



## Communal administration or non-profit association - Application for a subsidy for an activity to promote national tourism



Application by a communal administration or non-profit association (*association sans but lucratif* - asbl) for a subsidy for an activity to promote national tourism

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### 1. Application details

Fields marked with an \* are mandatory

#### Information about the applicant body

Name of the applicant body\* :

National identification number\* :

Legal form\* :

Communal administration

Non-profit association

Address\* :

Postcode\* :

City\* :

Telephone number\* :

Website URL\* :

#### Person in charge of the applicant body

First name and surname\* :

Job title :

Email address :

Telephone number\* :

#### Person in charge of the subsidy application

First name and surname\* :

Email address :

Telephone number\* :



Address\* :

Postcode\* :

City\* :

### Applicant body's bank account details

Account holder :

BIC code :

IBAN code :

### Tourism region in which the applicant body is located

- Luxembourg Ardennes Region
- Mullerthal Region-Luxembourg's Little Switzerland
- Central & West Region
- Southern Region
- Luxembourg Moselle Region
- Luxembourg City

### Essential information

Subsidy requested for (tick only one box)\* :

- Tourism-related event
- Sporting event tied to tourism
- Cultural event tied to tourism
- Costs incurred while participating in a fair or attending a convention or training course in connection with a tourism-related activity
- Advertising costs (printing of flyers, brochures, city maps, implementation of a graphic charter)
- Other tourism-related project

## 2. Description of the project

Name of project\* :

Date of implementation\* :

Place of implementation\* :



Detailed description of the activity for which the subsidy is being requested\* :

Describe how the project is expected to benefit tourism\* :

Describe the intended audience\* :

### 3. Participation of third parties in the funding of the project

Body/Administration				Total (€)
Ministry of the Economy ( <i>Ministère de l'Économie</i> )				
Other ministries				
Commune				
Sponsors				
Total (€)				



## 4. Supporting documents

### a. For applications submitted before the event

- Draft project budget, including firm quotations

### b. After the event

- Financial statements showing receipts and expenses<sup>1</sup>
- Receipted invoices and proof of payment
- Documents illustrating the implementation of the project (press kit, activity report, photos, videos, posters, etc.)

<sup>1</sup>) Applies only to applications for subsidies for events.

## 5. Requirements

- The application for the subsidy must be submitted at least **3 months before** the actual implementation of the project.
- The subsidy may only be used to cover costs and expenses related to the purpose of the application.
- All public descriptive, informational or advertising documents must acknowledge the support of the Ministry of the Economy's General Directorate for Tourism and include its website address and the ministry's logo.
- When publishing a brochure (printing of flyers, brochures, city maps):
  - If the applicant has its own graphic charter, it should be used in conjunction with the *Visit Luxembourg* logo
  - If the application does not have a graphic charter, the National Tourist Board's graphic charter should be used in conjunction with the *Visit Luxembourg* logo
- Applications for subsidies cannot be processed if the form is incomplete or if requested documents are missing

## 6. Signature

Fields marked with an \* are mandatory

The signature below certifies the compliance of the information provided herein

Place\* :

Date\* :

First name and surname\* :

Signature\* :

### How to submit the form

Please send the completed and signed form along with the supporting documents by email to [aides.tourisme@eco.etat.lu](mailto:aides.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