must be uploaded after being electronically signed or printed and signed. If it is signed on paper, it must be mailed at the same time as the electronic submission.
- 2. Power of Attorney** and, in the case of foreign applicants, a simple (non-certified) translation into Hungarian: If the application is not being handled by the legal representative of the applicant organisation, a Power of Attorney must be attached. The Power of Attorney is only acceptable in the form of a private document with full probative force or as a public document. If it is an electronic document, it must be attached; if it is a paper-based document, it must be uploaded to TÉRKŐ in scanned form and mailed to the Grantor at the same time as the application is submitted.
- 3. Articles of Association / Document Certifying Registration**, and in the case of foreign applicants, a simple (non-certified) translation into Hungarian, as follows: The applicant's valid and effective statutes or deed of foundation (other founding document) including the latest amendments, or a document certifying its registration as defined by the legislation of the country where the applicant is based, containing the applicant's current data, with particular regard to the persons authorised to represent the organisation and the organization's registered office.
- 4. Tax Number Certificate**, and in the case of foreign applicants, its simple (non-certified) translation into Hungarian, as follows: A document suitable for certifying the applicant's tax identification number (or, in the absence of a tax number, registration number) in Hungary; in the case of foreign applicants. If the tax number is credibly indicated on another document submitted, it is not necessary to upload this document.
- 5. Proof of Signature (Specimen Signature)**, and its simple (non-certified) translation into Hungarian, as follows:
  - A signature certificate issued by the body or office authorized to certify the representative's signature at the applicant's registered office
  - A specimen signature of the applicant's representative, or the person(s) authorised

<sup>8</sup> In the case of foreign beneficiaries, for the issuance of the grant document, pursuant to Section 75(7b) of Government Decree 368/2011. 75(7b) of Government Decree 368/2011 (XII.31.), simple copies of documents and deeds older than thirty days may be accepted for the verification of signatures and deeds of incorporation/registration. The beneficiary shall send copies of these documents, not older than thirty days, to the sponsor within sixty days of the issuance of the support document.

In the case of documents and certificates submitted in a language other than Hungarian, an unofficial translation into Hungarian must be attached.

by them, countersigned by an attorney-at-law or chamber legal counsel, or certified by a notary public, or a notary-certified copy of the specimen signature;

- Proof of signature issued by the body or office authorized to certify the representative's signature at the applicant's registered seat.

**6. Transparency Declaration**

**7. De Minimis Aid Declaration**

**8. Certificate of Public Debt Clearance: Pursuant to Section 90 (2a) of Government Decree 368/2011 (XII.31) on the Implementation of the Act on Public Finances, the Grantor shall not carry out a public debt check if the applicant is a foreign organisation or individual without a Hungarian tax number or tax identification number.**

**9. Detailed Professional Programme presenting the planned event (according to the attached template).**

	<b>Name of Attachment</b>	<b>To be attached via the electronic platform</b>
1.	General Declaration	<b>x</b>
2.	Power of Attorney	<b>x</b>
3.	Articles of Association / Document Certifying Registration	<b>x</b>
4.	Tax Number Certificate	<b>x</b>
5.	Specimen Signature / Signature Sample	<b>x</b>
6.	Transparency Declaration	<b>x</b>
7.	De Minimis Aid Declaration	<b>x</b>
8.	Certificate of Public Debt Clearance	<b>x</b>
9.	Detailed Professional Programme	<b>x</b>

## **G.2. Method, Place, and Deadline for Submitting Funding Applications**

**The language governing the evaluation of the application is Hungarian; documents produced in English are for supplementary purposes only. From 15 September 2025 until the exhaustion of the annual budget or the withdrawal date of this Call, funding applications may be submitted via the TÉRKŐ System.**

The annexes specified in Section G.1 *List of Required Attachments* may only be submitted in the TÉRKŐ System when applying for funding, at the same time as the application form is submitted.

**Please note that it is not possible to submit funding applications in person or by post.**

If the available budget is exhausted or its exhaustion is foreseeable before the submission deadline, the Grantor may suspend or amend this Call or the evaluation of submitted applications. In such cases, applicants will be notified via a public notice on the website operated by the Budapest Convention Bureau ([www.budcb.hu](http://www.budcb.hu)) and on the website operated by Kisfaludy2030 Tourism Development Nonprofit Private Company Limited by Shares ([www.kisfaludyprogram.hu](http://www.kisfaludyprogram.hu)).



### G.3. Complaints Handling

During the grant application process, applicants may submit a complaint, in particular if:

- the procedure for the grant application process, or
- the procedure for making the funding decision

is unlawful or is in violation of legislation, the terms of this Call for Proposals, or the Grant Agreement.

Complaints may be submitted in writing within 30 days from the date the applicant becomes aware of the contested action or omission.

The complaint must be addressed to the Grantor at the following mailing address:

**Kisfaludy2030 Tourism Development Nonprofit Private Company Limited by Shares  
1134 Budapest, Váci út 19.**

For a given decision or action, a complaint may only be submitted once by the same applicant.

If the Grantor does not uphold the complaint, and rejection without substantive examination is not justified, the complaint—along with the Grantor’s position on its contents—shall be forwarded to the competent organisational unit of the Ministry of National Economy for further action. The competent organisational unit shall evaluate the complaint on its merits within 30 days of receipt.

### G.4. List of Applicable Legislation

- Act CXCV of 2011 on Public Finances
- Act CXLIII of 2015 on Public Procurement
- Act CL of 2017 on the Rules of Taxation
- Act CXXVII of 2007 on Value Added Tax
- Act C of 2000 on Accounting
- Act CLVI of 2016 on State Tasks related to Developing Tourism Regions
- Act V of 2013 on the Civil Code
- Government Decree 368/2011 (XII. 31.) on the Implementation of the Act on Public Finances
- Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid
- Act XXXIV of 2004 on Small and Medium-sized Enterprises and their development support
- Compliance with national legislation: When applying for support, the applicant must also comply with the accounting, tax, and social security legislation in force in the country of its registered seat, as well as public procurement legislation, where public procurement obligations apply.

### G.5. General Guidelines

- General Conditions for Funding
- Guidelines for Fulfilling Communication Activities