



2018

## Grant Procedure for Holding International Conferences in Jerusalem

### 1. Objectives

The Jerusalem Development Authority (hereinafter, “**the JDA**”) allocates a budget for the development and promotion of tourism infrastructures and tourism marketing in Jerusalem (hereinafter, “**Conference Promotion Program**”). As part of this endeavor the JDA aims to promote and advance the holding of international conferences in Jerusalem in accordance with the terms set forth in this procedure.

The grant is intended for conference initiators and organizers who hold their gatherings in Jerusalem in accordance with the terms of this procedure, as set forth below.

### 2. Definitions

- A. **International conference** – As specified in Section 3A of this procedure.
- B. **Conference organizer** – A company (including nonprofit organizations) and/or licensed dealer duly registered in Israel engaged in holding and marketing conferences.
- C. **Conference initiator** – A company (including nonprofit organizations) and/or licensed dealer duly registered in Israel initiating a conference in Israel.
- D. **Jerusalem hotel** – A hotel and/or hostel located within the municipal jurisdiction of the City of Jerusalem that is recognized and approved by the Ministry of Tourism.
- E. **Authorized location** – A hall and/or open space with an appropriate business license for holding events for 400 or more participants, located within the municipal jurisdiction of the City of Jerusalem.
- F. **Grants Committee** – A committee comprising the JDA Deputy Director of Finance or Accountant, the JDA Deputy Director of Business Development, Marketing and Foreign Relations, the JDA Director of Tourism, the JDA Legal Adviser, and a public representative who is a member of the JDA Council.
- G. **Conference participant** – Any person over eighteen years of age who officially registered to attend and actually participated in the conference.
- H. **Budgetary framework** – The budgetary framework for implementing the Conference Promotion Program, which will be decided in advance for every budget year in which the Conference Promotion Program operates.
- I. **International conference with a religious orientation** – As specified in Section 3A of this procedure.

### 3. Grant Entitlement Conditions

Subject to an unallocated budget balance in the budgetary framework and compliance with all the other conditions set forth in this procedure, a conference initiator or organizer will be entitled to receive a grant as specified in Section 5 below pursuant to holding an international conference in accordance with the provisions set forth below:

- A. The conference must comply with the conditions set forth below, **cumulatively** or, alternatively, the conditions stipulated in Paragraph B below:
- 1) An international conference in one of the following fields: medicine and life sciences, social science and the humanities, technology, business and economics, agriculture and the environment, energy and infrastructures;
  - 2) An international conference of no less than three days in Jerusalem;
  - 3) An international conference with a minimum of 400 participants;
  - 4) An international conference in which at least 15% of the participants are overseas guests;
  - 5) An international conference held at an authorized location;
  - 6) The conference is due to be held at least six weeks after the date on which the grant application is submitted in accordance with this procedure.
  - 7) The conference will be held before the end of 2018.
  - 8) Notwithstanding the provisions set forth above, a grant for a fixed sum of NIS 10,000 will be approved for an international conference, that complies with the cumulative conditions with the exception of Paragraph A(3) (required number of participants), whose participants utilize at least 1,000 bed-nights in Jerusalem hotels during the conference, or a sum of NIS 15,000 for a conference whose participants utilize 1,500 bed-nights or more in Jerusalem hotels during the conference.
- B. An international conference with a religious orientation must comply with the conditions set forth below, **cumulatively**:
- 1) An international conference with a religious orientation of no less than five days, Of which at least two days in Jerusalem;
  - 2) An international conference with a religious orientation with a minimum of 1,200 participants;
  - 3) An international conference with a religious orientation in which at least 70% of the participants are overseas guests;
  - 4) At least 40% of the participants in an international conference with a religious orientation, stay in Jerusalem hotels for at least three nights;
  - 5) The subject matter of an international conference with a religious orientation comprises religious and spiritual activities;
  - 6) An international conference with a religious orientation attended by the close and ongoing activity of a spiritual leader and head of a community;
  - 7) The conference is due to be held at least six weeks after the date on which the grant application is submitted in accordance with this procedure.
  - 8) The conference will be held before the end of 2018.
  - 9) Notwithstanding the provisions set forth above, a grant for a fixed sum of NIS 10) orientation, that complies with the cumulative conditions with the exception of

Paragraph B(2) (required number of participants), whose participants utilize at least 3,000 bed-nights in Jerusalem hotels during the conference, or a sum of NIS 40,000 for a conference whose participants utilize 4,000 bed-nights or more in Jerusalem hotels during the conference.

C. Notwithstanding the provisions set forth in Paragraphs A and B above, no grant whatsoever will be awarded to a conference for which **one** of the following conditions applies:

- 1) An international conference or an international conference with a religious orientation in one of the following fields: politics, student conferences;
- 2) An international conference or an international conference with a religious orientation organized by one of the following: government agencies, government companies, the Jewish Agency, the Zionist Federation, the World Jewish Congress, and the Jewish National Fund.

#### **4. Submitting a Grant Application**

An initiator or organizer of an international conference/international conference with a religious orientation (hereinafter, “**the Applicant**”) who complies with all the entitlement conditions set forth in Section 3 above, will complete the Grant Application Form and Undertaking (appended to this procedure and marked **Appendix A**) and attach the following documents to the application:

- A. Certification of bookkeeping pursuant to the Public Bodies (Transactions) Law 5736-1976, for an Applicant from Israel.
- B. The conference program and detailed budget.
- C. An executive summary, including details of conferences held by the Applicant in the past, and the scope and nature of its activities.
- D. A Letter of Agreement and Waiver (appended to this procedure and marked **Appendix B**) signed by the conference initiator (when the application is submitted by the conference organizer), or signed by the conference organizer (when the application is submitted by the conference initiator), indicating the joint agreement of both the conference initiator and organizer to submission of the application and receiving the grant in accordance with this procedure.

The Grants Committee will discuss each grant application and make its determination at its sole discretion. If deemed necessary, the Committee will consult with external advisors.

After receiving the opinion and recommendation of the JDA Accountant, the Committee will approve or deny the Applicant’s entitlement to a grant or will make the grant contingent upon conditions as necessary. The decision will be final, and the reasons for a decision to deny grant entitlement will be provided in writing.

The JDA will inform the Applicant of its approval or denial of its application within 45 days from the date on which the Applicant submitted all the required documents in full in accordance with this procedure. It is hereby clarified that in the event that the JDA informs the Applicant of receipt of its application, this will not constitute a commitment to award a grant in accordance with this procedure. A grant will be awarded, as aforementioned, subject to confirmation from the Committee that the Applicant complies

with the conditions set forth in Section 7 below and a credit balance in the budgetary framework.

It is hereby clarified that in the event of any changes in the details of the conference actually held in comparison with the details submitted to the Committee for the purpose of obtaining the approval in principle, and which affects the grant amount, the grant will be paid in accordance with the details of the actual conference. Furthermore, should the changes in the details of the conference result in noncompliance with the conditions of this procedure, the approval in principle for the conference will be withdrawn.

It is hereby explicitly clarified that the Committee is entitled to refuse the award of a grant to an Applicant at its discretion even in the event that the Applicant complies with all the conditions set forth in this procedure, inter alia, due to the Committee's impressions regarding the seriousness of the application and the success of the conference.

## 5. Grant Amount

A. The grant in respect of any **international conference** (with the exception of an international conference with a religious orientation) comprises one or both of the following components:

- 1) **Basic component** – NIS 50,000 for an international conference of 400-2,000 participants **or** NIS 75,000 for a conference of 2,000 participants or more.
- 2) **Accommodations component** – NIS 100 for each bed-night for an international conference participant staying at a Jerusalem hotel during the conference, provided that during the conference at least 100 bed-nights are utilized by conference participants at a Jerusalem hotel.

B. Notwithstanding the provisions set forth in Paragraph A above, the total grant amount (basic and accommodations) to which the Applicant will be entitled for holding an international conference shall not, in any case, exceed NIS 150,000 for a conference of up to 2,000 participants, or NIS 225,000 for a conference of over 2,000 participants.

It should be noted that an additional grant for an accommodation package will be granted for accommodation of conference participants as stipulated in Clause 2, and accommodation for participants under the age of eighteen will not be included in the count granting an additional grant.

### **Summary of Grants for International Conferences** (excluding international conferences with a religious orientation)

| No. Participants | Basic Component | No. Conference Participant Bed-nights | Accommodations Component | Maximum Conference Grant |
|------------------|-----------------|---------------------------------------|--------------------------|--------------------------|
| 400-2,000        | NIS 50,000      | 100-1,000                             | NIS 10,000-100,000       | <b>NIS 150,000</b>       |
|                  |                 | 1,001 and over                        | NIS 100,000              |                          |
| 2,000 and over   | NIS 75,000      | 100-1,500                             | NIS 10,000-150,000       | <b>NIS 225,000</b>       |
|                  |                 | 1,501 and over                        | NIS 150,000              |                          |

C. The grant in respect of any **international conference with a religious orientation**

comprises all or some of the following components:

- 1) **Basic component** – NIS 60,000 for an international conference with a religious orientation of 2,201-3,200 participants **or** NIS 75,000 for an international conference with a religious orientation of 3,201 participants or more.
  - 2) **Accommodations component** – A fixed sum for a minimum of 3,000 conference participant bed-nights or 4,000 conference participant bed-nights and over, as detailed in the Summary of Grants Table below. The fixed sum will be paid in accordance with the number of conference participant bed-nights as specified in the table below. It is hereby clarified that a participant in respect of whom the accommodation component will be paid is required to stay at a Jerusalem hotel for at least three nights.
  - 3) **Additional accommodations component** for four bed-nights and over at a Jerusalem hotel: NIS 30 per conference participant who stays at a Jerusalem hotel for at least four nights, commencing the fourth night. The amount of this component is limited to a maximum amount, as specified in the Summary of Grants Table below.
- D. Notwithstanding the provisions set forth in Paragraphs B and C above, the total grant amount (basic and accommodations) to which the Applicant will be entitled for holding an international conference with a religious orientation shall not, in any case, exceed NIS 225,000.

It should be noted that an additional grant for an accommodation package will be granted for accommodation of conference participants as stipulated in Clause 2, and accommodation for participants under the age of eighteen will not be included in the count granting an additional grant.

### Summary of Grants for International Conferences with a Religious Orientation

| No. Participants | Basic Component | No. Conference Participant Bed-nights | Accommodations Component<br>(at least 3 nights in Jerusalem) | Maximum Accommodations Component for Fourth Night in Jerusalem<br>(additional NIS 30 per bed-night, commencing fourth night) | Maximum Conference Grant |
|------------------|-----------------|---------------------------------------|--|--|--------------------------|
| 1,200-2,200      | NIS 0           | Minimum 3,000 bed-nights              | NIS 40,000   | NIS 45,000   | <b>NIS 100,000</b>       |
|                  |                 | 4,000 bed-nights and over             | NIS 55,000   | NIS 100,000  |                          |
| 2,201-3,200      | NIS 60,000      | 4,000 bed-nights and over             | NIS 40,000   | NIS 65,000   | <b>NIS 165,000</b>       |
| 3,201 and over   | NIS 75,000      | 4,000 bed-nights and over             | NIS 50,000   | NIS 100,000  | <b>NIS 225,000</b>       |

- E. All the grants awarded in accordance with this procedure are stated in nominal values, including VAT (where applicable) and will not

be linked to any index whatsoever.

- F. The Applicant will be entitled to obtain additional support from other sources for the conference for which the grant is requested

## **6. Receiving the Grant**

- A. Grant monies will be transferred to the Applicant after the end of the conference and within 45 days from the date the Applicant submits the following documents, provided that these documents are submitted within 45 days from the end of the conference to the satisfaction of the JDA and in accordance with the stipulations of this procedure:
  - 1) Conference summary report;
  - 2) List of conference participants (including name, ID/passport number, country of origin, child/adult);
  - 3) Copy of the booking for the authorized location for the conference;
  - 4) Audited financial statement regarding the conference;
  - 5) List of conference participants who actually stayed at a Jerusalem hotel (including name, ID/passport number, country of origin, child/adult, dates of hotel accommodation, hotel name) confirmed by the hotels;
  - 6) A statement signed in the presence of an attorney and duly authenticated verifying all the above mentioned information.
- B. It is hereby clarified that the entitlement of each Applicant, as determined upon compliance with all the conditions set forth in this procedure, shall not exceed the unallocated budget balance of the budgetary framework as defined in Section 2H above.
- C. In the event that the total budget required for the entitlement of an Applicant that has complied with all the conditions set forth in this procedure exceeds the unallocated budget balance, the said Applicant shall be entitled to a grant in the amount of the unallocated budget balance only.

Should the unallocated budget balance for the Program increase, whether as a result of the entitlement of other Applicants being withdrawn in the future or for any other reason, the Applicant shall be entitled to apply for the grant to be increased up to the maximum amount that would have originally been approved in accordance with this procedure.

## **7. General**

- A. Previously submitted applications that did not comply with all the conditions set forth in this procedure may be resubmitted subject to all the necessary amendments being made in order to comply with the said conditions. In such cases, the amended application shall be considered as a new application and shall be subject to an unallocated budget balance.
- B. The Applicant may submit an application for a subsequent grant for any conference it intends to hold. It is hereby clarified that a new application is required for each conference, and it shall be considered in accordance with the provisions of this procedure.

Separate conferences being held on the same date and/or conferences on the same

subject being held on different dates must not be combined for the purpose of complying with the conditions of this procedure.

- C. It is hereby clarified that submission of all the required documents in accordance with this procedure shall not constitute confirmation that the Applicant will be included in the Program and/or that it complies with the conditions of this procedure, and this shall not be construed as an undertaking of any kind by the JDA to award the grant.
- D. The JDA is entitled to demand from a conference initiator or organizer who has received approval in principle for a grant in accordance with this procedure the inclusion of the JDA and municipality logos on all the conference publications, including posters and other publicly disseminated informational items. Use of the logos will be coordinated with the JDA and subject to its approval.
- E. The JDA will be entitled to erect a stand at the conference for the purpose of distributing JDA material pertaining to grants, incentives, various JDA publications and activities, free of charge.
- F. This document is for clarification and guidance purposes only, and should not be considered a binding document in any way. Only notification of entitlement signed by the official JDA representatives and the Applicant's compliance with all the conditions contained therein, including signing the Letter of Undertaking appended herewith and marked **Appendix A** shall be binding upon the parties, and until the said documents are signed the JDA shall not be bound in any way.
- G. The provisions of this procedure shall apply to international conferences held in Jerusalem from January 2018 to the end of 2018 in accordance with the budgetary framework for 2018.
- H. Grant Application Forms will be published on the JDA website.
- I. This procedure will be reviewed from time to time by the Steering Committee or its representatives, and is subject to change.
- J. The JDA is entitled to change and/or withdraw the procedures and/or conditions for the implementation of this procedure at any time, including before the end of the period stated in Sub-paragraph G above, at its sole and absolute discretion.

\* In the event of any misunderstandings regarding the benefits provided in accordance with this procedure, the Hebrew version (appended to this email) shall be the binding version.