



Camera di Commercio
Napoli



Public Call for Applications and Rules and Regulations for the assignment of funds as partial contribution to the cost of organizing package holidays in the Province of Naples during the low and mid season – 2014

Chamber Board Resolution no. 15 of 7 February 2014

Section 1 AIM OF THE SCHEME

To encourage the extension of the tourist season, the Naples Chamber of Commerce is assigning funds as partial contribution to the cost of organizing package holidays in the Province of Naples during the low and mid season, pursuant to Section 2 of this Call for Applications/Rules and Regulations.

Section 2 AVAILABLE RESOURCES AND AID REGIME

The financial envelope of the scheme is EUR 1 300 000 and is entirely funded by the Naples Chamber of Commerce. The total amount of resources available is divided into four parts by market of origin. The maximum amount available for each part is indicated below:

- United Kingdom EUR 300 000
- Germany EUR 300 000
- Russia EUR 400 000
- Other foreign countries EUR 300 000

Allocated funds are assigned according to Commission Regulation (EC) no. 1998/2006 of 15 December 2006 on the application of Articles 87 and 88 of the Treaty to *de minimis* aid, published in the OJEC series L 379 of 28.12.2006, entered into force on 1 January 2007 and applicable until 31 December 2013, to Commission Regulation (EU) no. 360/2012 of 25 April 2012, and to Commission Regulation (EU) no. 1407/2013 on the application of Articles 107 and 108 of the Treaty on the functioning of the European Union to *de minimis* aid granted to undertakings providing services of general economic interest.

Section 3 BENEFICIARIES OF FUNDS AND ELIGIBILITY REQUIREMENTS

Beneficiaries of the present Call for Applications/Rules and Regulations include Italian and overseas tour operators and corresponding travel agencies of Italian and overseas tour operators in possession of the following requirements:

- Italian tour operators must be a) registered as a tour operator with the Business Registry at their local Chamber of Commerce and b) licenced to operate as a tour operator.
- Corresponding travel agencies of tour operators must be a) registered as a travel agency with the Business Registry at their local Chamber of Commerce and b) licenced to operate as a travel agency.
- Overseas tour operators must be licenced to operate as a tour operator in compliance with laws in force in their own country.

Documents certifying the above-mentioned requirements (Business Registration Certificate demonstrating registry at the local Chamber of Commerce and company's active status, and licence to operate as a tour operator or travel agency) must be attached to the completed application form. Failure to do so will render the application invalid.

In order to be eligible for funds, applicants must already be in possession of the above requirements at the date of publication of this Call for Applications/Rules and Regulations.

Section 4 AUTHORIZED PURPOSES

The purpose of the scheme is the promotion of package holidays using charter flights, scheduled flights and all-inclusive tours, which include a stay at a hotel or other type of accommodation provider, including campsites, in the Province of Naples during the following periods:

- a) City of Naples: from 15 June to 15 September 2014 with stays of at least 2 consecutive nights

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- b) Rest of the Province of Naples: from 1 April to 15 July 2014 and from 15 September to 15 November 2014 with stays of at least 6 consecutive nights.

Thirty percent of the total funding assigned for each market of origin, as indicated in Section 2 of this Call for Applications/Rules and Regulations, is to be allocated to package holidays organized as all-inclusive tours.

Once the above quota has been reached, any funding applications for package holidays organized as all-inclusive tours will compete for remaining funds assigned to the specific market of origin with other applications according to the general rules governing applications for funds.

Funds may be granted for package holidays that include stays in the City and Province of Naples using flights not arriving and departing from Naples Capodichino Airport.

Funds referred to in this Call for Applications/Rules and Regulations will not be granted for package holidays that do not include air travel.

Section 5 AMOUNT OF FUNDS

The scheme will allocate the following funds:

- a) for stays in the City of Naples: EUR 25/visitor
- b) for stays in the rest of the Province of Naples: EUR 40/visitor for flights arriving from EU Member States; EUR 65/visitor for flights arriving from non-EU Member States.

The amount of funds indicated in a) and b) above will be increased by EUR 20/visitor if the package holiday includes a flight arriving from international airports which in the previous two years (2012 and 2013) did not operate any flights to Naples Capodichino Airport.

Individual applicants (tour operators or travel agencies) may request funds up to a maximum of 20% of the total amount allocated for each market of origin as established in Section 2 of this Call for Applications/Rules and Regulations.

In the event that resources allocated for a specific market exceed the amount of funds requested in applications correctly submitted and considered admissible by the Review Committee, according to the Procedural Framework approved by Chamber Resolution no. 15 of 7 February 2014, applicants who have already applied for the maximum percentage indicated above may be assigned further available resources according to chronological order of submission of applications. In addition, should the 30% quota of resources allocated to each specific market for all-inclusive-type package holidays exceed the amount of funds requested in applications for this category correctly submitted and considered admissible by the Review Committee, any further available resources will be assigned to the remaining categories of package holidays (charter flights and scheduled flights) according to chronological order of submission of applications.

Section 6 PROCEDURE FOR ACCESS TO FUNDS

Applications for funds referred to in this Call for Applications/Rules and Regulations, duly signed by the applicant's legal representative, must be made using the application form in **Annex A)** and must be submitted together with the documents indicated in Section 3 of this Call for Applications/Rules and

Regulations, and a *de minimis* state aid declaration (**Annex C** to this Call for Applications/Rules and Regulations) to the Naples Chamber of Commerce Special Agency COM.TUR – appointed to manage the scheme by Chamber Board Resolution no. 15 of 7 February 2014 – no later than 10 (ten) days prior to commencement of the holiday. Applications must be sent by **certified email (PEC) only** to the following address: segreteriaicom-tur@registerpec.it. Applications must have in the subject box “Application to the Call for Applications/Rules and Regulations for the assignment of funds as partial contribution to the cost of organizing package holidays in the Province of Naples during the low and mid season”. The recipient’s certified email address must be used for all applications, and all Italian applications must be sent from a certified email address. For other countries, the sending of applications from a certified email address is only obligatory where a certified email service exists. The Naples Chamber of Commerce and its Special Agency COM.TUR cannot be held responsible for the non-receipt of applications due to technical failures and/or other reasons. **In view of the deadline for the commencement of package holidays eligible for funds (15 September for the City of Naples and 15 November for the Province of Naples), no applications submitted after 5 September 2014 (for the City of Naples) and 5 November (for the Province of Naples) will be accepted.**

Failure to comply with any of the above conditions may result in the application being considered invalid.

Section 7 PROCESSING APPLICATIONS

Applications for funds will be examined by a Review Committee, according to the Procedural Guidelines approved by Chamber Board Resolution no. 15 of 7 February 2014, in strict chronological order of submission until the exhaustion of available funds for each market of origin.

The Review Committee will examine each application for funds to verify that it has been validly submitted, and is eligible, within an indicative deadline of *di* 30 (thirty) days from the date of receipt.

The Review Committee may ask an applicant to complete an incomplete application, which must then be returned within no more than 7 (seven days) for validation.

On a three-monthly basis, the Review Committee will compile a list of all submitted applications, specifying whether the application has been accepted or declined, which will be put to the Chamber of Commerce Board for approval.

Following the resolution of the Chamber Board, the Chamber’s Special Agency COM.TUR will notify each applicant of the outcome of the examination process either by certified email or fax and will provide a **reference code assigned to the application, which must be quoted in all further correspondence.**

Any changes to or cancellations of package holidays for which Chamber funds have been assigned must be notified by certified email no later than 48 hours prior to the commencement of the holiday. Failure to do so will result in the revocation of funds.

Any applications for funds received after the exhaustion of available resources will be queued in a waiting list in chronological order of receipt and may subsequently be approved and funded following the modification or cancellation of previously approved applications.

Section 8 RELEASE OF FUNDS

In order for approved funds to be released, applicants must, **within 30 (thirty) days from the end of the stay forming part of the package holiday**, send the completed application form in Annex B). Failure to comply with the above deadline will result in the cancellation of approved funds. The application form **must** be delivered either **by authorized courier** (preferred) or **by hand** (delivery by postal worker is treated as hand-delivery), or **by registered letter with advice of delivery**, to the following address: COM.TUR – Azienda Speciale della Camera di Commercio di Napoli – Corso Meridionale, 58 – 80143 Napoli – Italy. Failure to do so will render the application for the release of funds inadmissible. The following documents must be submitted with the application:

- self-executed declaration (as in Annex D to this Call for Applications/Rules and Regulations)

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signed by the legal representative of the hotel(s) or other type of accommodation provider(s) where the visitors stayed containing a list of visitors' names and a statement certifying due notification of said names to the Italian Police Authorities

- copy of plane tickets or vouchers issued for each visitor travelling.

Applications must be submitted in a sealed envelope with the applicant's full name (legal name and address) and the words "Application for the release of funds as partial contribution to the cost of organizing package holidays in the Province of Naples during the low and mid season – Application ref. code" marked clearly on the outside.

The Review Committee will examine each application for the release of funds to verify that it is complete within an indicative deadline of di 30 (thirty) days from the date of receipt.

The Review Committee may ask an applicant to complete an incomplete application, which must then be returned within no more than 7 (seven days) for validation.

On a three-monthly basis, the Committee will compile a list of cleared funds.

The Chamber's Special Agency COM.TUR will arrange for payment of cleared funds to be made (by bank transfer only) within the following 60 (sixty) days.

Art 9. PROCEDURES MANAGER AND CONTACT DETAILS FOR INFORMATION

Procedures Manager: Mrs. Ilaria Desiderio

For information concerning the contents of this Call for Applications/Rules and Regulations:

Email: segreteria-com-tur@registerpec.it

Phone: +39 081 266512

General Secretary

DATA PROTECTION DECLARATION

Any information provided will be processed by manual and electronic means, and will be used exclusively for the sole purpose of performing the administrative procedures for which it was collected, and in accordance with the laws and regulations in force.

Pursuant to Legislative Decree no. 196 of 30 June 2003, "Personal Data Protection Code", please be informed that all personal information that comes into the possession of the Naples Chamber of Commerce and its Special Agency COM.TUR will be used exclusively for the purposes of this Call for Applications/Rules and Regulations according to Art. 13 of the above-mentioned law.

Information provided will be used by the Naples Chamber of Commerce, acting as Data Controller, and by the Chamber's Special Agency COM.TUR.

You are required to provide the necessary information in order for your application to be processed

and failure to do so will result in the forfeiture of any right to benefit from funding.

Annexes

Annex A) – Application form for the assignment of funds

Annex B) – Application form for the release of approved funds

Annex C) – *De minimis* aid declaration form

Annex D) – Self-executed declaration form for accommodation providers