



Non-profit organisation - Application for financial aid for labour costs in relation with the management of a tourism infrastructure - COVID-19 - Year 2020



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1. Input

Fields marked with an * are compulsory

Information about the applicant body

Name of the applicant body*:

National identification number*:

Legal form*:

Non-profit association

Postal address*:

Postcode*:

Town/city*:

Phone number*:

Website*:

Person in charge of the applicant body

First name and surname*:

Function*:

Email address:

Phone number*:



Person responsible for the application for financial aid

First name and surname*:	<input type="text"/>		
Email address:	<input type="text"/>		
Phone number*:	<input type="text"/>		
Postal address*:	<input type="text"/>		
Postcode*:	<input type="text"/>	Town/city*:	<input type="text"/>

Applicant body's bank account details

Account holder:	<input type="text"/>
BIC code:	<input type="text"/>
IBAN code:	<input type="text"/>

Management of tourism infrastructures

Fields of activity (please complete the table)

Infrastructure	Opening period in 2020	Number of workers employed and their occupancy rate

Calculation of the amount of the subsidy

Month	Number of FTE (full-time equivalent positions) in activity	Aid / FTE	Total amount of the financial aid applied for
June 2020		1.250 €	
July 2020		1.250 €	



Month	Number of FTE (full-time equivalent positions) in activity	Aid / FTE	Total amount of the financial aid applied for
August 2020		1.250 €	
September 2020		1.250 €	
October 2020		1.250 €	
November 2020		1.250 €	

Conditions:

- The non-profit association must be managing a tourist accommodation establishment, a tourist site or a tourist offer in a professional manner
- The association was already operating the infrastructure for which it is applying for the subsidy before 15 March 2020 and is operating it during the month for which the subsidy is applied for
- The association must be affiliated as an employer to the Centre commun de la sécurité sociale (CCSS)
- The following is not taken into account for the calculation of the financial aid:
 - FTEs engaged in the framework of an employment reintegration measure
 - FTEs on short-time working
 - Students hired by the association
- Voluntary work is not taken into account
- Special state aid "COVID 19" received from other ministries will be deducted from the current subsidy
- Any additional aid granted by an agreement by the Ministry of the Economy or any other ministry in respect of payroll expenses will be deducted from the current subsidy
- The financial aid can reach a maximum of EUR 10,000 per month for non-profit associations with less than 10 employees, EUR 50,000 per month for non-profit associations with up to 50 employees and EUR 100,000 per month for non-profit associations with more than 50 employees

2. Supporting documents

Supporting documents:

- A document detailing the monthly staff costs
- A certificate of affiliation to the CCSS for each of the employees in active employment during the month for which the financial aid is requested
- A record of the association's staff in active employment during the month for which the subsidy is requested and the occupancy rate for the month for which the request is made

Additional documents to be provided with the first application:

- Articles of association of the non-profit association as filed with the RCS
- A statement of subsidies received from other ministries and copies of agreements with other ministries
- Balance sheet and profit and loss accounts 2019 as voted at the last general meeting
- The projected budget for 2020 as voted at the last general meeting and the corrected projected budget as at 31 July 2020



3. Time limits

The application file, completed, dated and signed by a person authorised to commit the association as well as all supporting documents, must be submitted at the latest on:

15 September 2020 for the months of June, July and August 2020;

31 October 2020 for the month of September 2020;

30 November 2020 for the month of October 2020;

15 December 2020 for the month of November 2020

4. Signature

Fields marked with an * are compulsory

By signing the document, the applicant certifies that the data provided are correct

Town/city*:

Date*:

First name and surname*:

Handwritten signature*:
(or electronic signature)

How to submit the form

Please send the duly completed and signed form along with the supporting documents by

email to covid19.tourisme@eco.etat.lu, or

by post to

Ministère de l'Économie

Direction générale du tourisme

Aides financières et comptabilité

B.P. 86

L-2937 Luxembourg