



Tourist information offices - Application for an annual subsidy



Application for an annual subsidy by tourist information offices working to promote tourism (to be submitted no later than 15 December of the year following the year for which the subsidy is being requested)

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1. Application details

Fields marked with an * are mandatory

Information about of the applicant body

Name of the applicant body* :

National identification number* :

Address* :

Postcode* : City* :

Telephone number* :

Website URL* :

Person in charge of the applicant body

First name and surname* :

Job title* :

Email address :

Telephone number* :

Address* :

Postcode* : City* :

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 :

2. Year for which the subsidy is being requested

Year* :

3. Composition of the Board of Directors

Chair* :

Vice-Chair* :

Secretary* :

Treasurer* :



4. Management of tourism infrastructure

Fields of activity	Opening period	Number of visitors and overnight stays, as applicable	Does the infrastructure have any of the following labels: 1. EureWelcome 2. Bed&Bike 3. Ecolabel	Number of full-time employees
Reception desk				
Campsite				
Guesthouse (gite)				
Swimming pool				
Museum				
Maintenance of walking trails*				
Tourist attractions				
Other				

* Applications for subsidies for the maintenance of walking trails are to be submitted using a separate form; see <https://guichet.public.lu/en/entreprises/financement-aides/aides-tourisme.html>

5. Mandatory documents

- Activity report for the year for which the subsidy is being requested (as presented at the most recent general meeting)
- Financial report for the year for which the subsidy is being requested (with the income and expenditure accounts and the final balance sheet, as submitted to the general meeting)
- Draft budget for the current year, as submitted to the general meeting
- If applicable, copies of leaflets, brochures and other publications
- Articles of association of the NPO
- Bank account identification document
- Statement of expenses
- Proof/certificates of participation in two continuing education sessions organised by the Regional Tourist Office (ORT) or any other tourism-related training



6. Tourism-related events during the year for which the subsidy is being requested

a) Please list all tourism-related events organised:

Tourism-related events	Number of participants

b) Is the tourist information office a member of a Regional Tourist Board?

- ☐ Yes, the Regional Tourist Board
- Annual membership fee:
- ☐ No

c) List any collaborations with the Regional Tourist Board and the region's *Entente touristique* (tourism association) during the year for which the subsidy is being requested:

d) As part of the tourist office's tourism-related activities, have you ever participated in training offered by a Regional Tourist Board or any other organisation (e.g. language classes)? If yes, please explain.

e) In which areas do you think training would be useful in the future?



7. 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, or by post to:

Ministère de l'Économie

Direction générale du tourisme

Aides financières et comptabilité

B.P. 86

L-2937 Luxembourg