In keeping with the Act on Tourist Boards and the Promotion of Croatian Tourism (OG 152/08) Article 32, paragraph 11 and the Statute of the Tourist Board of the Town of Rovinj - Rovigno (Town of Rovinj – Rovigno Official Journal issue no. 01/10) Article 8, paragraph 11, on September 21, 2018 the Tourist Board of the Town of Rovinj - Rovigno issued a

**PUBLIC INVITATION** **to organizers to submit their applications for funding under the 2019 EVENT GRANTS PROGRAM**

**I. Subject matter of public invitation**

**The subject matter of the public invitation** is the award of non-refundable funds by the Tourist Board of the Town of Rovinj - Rovigno (hereinafter TZGR) for **events** contributing to the following goals:

* enhancement/ enrichment of the tourism product / offer of Rovinj as a destination,
* development of amenities that prolong the tourist season,
* increase in hospitality services and tourist traffic, especially in preseason and postseason,
* creation of a recognisable destination image.

**Funding will be granted for event planning and realization, including:**

1. entertainment events,
2. sporting events,
3. cultural events,
4. gourmet events,
5. congresses,
6. other events that might contribute to goals under Item 1 in this public invitation.

**II. Purpose of funding**

**Non-refundable funds may be** allocated and used solely for events organised in 2019. Funds are intended for co-financing costs of realization of events, which includes:

* cost of program (performers) and equipment rental (audio and video equipment, stage etc.),
* work material/consumables used for organizing the event,
* costs of venue,
* costs of promotional material and national and international event promotion,
* accommodation and travel costs of performers and external cooperates under contracts,
* security costs,
* other justifiable costs directly included in organising the event.

**Non-refundable funds may not be allocated and used for:**

* property (land and fixtures) and vehicle purchase,
* regular operating costs of the event organizer (salaries and other employee costs, transportation and travel costs, study tours, covered loss, taxes and contributions, loan interests, customs duties and excises and other fees),
* studies, detailed studies, project and other documentation,
* any other cost unrelated to the realization of the event.

**III. Grant recipients**

Non-refundable funding is available to physical and legal persons:

* companies,
* small businesses,
* associations,
* non-profit organisations,
* national sporting associations,
* cultural and other public institutions,
* other physical and legal persons (hereinafter: Organizer).

**Applications for non-refundable funding may not be submitted by Organizers who have not paid the tourist tax and fee and those who have not obtained a Certificate of No Liability from the Tax Authority.**

**Only one Organizer / Co-Organizer may nominate an event. If more (co)organizers are nominating the same event, grant may be awarded only to the Main Organizer.**

**IV. Grant award criteria**

In the selection of events eligible for funding the main criteria will include importance of the event for Rovinj tourism and its promotion, especially:

* project quality and originality,
* importance of the event for the development and enrichment of the destination’s tourism offer and prolongation of the Rovinj’s tourist season,
* experience and ability of the event organizer to organize the event in a quality manner,
* time and duration of the event,
* tradition / sustainability,
* ensured financing (funding allocated by the organizer and interested parties),
* participation of interested parties from the public and private sector in event planning and realization,
* event promotion (media plan and funding, estimate of the equivalent of the marketing value of total promotional activities),
* event media coverage,
* economic and other effects of the event (turnout, overnights, traffic/income from the event).

**V. Required documentation**

All organizers have to submit the following documents as part of their application for non-refundable funding:

1. The APPLICATION form in the integral part of the public invitation (published on [www.rovinj-tourism.hr](http://www.rovinj-tourism.hr) )
2. Proof of event organizer’s legal status (copy of excerpt from the Company, Trade or other registry),
3. Certified Certificate of No Liability from the Tax Authority (not older than 30 days from the publication of this invitation).

TZGR reserves the right to request the event organizer to submit additional information /data.

**VI. Grant award and publication of grant recipients**

Decision on Event Grant Award and Allocation of Non-Refundable Funds will be issued by the TZGR Tourism Council in accordance with submitted applications.

List of events eligible for funding will be published on the TZGR website www.tzgrovinj.hr within 15 days from the adoption of the Decision on Event Grant Award and Allocation of Non-Refundable Funds.

**VII. Application form and due date**

Event organizers submit their applications with requested documentation s specified in V, **to the Tourist Board of the Town of Rovinj – Rovigno.**

Applications are sent in a sealed envelope and addressed **“Javni poziv za potpore manifestacijama – ne otvaraj“/ “Public Invitation to submit applications for Event Grants – do not open”.**

**Applications are sent to the address: Turistička zajednica grada Rovinja – Rovigno, Obala Pina Budicina 12, 52 210 Rovinj.**

**Application due date is October 09, 2018 (applications with October 09, 2018 postmark are valid).**

**VIII. Applications not eligible for grant award**

The following applications will not be eligible:

* applications with incomplete documentation under Article V of this document,
* applications not delivered by due date,
* applications submitted by organizers who have not paid tourist tax and/or fee or any due tax.

**IX. Contract award**

With the organizer to whom the TZGR Tourism Council grants non-refundable funds TZGR will sign a contract stipulating: the way funds will be used, event realization monitoring, grant payment, control of purpose for which funds are used and other matters relating to event planning and realization and grant award.

**X. Grant disbursement**

TZGR will remit non-refundable funds to the organizer **after** the event has taken place and on receipt of complete documentation as per contract signed by and between the parties:

* report on event realization and use of grant funds by specification item, with supporting documents confirming details provided in the report (bank statements showing transactions or cash payments, copies of contracts, photo documentation of works showing status before and after project completion and other project-specific documents),
* photo and/or other documents showing realization schedule,
* Invoices of contractors/suppliers and other certificates/documents showing progress in event realization and marketing and proof of media coverage (copies of published news reports and articles in national and foreign printed media, printed copies or audio-video on CD or DVD for direct TV broadcasting, etc.)

**TZGR has the right to check the accuracy of data submitted in delivered documents and reserves the right to request additional documents as proof of event realization and payments.**

**XI. Monitoring**

TZGR has the right to monitor/supervise event realization and spending. If TZGR establishes irregularities in the use of allocated funding, the organizer will be instructed to return the funds for which an irregularity in spending has been established.

**Additional information**:

Available at the TZGR office or by e-mail at e-mail info@rovinj-tourism.hr.

Rovinj, September 21, 2018

Town of Rovinj– Rovigno Tourist Board Director

Odete Sapač, *m.p.*