INTERNATIONAL PARTICIPATION SCHEME 2027

Registered National Sports Organizations (Federations, Associations, Clubs) compliant with the Commissioner for Voluntary Organizations and Authority for Integrity in Maltese Sport (AIMS) are eligible to apply for any assistance scheme offered by SportMalta.

This scheme is intended to assist national teams and national athletes forming part of National Sports Organisations in the technical preparations for international activities abroad or club tournaments / training camps.

Assistance:

SportMalta will partially assist in the expenses incurred by the National Sports Organisation in relation to travelling expenses to participate in the training camp and/ or international competition abroad.

Assistance can be in the form of **flights/ferry and equipment travel expenses**, **accommodation, Airport Transfer fees and participation fees**, through a financial grant not exceeding the yearly allocated budget for International Participation Scheme.

Kindly note that Insurance fees are not eligible for reimbursement through the international participation scheme.

Invoices presented at claim stage should be solely for Athletes and technical staff for all the above-mentioned assistance.

Eligibility Criteria:

This scheme is applicable to sports organisations (Federations, Associations, Clubs and Foundations) which:

1. Must organise / take part in national leagues and championships.

2. Must have no alternative government / public funding for the same expenses.

3. The sports organisation shall have no payment dues to SportMalta or in the case where dues are owed to SportMalta these are to be set off against the amount being claimed.

4. The Sport Organisation must be **compliant** with the Office of the Commissioner for Voluntary Organisations and AIMS.

5. The allocation of funds to the applicants shall be determined by the SportMalta assistances board, following the submission of all applications and in accordance with established criteria, in order to ensure fair distribution amongst applicants. To this effect, the date of submission of application will not be given any weight/guarantee of award, when determining the allocation/ commitment of funding, provided that the application must be submitted within the stipulated timeframes.

Documentation required at application stage:

1. Duly filled online application form.

2. The application form shall contain the following information:

- A description of the event, details of the organisers, duration, size of contingent (number of Athletes AND technical staff) and whether activity is being held under the auspices of the International Federation (if available);

- Expenses related to flights/ferry, accommodation, participation fees and airport transfers

Kindly note that insurances are not eligible for reimbursement

Documentation Required at claim stage:

Following Sport Malta's approval for funding, a commitment letter is issued to the applicant. Original fiscal receipts (or any other proof of payments as specified in the (Terms of reference) for anything falling within the approved assistance, must be submitted for the approved funding to be released.

Documentation required:

1. A completed online Financial Claim form
2. Tax invoices with proof of payment (An actual bank statement showing the transaction and account number) or Official receipts.

   Reimbursement of cash payments without official/original receipt may not be reimbursed by Sport Malta's assistance payment.

   Kindly refer to Terms of Reference in this document for further information on the correct documentation to be submitted for a financial claim. Incorrect documentation may result in delays and re-submission.

3. Technical Report of event. A template may be downloaded via the SportMalta claim submission page.
4. Copy of a valid VO certificate/letter of compliancy from the Commissioner for Voluntary Organisations together with a written confirmation from AIMS confirming the compliancy status.
5. If the payment was not issued by the claimant entity, the claiming entity shall declare that upon reimbursement from SportMalta, the claimant entity shall reimburse the athlete/s who incurred the original expense.
6. The Sport organisation is obliged to recognise Sport Malta's financial assistance in press releases directly related to the event/s indicated in the commitment letter. Evidence of such press releases would be mandatory at the time of submitting the financial claim. Should the sport organisation opt to post a social media post it is important that SportMalta is not just tagged at the end of the post but is expressly recognized for its financial assistance

All other conditions stipulated in the commitment letter, or any annex attached thereto shall also be deemed to be part of the terms and conditions of this scheme.

Application Details:

The Application Form may be accessed online from the SportMalta website.

The completed online Application Form for 2027 assistance is to be submitted by the deadline indicated on SportMalta website.

Terms of Reference - Assistance Claims

General Explanation about Invoices and Receipts

A tax invoice on its own cannot be accepted for assistance claim purposes since this does not constitute a proof of payment. A proof of payment on its own without a tax invoice cannot be accepted either. Therefore, the correct documentation should be made up of a Tax Invoice together with its proof of payment. Valid proof of payment documentation includes:

a) **Transaction from bank portal**. This type must clearly identify:
   - The payee's name, or account number which is being debited.
   - The transaction amount.
   - The beneficiary (supplier) IBAN.
   - Transaction status being "successful".

b) **Bank statement** showing the transaction debited. This type must clearly identify:
   - The account holder name.
   - The transaction amount.
   - The beneficiary (supplier) name.

c) **Official Receipt** issued by supplier. This type must clearly identify:
   - The amount paid.
   - The service type covered by the amount paid or reference to the invoice which is being settled by this receipt.
   - The date of receipt – may also include the date of transaction but not mandatory.
   - Supplier name issuing the receipt.
   - Customer name reflecting the payee's name.
   - If the invoice provided is not a tax invoice, the receipt must be a fiscal receipt.

Final remark: Ideally both tax invoices and receipts are issued on the name of the sport organisation making the claim. In situations where the organisation is not issuing payment, the club is declaring upon submission of claim that any invoice settled by trip members will be reimbursed to them upon reception of funds from SportMalta.

Specific claim Items

Flights/Ferry

If flights/ferry were booked online the E-Ticket can be used for reimbursement of flights/ferry. It is important that we have a clear cost breakdown of the flight and the E-Ticket.
The E-Ticket must clearly identify the following details:

- Passenger's name
- Departure and Arrival destinations
- Dates of flights/ferry
- Cost / Price breakdown

If flights/ferry were purchased from a travel agent, a tax invoice and a receipt by the travel agent are needed. A proof of payment (Bank statement or otherwise) should show that the transaction was affected from the sports organisation to the travel agent.

The invoice of the travel agent should clearly indicate the flight booked with their respective dates and their cost. A list of passengers for whom flights/ferry were booked should also be provided by the travel agent.

N.B. Should the organization be utilizing the services of a travel agent we kindly ask that the invoice being presented for reimbursement contains only the flights/ferry being claimed for and not for any other competition or camp.

Accommodation

Regarding accommodation submissions the organisation should include both the booking confirmation (in English) and the corresponding proof of payment.

The invoice of the accommodation should clearly indicate the **room costs/Bed & breakfast only** with their respective dates and their cost.

The booking confirmation provided should clearly show the type of accommodation booked (Single room, Double room etc) and for how many guests it is booked for. Should the room contain more than one person, the names of the guests should be mentioned in the booking confirmation.

A rooming list issued by the hotel may also be sufficient in lieu of a booking confirmation in situations where a booking confirmation is not issued (for example Sport Exchanges or lodging at sport centres)

Participation fees

Participation fees are also eligible for reimbursement however an accurate confirmation, in English, acknowledging participation is to be sent. This may be sent as an E-Mail confirmation from the Host/Organizer **or** any online booking indicating the name of the athlete/coach and also indicating the name of the competition.

A proof of payment should also be included. However, if the email confirmation received clearly indicates the payment performed, that confirmation itself should be sufficient.

If "Proof of payment" only is submitted at claim stage, such as "paypal transaction" or "bank transaction", the applicant must provide supporting documentation clearly outlining the participation fee requested by the event's organiser in their event's manual.

Airport Transfers only

Where the transportation being utilised is a bus/coach service the invoice should clearly indicate the journey/s performed (i.e. arrival and departure) and their respective cost as well as the amount of persons who boarded the bus (or the max capacity).

Once again, a valid proof of payment should always be submitted.

What happens if a transaction is in a different country with a currency other than € ?
As always, a legible invoice/ request for payment supported with a proof of payment or receipt **in English** should always be provided.

To facilitate matters, ideally the transaction debited from claimant bank portal should be submitted at claim stage, as this would confirm the amount debited in euro currency.

Should a transaction be performed in a different currency other than euro, and only the receipt in foreign currency is presented at claim stage, SportMalta makes use of the Historical currency conversion rate according to the date the transaction was performed. Therefore, claimant must make use of these historical rates to claim the amount in euro. Historical rates are to be accessed from the link below:

https://www.xe.com/currencytables/