

DEPUTY MINISTRY OF TOURISM

Subsidy Scheme (a) for the organisation of conferences and incentives (b) for undertaking incentive travel (c) for product launches in Cyprus (d) for the organisation of international competitions in Cyprus (De minimis)



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΤΟΥΡΙΣΜΟΥ

A. OBJECTIVE OF THE SCHEME

De Minimis Aid Rules

This scheme is being implemented by the Deputy Ministry of Tourism in accordance with the provisions of Regulation (EU) No. 2023/2831 of the Commission of December 18, 2023, regarding the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to minor state aid.

«De minimis aid» refers to low-value state aid that is exempt from the obligation to notify the European Commission because it is considered not to affect trade between Member States or to distort or threaten to distort competition within the internal market of the European Union. The total maximum amount of minor state aid that a single business can receive from all competent authorities of the Republic within any three-year financial period cannot exceed €300.000.

B. TERMS AND CONDITIONS

i. The date of the conference, corporate meeting/conference, product launch event, or international competition taking place in Cyprus must fall within the period from November 1 to April 30. In cases where the event is held in Lefkosia (Nicosia) district or in the Rural/Mountainous/Remote areas, the application will be reviewed independently of the implementation period.

ii. Accompanying members and children are not covered by the scheme, except in cases of people with disabilities, where accompanying members are considered as participants.

1. **Conferences/meetings of non-governmental, non-profit organisations/associations, and higher education/academic institutions with at least 75% of participants from abroad.**

For the purposes of this Scheme, eligible expenses include:

- Guided tours for participants or accompanying members
- Hospitality for speakers (airfare, accommodation and transportation to and from the airport)
- Transportation for tours during the conference
- Transportation for cases where the conference is held in a different province from the province where the participants reside
- Cost of interpretation services during the conference/meeting
- Cost of providing audio description for visually impaired individuals during the conference/meeting
- Sign language interpreter fees during the conference/meeting
- Rental of audiovisual and other equipment

2. **Corporate conferences and corporate incentive trips with at least 75% of participants from abroad.**

For the purposes of this Scheme, eligible expenses include:

- Guided tours or/and costs of team-building activities included in the Heartland of Legends route (www.heartlandoflegends.com)
- Transportation for excursions/team-building activities
- Airfares for participants
- Accommodation and meals for participants

3. **Product Launch Events in Cyprus**

For the purposes of this Scheme, eligible expenses include:

- Airfares for participants (company executives, journalists, bloggers, vloggers, celebrities, models, etc.) from abroad
- Accommodation for participants (company executives, journalists, bloggers, vloggers, celebrities, models, etc.) from abroad
- Rental of the venue where the product launch will take place
- Fees for the local advertising company

4. **International Competitions held in Cyprus relating to Special Interest Tourism mentioned in the National Tourism Strategy (e.g., wine and gastronomy competitions, etc)**

For the purposes of this Scheme, eligible expenses include:

- Airfares for the judges of the competition
- Accommodation for the judges of the competition
- Official dinner
- Rental of the venue where the competition will take place
- Costs for excursions (bus or car, guide) for the judges of the competition

C. ELIGIBLE APPLICANTS

1. **Eligible applicants for organizing conferences/meetings of non-governmental, non-profit organisations/associations and higher education/academic institutions:**

- a. Non-governmental, non-profit organisations, agencies, associations, companies, societies, and foundations that are registered as non-profit entities with the Registrar of Societies and Foundations.
- b. Higher and Post-Secondary Educational Institutions and Academic Institutions registered with the Registrar of Companies in Cyprus (including public universities).

- c. Organisations, associations, companies, societies, and foundations from abroad that are duly registered as non-profit in the countries from which they originate and possess the necessary official registration certificates.
- d. Higher and Post-Secondary Educational Institutions and Academic Institutions from abroad that are duly registered in the countries from which they originate and possess the necessary official registration certificates.

Non-eligible: Government Services, Ministries and Departments of Ministries, Semi-Governmental Organisations and Councils, Independent Services of the Republic of Cyprus, Public Services and Public Non-profit Organisations, Local Authorities, Political Parties, Associations, Companies, Foundations, and Entities whose main financial resources come from the Government budget, as well as partner meetings held under European programs.

2. **Eligible applicants for organizing corporate conferences and corporate incentive trips:**
 - a. Licensed tourism and travel agencies from abroad (refer to section Z2.A)
 - b. Companies from abroad (refer to section Z2.B)
3. **Eligible applicants for product launch events:**
 - a. Companies from abroad launching any product for the international market for the first time in Cyprus with the presence of journalists/bloggers/vloggers from abroad.
 - b. Companies based in Cyprus launching any product for the international market for the first time with the presence of journalists/bloggers/vloggers from abroad.
4. **Eligible applicants for international competitions held in Cyprus:**
 - a. Registered professional and other associations of special forms of tourism, e.g., Association of Chefs, CSTI, that organize international competitions related to their profession as part of their activities.

D. ELIGIBLE EXPENSES AND SUBSIDY AMOUNT

1. **Conferences / Meetings of Non-Governmental, Non-Profit Organisations / Associations and Higher / Tertiary Educational / Academic Institutions**
 - a. **The maximum subsidy amount per case is as follows:**
 - i. For conferences up to 100 participants - €2.000
 - ii. For conferences from 101 to 200 participants - €4.500
 - iii. For conferences from 201 to 400 participants - €8.500
 - iv. For conferences from 401 to 600 participants - €12.500
 - v. For conferences from 601 to 700 participants - €15.000
 - vi. For conferences from 701 to 800 participants - €17.000
 - vii. For conferences from 801 to 1000 participants - €22.000
 - viii. For conferences exceeding 1000 participants - €30.000
 - b. **The subsidy calculation will take into account the following criteria and will be based on eligible expenses mentioned below and the maximum amount as the case may be:**
 - The month in which the conference/meeting is held
 - The location where the conference/meeting takes place

- The area where the conference is held
- Accessibility of the conference/meeting for people with disabilities
- c. In case of approval of financial support, the amount of the financial support will be calculated based on the supporting documents and invoices submitted, as well as on-site inspections.
- d. **Eligible Expenses**
For purposes of calculating and paying the financial support, a percentage will be granted for the following eligible expenses, considering the maximum amounts indicated per case:
 - i. Guided tour by a licensed guide with a maximum amount of €150 / tour
 - ii. Bus with a maximum amount of €400 / per bus. Note that the appropriate number of buses must be used according to the number of participants
 - iii. Airfare for speakers with a maximum amount of €600 from European countries and Middle Eastern countries, and €900 from any other destination.
 - iv. Accommodation for speakers with a maximum amount of €80 per night for the days the conference/meeting is held.
 - v. Dinner/lunch for participants with a maximum amount of €40 / person
 - vi. Venue rental for the conference/meeting
 - vii. Rental of audiovisual and other equipment.
 - viii. The following expenses will be covered at 80% of the total cost per case:
 - i. Interpreter
 - ii. Sign language interpreter
 - iii. Acoustic translation cost

2. Corporate Conferences and Incentive Travel

- a. **The subsidy calculation will take into account the following criteria:**
 - i. The month of the event
 - ii. The location of the event
 - iii. The number of overnight stays
 - iv. Whether the conference/meeting has previously been held in Cyprus
 - v. Accessibility of the conference/meeting for people with disabilities
- b. The maximum subsidy amount per case is €20.000
- c. The event must take place during the period from November to April
- d. In case of subsidy approval, the final subsidy amount will be calculated based on the final supporting documents submitted.
- e. **Eligible Expenses**
For purposes of calculating and paying the financial support for the following eligible expenses, the maximum amounts indicated will be taken into account:
 - i. Guided tour and/or cost of group activities (team building activities) included in the Heartland of Legends route, with a maximum amount of €150/day for a guided tour and €30/person/activity for team building activities.

- ii. Bus for the tour/group activities with a maximum amount of €400 per bus. Note that the appropriate number of buses must be used based on the number of participants.
- iii. Airfare for participants with a maximum amount of €600 from European countries and Middle Eastern countries, and €900 from any other destination.
- iv. Accommodation for participants with a maximum amount of €80 per night for the days the conference/meeting is held.
- v. Dinner/lunch for participants with a maximum amount of €40 / person
- vi. The following expenses will be covered at 80% of the total cost per case:
 - i. Interpreter
 - ii. Sign language interpreter
 - iii. Acoustic translation cost

3. Product Launch Events in Cyprus

- a. **The subsidy calculation will take into account the following criteria:**
 - i. Number of journalists/bloggers, etc., coming from abroad
 - ii. The country or countries of the product launch
 - iii. Media of promoting the launch
- b. The maximum subsidy amount per case is €30.000
- c. The event must take place during the period from November to April
- d. At least two journalists from foreign media must be present at the product launch event, and they are required to publish an article abroad.
- e. In cases where the product launch event is part of a corporate conference without the presence of foreign journalists, the subsidy will be calculated according to the provisions for conferences as described in this plan.
- f. **Eligible Expenses**

For purposes of calculating the financial support, the following eligible expenses will be considered, taking into account the maximum amounts listed below:

 - i. Airfares for participants (company executives, journalists, bloggers, vloggers, celebrities, models, etc.) from abroad with a maximum amount of €600 from European countries and Middle Eastern countries, and €900 from any other destination.
 - ii. Accommodation for participants (company executives, journalists, bloggers, vloggers, celebrities, models, etc.) from abroad with a maximum amount of €80/night.
 - iii. Rental of the venue where the product launch event will be held.
 - iv. Payment to the local advertising company.

Accompanying members and children are not covered by the Plan.

4. International Competitions held in Cyprus

- a. The maximum subsidy amount per case is €10.000
- b. The competition must take place during the period from November to April

- c. In case of approval of the grant, the final amount of financial support will be calculated based on the final supporting documents submitted.
- d. Eligible Expenses
For purposes of calculating and paying the financial support, the following eligible expenses will be considered, taking into account the maximum amounts listed below:
 - i. Guided tour by a licensed guide with a maximum amount of €150 / tour
 - ii. Bus with a maximum amount of €400 per bus. Note that the appropriate number of buses must be used based on the number of participants
 - iii. Airfare for judges with a maximum amount of €600 from European countries and Middle Eastern countries, and €900 from any other destination.
 - iv. Accommodation for judges with a maximum amount per night of €80 for the days the event is held.
 - v. Dinner/lunch for foreign invitees with a maximum amount of €40 / person
 - vi. Rental of the venue where the competition will be held
 - vii. Rental of audiovisual and other equipment
 - viii. Accompanying members and children are not covered by the Plan.

Z. SPECIAL TERMS, CONDITIONS, AND OBLIGATIONS

1. For the organisation of conferences/meetings of non-governmental, non-profit organisations/associations and higher education/academic institutions:
 - a. In case of approval for financial support, it is required that the beneficiary agrees to maintain a list of participants in the conference, including their names, country of usual residence, the organisation they represent, and the signatures of the participants. This list should be submitted to the Ministry of Tourism after the conclusion of the conference/meeting.
 - b. In case of approval for financial support, it is required that the beneficiary agrees to subsidise the Deputy Ministry of Tourism the right to have 1-2 representatives attend the conference/meeting free of charge, upon request by the Deputy Ministry of Tourism.
 - c. In case of approval for financial support, it is required that the beneficiary agrees to the participation of research staff from the Deputy Ministry of Tourism during the conference for the purpose of collecting data on conference tourism, upon request by the Ministry of Tourism.
 - d. In case of approval for financial support, the mention of the Deputy Ministry of Tourism on the conference website as a sponsor of the conference/meeting, and the display of the Deputy Ministry of Tourism and Cyprus Convention Bureau logos, which will link to the Ministry's website www.visitcyprus.com, is an obligation of the beneficiary. The logos will be

sent to the beneficiary by the Deputy Ministry of Tourism electronically with the letter confirming the approval of financial support for the conference.

- e. In case of approval for financial support, the display of the Deputy Ministry of Tourism's logo, the Cyprus Convention Bureau's logo, and the #visitcyprus hashtag on the official program, printed materials, banners, and electronic media of the conference/meeting, where the Deputy Ministry of Tourism will be mentioned as a sponsor, is an obligation of the beneficiary.
- f. In case of approval for financial support, the display of the promotional video of Cyprus during the conference/meeting and its appearance on the conference/meeting website is an obligation of the beneficiary.
- g. The Cyprus Convention Bureau of the Deputy Ministry of Tourism conducts an anonymous electronic satisfaction survey for selected conferences each year. In case of approval for financial support, it is required that the beneficiary agrees, if requested, to send an email to all international participants, which will include the link to the online survey. The results concerning the specific conference/meeting will be communicated to the beneficiary. The beneficiary will be informed whether the conference they are organizing has been selected for the survey before its conclusion, and will be responsible for sending the related email immediately after the conference.
- h. In case of approval for financial support, it is required that the beneficiary agrees to participate in the process of collecting statistical data on conference tourism and incentive travel for the Deputy Ministry of Tourism, as defined in the Questionnaire that will be sent during the statistical research.

It is understood that any beneficiaries who do not participate in the process of collecting statistical data will be deemed not interested in participating in the Deputy Ministry of Tourism's Incentive Schemes, and will therefore be ineligible to apply for financial support through the Deputy Ministry's various Subsidy Schemes or other related conference and incentive travel grants, calls, assignments, or collaborations with the Deputy Ministry.

It is further understood that in case of non-participation in the statistical data collection process, the Deputy Ministry reserves the absolute right to cancel the approved financial support amount or claim any financial support amount that has been paid.

- i. In case of approval of financial support, the Conference/Meeting must meet the goals of the National Tourism Strategy 2030, specifically being organized outside the peak period for coastal areas, technologically upgraded, and contributing to sustainable development (not harming the natural environment, utilizing local communities, local products, etc.).

2. For the organisation of corporate conferences and incentive travel:

- a. In cases where the applicant is a licensed Tourism and Travel Agency from a country within or outside the European Union, in accordance with the provisions of Article 6-(1) of the Tourism and Travel Agencies and Guides

Law of 1995 (No. 2) of 2013, the applicant cannot carry out the activities referred to in Article 3 of the above-mentioned Law on a regular or permanent basis in the Republic, and therefore, the applicant must be represented by a licensed Cypriot Tourism and Travel Agency.

- b. In cases where the applicant is from a country outside the European Union, and is professionally engaged in conference tourism for compensation, according to Article 3 of the Tourism and Travel Agencies and Guides Law of 1995 until 2013, the activities referred to in the above-mentioned article can only be carried out by licensed local tourism and travel agencies, and therefore, the applicant must be represented by a licensed Cypriot Tourism and Travel Agency.

If the applicant is a company from a country within or outside the EU and is organizing a conference for its own purposes and not professionally or for compensation, there is no requirement to be represented by a licensed Tourism and Travel Agency.

3. For product launch events:

The applicant must:

- a. Hold a press conference in Cyprus with the presence of foreign journalists, where: i. Special mention will be made of the financial support of the Ministry and Cyprus as a tourist destination.
- b. Place the Deputy Ministry's logo and/or the Cyprus Tourism logo and the #visitcyprus hashtag on the press wall of the event.
- c. Mention the financial support of the Deputy Ministry in press releases to foreign media.
- d. Mention the financial support of the Deputy Ministry in all social media posts and on the official company website, with a reference (tag) to the official Ministry account (@VisitCyprus.cy).
- e. Send at least one invitation to the Deputy Ministry of Tourism for the event.

4. For International Competitions:

- a. Place the Deputy Ministry's logo and/or the Cyprus Tourism logo on brochures, press walls, etc.
- b. Mention the support of the Deputy Ministry of Tourism for the competition in announcements.
- c. Mention the financial support of the Ministry in all social media posts (SMP) and on the official company website, with a reference (tag) to the official Deputy Ministry account (@VisitCyprus.cy).
- d. Send at least one invitation to the Deputy Ministry of Tourism.

H. GENERAL TERMS, CONDITIONS, AND OBLIGATIONS

1. Applications must be submitted to the Deputy Ministry of Tourism at least one month before the event's start date (refer to Paragraph Θ).
2. The approval of financial support must be secured from the Deputy Ministry before the event begins.
3. In case of approval for financial support, it is not permitted to secure additional financial support from the Ministry or any other public authority or organisation for the same event or action.
4. Applications will be examined in order of priority, based on the submission date to the Deputy Ministry, and until the available credits in the Ministry's annual budget are exhausted.
5. The Deputy Ministry of Tourism will handle all documents and information received in relation to the Subsidy Scheme as personal and confidential and will not publish or disclose any submitted information without the prior written consent of the applicant.
6. Applicants for the mentioned Subsidy Scheme fully accept all terms, conditions, obligations, and provisions it contains.
7. The Deputy Ministry reserves the right to request additional information where deemed necessary.
8. It is noted that the Ministry of Tourism will carry out checks to verify the information submitted in the application. In cases where discrepancies are found between the submitted information and the actual data, the subsidy will be revoked, and the applicant will be excluded from the Ministry's Subsidy Schemes.

Θ. APPLICATION SUBMISSION

Applications must be sent, along with the following documents, only to the email address ccb incentives@visitcyprus.com :

1. For organizing conferences/meetings of non-governmental, non-profit organisations/associations and higher education/academic institutions, the applicant must submit:
 - a. The completed relevant application in Annex A1.
 - b. An official letter on official letterhead informing the Ministry of Tourism about the conference/meeting being held in Cyprus, including brief details of the conference.
 - c. The completed Declaration of a Single Business, attached as Annex B, with the relevant model included in the Regulatory Administrative Act issued by the State Aid Control Commissioner, KDP 62/2014, under the authority of Article 25 of the State Aid Control Laws of 2001 to 2009 and Regulation 2 of the State Aid Control Regulations (De Minimis Aid) of 2009 and 2012. Please consult Annex C (NACE Codes) when completing this.

2. For organizing corporate conferences and incentive travel:
 - a. The completed relevant application in Annex A2.
 - b. An official letter on official letterhead informing the Deputy Ministry of Tourism about the conference/meeting being held in Cyprus, including brief details of the conference.
 - c. The applicant must submit the completed Declaration of a Single Business as in Annex B, with the relevant model from the Regulatory Administrative Act issued by the State Aid Control Commissioner, KDP 62/2014, under the authority of Article 25 of the State Aid Control Laws of 2001 to 2009 and Regulation 2 of the State Aid Control Regulations (De Minimis Aid) of 2009 and 2012. Please consult Annex C (NACE Codes) when completing this.

3. For product launch events:
 - a. The completed relevant application in Annex A3.
 - b. The final or preliminary program prepared for the group to be hosted in Cyprus.
 - c. The final or preliminary list of participants, with the role of each participant indicated.
 - d. The applicant must submit the completed Declaration of a Single Business, attached as Annex B, with the relevant model from the Regulatory Administrative Act issued by the State Aid Control Commissioner, KDP 62/2014, under the authority of Article 25 of the State Aid Control Laws of 2001 to 2009 and Regulation 2 of the State Aid Control Regulations (De Minimis Aid) of 2009 and 2012. Please consult Annex C (NACE Codes) when completing this.

4. For International Competitions:
 - a. The completed relevant application in Annex A4.
 - b. An official letter on official letterhead informing the Deputy Ministry of Tourism about the competition being held in Cyprus, with brief details of the competition.
 - c. The final or preliminary program prepared for the competition.
 - d. The applicant must submit the completed Declaration of a Single Business, attached as Annex B, with the relevant model from the Regulatory Administrative Act issued by the State Aid Control Commissioner, KDP 62/2014, under the authority of Article 25 of the State Aid Control Laws of 2001 to 2009 and Regulation 2 of the State Aid Control Regulations (De Minimis Aid) of 2009 and 2012. Please consult Annex C (NACE Codes) when completing this.

Only properly completed applications accompanied by the above documents will be considered.

Confirmation of receipt of applications is the sole responsibility of the applicant

L. REQUIRED DOCUMENTS FOR THE DISBURSEMENT OF FINANCIAL SUPPORT

All claims for the disbursement of financial support must be received by the Deputy Ministry of Tourism no later than one month from the date of the event's conclusion. Any delay may result in the forfeiture of the financial support.

The following documents must be submitted to the Deputy Ministry of Tourism after the completion of the conference/meeting/event:

1. **For the disbursement of the subsidy for organizing conferences/meetings of non-governmental, non-profit organisations/associations and higher/tertiary educational/academic institutions, the applicant must submit:**
 - a. An official letter on official letterhead, which includes:
 - i. The final result of the conference/meeting.
 - ii. Evaluation of the services provided by the hotel/venue where the conference/meeting took place and the social program (excursions, restaurants, etc.).
 - iii. A list of participants in the conference.
 - iv. A request for the disbursement of financial support based on the documents mentioned in the Scheme.
 - b. An invoice from the applicant (excluding VAT).
 - c. Invoices from third parties and proof of their payment, relating to the eligible expenses as listed above. Note that invoices from travel agencies must separately indicate the cost of each eligible expense. Invoices from third parties that are not proper tax invoices are not accepted.
 - d. A bank account statement from the recipient showing the cheque numbers, bank transfers, and payments by credit card used to settle the invoices. Payments in cash are not accepted for subsidy purposes as there is insufficient documentation and audit trail.
 - e. The final list of registrants, including the names of participants, country of usual residence, and the organisation they represent. The Deputy Ministry may request organizers to send random confirmation emails to participants to verify their attendance.
 - f. Photos from the conference/meeting.
 - g. The Responsible Declaration in Appendix D, signed by the recipient.
 - h. The completed questionnaire for the Statistical Conference Tourism Data Survey in Appendix E.
 - i. Documentation proving the organizer's compliance with the obligations outlined in Paragraph Z.1 above, such as:
 - i. A screenshot of the conference/meeting website showing the Deputy Ministry of Tourism as a sponsor, with logos of the Deputy Ministry of Tourism and Cyprus Convention Bureau linking to the Deputy Ministry's website.
 - ii. A screenshot of the conference/meeting website showing the promotional video of the Deputy Ministry of Tourism.

- iii. A copy of the conference/meeting program and other materials showing the logos of the Deputy Ministry of Tourism and Cyprus Convention Bureau.
- iv. Photographic material with conference/meeting banners displaying the logos of the Deputy Ministry of Tourism and Cyprus Convention Bureau.

2. For the disbursement of the subsidy for organizing corporate conferences and incentive travel:

- a. An invoice from the applicant to the Deputy Ministry of Tourism.
- b. Original invoices from third parties, covering the eligible expenses as mentioned above. Note that invoices from travel agencies must separately show the cost of each eligible expense. VAT is not considered an eligible expense.
- c. The final Rooming List printed from the booking system of the hotel(s) where the accommodation took place.
- d. An official letter from the recipient on official letterhead, which includes:
 - i. The final result of the incentive trip. Evaluation, e.g., of the services offered by the hotels, local travel and tourism agency, restaurants, and other places used during the group's stay in Cyprus.
 - ii. The nominal list of participants, noting beside each name the names of accompanying members/children, if applicable.
 - iii. A Rooming List of the hotel(s) showing accommodation, excluding accompanying members and children.
- e. A screenshot from the conference/meeting website showing the Deputy Ministry of Tourism as a sponsor, with logos linking to the Deputy Ministry's website.
- f. A screenshot of the conference/meeting website showing the Deputy Ministry of Tourism's promotional video.
- g. A copy of the conference/meeting program and other conference materials showing the Deputy Ministry of Tourism and Cyprus Convention Bureau logos.
- h. Photographic material of the conference/meeting banners displaying the Deputy Ministry of Tourism and Cyprus Convention Bureau logos.
- i. The Responsible Declaration in Appendix D, signed by the recipient.
- j. The completed questionnaire for the Statistical Conference Tourism Data Survey in Appendix E.

3. For the disbursement of the subsidy for a product launch event:

- a. An invoice from the applicant to the Deputy Ministry of Tourism.
- b. Invoices from third parties covering at least the amount of the grant. Note that invoices from travel agencies must separately show the cost of each eligible expense. VAT is not considered an eligible expense.
- c. An official letter from the recipient on official letterhead, which includes:
 - i. The final result of the product launch event. Evaluation, e.g., of the services provided by the hotels, local travel and tourism office, restaurants, and other places used during the event.
 - ii. The nominal list of participants, noting the names of accompanying members/children, if applicable.

- d. Links proving the promotion of Cyprus and the Ministry on Social Media.
 - e. Photographic material/videos (e.g., press wall photos, press conference) proving the promotion of Cyprus and the Deputy Ministry of Tourism.
 - f. The Responsible Declaration in Appendix D, signed by the recipient.
- 4. For the disbursement of the subsidy for international competitions:**
- a. An invoice from the applicant to the Ministry of Tourism.
 - b. Invoices from third parties covering at least the amount of the grant. Note that VAT is not an eligible expense.
 - c. An official letter from the recipient including:
 - i. The final result of the competition.
 - ii. Evaluation of the services provided.
 - iii. A nominal list of participants.
 - d. Links proving the promotion of Cyprus and the Deputy Ministry on Social Media.
 - e. Photographic material proving the promotion of Cyprus and the Deputy Ministry of Tourism.
 - f. The Responsible Declaration in Appendix D, signed by the recipient.

The subsidy amount will be disbursed to the recipients only upon submission of all the above documents and if all terms, conditions, obligations, and provisions of the Scheme are met.

If all the required documents are not submitted in full, the payment process will be discontinued.

The Deputy Ministry of Tourism reserves the right to investigate the submitted documents and data and request additional clarifications or the submission of further documents and data.

It is understood that in the event the Deputy Ministry of Tourism finds that false information has been submitted by the recipients or that any terms, conditions, obligations, or provisions of the Scheme have not been complied with, the Deputy Ministry reserves the right to cancel the approved amount of financial support or demand the return of any financial support already disbursed.

Additionally, in such cases, beyond other sanctions, offenders will be excluded from participating in any future offered Incentives Schemes and related conference and incentive travel tourism grants, calls, assignments, or collaborations with the Deputy Ministry.

M. SCHEME VALIDITY

The Scheme will be valid annually until December 31 of each year or until the relevant credits are exhausted. It will automatically renew for the following year unless otherwise decided by the Ministry.



The Scheme may change without notice. Please refer to the Deputy Ministry of Tourism's website for updates - www.visitcyprus.com - Discover Cyprus - Cyprus Convention Bureau or directly at www.cyprusconventionbureau.org

N. FURTHER INFORMATION

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