



Nagano MICE

Meetings, Incentive Travel, Conventions, Exhibitions/Events

How to Apply for a Nagano MICE Promotion Program Subsidy

Recipients of municipal support may also be eligible for a **prefectural grant-in-aid!**

Subsidy Amount

Visitors to Japan **10,000 JPY X No. of visitors**

Japanese nationals living overseas are included.
Foreign nationals living in Japan are not included.

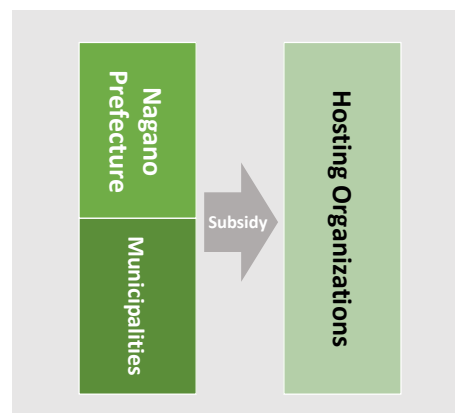
Visitors from Japan **5,000 JPY X No. of visitors**

Subsidy Limit

The lesser of the following two amounts:

1. **1,000,000 JPY**, or
2. Half of the hosting expenses of the tour or event, rounded down to the nearest 1,000 JPY

* Hosting expenses include venue expenses, printing and binding expenses, PR expenses, transportation expenses, rewards, communication expenses, and supply expenses. Food and drink expenses are not included.



Subsidy Recipient and Main Conditions

Project Type	Subsidy Recipient	Main Conditions
Business meetings	Hosting organizations	1. Recipient of financial assistance from a Nagano municipality, a tourism association, etc.
International Conventions		2. Participants: 50 or more * If 25 people participate for two days, the headcount still remains 25, not 50
Exhibitions, trade shows, and events		3. Participating countries: Three or more, including Japan 4. Length of event: Two or more consecutive days in Nagano
Incentive and training tours	• Hosting organizations • Travel agencies planning and arranging the tours and events (Agencies registered either with the Commissioner of Japan Tourism Agency, or under a prefectural governor, in accordance with the Travel Agency Act)	1. Recipient of financial assistance from a Nagano municipality, a tourism association, etc. 2. Participants from overseas: 10 or more * Same conditions as above 3. Stay in Nagano: 30 or more nights in total
Sports camps		1. Recipient of financial assistance from a Nagano municipality, a tourism association, etc. 2. Participants from overseas: 10 or more * Same conditions as above 3. Stay in Nagano: 50 or more nights in total

Note: Regardless of the above conditions, the following projects are not subject to the subsidy.

1. Projects hosted or co-hosted by the Japanese Government or Nagano Prefecture; 2. Projects hosted by religious groups; 3. Projects hosted by political groups; 4. Projects for commercial purposes; 5. Projects receiving other subsidies or financial assistance from Nagano Prefecture; 6. Projects deemed unsuitable for the purpose of the subsidy program.

Inquiries

Sports Commission and MICE Section, Tourism Promotion Division, Nagano Prefecture
692-2 Habashita, Minami Nagano, Nagano City, Nagano 380-8570
Tel: +81-26-235-7254 Fax: +81-26-235-7257



How to Apply for a Nagano MICE Promotion Program Subsidy

This subsidy program applies only to projects receiving support from an organization including a Nagano municipality, a tourism association, or a convention bureau.

When a project begins before the decision of payment

PROJECT STARTS IN ADVANCE

Please submit **Planning Sheet for MICE Promotion Program Subsidy (Form No. 2)**

Accompanying Documents

1. Budget Statement (Form No. 1-1)
2. Summary of the grant project (event details, etc.)
3. Articles of Incorporation, bylaws, lists of board members and constituent organizations/ individuals of the applicant organization
4. Other documents deemed necessary

Unofficial Announcement

Please submit **Project Notification for MICE Promotion Program Subsidy (Form No. 3)**

APPLICATION

Please submit **Application for MICE Promotion Program Subsidy (Form No. 1)**

Accompanying Documents

1. Budget Statement (Form No. 1-1)
2. Summary of the grant project (event details, etc.)
3. A document detailing support by a Nagano municipality (e.g. Application for Grant)
4. Articles of incorporation, bylaws, lists of board members and constituent organizations/ individuals of the applicant organization
5. Other documents deemed necessary

Notice of Decision

If your project changes, is discontinued, or extended after the above decision is made, please promptly submit one of the following documents for approval.

1. To change or discontinue your project: Application for Approval to Change/Discontinue MICE Promotion Program (Appended Form No. 6)
2. To extend your project's term: Application for Approval to Extend Project Completion under MICE Promotion Program (Appended Form No. 7)

PROJECT IMPLEMENTATION

PROJECT REPORT

Please submit **Project Report for MICE Promotion Program Subsidy (Form No. 4)**

Accompanying Documents

1. Projected Financial Statement: Form No. 4-1
2. Document outlining the completion and details of the project (report, etc.), and pictures
3. A document confirming support by a Nagano municipality (e.g. Notification of Confirmation)
4. Other documents deemed necessary

Submission Deadline

The earlier of the following two dates:

- 30 days after the date of project completion, or
- April 10 of the year following the date of the subsidy decision

Decision of Subsidy Amount

PAYMENT REQUEST

Please submit **Request for MICE Promotion Program Subsidy (Form No. 5)**

Subsidy Payment

Inquiries and Application Submission

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