

FY2022 Fukuoka Convention & Visitors Bureau  
Meeting and Incentive Tour Subsidy Application Guidelines

## 1 Business Objectives

With the Covid-19 and Post Covid-19 situations, the burden on organizers has increased due to higher unit costs and increased costs for safety measures, etc., resulting from a decrease in the number of event participants. The objective of this MI subsidy is to reduce the burden on organizers, and to promote the holding of meetings and incentive tours in Fukuoka City. And to support tourism and MICE businesses that have been severely affected by the Covid-19.

## 2 Assistance Targets

### (1) Target MICE

Type	Requirements
Meetings: (Meetings, training, etc. conducted by companies, etc.)	Those that meet all of the following criteria · Meetings, training, receptions, etc. held at MICE facilities (※1)in Fukuoka City. · Meetings, etc., with participants staying for a total of 15 nights or more in Fukuoka city.
Incentive tours: (Incentive tours, study tours, carried out by companies for company employees etc.)	

※1 Conference facilities, hotel banquets, event venues, etc. (Excluding those owned or operated by the organizer, applicant, or its affiliates.)

※To prevent the spread of Covid-19 infection, please take appropriate safety measures by complying with the "Event Manual for Safety and Security"(Japanese language pamphlet), formulated by Fukuoka City and the guidelines set out by industry associations and other organizations. In addition, we recommend that participants download the "Ministry of Health, Labor and Welfare Contact Confirmation Application (COCOA) for Covid-19" and that they keep track of their names, addresses, contact information, etc., and provide this information to public institutions such as health centers as necessary.

※The following events are NOT eligible to apply.

- Organized or co-sponsored by the national or local government.
- Those events that will receive financial subsidies from Fukuoka City based on a system other than this support system.
- Those that are supported by the national government or local governments, etc., and for which eligible expenses are duplicated.
- Simple parties or banquets (e.g. reunions, year-end parties, New Year parties, thank-you parties, etc.)
- Events organized for political or religious reasons.
- Events that are held for purposes that are illegal or against public order and morals.
- Events involving organized crime groups or those with close ties to organized crime groups.
- Events we consider could be related to money laundering, or financial irregularities.

(2) Amount of support and maximum amount

① For meetings and domestic incentive tours:

2,000 JPY per participant multiplied by the number of nights of stay in Fukuoka city, up to a maximum of 500,000 JPY.

② For overseas incentive tours:

5,000 JPY per participant multiplied by the number of nights of stay in Fukuoka city, up to a maximum of 500,000 JPY.

※ Overseas incentive tours are those that originate and terminate outside of Japan.

※ In the event that the event is cancelled, postponed, or curtailed due to the effects of a COVID-19 infection, cancellation fees, etc. the amount may be used to cover cancellation fees, etc.

(3) Valid Period

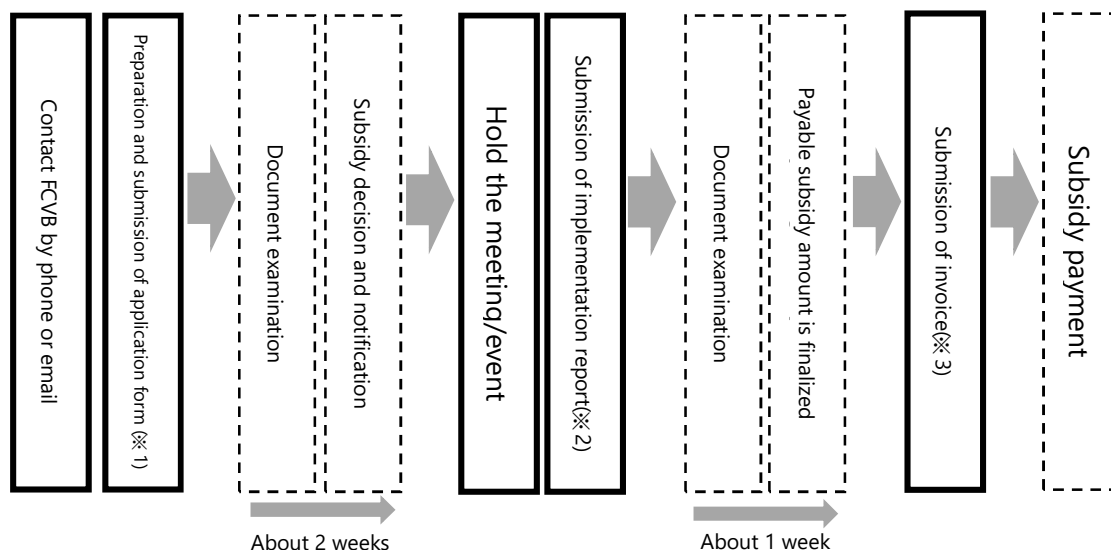
Events to be held between Fri, April 1, 2022 - Tue, February 28, 2023.

### 3 Application Process

First, please contact the Fukuoka Convention & Visitors Bureau by phone or e-mail.

- Phone : 092-733-0101
- Email Address : [mice@welcome-fukuoka.or.jp](mailto:mice@welcome-fukuoka.or.jp)
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※  are stages to be done by the applicant.



(※ 1) Deadline : 1 month before the event

(※ 2) Deadline : Within 30 days after the event or by Fri. March 10, 2023, whichever comes first.

(※ 3) Deadline : Wed, March 22, 2023 (must arrive by this date)

\*Payment will not be made if the above deadline is not met.

## 4 Application method

### (1) Applicant

The applicant must be a representative of a company, etc., that is organizing the MICE event to be supported, or a representative of a travel agency that is handling the tour. In the latter case, it is necessary for travel agents to report the use of this subsidy to the organizer.

\*Applications will not be accepted if the applicant or organizer falls into any of the following categories

- Those whose main purpose is political or religious activity
- Those who engage in activities that are illegal or against public order and morals
- Organized crime members or persons having a close relationship with organized crime or organized crime gang members
- Persons who are in arrears in the collection of municipal taxes (municipal taxes and arrearages, etc.)

### (2) Application Period

**Mon, March 28, 2022 to Tue, January 31, 2023**

Please submit your application at least one month prior to the date of the event.

This does not apply to events held between Fri, April 1 - Tue, May 31 2022, but you must submit your application prior to the event date. Please consult with us first.

**Support will be provided in the order of application and within budget limits. If the budget limit is reached, support may not be provided even if an application is submitted.**

### (3) Documents to be submitted:

(No organization stamp or signature is required except for on document #2 Pledge)

- ① Subsidy Application Form (Form No. 1)
- ② Pledge (separate sheet) (※The applicant's signature or name and organization stamp are required.)
- ③ List of board members in the applicant organization (Form No. 3)
- ④ Articles of incorporation, constitution, bylaws, and other similar documents that are the fundamental rules of the applicant's organizations activities.
- ⑤ If the applicant is a travel agency, a copy of the travel agency registration.
- ⑥ For incentive tours, tour itinerary and program.

### (4) Submission address:

Please submit your application to the Fukuoka Convention & Visitors Bureau by e-mail or mail.

### (5) Notes

- ① Only one grant application per organizer may be submitted.
- ② Please make sure to check for any incomplete or missing documents before submission.
- ③ We cannot return submitted documents so please make a photocopy of the submitted documents if necessary.
- ④ The language used in this application should be either Japanese or English. If any submitted documents are written in other languages, please also submit a translation into Japanese or English.

## 5 Review and subsidy decision

Upon receipt of the application documents, the application will be reviewed and you will be notified of the result in writing.

\*As a result of the document review, a decision may be made not to grant the subsidy or to reduce the amount of the subsidy from the amount applied for.

## 6 Event Implementation and Implementation Report

Please submit the following documents as soon as possible after your event.

(1) Documents to be submitted (all of them do not require a stamp or signature)

- ① Event Implementation Report (Form No. 8)
- ② Documents objectively proving that you stayed overnight (e.g. Lodging certificate issued by lodging facilities, etc.)
- ③ Photographs showing the carrying out of the event (meetings, trainings, receptions, etc., taken at the MICE facility)

(2) Deadline for submission of implementation report

Within 30 days after the event or by Fri. March 10, 2023, whichever comes first (this must arrive no later than March 10, 2023)

(3) Submission address:

Please submit your application to the Fukuoka Convention & Visitors Bureau by e-mail or mail.

(4) Notes.

- ① Please make sure to check for any incomplete or missing documents before submission.
- ② We cannot return submitted documents so please make a photocopy of the submitted documents if necessary.

## 7 Examination and determination of the amount

Upon receipt of the implementation report, we will review it, and if it is confirmed that the project was implemented in accordance with the approved project plan, we will finalize the subsidy within the amount of the subsidy decision and notify you in writing.

## 8 Subsidy claims and payments

Upon receipt of the notification of the final subsidy amount total, please promptly submit an "Invoice and Request for Account Transfer (Form No. 9)" (\*company stamp required).

Submission deadline: Wed. March 22, 2023 (this is an absolute final deadline)

## 9 Points of note

- (1) Information collected in this project will be shared with Fukuoka City.
- (2) When necessary, such as for screening purposes, we may request the submission of documents and explanations not listed in the application guidelines, or conduct on-site inspections to check the implementation status and inspect books and other related documents. We also ask that you cooperate with a questionnaire survey that will be used as a reference for future MICE measures.
- (3) In order to avoid duplicate applications, the status of applications may be announced to the organizers.
- (4) If the event must be cancelled or postponed due to unforeseen circumstances such as further spread of covid-19, please contact the Fukuoka Convention & Visitors Bureau as soon as possible.
- (5) If the government or other authorities request you to refrain from going out or traveling in order to prevent the spread of the covid-19, we ask that you comply with that request.
- (6) If there are any changes to the project plan (e.g., changes to the period, venue, or application amount) after your application has been submitted, please contact the Fukuoka Convention & Visitors Bureau as soon as possible.
- (7) In any of the following cases, the decision to subsidize may be cancelled in whole or in part, and the applicant may be requested to return the subsidy. In such cases, please follow the instructions of the Fukuoka Convention & Visitors Bureau.
  - ① When the event to be subsidized is cancelled for personal reasons or is not expected to be carried out (except for cases due to the effects of covid-19 infection).
  - ② When the MICE event or the applicant is found to be ineligible for the grant
  - ③ When a false application or other fraudulent act has been committed
  - ④ Other cases in which the Fukuoka Convention & Visitors Bureau deems it inappropriate to provide subsidies
- (8) Please file appropriate income and corporate taxes on the subsidy.
- (9) Documents related to the subsidy submission and award (related documents and books related to the subsidized event) must be preserved for five years after the subsidy payment (until the end of March 2028).
- (10) This document is for information only, the contents are subject to change.

Inquiries:

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Fukuoka 810-0041, Japan

Fukuoka Convention & Visitors Bureau

Phone: 092-733-0101 Fax: 092-733-3100

E-mail address: [mice@welcome-fukuoka.or.jp](mailto:mice@welcome-fukuoka.or.jp)

Fukuoka Convention & Visitors Bureau Website

<http://www.welcome-fukuoka.or.jp>