

**Appendix No. 4 to the Funding Agreement
– extract from the provisions of the "Applicant and Beneficiary Handbook for
European Funds for 2021-2027 in the field of information and promotion"**

1. How to label documents and information and promotion activities in the Project?

As a beneficiary, you must label information and promotion activities and documents related to the conducting of the Project that you make public or provide to project participants. This does not apply to documents which, due to their specific nature, cannot be changed or altered, e.g. due to applicable law (accounting documents, certificates, etc.).

NOTE: If there are other additional symbols (logos) in the list or on the material, they cannot be larger (measured in height or width) than the flag (symbol) of the European Union.

1.1. What graphic symbols should be included?

If you are implementing a project financed by a national programme, the project designation must include the following symbols:

European Funds logo / logo of the relevant programme	The colours of the Republic of Poland	European Union symbol
consisting of a graphic symbol and the name European Funds or the name of the European Funds for a Modern Economy programme	consisting of the colours of the Republic of Poland and the name Republic of Poland	consisting of the EU flag and the inscription "Co-financed by the European Union"

1.2. Number of characters in the list

The number of logos in the list (i.e. in a single line) **may not exceed four¹**, including the EF logos, the flag of the Republic of Poland and the EU logo, and in the case of regional programmes, also the coat of arms or official logo of the province.

The logos of contractors who carry out activities within the Project but who are not beneficiaries **may not** be included in the list. Other logos, if necessary, may be placed outside the list – below the line of characters: EF, colours of the Republic of Poland, EU (except for boards, posters and stickers, the designs of which cannot be modified).

¹ This does not apply to boards, posters or stickers whose designs cannot be changed.

2. How to mark the Project site? Boards and posters.

Your obligations regarding the marking of the Project location depend on the type of project and the total cost of the project. Both boards and posters must be placed **in a location that is clearly visible to the public.**

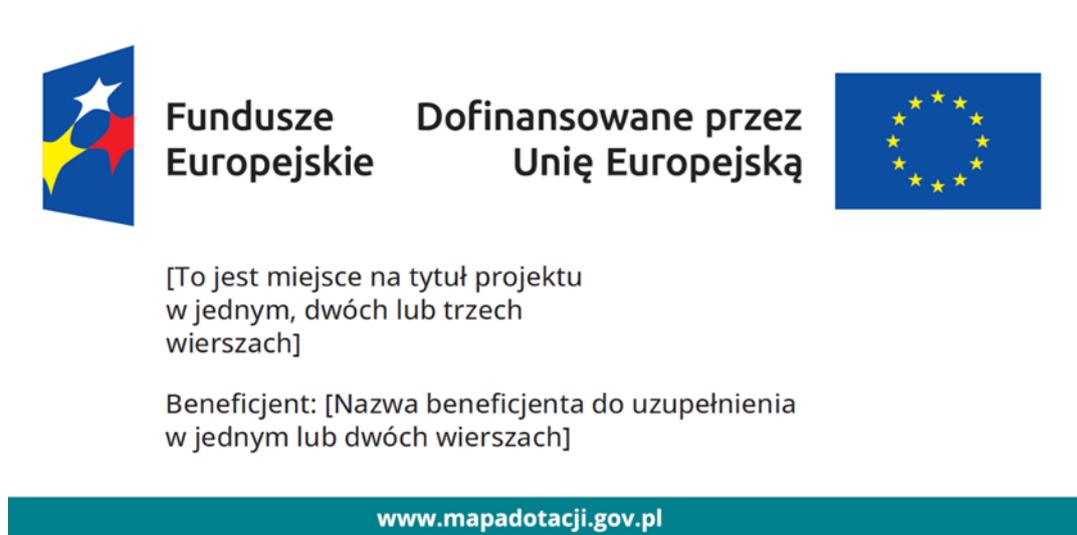
2.1. Information boards

2.1.1. What should an information board look like?

The board must contain:

- 1) the EF mark, the EU mark and the coat of arms or official promotional logo of the province (if you are implementing a Project co-financed by a regional programme),
- 2) the name of the Beneficiary,
- 3) title or abbreviated title of the Project (must fit within a maximum of 3 lines),
- 4) website address www.mapadotacji.gov.pl.

Board template for the national programme:



The boards are available in three sizes: 80/40, 120/60 and 240/120 cm.

NOTE: The information board template is mandatory, i.e. it cannot be modified, characters cannot be added/removed, except for filling in the content in the fields indicated with [].

2.1.2. Where to place the information board?

Place the information board at the Project site, e.g. where construction or infrastructure works are being carried out or where you are installing the equipment.

Please note that this is a translation of the Polish version of the document. In the event of any discrepancy between the English and Polish versions, the Polish version shall be legally binding.

If you are implementing the Project but do not anticipate any construction or infrastructure works, but you are planning tangible investments or the purchase of equipment, place the board, for example, on the headquarters building or in front of the building where the equipment will be installed, i.e. at the Project site.

Choose a clearly visible and generally accessible location where the largest number of people will be able to read the information board.

If you are carrying out work (or installing equipment) in several locations, place several boards in key locations for the Project.

In the case of linear investments (such as roads, railways, cycle paths, etc.), place at least two information boards: at the start and end of the section. There may be more boards, depending on your needs.

NOTE: Try to place the boards in such a way as to achieve the communication objective of increasing the visibility of cohesion policy activities and results as much as possible. Avoid placing multiple boards in the same location.

2.1.3 When to place an information board and for how long?

You must place the information board immediately after the physical start of the Project involving tangible investments or the installation of purchased equipment. If the Project started before the grant was obtained, the board should be placed immediately after signing the Agreement or obtaining the grant decision (no later than two months from that date).

The information board should be displayed during the Project implementation period and throughout its sustainability period. The project sustainability period is specified in the grant agreement. It must therefore be made of durable materials that are resistant to weather conditions. You must replace or renovate any damaged or illegible boards.

2.1.4 What should I do if I am implementing several projects in the same place?

If you are implementing several projects in the same location that you need to mark with boards, or if you receive further funding at a later date, you can place a single, **shared information board**. The appearance of the joint board must comply with the rules set out in the "European Funds 2021-2027 Visual Identity Book".

2.2 Posters informing about the Project

2.2.1 What should the poster look like?

The poster must include:

- 1) the EF mark, the EU mark and the coat of arms or official promotional logo of the province (if you are implementing a project financed by a regional programme),
- 2) the name of the beneficiary,
- 3) the title of the Project (maximum 150 characters) or an abbreviated title of the Project,
- 4) the amount of European Union funding for the Project,
- 5) the website address www.mapadotacji.gov.pl

Poster template for the national programme:

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Fundusze Europejskie

Dofinansowane przez Unię Europejską



[Nazwa beneficjenta do uzupełnienia]
realizuje projekt [tytuł projektu do uzupełnienia]

Dofinansowanie projektu z UE:
[kwota w PLN do uzupełnienia]

www.mapadotacji.gov.pl

NOTE: The poster template is mandatory, i.e. it cannot be modified, characters cannot be added/removed except for filling in the content in the indicated fields.

2.2.2 Where to place the poster?

Place the poster in a visible and publicly accessible² place. This could be, for example, the entrance to the building where you have your headquarters or at the reception desk. You must hang at least one poster, and if you are carrying out activities within the Project in several locations, place posters in each of them.

2.2.3 When should you put up the poster and for how long?

The poster must be displayed throughout the duration of the Project. It must be placed in a visible location no later than one month after receiving funding.

3. How should equipment and furnishings purchased/created as part of the Project be marked ?

3.1.1. What should the sticker look like?

As a beneficiary, you are required to place stickers on equipment, facilities and means of transport created or purchased as part of a Project co-financed by European Funds.

Stickers should be placed in a clearly visible place.

The sticker must contain:

- a combination of symbols: European Funds (or the symbol of the relevant programme), the colours of the Republic of Poland, the European Union,

² If placing a poster in a visible and publicly accessible location may expose people receiving EF support to stigmatisation, discrimination or danger, the poster may be placed in a location where at least the Project participants will be able to see its content.

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- the text "Purchase financed by the European Union" (option 1) or "Purchase co-financed by the European Union" (option 2) – depending on the source of Project funding.

Sticker templates:



NOTE: The sticker template is mandatory, i.e. it cannot be modified, characters cannot be added/removed, except for changing the "European Funds" logo to the logo of the relevant programme.

The stickers should be placed on:

- a) equipment, machinery, devices (e.g. production and laboratory machinery and devices, computers, laptops, tablets, printers),
- b) means of transport (e.g. cars, police cars, trams, buses, railway carriages),
- c) equipment (e.g. laboratory and medical equipment).

4. What information do you need to include on your official website and social media?

If you have an official website, you must include a description of the Project that contains:

1. the title of the Project or its abbreviated name (maximum 150 characters),
2. an emphasis on the fact that financial support has been received from the European Union by displaying the European Funds logo, the colours of the Republic of Poland and the European Union logo,
3. tasks and activities to be carried out as part of the Project (description of what will be done, purchased, etc.),
4. target groups (who the project is aimed at, who will benefit from it),
5. Project objective(s),
6. effects, results of the Project (if the description of tasks and activities does not include a description of effects and results),
7. value of the Project (total cost of the Project),
8. amount of European Funds contribution.

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This is the minimum amount of information required for each project.

The above information and markings, which we have listed in points 1 to 8, must also be included in your social media profile.

If you do not have such a profile, you must create one.

In addition, for any information about the Project being implemented that is communicated via social media, you must use the hashtag #EUFunds or #EuropeanFunds.

We also recommend posting photos, graphics, audiovisual materials and a Project schedule showing its main stages and progress.

Both the social media profile and the official website where you post the above information should be maintained until the end of the Project.

Please note that the markings on websites and social media are **always in full colour**. Achromatic versions cannot be used here.

Please note! If you are creating a new website that you are financing as part of the Project, the graphic markings must be placed at the very top of the website (details can be found in *the Manual*). You must maintain this website until the end of the Project's sustainability period.

6. Where can you find the symbols: EF, PL colours, EU and material patterns?

The necessary symbols and symbol combinations saved in graphic programme files, as well as templates for posters, boards, stickers and illustrative templates for other information and promotional materials, can be found on the European Funds portal:

www.funduszeuropejskie.gov.pl

There you will find symbols and examples of symbol combinations saved in graphic files, as well as templates for posters, boards, stickers and other informational and promotional materials. The websites of individual regional programmes feature symbol combinations with the coat of arms or official promotional logo of the province.

I, Marek Kądzielski, the undersigned duly commissioned Sworn Translator of the English language, in Warsaw Poland, do hereby certify the conformity of this true translation version with the original document in Polish presented to me on this twenty eighth day of January, A.D. 2026.-----

Warsaw, dated 28th January, 2026.-----

Repertorium nr 37/2026.-----

Pobrano opłatę zgodnie z obowiązującą taksą za jedenaście (11) stron obliczeniowych.-----

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