SPORT TOURISM 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 Sport Tourism Scheme.

Definitions

For the purposes of this scheme, the following shall be deemed to be the definitions intended as guidelines for SportMalta in order to determine the monetary grants that the types of entities shall be entitled to benefit from and for sports entities to calculate the said amounts:

Sports Activity / Event – Competition, tournament, friendly matches, training camps, seminars, conferences and educational activities which are sports related.

High Season – activity or event being held between the 1st of May 2027 and the 31st of October 2027.

Low Season – activity or event being held between the 1st of January 2027 and the 30th of April 2027, or between the 1st of November and 31st of December 2027. For the purposes of this scheme, activities and events held in Gozo shall be considered to be Low Season all year round.

Introduction

Malta's climate offers the ideal destination to attract sporting activities and events to Malta and Gozo. For many years, SportMalta has, in collaboration with the Malta Tourism Authority, introduced schemes in relation to this factor and has, through experience, improved the scheme to become more effective and beneficial to the sports scenario in Malta. The scheme has been revamped, such that sports entities can benefit in a just and equitable manner, depending on the size of their organised event and the amount of the bed-nights generated by the foreign participants. To this effect, Federations, Associations and Clubs are being encouraged to participate in this scheme and benefit from:

Scheme 1 - Putting Malta on the Sports Map

A monetary grant which shall be granted to sports entities preparing and presenting their bid for the organisation of an international event in Malta and/or Gozo. This assistance may consist in the provision of services by SportMalta in order to assist the sports entity prepare a draft of the bidding document, the preparation of promotional material, purchase of uniforms for delegation etc. Sports entities applying under this section of the scheme may benefit from a grant of up to 75% of the actual expenses incurred in relation to the purchasing of bidding material, flights/ferry, and accommodation abroad. Any sport entity may apply for this pre-bidding scheme once every calendar year.

The financial grant is to be utilised for the travelling expenses of not more than two officials presenting the bid to organise the event in Malta, following approval by SportMalta of the actual bidding material which is prepared to be presented to the International Federation. The amounts granted by SportMalta shall be determined by a Board purposely formed to examine the applications and the relevance of the event being brought to Malta.

Documentation required at Application Stage

1. Duly filled online application form.
2. Documentation related to the activity for which the sports entity will be bidding to host in Malta / Gozo including any documentation issued by the international entity under the auspices of which the activity or event will be organised.
3. An indication of the estimated amount of bed nights which is reasonably expected to be generated through the activity or event, if the bid is won by the Maltese sports entity.
4. An indication of expenses related to bidding material, flights/ferry, and accommodation.
5. Any and all other documentation requested by SportMalta which may assist SportMalta in evaluating the application.

Documentation required at Submission of Claim

Following Sport Malta's approval of funding, a commitment letter is issued to the applicant, that shall be used at claim stage. Original fiscal receipts (please refer to terms of reference below) for anything falling within the approved assistance, must be submitted for the approved funding to be released. The following shall be provided at claim stage:

1. Original / Official receipts (or tax invoice with proof of payment) of all expenses included in the commitment letter as better explained in the terms of reference below (reimbursement of cash payments without official/original receipt may not be issued).

2. The official document presented for the official bid.

3. A report which gives a summary relating to the bidding event.

4. A copy of valid compliancy letter from Commissioner for Voluntary Organizations and AIMS Compliancy.

Scheme 2 - Generation of bed nights

A monetary grant calculated on the amount of bed nights generated through athletes, officials and any other person accompanying / travelling with the respective team considering the season (period) in which the activity or event will be taking place. The amounts granted by SportMalta shall be determined by a Board purposely formed to examine the applications and the relevance of the event being brought to Malta, considering the following rates:

Season	Rate
Amount per Bednight - High Season (1st May to 31st Oct)	*€ 7*
Amount per Bednight - Low Season (1st Nov to 30th Apr)	*€ 10*

A grant of € 300 per event day for a maximum of four (4) days, will also be granted to the sports entity as an allowance to organise the event.

For a sports entity to be eligible to benefit from this scheme, foreign athletes (residing outside of Malta and/or Gozo) need to have intentionally travelled and stayed in Malta and/or Gozo for the purpose of participating in the activity and/or event. It is highly recommended that arrangements are made with hotels targeted for lodging in order to avoid insufficiency of documentation at claim stage. It is the sports entity's responsibility to ensure that the hotels utilised for the event are officially licensed by the Malta Tourism Authority and have their licenses paid up for the year in which the event is taking place.

The allocation of funds to the applicants shall be determined by the SportMalta assistance 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 no longer be given any weight/guarantee of award or of the maximum award, when determining the allocation of funds, provided that the application must be submitted within the stipulated timeframes.

Documentation required at Application Stage

1. Duly filled online application form.
2. Documentation related to the activity being held
3. Indication of the estimated amount of bed nights which is reasonably expected to be generated through the activity or event;

   If at time of claim it's noticed that during application process there was an over estimated amount by over 20%, the applicant will jeopardize funding for the following year, thus the importance to indicate a fair and reasonable estimated amount at application stage.

4. All other documentation requested by SportMalta which may assist the Assistance Committee in evaluating the application.

Documentation required at Submission of Claim

Following Sport Malta's approval of funding, a commitment letter is issued to the applicant, together with the financial claim form that shall be used at claim stage. The following shall be provided at claim stage:

1. A completed online Financial Claim form
2. A declaration printed on a letterhead of the hotel where the athletes, sport officials and other persons travelling with the teams have sojourned, signed by a hotel official at managerial level, including the following:

- The dates on which the foreign persons sojourned in the hotel.
- The amount of bed-nights generated by foreign persons through the event by confirming the amount of eco-tax paid in direct relation to the activity / event (provided that bed-nights shall be calculated by multiplying the amount of persons multiplied by the amount of nights when the persons sojourned in the hotel).

3. Hotel official licence paid for year 2027 issued by the Malta Tourism Authority.
4. A report which gives a summary of activities and other matters relating to the sporting activity and/or event.
5. A copy of valid compliancy letter from Commissioner for Voluntary Organizations and AIMS Compliancy.

In order to facilitate matters for applicants, a list of individuals generating the bed nights is not being requested in any of the stages of application and claim. However, SportMalta reserves the right to request further information at claim stage.

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 – Putting Malta on the Map 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)

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/