

## Fukuoka Convention & Visitors Convention Bureau Subvention Schedule

As of April 1<sup>st</sup>, 2017

### ① Convention Subvention Pre-Application

Must be submitted any time before convention site is selected.

### ② Subvention Application

Please submit your application by the end of February of a year prior to your convention.

(e.g. 1) Your convention is in January~March → February of a year prior to your convention

(e.g. 2) Your convention is in April~December → February of your convention year

If a granted convention declines the subvention, or scheduled subvention amount was reduced, we may advertise for additional applications. If you wish to be included in an additional application, please send your application by the end of July. We will notify you in the beginning of August whether we will have another evaluation meeting or not.

### ③ Subvention Grant Result

Evaluation is done by the 3<sup>rd</sup> party auditors, and is held every March for careful consideration. Result is sent by the end of March.

In the event we call for additional applications, the result is sent by the end of August.

### ④ Actual Performance Report

Please submit a performance report that includes actual number of attendees, and other related documents within 30 days of convention conclusion.

### ⑤ Finalization of Subvention

After confirming the submitted documents, subvention approval notice with the amount of granted money will be sent.

Please submit an invoice according to the approval notice.

### ⑥ Receiving Subvention

After receiving an invoice, subvention will be deposited to the designated bank account.

(Note1) We can deposit the money directly to your vendor. (meeting room rental, etc.)

(Note2) We can prepay part of subvention according to an invoice or receipt from the expense that occurred pre-convention. (printing, meeting room rental deposit, etc.)

Please contact our staff for detail.

Sample Subvention Schedule

