



# Bilateral Chambers of Commerce / Bilateral Business Clubs in Luxembourg or abroad (CCBL)

## **Subsidies Criteria**

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## I. Types of Subsidies

The purpose of the subsidy system is to allow any CCBL accredited by the Chamber of Commerce to submit subsidy applications to the Chamber of Commerce.

Three types of subsidies are available:

- 1) a "Partner" Subsidy
- 2) a "Project" Subsidy
- 3) a "Collaboration between CCBLs" Subsidy

These three types of subsidies coexist and are granted independently.

### 1. "Partner" Subsidy



#### 1.1. Definition :

The objective of this subsidy is to associate the Chamber of Commerce with an event organised with the CCBL. It is a real partnership and therefore a non-financial subsidy.

#### 1.2 Costs covered :

In the case of an event such as a conference or seminar, the "Partner" Subsidy covers the costs incurred by the Chamber of Commerce in connection with the event:

- room(s) rental fee;
- catering prepared by the Chamber of Commerce's services;
- promotion of the event (invitation sent to the members of the Chamber of Commerce).

#### 1.3 Conditions for granting :

Each event organised in partnership between the CCBL and the Chamber of Commerce must be free of charge and accessible to all Luxembourg companies, i.e. also to non-members of the CCBL.

It is excluded that other companies sponsor the event.

Application for to this subsidy is limited to **once** a year. A second application could be envisaged for exceptional events.

### 2. "Project" Subsidy



#### 2.1. Definition :

The objective of the "Project" Subsidy is to participate in the financing of a project implemented by the CCBL creating economic added value for Luxembourg companies in terms of international trade promotion.

The project must contribute to the strengthening of commercial relations between Luxembourg and the foreign country.

## **2.2 Eligibility conditions**

### **Eligible projects**

In particular, the following projects are eligible to be subsidised provided they are deemed to be complementary with the Chamber of Commerce's action programme ([www.agenda.affaires.internationales](http://www.agenda.affaires.internationales)). The list below is not exhaustive.

#### **a) Events :**

In Luxembourg :

- organisation of seminars and forums strengthening the links between Luxembourg and the country to which the CCBL's activities are targeted
- events organised on the occasion of the visit of foreign personalities or a foreign delegation from the country to which the CCBL's activities are targeted

Abroad :

- active participation in trade fairs abroad not included in the annual programme of the Chamber of Commerce. ([www.agenda.affaires.internationales](http://www.agenda.affaires.internationales))
- organisation of initiatives in support of Luxembourg's economic interests and brand image: Luxembourg week, specific days in favour of Luxembourg sectors or companies.

#### **b) Media :**

- publishing of directories and specific economic information documents
- public relations activities designed to bring Luxembourg's economic interests to the attention of the foreign press
- other external communication tools such as the creation of a website, logo, etc.

### **Projects which are not eligible**

The following projects are not eligible for the subsidy:

- Organisation of gala evenings and socio-cultural activities
- Participation in economic missions without the organisation of complementary activities that provide economic added value for the members of the Chamber of Commerce or for the private economic sector in general.
- Projects that essentially relate to the internal organisation of the CCBL (recruitment of members, opening of branches, etc.) or to real estate (acquisition of a property, payment of rent).

## **2.3 Costs covered**

The Chamber of Commerce grants subsidies to finance projects, up to a maximum of 50% of the total justified and accepted costs per project, limited to a maximum of five thousand euros (€5000) per year, per CCBL. The CCBL may submit several projects per year.

- **Operational costs**

- room rental,
- rental and stand design,
- media support, and
- catering for receptions and dinners organised as part of a project and which are clearly identified and budgeted by the CCBL.

- **External costs**

- any services provided as part of the project by organisations, offices, companies, institutions, experts, etc. external to the CCBL.

Hiring of external experts for the project must be in the spirit of thrifty management, strictly limited in time and be justified in the application.

## **2.4. Mention**

When carrying out projects, it must always be mentioned that they are carried out with the "financial support" of the Chamber of Commerce, and adding the CC logo.

## **3. "Collaboration between CCBLs" Subsidy**



The Chamber of Commerce encourages the CCBLs to carry out collaborative projects between CCBLs. For projects carried out jointly by several CCBLs, the maximum annual threshold could be increased to €15,000 for all projects introduced in collaboration. Points 2.1, 2.2, 2.3 and 2.4 also apply to this subsidy.

## **III. Procedure and Timing**

### **1. Submission of subsidies applications**

Each subsidy application must be submitted **no later than three months before the event**. All estimates and quotations must be given in euros.

### **2. Analysis of applications**

The ad hoc committee examines the subsidy applications submitted. It assesses the feasibility (relevance, timing, action in relation to the Chamber of Commerce's strategy, complementarity with its action programme ....) and the added value that the project/event could offer its members.

### 3. Subsidy decision

The decision of the ad hoc committee will be transmitted by the Chamber of Commerce to the CCBL no later than **two weeks** after receipt of its request.

### 4. Calculation of the subsidy

Once the event/project has been carried out, the ad hoc committee determines the amount of the project subsidy only on the **costs actually spent**. The maximum amount of the subsidy is 50% for any project of less than 10,000 euros. The maximum subsidy threshold is 5,000 euros per year. For projects carried out in collaboration by several CCBLs, the maximum threshold could be revised to €15,000 per year for the totality of projects submitted in collaboration.

### 5. Payment of the subsidy

The subsidy is paid no later than **two weeks** after receipt of all invoices related to the project/event and the submission of the report presenting the results of the project.

The Chamber of Commerce may grant the beneficiary an advance of 50% of the amount of the subsidy awarded. This will be paid **one week** after the favourable decision of the ad hoc committee.

The balance will be paid upon acceptance of the justification of the costs actually spent.

### 6. Total or partial reimbursement of the subsidy

The unused subsidy, in whole or in part, must be reimbursed by the beneficiary, to the Chamber of Commerce, no later than thirty (30) days after the official request for reimbursement.