

Notes to Applicants

Supporting Business Entities to Attend International Internet Technology Events 2019

Directorate for Tourism and Economic Development
Ministry for Gozo

January 2019



SUPPORTING BUSINESS ENTITIES TO ATTEND INTERNATIONAL INTERNET TECHNOLOGY RELATED EVENTS

The Ministry for Gozo is inviting interested applicants to apply for support to attend international internet technology related events. The objective of this initiative is to foster economic growth through knowledge sharing across markets and cultures, by means of participation in relevant international events that are strong on business networking.

WHO IS ELIGIBLE TO APPLY?

The Ministry for Gozo will accept applications from business entities based in Gozo which are specialised in the development of high tech and software products or specialist companies in digital media operations. Only one (1) representative from each registered company will be refunded under this scheme.

The Ministry for Gozo will support participation at one international internet/media technology related event per business entity per year.

Interested entities should apply by filling in the electronic form, and submitting the required documents through the following [link](#), by not later than **Friday 29th March 2019 at 17:00hrs**. Each application will be acknowledged in writing on the e-mail address provided in the application. Registration to the event and proof thereof would have to be submitted to the Tourism and Economic Development Directorate within a month from positive communication of support.

In filling in this electronic form business entities should provide the requested information, including:

- Provide a document indicating the 'name' and 'type' of business entity (e.g. company registration document);
- Confirm that the business is located in Gozo;
- Outline how the business is engaged in the development of high-tech and software products or digital media operations, including projects/initiatives undertaken; and
- Outline the benefits of participating in the selected international technology related event.

The Ministry for Gozo may decide not to accept an application if it deems that the applicant: (a) is not a registered business entity; (b) is not located in Gozo; and; (c) is not engaged in the development of high-tech and software products or is not a specialist company in digital media operations.

The Ministry for Gozo may also decide to close the applications earlier than indicated subject to the allocated funds for this purpose being exhausted. A notice will be published on www.gozo.gov.mt in this case.

WHAT WILL THE MINISTRY FOR GOZO SUPPORT?

The Ministry for Gozo will be supporting the actual participation to the event (e.g. in the case of the any event this is equivalent to the 'standard early bird registration ticket').

Financial support for participation will cover up to a maximum of one (1) person for the following activities:

- (a) **economy class air fare ticket** to and from the location of the international internet technology related event;
- (b) early bird **registration costs / early bird participation fees**; and
- (c) up to the maximum of 60% of the standard subsistence allowance **cost** to cover for bed and breakfast accommodation. The **standard subsistence daily rate is published by the Ministry for Finance for government and public sector employees**. This will be calculated on the number of nights to be spent abroad multiplied by the per diem allowance, irrespective of the time of departure from Malta and, will **cover only up to a maximum of a day before the event, and a day after its conclusion**.

International representatives (i.e. persons who are already located abroad) who participate on behalf of the business entity shall not be considered eligible.

Eligible expenditure will only be reimbursed, after the business entity participates in the event, and the documentation indicated below is provided:

- a brief and concise report outlining the benefits gained from participation;
- a copy of all the invoices (including VAT receipts). In the case of airplane tickets, the original boarding pass is the required proof; and
- a signed [state aid declaration form](#) (**For state aid purposes applicants must not have received more than € 200,000 from any government entity within a period of 3 years i.e. in the previous 2 fiscal years and the current fiscal year.**

The Tourism & Economic Development Directorate may decide to close the scheme earlier than indicated subject to the allocated funds for this purpose being exhausted. The Directorate will publish a notice on its website (www.gozo.gov.mt) to this effect, if this is the case.

The above documentation required as proof of expenses incurred, should be sent **by not later than Thursday, 31st October 2019 at 17:00 hrs at the address below:**

**Tourism and Economic Development Directorate
Ministry for Gozo
Saint Francis Square
Victoria, Gozo**

Claims for reimbursements submitted after this date will not be processed.