

DEPUTY MINISTRY OF TOURISM

Subsidy Scheme to
Foreign Sports Teams, Clubs, Associations
and Federations for Training
and Preparation in Cyprus
within the framework of the EU Regulations
On De Minimis Aid
(DE MINIMIS)



A. GENERAL

1. This Scheme is based on the Commission's Regulation (EU) No 1407/2013 of 18 December 2013 on the application of the Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.

2. "Minor importance (de minimis) subsidy" refers to small amounts of financial aid given to beneficiaries, which are exempt from the notification requirement to the European Commission, because they are considered to have no impact on trade between Member States and/or are unlikely to distort or threaten to distort competition within the European Union. The ceiling on the total de minimis aid granted to any single beneficiary by all Competent Authorities in Cyprus shall not exceed the amount of EUR 200,000 within the three-year fiscal period.

3. The Deputy Ministry of Tourism reserves the right to consider even those cases of foreign sports teams travelling to Cyprus for training purposes which are not covered by this Scheme policy or are pursuant to other terms and special conditions, and to eventually support them financially under other kind of Schemes or Agreements.

B. OBJECTIVES OF THE SCHEME

The objective of the Scheme is to attract sports teams, clubs and associations for training and/or preparation in Cyprus within the framework of the Deputy Ministry's actions to address and compact the effects of seasonality through the development of Sports Tourism.

C. BENEFICIARIES

1. As Beneficiaries are considered the following:

- (a) Foreign Sports Teams, Foreign Sports Clubs, Foreign Federations, Referees' Associations, Sports Academies that travel to Cyprus within the framework of their preparation for competition, regardless of their country of origin or the category in which they compete.
- (b) Foreign Tour operators and companies which specialize in transferring sports teams.
- (c) Cypriot licensed travel agencies and companies which specialize in transferring teams/athletes from abroad.

The applicant reserves the right to request that the payment be made to another legal or natural person, by submitting an authorized, duly signed and sealed, letter.

Sports teams (including also the national teams), clubs or associations that travel to Cyprus on the invitation of Cypriot Sports Federations or teams or clubs, or within the framework of their participation in sports events, tournaments or fulfilling other

commitments specific to the competition, cannot apply for a subsidy scheme under this policy.

2. Further cases where the teams travel to Cyprus in order to participate in specific preparatory tournaments or sports events, large-scale events, or events co-organized or sponsored by the Deputy Ministry of Tourism and home federations, and which do not fall under the cases as described in Paragraph 2, cannot also apply for a subsidy within the framework of the Grant Scheme.

D. TERMS AND CONDITIONS

The Subsidy will be awarded provided that the following conditions are met:

- Applications will be accepted within the period between November and April from all interested sports teams, whose preparation takes place in Cyprus. Sports Teams whose preparation takes place in Nicosia and in Rural/Mountainous/Acrotic/Remote areas can apply for financial support throughout the year.
- Beneficiaries can apply for a financial support more than once (1) a month, provided that the necessary supporting documents (new plane tickets / Boarding Passes) will be presented and the arrival of all teams will be scheduled in spread dates, namely one team will arrive seven days prior to the other team's scheduled arrival date and so on.
- Beneficiaries should provide the Deputy Ministry with audio-visual and photographic material (in high definition), if requested, granting the Deputy Ministry the right to use it for the purposes of promoting Cyprus as a destination for sports tourism.
- It is noted that teams travelling to Cyprus must use a legal port of entry into the country¹. Non-compliance with this term will lead to the loss of the approved hospitality amount.

E. APPLICATION SUBMISSION

1. All applications must be submitted by filling in **the relevant Annex 1** “*Application for financial support within the framework of the subsidy scheme to foreign teams, clubs and associations for training and preparation in Cyprus*”, as hereby attached.
2. In the case where the applicants are tour operators and foreign companies which specialize in transferring sports teams (Please refer to point (b) of paragraph C.1), the completed Annex 1 must be accompanied by a duly signed letter, drafted in accordance with the template Annex 2, by the relevant Sports Team or Sports Association or Sports Club (printed on official letterhead paper or bearing the team's official seal or sent directly from the team's email address), in which the

¹ The legal ports of entry into the Republic of Cyprus are the airports of Larnaca and Paphos as well as the ports of Larnaca, Limassol, Latsi and Paphos, which are situated in the area under the effective control of the Government of the Republic of Cyprus.

intention of the team to travel to Cyprus for training purposes should be duly stated along with the total duration of the team's stay in Cyprus, the number of all delegates and the name of the foreign Travel Operator/Company with which the applicant will collaborate. This letter must be submitted electronically in pdf format addressed to nikikaragiorgi@visitcyprus.com along with the duly completed de minimis statement (hereby attached).

3. Applications, as well as all required supporting documentation, must be submitted ONLY electronically, addressed to nikikaragiorgi@visitcyprus.com.

F. ELIGIBLE COSTS AND FUNDING SUMS

➤ The cooperation will take the form of contribution fixed at the rate of 60% of the team's total expenditure on airline tickets (in economy class) and at the rate of 70% of the total expenditure on airline tickets (in economy class) for people with disabilities, provided that the conditions set out in paragraph D are met.

The team should have a minimum stay of 4 nights.

1. For the period between January 1st and February 28th, an additional 10% is granted to applications for overnight stays in the regions of Paphos, Limassol, Larnaca and Ammochostos and an additional 15% is granted to applications concerning overnight stays in the regions of Nicosia, Mountainous/Rural/Acric/Remote areas.
2. Teams with seven or more overnights are subject to receive an extra funding of 10%.
3. Teams with people with disabilities are subject to receive additional funding at the rate of 10% of the team's transportation costs.

Maximum grant amount: The maximum grant amount shall not exceed the amount of €5,000 (five thousand euros) per applicant team for all sports.

From countries in Southeast Asia, America, Australia, Canada and South Africa, the maximum grant amount shall not exceed the amount of €7,000 (seven thousand euros).

G. APPLICATION EVALUATION PROCEDURE

1. All applications will be assessed according to the order of their receipt at Deputy Ministry along with duly completed supporting documents and until exhaustion of the available funds.
2. When assessing applications and calculating the final approved grant amount the following criteria must be taken into account: the relevant sport, the final number of overnight stays, the size of the travelling party and the final chosen period of the team's visit to Cyprus for training purposes.

3. In the cases where a substantial deviation from the data submitted in the application by the applicant/beneficiary is observed, the Deputy Ministry of Tourism shall decrease the initially awarded grant amount.
4. It is noted that the grant amount as initially approved cannot be increased.

H. PROCEDURE FOR NOTIFYING APPLICANTS

1. Upon the assessment of all applications, the Deputy Ministry shall notify the applicants/beneficiaries of its decision in writing, stating the initial grant amount to be approved.
2. The beneficiaries must give a written consent on payment terms, making clear their compliance with all terms and conditions regarding the payment procedure and in the case where the beneficiaries do not submit all necessary documentation, the subsidy payment will be ceased.

I. TERMS, CONDITIONS AND GRANT PAYMENT PROCEDURE

1. Beneficiaries must submit the following documents to the Deputy Ministry for the payment of the approved financial aid:
 - (a) Tax invoice (it is clarified that Pro Forma invoices are not acceptable) with an identification number to be provided by the applicant to the Deputy Ministry of Tourism, stating the teams approved for financial support for the purposes of hospitality and training in Cyprus and the grant amount approved as adjusted according to the final number of overnight stays of the team, the final size of the travelling delegation and the final duration of their stay in Cyprus.
 - Beneficiary Address
 - Invoice number
 - Invoice Date
 - Name and Address of the Beneficiary's Bank
 - Bank Account Name (It must be the same as the one of the Beneficiary's)
 - IBAN number and SWIFT
 - (b) Annex 2 to be completed by the team AFTER their arrival in Cyprus.

This letter should be submitted electronically in pdf format addressed to nikikaragiorgi@visitcyprus.com.

- (c) Documents showing the cost of airline tickets, the Port of entry/exit from the Republic of Cyprus and the total number of the travelling party. Specifically the following must be submitted:
 - **Copy of original third party invoice issued to the team or to the beneficiary or flight tickets showing the dates of arrival and**

departure, flight numbers and the cost of the flight tickets.

- (d) A copy of the original invoice for the transportation costs of the team in which people with disabilities are included **to the beneficiary**.
2. In the cases where the beneficiary, within four months of the team's departure from Cyprus, does not submit all the required supporting documents, the Deputy Ministry of Tourism is not obliged to proceed with payment of subsidy.

J. VALIDITY OF THE SCHEME

The Plan is VALID on an annual basis with effect until December 31st of each year or until exhaustion of the available funds.

K. OTHER REGULATIONS

The present Subsidy Scheme may be modified/interrupted/terminated without prior notice unless otherwise decided by the Deputy Ministry of Tourism.

L. FURTHER INFORMATION

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ANNEX 1

APPLICATION FOR FINANCIAL SUPPORT WITHIN THE FRAMEWORK OF THE

SUBSIDY SCHEME TO FOREIGN TEAMS, CLUBS AND ASSOCIATIONS FOR TRAINING AND PREPARATION IN CYPRUS

BENEFICIARY:					
NAME OF TEAM (<i>in case it is not the beneficiary itself</i>):					
DURATION OF VISIT IN CYPRUS:					
From:		To:		Overnight Details:	
SIZE OF THE TRAVELLING DELEGATION (<i>number of people</i>):					
ATHLETES:		COACHING TEAM:		OTHERS:	
TRAINING FACILITY/AREA:					
TEAM'S HOTEL:					
NAME OF TRAINING FACILITY/SPORTS CENTRE:				REGION:	
TRAVEL AGENCY/TOUR OPERATOR RESPONSIBLE FOR ALL ARRANGEMENTS IN CYPRUS:					
SPORT:					
CONTACT DETAILS OF PERSON IN CHARGE:					
E-MAIL:					
TELEPHONE No:					
TEAM'S WEBSITE (<i>if applicable</i>):					
<u>Beneficiary Signature:</u>					

ANNEX 2

It shall be completed AFTER the team's departure from Cyprus.

Date:

To:
Deputy Ministry of Tourism

Subject: Payment of the approved grant amount for the arrival of team..... in Cyprus

We hereby confirm that our team "....." from
..... (*mention the country of origin*) was in Cyprus during the period
from.....until.....

The size of the travelling delegation was..... (*number of people*) and
stayed in the hotel(s):.....

Please find hereby attached the list of the names of the travelling delegation and
their position in the team.

Our team received training at..... (*state the name of
the sports centre/facility or the area for all sports held outside the sports facilities,
e.g. cycling, marathon*).

All arrangements for the team's visit to Cyprus were undertaken
by..... (*mention the name of the travel
agency or tour operator*).

Team Manager's Signature
or other authorized person:

.....
Name:.....
Position:.....
Email:.....

**FINAL LIST OF THE NAMES OF THE TRAVELLING DELEGATION THAT VISITED
CYPRUS**

To be completed and submitted AFTER the team's departure

Team's Name:

<u>FULL NAME</u>	<u>POSITION</u> (e.g., athlete, coach, physiotherapist, etc.)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
To be extended accordingly.	